

BACK TO BUSINESS: COVID-19 Office Re-Entry



Mara Hauser | 5.6.2020

IT'S A MATERIAL WORLD

How long does SARS-CoV-2 last on surfaces?

The lifespan of other viruses will vary on these materials, but identifying materials in your space is a first step towards taking action to maintain health and safety at these surfaces.



PAPER
UP TO 4 DAYS



GLASS
UP TO 4 DAYS



CARDBOARD
24 HOURS



PLASTIC
3-7 DAYS



STAINLESS STEEL
3-7 DAYS



COPPER
UP TO 4 HOURS



WOOD OR FABRIC
UP TO 2 DAYS

RE-IMAGINING YOUR SPACE

Start With a Three-Pronged Approach:

1. Health & Safety Policies
2. Behavioral Modifications
3. Physical Workspace Refresh

- Comply with government regulations
- Access Control: define your entry policies, health check-in, and possible thermal/temperature check
- Use of PPE (Personal Protective Equipment)
- Manage gatherings or occupancy limits for colab/meeting rooms
- Provide visual reminders to keep 6' of distance at busy intersections, circulation paths, or 'water cooler' type settings
- Indicate one-way directional pathways to minimize contact
- Incorporate vertical partitioning to distance workspaces as needed
- Verify building compliance before entering your space



GOING TOUCHLESS or SINGLE USER

- Light switches
- Door entry/exit
- Sink faucets
- Toilets & urinals
- Drinking Fountain / Water Cooler
- Coffee or Vending Station
- Trash / Recycle bins
- Digital sign in stations
- Technology - copy/scanner, tablets, computers, phones, other
- White Board markers or other accessories



FRONT DOOR / MAIN ACCESS

Touchless entry

Temperature - thermal body check

Signage pre entry “Due to COVID-19”

- ***What to expect***
- ***Behaviors in the space***
- ***Special hours***
- ***Waiver of liability***



COMMUNITY DESK / RECEPTION



Define protocol for mail/package delivery and handoff to members

One person at the desk (normal business hours) to manage access

Eliminate shared staff tech/equipment

Limit seats in waiting areas

Provide sanitation station

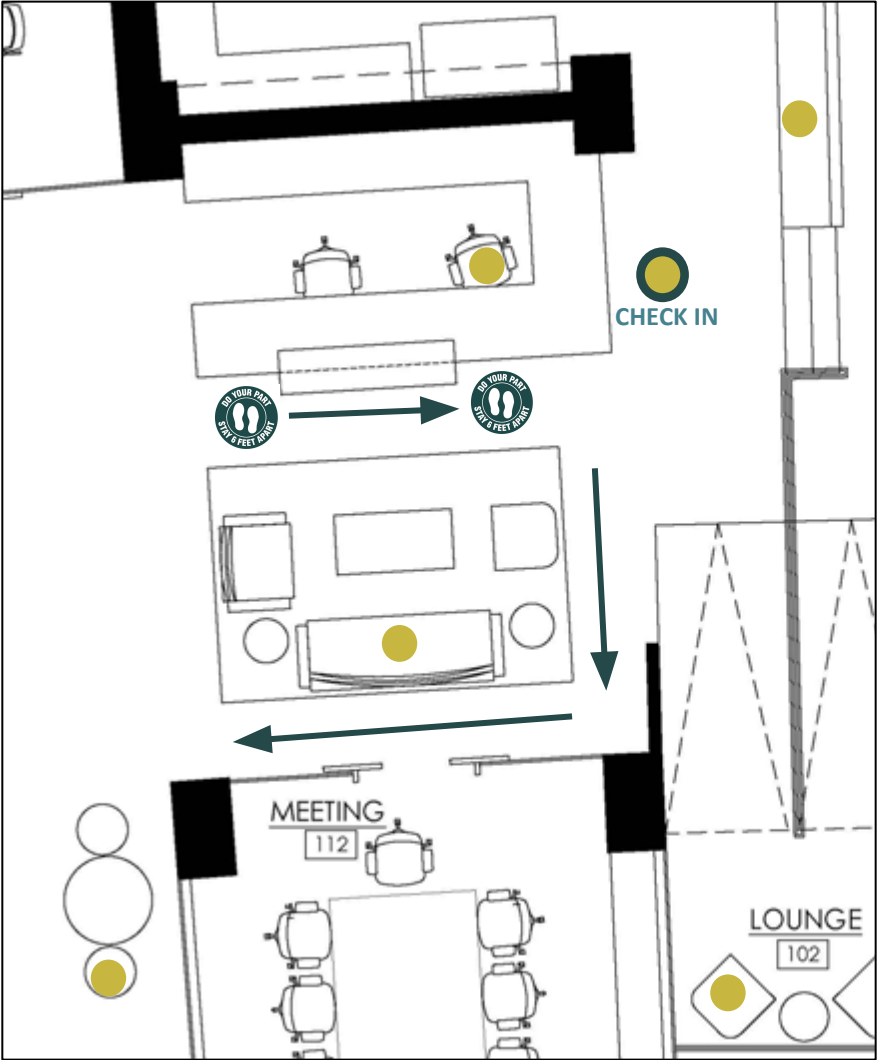
Review needs for temporary protection (plexiglass shields based on spacing around front desk)

Reinforce social distancing by installing visual cues (floor stickers and messaging)

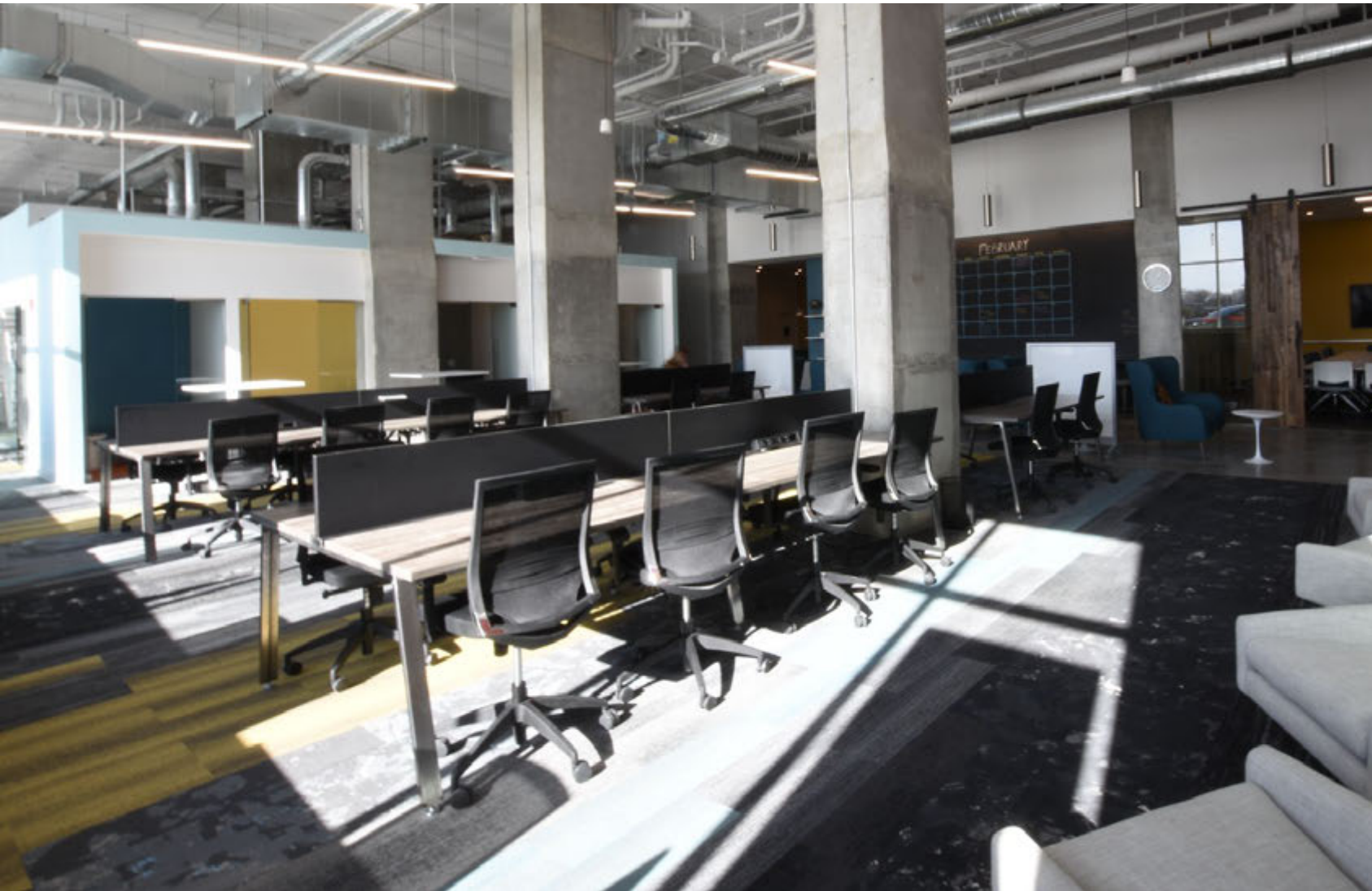
Convert touchscreen sign in devices to bluetooth or touchless

COMMUNITY DESK / RECEPTION

TYPICAL FLOOR PLAN



FLEX WORKSPACE + LOUNGES



Remove open trash cans, provide larger centrally located step-can with lids

Assess current privacy panels or screens front to front and/or side to side

- *height minimum at 15" off surface for seated privacy*
- *width of 6' (if less than add perpendicular screens)*

Distance seating capacity at 6'

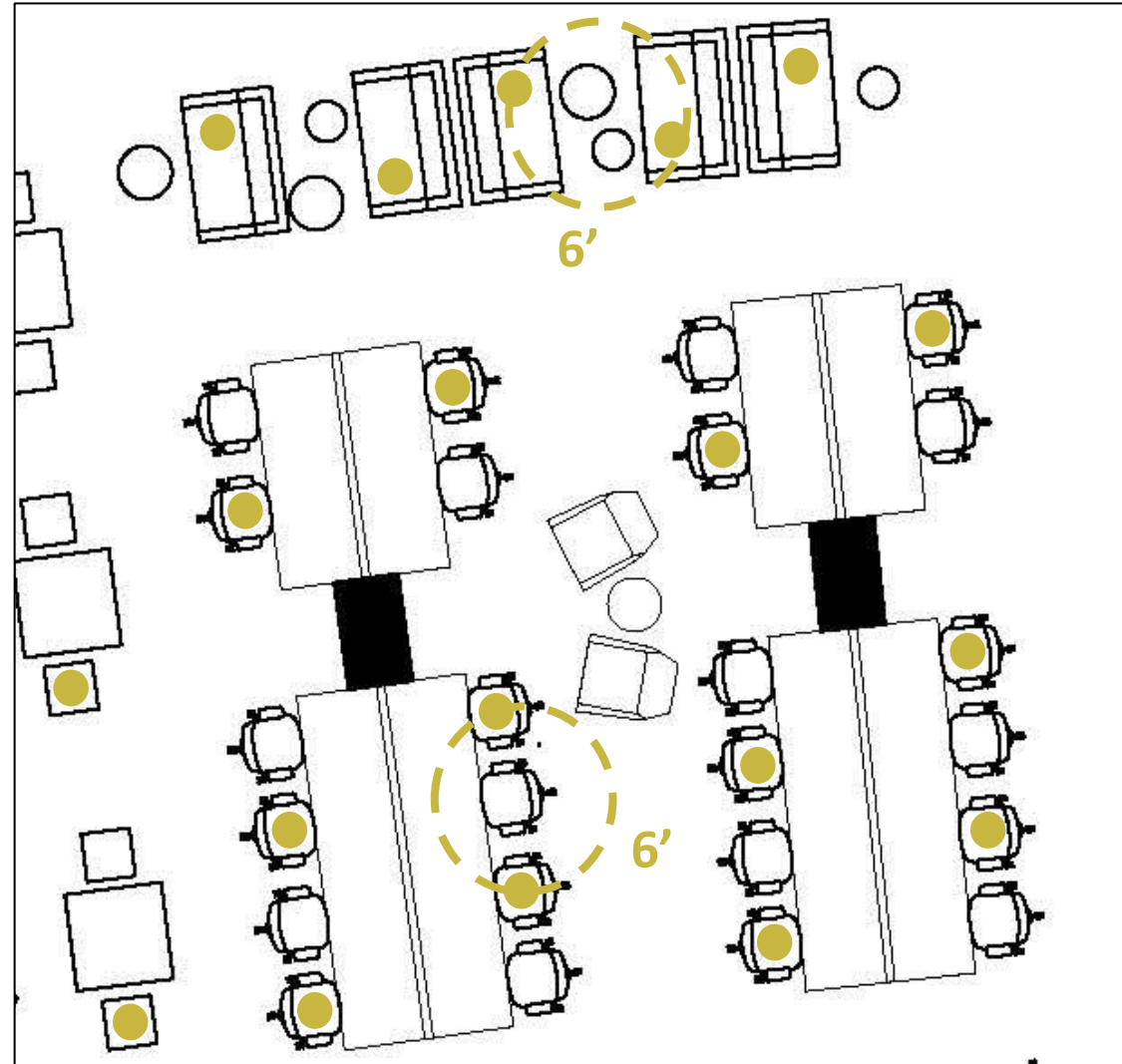
Manage workspace with "reserved" and/or assign daily seating

Manage circulation - guiding markers throughout space will prompt flow of foot traffic

Add sanitizer wipe station for easy cleaning of workspace before and after use

FLEX WORKSPACE + LOUNGES

TYPICAL FLOOR PLAN



● = OCCUPIED SEAT

DEDICATED WORKSPACE



***Physical separation at seated privacy
front to front/side to side***

Assure social distancing spacing

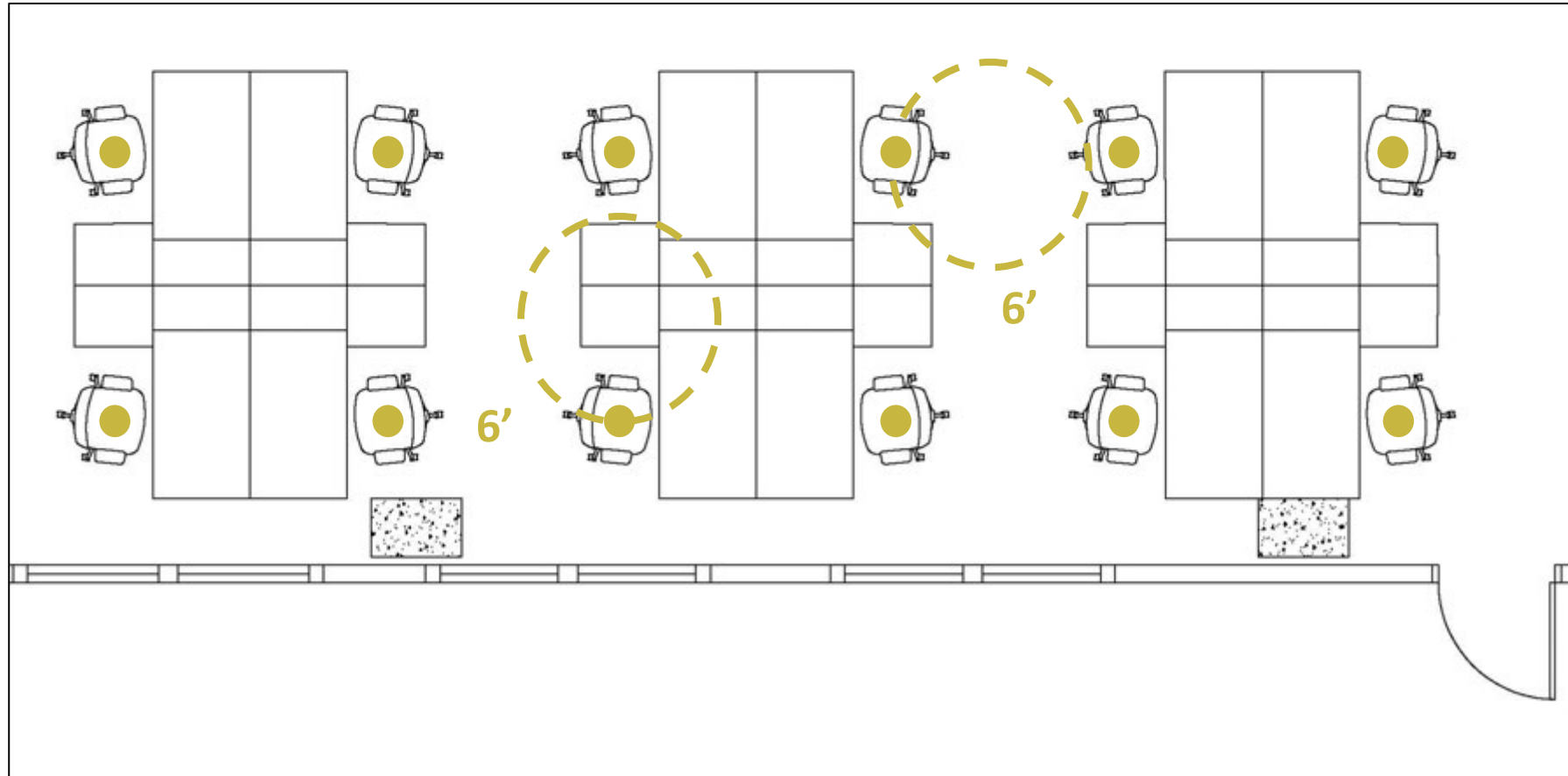
Remove open trash cans

Add sanitizer wipe station



DEDICATED WORKSPACE

TYPICAL FLOOR PLAN



● = OCCUPIED SEAT

PRIVATE OFFICES



Future planning: size desks at 60" widths x 30" depths or add privacy partitions side to side

Seat to seat distances at 6'

Be mindful of desk near entry door or in circulation paths

Determine occupancy based on recommended government guidelines for gathering limits

PRIVATE OFFICES

TYPICAL FLOOR PLAN



● = OCCUPIED SEAT

PHONE BOOTHS

NanoSeptic surfaces are essentially continuously self-cleaning surfaces that utilize mineral nano-crystals which create a powerful oxidation reaction. Working 24/7, the surface continually oxidizes organic contaminants; using no poisons, heavy metals or chemicals.



*Revise door hardware to touchless or add **NanoSeptic** wraps to existing handles*

Provide sanitization stations nearby to wipe down before/after each use

Manage access (lock) to assure clean before and after use

HVAC - is there fresh air circulation in these spaces? If not, should remain closed



BOOTH WORKSPACES



1 person per booth

Add signage with booth guidelines



CAFE AREAS



Touchless fixtures where possible

Shut off access to ice-maker

NanoSeptic wraps on hardware and appliance handles

Provide disposable single use paper placemats for members and place on open shelving

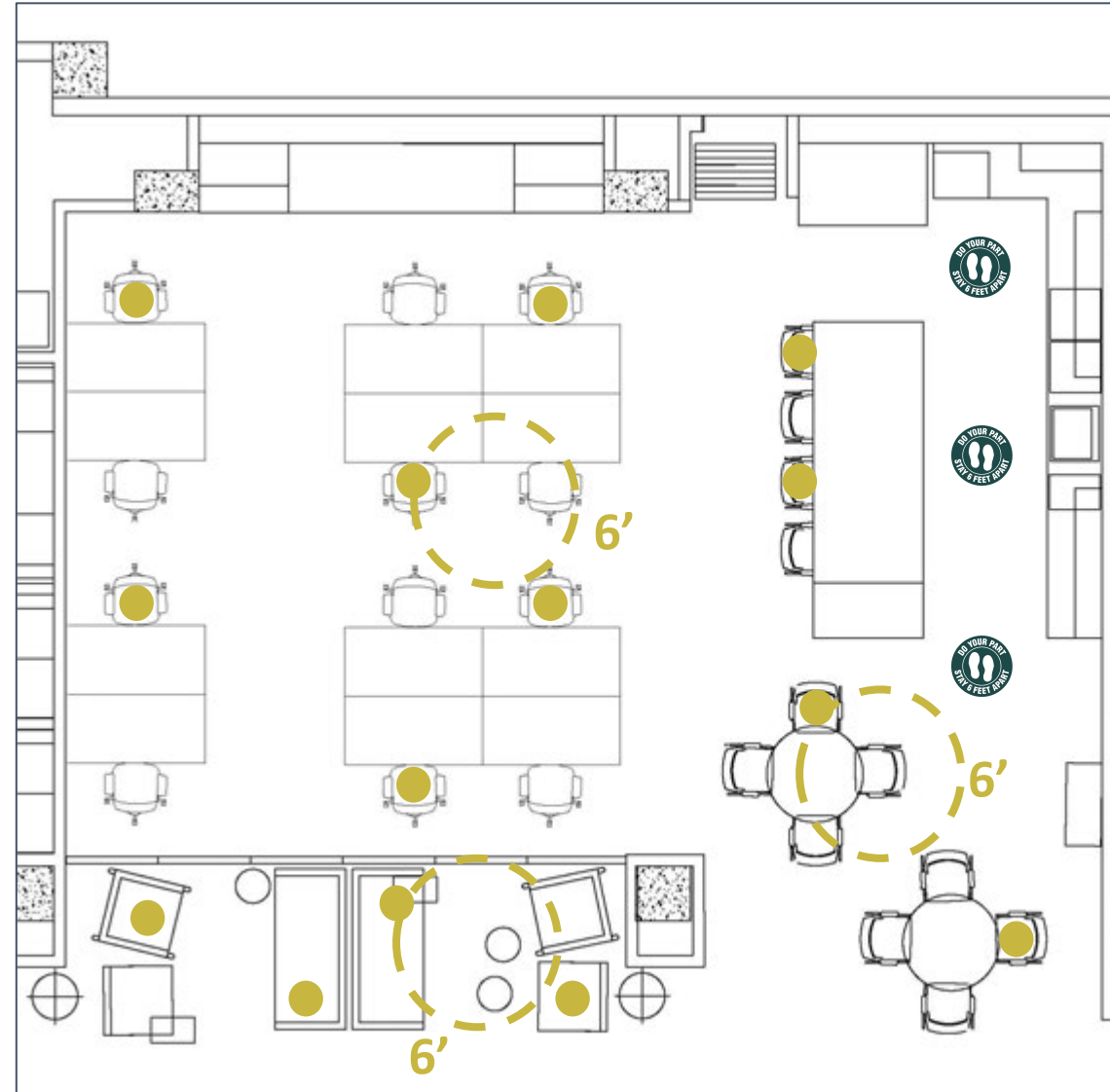
Waste receptacles with lids step-can or touchless opening

Add floor stickers to indicate social distancing

Provide disposable paper goods or BYO

CAFE AREAS

TYPICAL FLOOR PLAN



● = OCCUPIED SEAT

MEETING ROOMS



Manage occupancy

- ***remove chairs***
- ***tape off seats to indicate social distancing***
- ***separate tables***
- ***provide signage with occupancy limits per room***

Add step can or touchless trash receptacle with cover

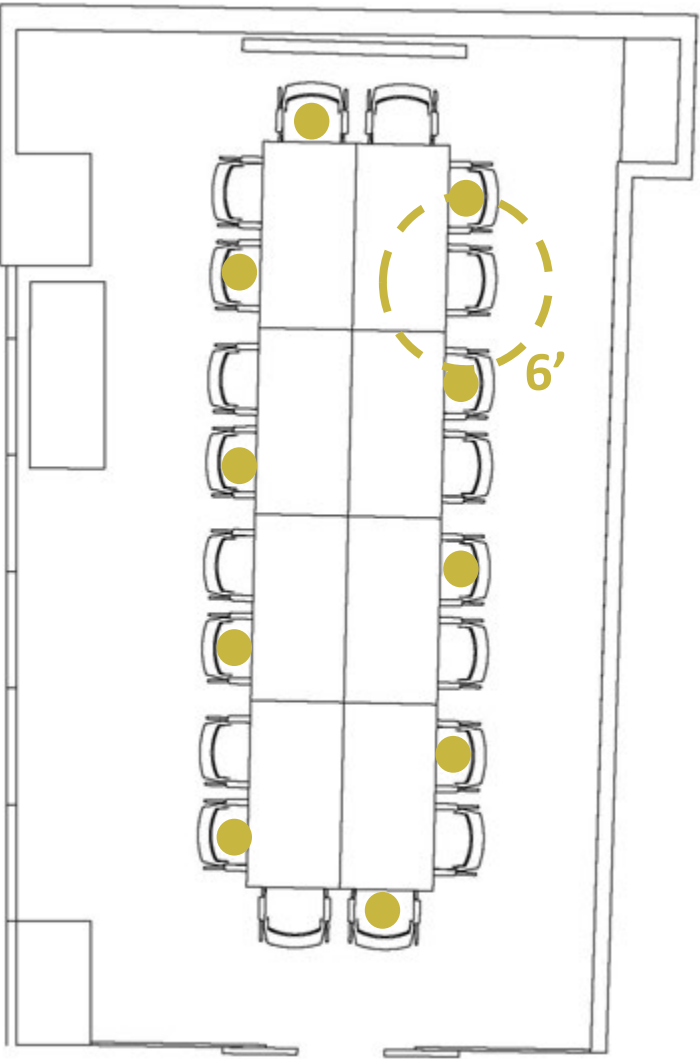
Individual access to LED monitor control through bluetooth (CM controls remote)

Supplies available upon request:

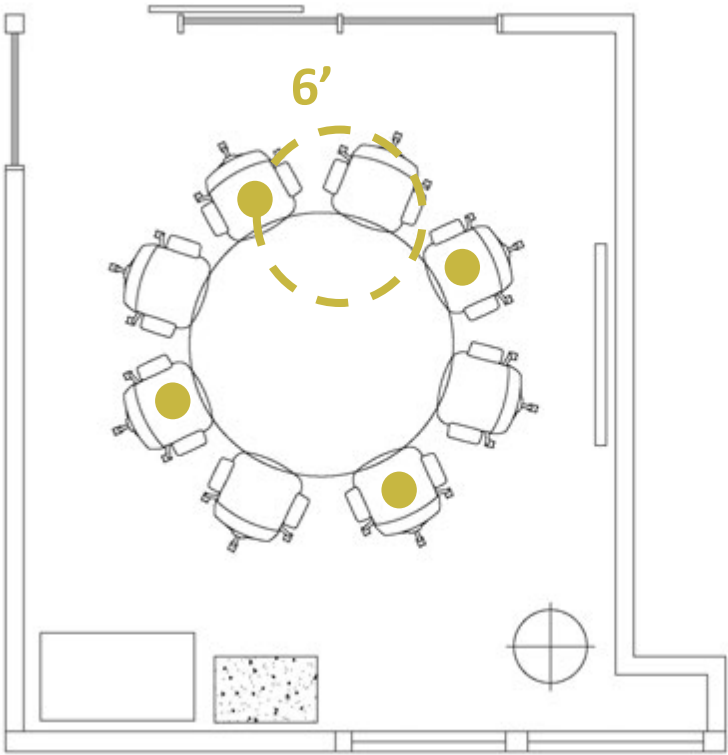
- ***Paper placemats***
- ***Dry-erase in pre-packaged zip bags***

MEETING ROOMS

TYPICAL FLOOR PLANS



● = OCCUPIED SEAT
20 PER = 10 PER



● = OCCUPIED SEAT
8 PER = 4 PER

RESTROOMS



NanoSeptic wraps on hardware

Add foot pull to interior side of restroom door and/or partition doors

Add touchless fixtures where possible:

- ***toilets***
- ***urinals***
- ***sink/faucet***
- ***soap***

HVAC



Step 1: Prior to returning to the space

- Purge the space with fresh air through system for at least 48 hours
- Change system filters
- Adjust controls to maximize fresh air to space under normal operations; may need to determine revised temperature settings

Step 2: Further System Investigation

- Review options to install humidification system if humidity levels are anticipated to go below 40% RH for extended periods of time
- Analyze system for capability to utilize higher efficiency filters (MERV-13 or 14)
- Investigate system acceptance for air purification by UV

WPS B2B CHECKLIST

Reception / Community Desk

- ☐ Install floor distancing stickers
- ☐ Add sanitizer station
- ☐ Limit seats in waiting area
- ☐ Define protocol for mail
- ☐ Disable touchscreen sign in devices
- ☐ Add temporary plexiglass shields

Flex + Lounge Workspace

- ☐ Remove open trash cans, provide receptacles with lids
- ☐ Assess or add privacy panels
- ☐ Limit seats at benching and lounge areas
- ☐ Add sanitizer wipe station
- ☐ Add “reserved” or assigned seating
- ☐ Manage circulation with guides/prompts



Dedicated Desks

- ☐ Provide physical separation at seated privacy height
- ☐ Remove open trash cans
- ☐ Add sanitizer wipe station
- ☐ Assure social distance spacing

Private Offices

- ☐ Confirm seat to seat distance is at 6'
- ☐ Be mindful of layout and having desks near office door or in circulation paths
- ☐ Determine occupancy based on recommended government guidelines

WPS B2B CHECKLIST

Phone Booths

- ☐ Modify door hardware or add NanoSeptic wraps
- ☐ Provide sanitation stations
- ☐ Manage access or lock
- ☐ Ensure fresh air circulation through HVAC

Booth Workspace

- ☐ One person per booth
- ☐ Add signage with use guidelines

Cafe / Coffee Areas

- ☐ Touchless fixtures where possible
- ☐ Shut off access to ice maker
- ☐ NanoSeptic wraps on hardware and appliance handles
- ☐ Provide paper placemats
- ☐ Waste receptacles with lids and touchless opening
- ☐ Add floor stickers to indicate social distancing
- ☐ Provide disposable paper goods or BYO



WPS B2B CHECKLIST



Meeting Rooms

- ☐ Remove chairs or tape off seats to provide distancing
- ☐ Separate tables to provide distancing
- ☐ Post signage with recommended room occupancy
- ☐ Add touchless trash receptacles with lids
- ☐ Provide individual or bluetooth access to LED/AV monitor
- ☐ Make supplies available upon request

Restrooms

- ☐ Touchless fixtures where possible
- ☐ Add NanoSeptic wraps on hardware
- ☐ Add foot/arm pulls to restroom door

General

- ☐ PPE (personal protective equipment) for staff
- ☐ Review cleaning guidelines from CDC and gather cleaning supplies:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>



An aerial, high-angle photograph of a modern office space. Several people are seated at long wooden desks, working on laptops and desktop computers. The office has a clean, minimalist aesthetic with white walls and large windows. The floor is covered with a dark, patterned carpet. The overall atmosphere is professional and collaborative.

WORKPLACE STUDIO

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