

NAVIGATING WHAT'S NEXT | WORKPLACE APPLICATIONS

COVID-19 has changed the world. Its impact will be felt for decades and it is going to change what it means to go to work and what a safe and vibrant environment must offer.



As we navigate this crisis, Storr + Steelcase are drawing on the knowledge of our diverse network of global clients, thought leaders, and experts to explore and understand the implications to work, workers, and the workplace.

StorrOffice
ENVIRONMENTS

Steelcase[®]

THE NOW, NEAR AND FAR

We've broken down the return to work across the time horizons of now, near and far. For many organizations this will happen in waves and differ across geographies, as different segments of the workforce safely come back into the office.

NOW

This will be the first wave, with as much as 50% of the workforce continuing to work from home.

Planning for now also means **retrofitting** what the workplace already has, based on a common-sense approach that adheres to governmental and global health guidelines, including physical distancing, adding barriers, cleaning and safety measures.

NEAR

At this stage, organizations may be ready to bring back 75% to 100% of their workforce.

Building on what we learn from our experiences and science, organizations can begin **reconfiguring** the workplace. This will involve new ways to layout space and change work settings to offer longer-term solutions for enhanced safety and reduced pathogen transmission.

FAR

Work environments in the future will require **reinvention** as science-based evidence and emerging trends offer new solutions.

Planning paradigms of the past were driven by density and cost. Now they need to be based on the ability to adapt easily to possible economic, climate and health disruptions. The reinvented office must be designed with an even deeper commitment to worker safety and wellbeing.

Returning to work will be like re-opening the economy. It will happen in waves and it will be stressful for both organizations and workers. It's impossible to predict what may happen next.

We still need to prepare.



PREPARING YOUR WORKPLACE

- ❑ Set up a cross-functional Pandemic Response Team to address the health and safety of employees returning to work.
- ❑ Schedule how employees will return to the office. Identify how many people and frequency in which they will return.
- ❑ Complete a deep clean of your workspace prior to employees returning. Storr offers this service in partnership with Jan-Pro.
- ❑ Develop new protocols:
 - Develop cleaning protocols going forward for shared and owned spaces
 - Identify a method for communicating that cleaning has been done in common areas
 - Implement signage on walls and floors to reinforce social distancing
 - Develop health screening protocols for employees
 - Determine personal protective equipment (PPE) guidelines
 - Furniture removal and storage plan to support density management
- ❑ Develop and share training with employees on new protocols and expectations.
- ❑ Optimize workplace settings based upon social distancing recommendations.



As organizations plan for people to return in waves, they need a strategy for the physical work environment that follows new safety protocols and allows people to create, collaborate and be productive. There are three key strategies to consider when retrofitting spaces now or reconfiguring in the near term.

Density: the number of people per sq. ft/m **Geometry:** how the furniture is arranged **Division:** using screens, panels or barriers



MINIMUM DISTANCE

Create minimum 6ft/2m distancing between people in open workstations, meeting spaces, cafés and lounge spaces. Reduce occupancy by removing desks, tables and seating, or use alternating desks.



SEPARATE DESKS

Pull workstations and desks apart to increase distancing and to maintain the 6ft rule.



MEET IN THE OPEN

Use open spaces for meetings of more than five people, leveraging flexible furniture with movable whiteboards and screens to create boundaries.



ADD SPACE DIVISION

Increase barriers for existing workspaces by adding screening, storage elements, plants or partitions.



MORE OWNED SPACES

Reduce/eliminate shared desking and shift to more owned individual spaces.



MOVEABLE SCREENS

At workstations, consider increased user-movable screening and privacy devices to reduce exposure.



RE-ORIENT FURNITURE

Reconfigure desking to reduce face to-face orientation; turn workstations to 90-degree angles to prevent workers from working directly across or behind one another.



HEIGHT HELPS

Implement the highest boundary possible above the worksurface (on all exposed sides) when a minimum 6ft/2m distance cannot be achieved.

This section provides general recommendations for reopening the workplace and aligns with governmental and global health agencies ([CDC](#) and [WHO](#)). There may be unique circumstances that require adapting these recommendations to address facility requirements or laws specific to a location.



WORKSTATION – BENCH



NOW – RETROFIT 0-60 days

- Separating desks
- Shifting desks to face away from each other
- Using existing products only



NEAR OPTION 1 – RECONFIGURE 60-90 days

- Add cleanable glass screen on fence and privacy screens on three sides of the worksurface to create boundary between people at all postures
- Replace open storage with enclosed pedestals to store personal belongings and additional cleaning supplies
- Add a freestanding screen for additional user-controlled shielding.
- Separate desks for increased distancing



NEAR OPTION 2 – RECONFIGURE 60-90 days

- Personal storage provides a place to stash coats, personal belongings and cleaning supplies
- User-movable screens between people creates on-demand boundaries
- Special 24"H desk-mounted screens provide maximum shielding to the corridor at all postures
- Desks are re-oriented to eliminate face-to-face interactions and rollers allow spaces to be easily rearranged

Current Setting:



WORKSTATION – PANEL



NOW – RETROFIT 0-60 days

- Separating desks
- Shifting desks to face away from each other
- Using existing products only

NEAR OPTION 1 – RECONFIGURE 60-90 days

- Rotate desk 90 degrees to eliminate face-to-face interactions
- Add screens on the height-adjustable desks to provide a barrier to the corridor at all postures
- Boundary screens attached to the panel provide static boundary and help to enclose the station further
- Frameless glass added to the panel increases shielding between workstations

NEAR OPTION 2 – RECONFIGURE 60-90 days

- Add panels to all sides of the workstation to create a safe haven for employees
- Glass on top of panel provides shielding while still letting in light and transparency
- Replace fabric skins with more cleanable materials, like laminate or steel; use of laminate and bleach-cleanable materials makes it easier to keep the workstation clean



Current Setting:



COLLABORATION – CONFERENCE



NOW – RETROFIT 0-60 days

- Reduce density by removing chairs
- Using existing products only



NEAR OPTION 1 – RECONFIGURE 60-90 days

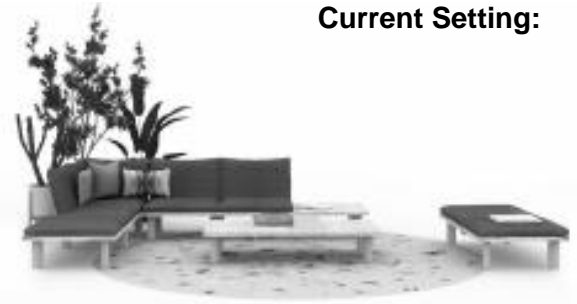
- Remove some chairs to allow a min of 6'/2M per person
- Additional whiteboard throughout the space allows users to maintain distance while sharing ideas
- Add cameras to support virtual connections in meeting spaces
- Increase storage for cleaning supplies and personal belongings



NEAR OPTION 2 – RECONFIGURE 60-90 days

- Create multiple smaller groups within the space to promote social distancing
- Add whiteboards where people can maintain adequate distance from each other
- Add an enclosed credenza to store cleaning supplies
- Re-orient the technology to allow everyone equal access to the content
- Use two monitors to allow teams to view their virtual collaborators while also viewing shared content and rollers allow spaces to be easily rearranged

Current Setting:



COLLABORATION – ANCILLARY



NOW – RETROFIT 0-60 days

- Break couch apart to increase distance
- Position plants to add some privacy
- Place table in between to create a space barrier



NEAR OPTION 1 – RECONFIGURE 60-90 days

- Break multi-seat lounge furniture into individual seats by introducing table elements to reduce density
- Arrange seating to eliminate face-to-face orientation
- Add 71" & 47" high Steelcase Flex Screens to increase shielding
- Add storage to create boundary and store PPE, cleaning supplies and sanitizer



NEAR OPTION 2 – RECONFIGURE 60-90 days

- Break a single setting into multiple smaller settings with increased separation and reduced density
- Arrange seating to eliminate face-to-face orientation
- Add individual Lagunitas lounge seats with personal screens
- Move storage to create separation between lounge settings

Current Setting:



COLLABORATION – CAFÉ



NOW – RETROFIT 0-60 days

- Reduce density by removing chairs and tables if necessary, to create safe distance
- Move tables to be further apart
- Using existing products only



NEAR OPTION 1 – RECONFIGURE 60-90 days

- Remove chairs and change out tables to allow a min of 6'/2M per person
- Use smaller tables to increase the distance between settings.
- Add screening elements to create boundary between people as they socialize
- Add handwashing station
- Add biophilia to help with air purity and create wayfinding and one-way circulation paths



NEAR OPTION 2 – RECONFIGURE 60-90 days

- Decrease the size and occupancy of individual settings, as well as the proximity of those spaces to each other to allow a min of 6'/2M per person
- Add a variety of durable and cleanable materials to create both an aesthetically pleasing and safe space
- Multi-functional lounge seating provides shielding, and elements such as armrests provide separation between people
- Add architectural boundary elements to provide shielding
- Add handwashing station

WE'RE HERE TO HELP!

A holistic approach to health and safety will allow people to be safe and feel safe when they come back to the workplace.

We know employee and organizational needs will evolve as people return to the workplace. We will work closely with our global network of leading organizations and experts and continue to share our observations and insights with you. We'll take the time to evaluate your current space and make recommendations as outlined in this document.

In addition to these recommendations we also offer:

- ✓ Complementary Steelcase consultative review of current or proposed spaces with considerations for these applications.
- ✓ We've recently partnered with Jan-Pro and their EnviroShield® system for deeper [commercial disinfection and deodorization](#) for your office space.
- ✓ We're offering [PreOwned work from home specials](#) to ensure your workforce is properly supported at homes while they await the return to the office.
- ✓ With over 100,000 sq. ft. of warehouse space available, we can [store extra assets](#) for your space's retrofit or reconfigure.
- ✓ Steelcase financing is available for qualified product orders with low rates to ensure uninterrupted cash flow.

We remain committed to serving you through this challenging transition. Please reach out to us today for help with this new way of working. We're in this together.

Sincerely,

BECCA HAND

Chief Operating Officer
Storr Office Environments

