



DESIGN GUIDE POST COVID-19

What is the future of the office environment?

INDEAL

UP & COMING COVID-19 OFFICE TRENDS

Considerations that will alter the design of future office environments.



INCREASED CLEANING PROTOCOLS

- Assess air quality/filtration/ventilation
- Sanitize all rooms/areas at various intervals throughout the day
- Provide personal hygiene supplies throughout the space (hand sanitizer stations, personal wipes/sprays at each workstation, etc.)
- Promote new behaviors while in the office - use signage as reminders for employees and visitors
- Low/No touch access (touch the least amount of surfaces as possible while entering/within the building)
- Re-think café/community spaces
- Temperature checks
- Staging areas for elevators



WORK AREA ASSESSMENT

- De-densify occupancy in open office areas (6 ft. distance rule)
 - Rotate workstations so employees aren't facing each other/reconfigure with existing furniture
 - Stagger occupancy - schedule team rotations or phase employees into workstations
- Assign seating
- Limit technology sharing
- Add barriers - doors, screens, storage
- Add workstation accessories that provide additional health benefits (organizers for personal sanitary products, antimicrobial desk pads, additional lighting, biophilia, etc.)
- Set occupancy limits in conference rooms based on 6 ft. of separation

AIR QUALITY

Upgrades to the building and surrounding work area can impact and improve air quality in a workspace.



ASHRAE

American Society of Heating, Refrigerating and Air-Conditioning Engineers recommendations will depend on the existing system, reviewed by a mechanical engineer.

- Control temperature and relative humidity
- Trap It (Filtration), Kill It (Disinfection), Flush It (Ventilation)
- HEPA filters (commercial grade, ceiling mounted/portable); stand-alone units in lobbies, conference/huddle rooms
- UV-C Lamps/Bipolar Ionization to disinfect and kill the pathogens
- Increase outdoor/fresh air to flush the pathogen; improve air distribution patterns for more ventilation.

BIOPHILIA

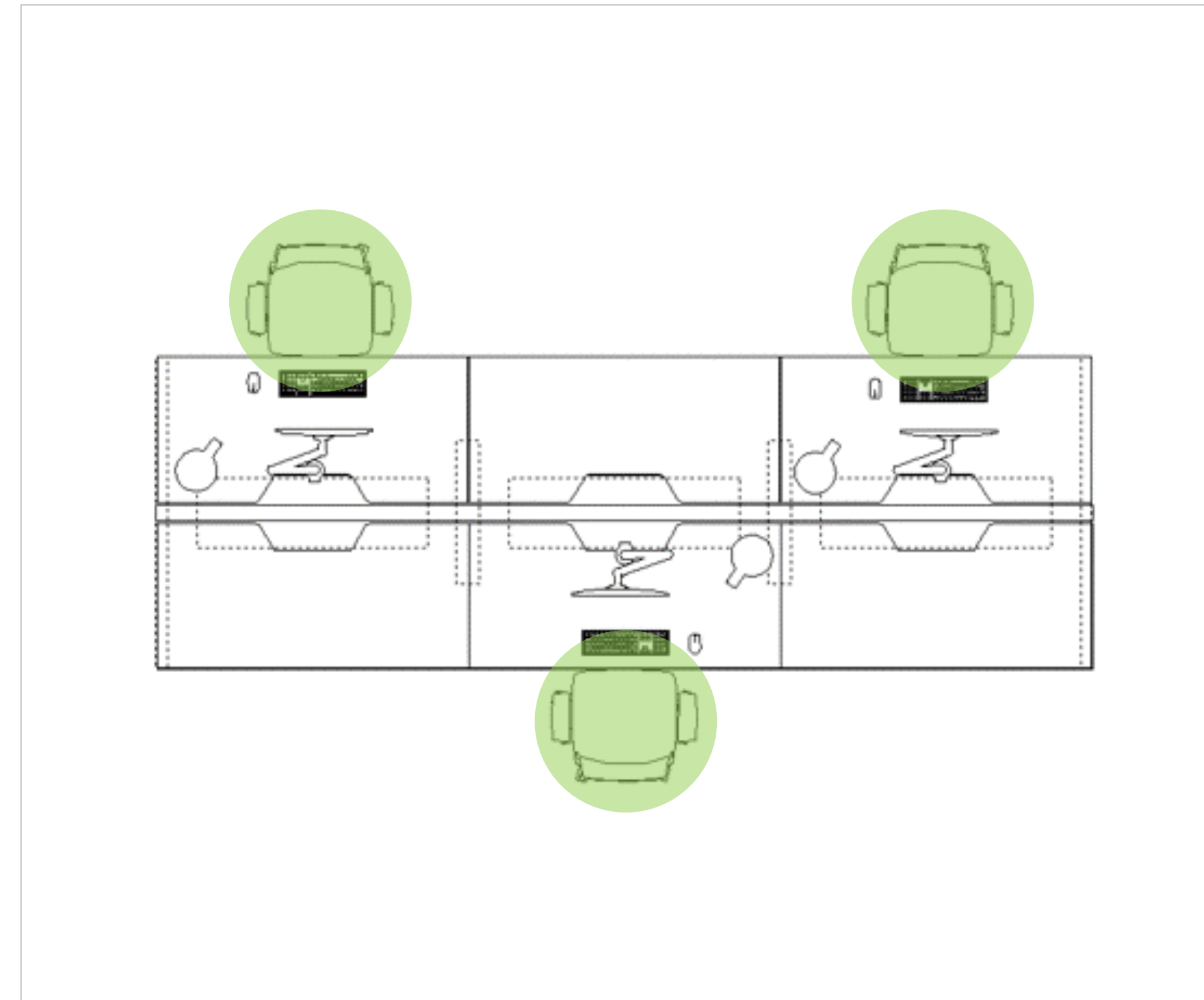
Incorporate plants or other biophilic solutions to designate space division while improving air quality

OCCUPANCY

Assess workstation occupancy and reduce density to meet updated safety measures.



CUSHMAN & WAKEFIELD

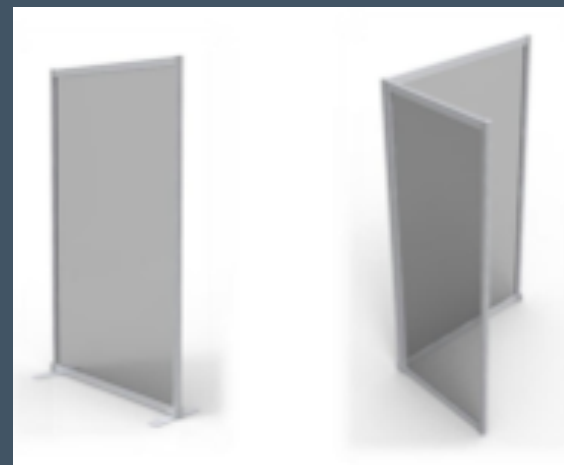


DE-DENSIFY

The goal of de-densifying is to block the potential spread of harmful viruses through coughing, sneezing, or talking.

- A distance of 6 feet between workstations is optimal
- This may be a challenge with benching applications, so one solution is to stagger occupancy

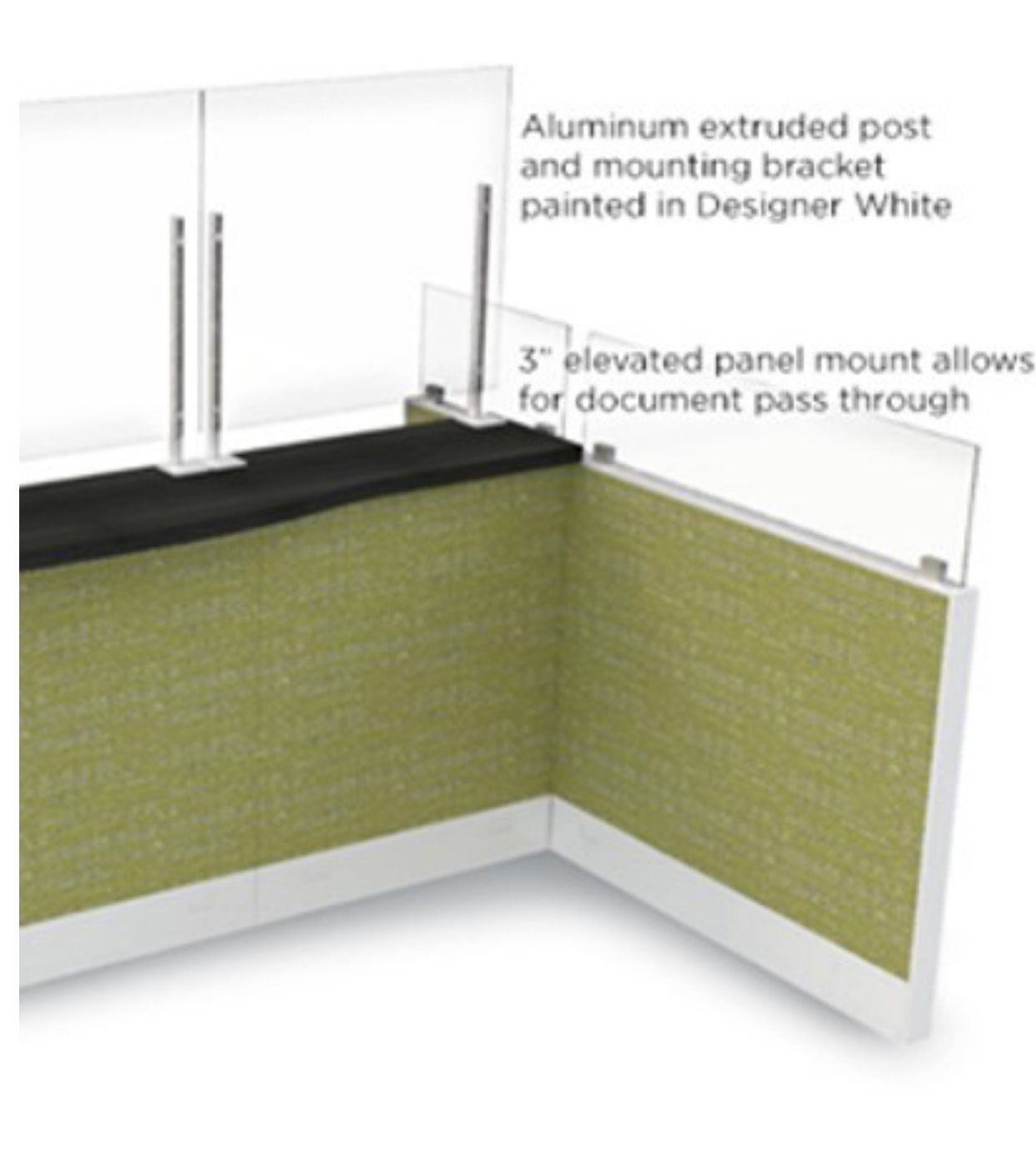
PROTECTIVE WORKSTATION BARRIERS



Provide physical barriers with the addition of furniture elements.

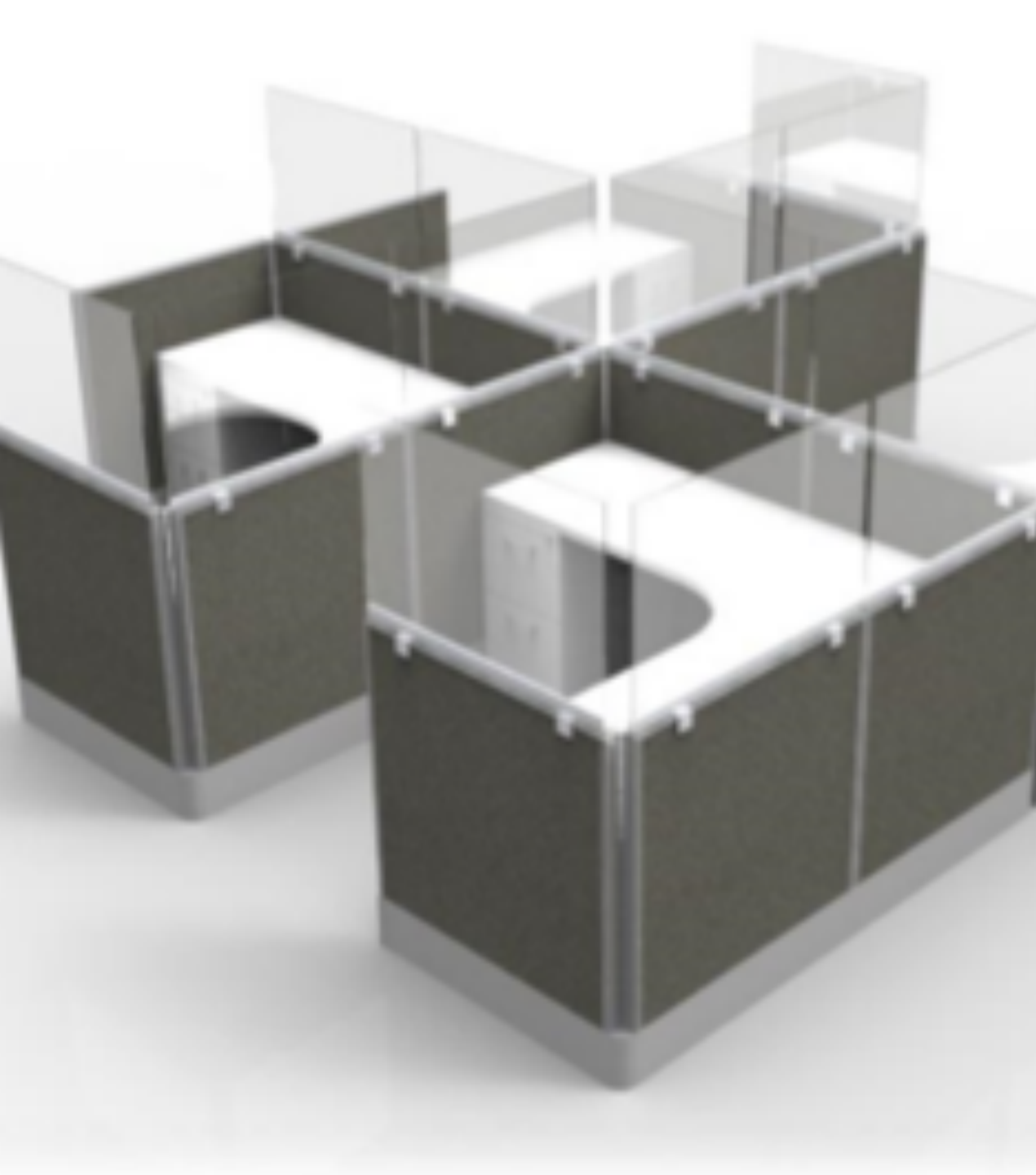
BARRIERS, SCREENS, & PANELS

- Protective barriers can block harmful pathogens from spreading.
- New furniture may be a huge investment, so a short-term, easy solution is to add screens, panels, and/or mobile whiteboards.



PROTECTIVE WORKSTATION BARRIERS

Consider options such as mobile screens/communication boards for workstations with high existing panels along aisles, and acrylic, up-mounted screens for panels that need extra height. A back-to-back layout is ideal for not spreading germs!



PROTECTIVE WORKSTATION BARRIERS

There are many furniture options available to provide physical barriers and safety to workstation occupants.



MATERIALS AND FINISHES

Workstation materials and finishes can play an important role in improving health and safety in Post-COVID 19 designs.



FABRIC VS. HARD SURFACE

- Remember that soft materials (fabric) absorb whereas a hard surface is easily cleaned
- Consider replacing fabric panel skins with laminate, metal or closed pore veneer.
- Evaluate the functionality of pillow tops on pedestal drawers (fabrics may need to be changed to something easier to clean)
- Select cleanable materials (laminate/acrylic/glass/markerboard) for privacy/modesty screens and consider replacing existing screens.
- Specify anti-microbial desk pads