

I N H O U S E
design studio



Workspace planning
for Covid-19 and beyond



The workplace is where you get experiences that can't be replicated in other environments.

Christopher Mach

*Director of Global
Workplace Strategy – AT&T*

EMBRACING A **NEW REALITY AT WORK**

What is required?

COVID-19 has turned our world upside down. Everything we took for granted has been upended, including the way we work and the office environment we work in. All businesses – from multinationals to start-ups – are reeling from the commercial impact, and concerned about the implications and adjustments needed to reopen their physical workplace.

INHOUSE has compiled this handy guideline for reconfiguring the office environment and the factors that need to be considered.

We have a professional team on standby for consultation and implementation of optimal space planning that allows people to connect and collaborate in a socially responsible way.

GETTING YOUR **WORKSPACE** READY FOR **COVID-19**

FACTORS WE CONSIDER
WHEN RE-PLANNING YOUR
OFFICE SPACE

“ Employees under the age of 35 already attach a greater importance to things like learning from others and informal social interaction. Supporting these activities remotely is clearly more challenging.

Tim Oldman
CEO, Leesman

1 Re-structure your office to align with minimum standards like staggered working schedules and daily screening protocols.

2 Mark out social distancing parameters to increase physical space between staff to reduce transmission risk.

3 Establish a strategy to limit desk and device sharing.

4 Use staff work schedules to inform space planning revisions.

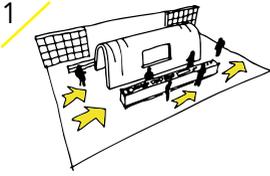
5 Realign agile workspaces with new COVID-19 regulations.

6 Establish physical barriers, where possible, and increase ventilation rates and circulation of outdoor air.

7 Monitor how your office is being used, and make well informed adjustments that lead to appropriate cleaning schedules.

8 Re-plan the office considering staff who work remotely, are seldom in the office, or full-time office based.

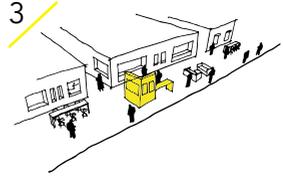
SOME PRACTICAL WAYS YOU CAN CHANGE TO THE NEW NORMAL.



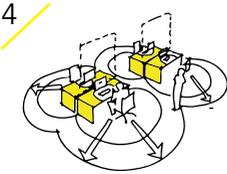
DECON ZONE
Clean your hands, change into appropriate gear (PPE) disinfect various tools.



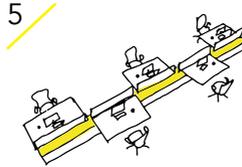
COFFEE/ REFRESHMENT ZONE
Barista-style stations help prevent the spread of the virus



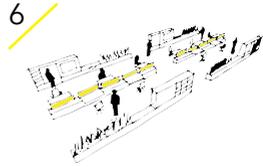
THE NEW COLLABORATION ZONES
Passageways and corridors are the new catchup spaces. Here informal meetings can take place within distance parameters.



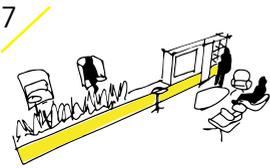
WORKSTATION ESSENTIALS.
Be respectful of the distancing measures by strategically positioning workstations. Look at drop down curtain guards.



DEPARTMENT CLUSTERS
Stagger the work bench setup and use for quick, short focused work slots between collaboration and meetings.



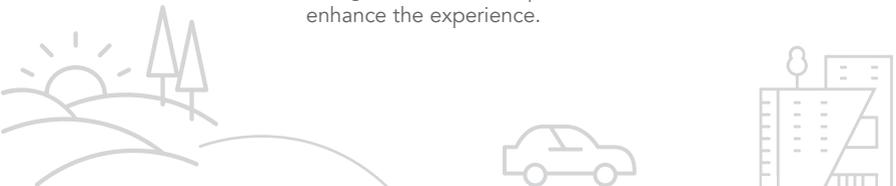
CAMP SITE SETUPS FOR DEPARTMENTS.
Concentrate on focus style work with a mixture of collaborative spaces. Adding greenery helps provides a softer feel and produces cleaner air.



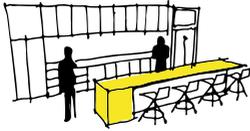
COLLABORATION
Mix up this space with a informal style office setup.



REMOTE ROOM
Spaces that allow for remote meetings and catchup sessions. Add some creative thought to the backdrop to enhance the experience.



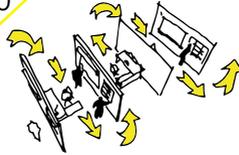
9



CANTEEN STYLE PAUSE ZONES

Easy self-serve kitchen setups prevent further spread.

10



THE NEW CUBICLE WORKING STYLE

Single wall structures allows for circulation and limits interaction.

11



CORNER OFFICE RE-DESIGNED

No need for formal meeting rooms – use the “by nature” secluded corner office or space .

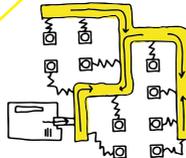
12



WC's

Install doors that can be pushed open by feet, and sanitizers and taps with sensors to allow for contactless interaction.

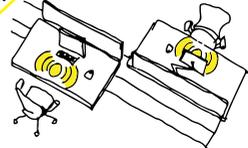
13



AIR CONDITIONING

Monitor air quality and replace filters regularly.

14



DESK UTILISATION MONITORING

Monitor the use of desks and meeting room facilities to make informed changes to your layout.

By implementing all or some of the above practical changes we believe the spread of the virus can be drastically reduced and in turn, instill confidence in your staff and clients which can only promote company productivity.

We have a team on standby ready to work with you.



WORK FROM HOME **ADVICE**

- Have regular checkins like daily standups to keep the teams connected and on track
- Over communicate to reassure staff and boost confidence in leadership
- Arrange virtual social sessions so that people still feel connected

If you have any questions or queries, please contact our GM, Lameez Fortune.

lameez@inhouse.ws
T +27 (0)21 488 2400

inhouse.ws

Cape Town
Johannesburg
Amsterdam

