TIPS FOR A SAFE AND HEALTHY RETURN TO YOUR OFFICE

THE dESIGNERS GROUP

Join us and take a socially distant glimpse into the future.

Our design services will guide you on this journey for a healthy and safe return to your office.

Return Checklist

01
DETERMINE WORKSPACE MAXIMUM

- 6 ft distancing
- Area maximum
- Accessibility

02
RECONFIGURE WORKSPACES

- Physical distance requirements
- Phased scenarios

03
INTRODUCE NEW SAFETY MEASURES

- Sanitization
- Signage
- Plexiglass between work areas

04
BACK TO THE OFFICE

- Identify essential workers
- Communicate new policies
- Operate under transitional stage

Planning physical distance in the office

Determine the maximum occupancy for all spaces:

Review the occupancy requirements and use those calculations to determine the return phases.

Develop seating arrangements for the new requirements:

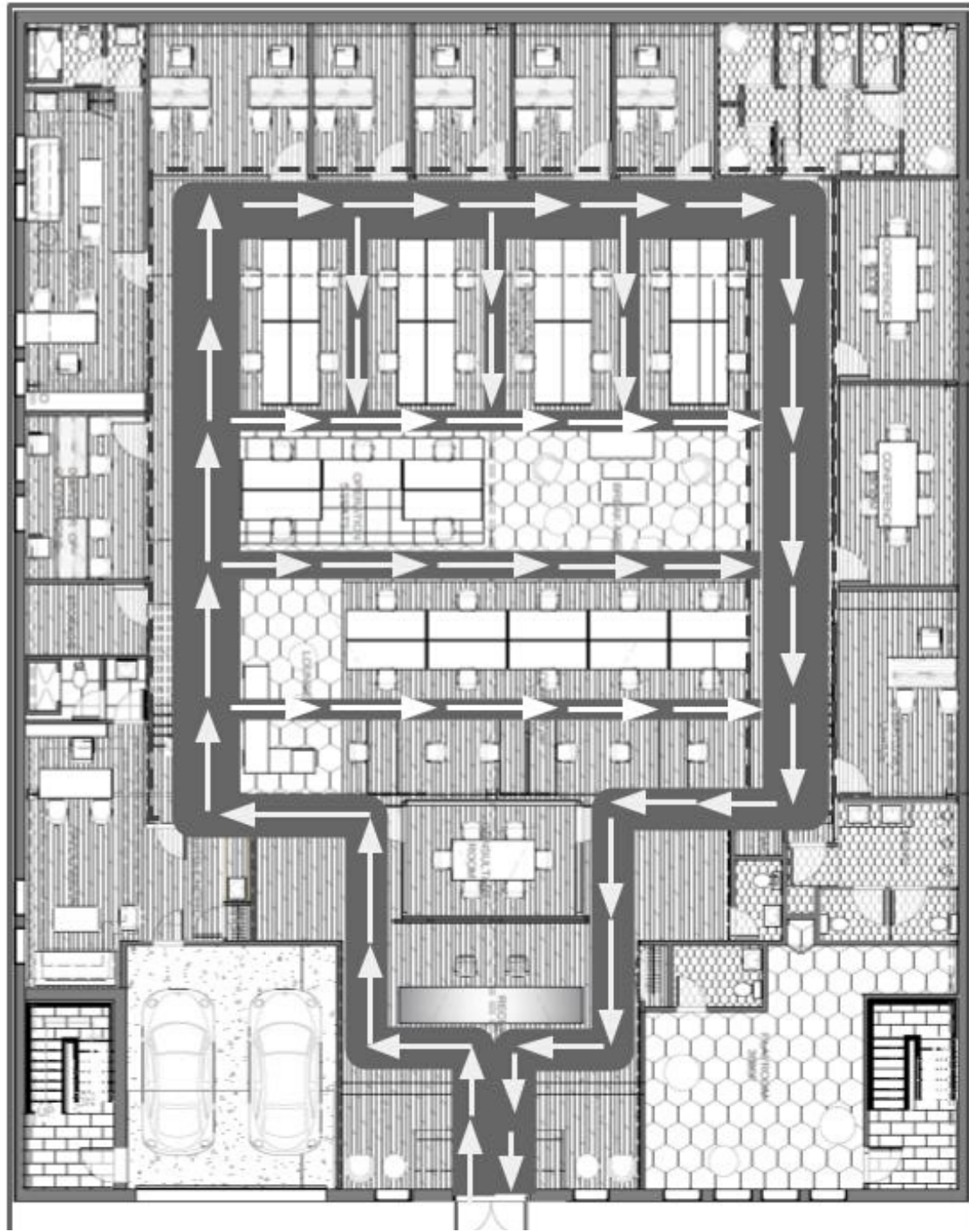Rearrange the current seating assignments, so they abide by social distance protocols.

Implement new procedures in public spaces:

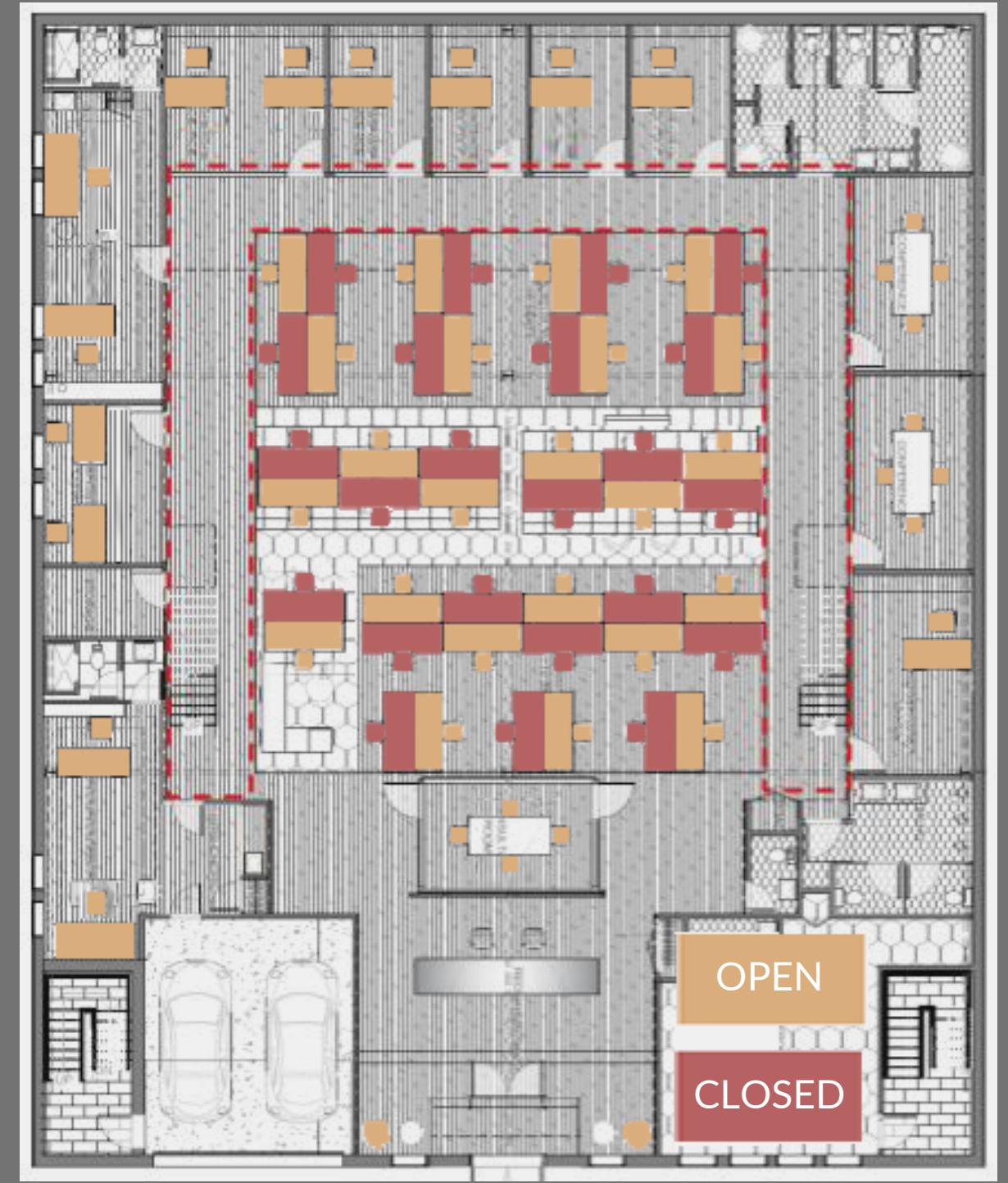Suggest passageways with singular flow of movement, label 6 ft distances, and improve cleaning systems.
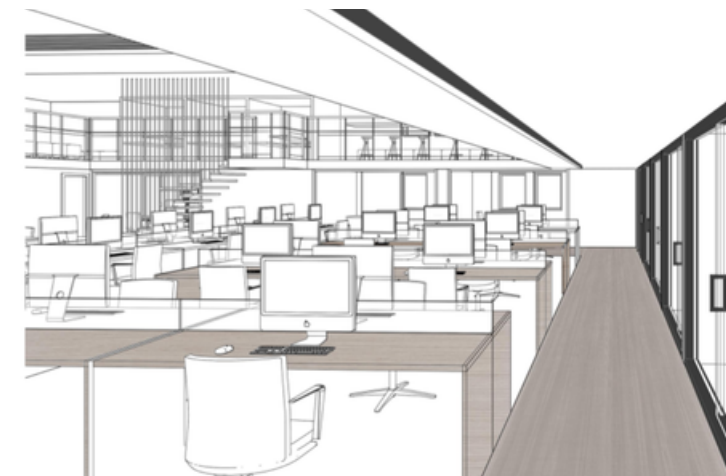
Control traffic areas

Propose one-way pathways and marked distances in traffic and waiting areas.

Structure new seating arrangements

Decrease exposure by designating seating to employees separated by a 6 ft radius.

OPEN

CLOSED

ESTABLISHING NEW OFFICE PROTOCOLS

Provide reminders and emphasize hygiene responsibilities

Display signage to remind staff of hygiene responsibilities; Have plenty of disinfectant and cleaning supplies available.

Clearly indicate open and closed workspaces

Mark open and closed areas; Eliminate shared equipment used between employees and remove chairs and monitors to distinctly separate workspaces.

Clearly mark 6 ft distances in high-traffic areas

Point out 6 ft distances in congested areas; Suggest one-way pathways with marked distances in common areas.

Prepare for employee return

Identify essential and vulnerable workers

Select employee return stages based on priority; Include input from the company in this decision.

Implement hands-free technology

Reduce contact with shared surfaces by automating where possible; For example, remote entry into the building, automatic doors, and touch-less bathroom fixtures.

We are here to support you in this transition phase into the workforce.

Contact us to see how our design team can help you reconfigure your space for distancing success.

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