

6 feet

solutions for offices in
times of social distancing





Getting used to 6 feet

On April 7, everyone in the Netherlands was called upon to prepare for the 1.5-metre (or six feet) society. This applies not only to our private and public lives, but to our work lives too. Similar restrictions will also be likely to apply in the UK.

Easy to say, but how can you as an employer organise this for your employees? Together we can ensure that we continue to work in good health!

Table of contents

General measures	4
Tips for the office	6
Adjusted furnishing	7
Create passing points	8
Conference rooms	9
Adjusted office furnishing	10
Limit accessibility to workplaces	
- iotspot workplace management	11
- seat covers	12
Hygiene in available workplaces	13
Protect employees by using seperation screens	14
Practical situation with various solutions	16
Employees at home or on the road?	22

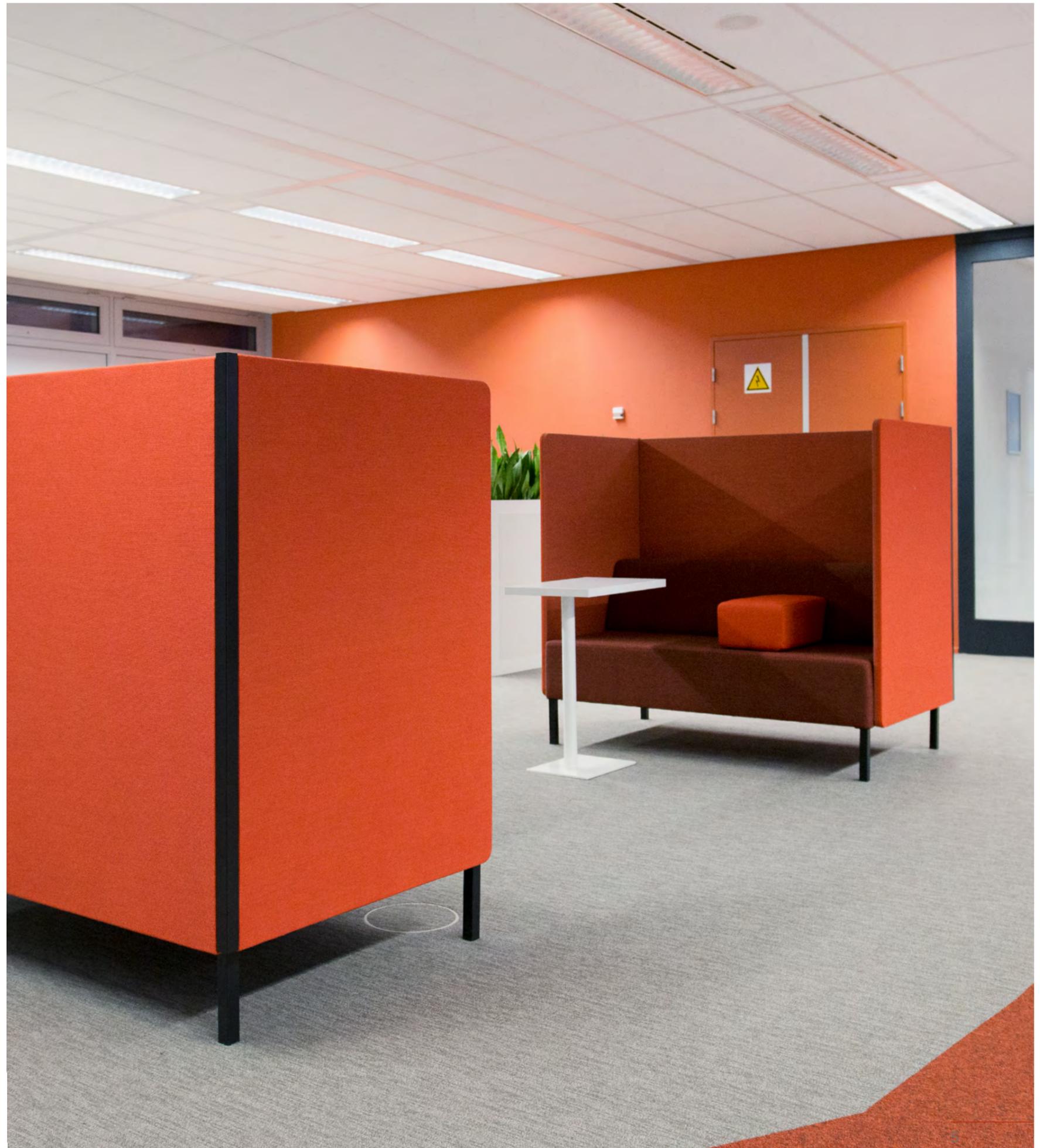
General measures

Work:

- Where possible, let your employees work from home. Further on in this document some tips to keep working from home fun and worthwhile.
- Going to the office? Then 6 feet is the norm. This will probably require measures and adjustments. We will discuss this in detail later in this document with possible (temporary) solutions.

Personal hygiene:

- Touch eyes, nose and mouth as little as possible.
- Wash hands regularly with soap and water, and dry with paper towels. Follow the NHS washing instructions.
- Cough and sneeze on the inside of the elbow.
- Use paper handkerchiefs, throw them away immediately after use.



Tips for the office

Promote 'social distancing': reduce the number of contacts and increase the distance between employees (at least 6 feet or 1.5 metres).

- Hang up **posters** to remind your employees and any visitors of the agreements and rules made. Remind everyone of this through announcements at the entrance, lunch areas and toilets.
- Ensure good **ventilation** and maintain your climate control system. Clean, cool, dry air is best for your health.
- **Clean contact surfaces** several times a day with regular detergents. Think of: handles, handrails, light switches, lift buttons, food, beverage and coffee dispensers, counters, tools, keyboards, computer mice, telephones, taps, soap holders, sinks, toilets, etc. Also discuss this with your cleaning company.
- Traffic rules in the workplace: Limit the number of movements on the work floor and agree on a walking direction. Create as much one-way traffic as possible and keep your distance. If two-way traffic is required, keep to the right. At long, narrow aisles, create '**passing points**'. Indicate direction with **floor stickers**.
- **Lifts**: Stimulate climbing stairs, in the stairwell it is easier to meet the 6 feet distance. Require a lift? Let a maximum of two people use the lift at the same time. Create marked places where it is allowed to stand to keep the 6feet distance.
- Where possible **spread out** the working and break times and allow employees to work throughout the building as much as possible.
- **Avoid relocation** within the office environment as much as possible. Encourage telephone consultation among colleagues. Do not let your employees walk towards each other, even with smaller distances.
- **Eat and drink**: Have employees bring their own lunch with their own cutlery that can be washed at home. Wash other dishes and cutlery with soap and water, preferably at a high temperature in the dishwasher.
Don't organise a joint treat and don't share candy boxes.
Don't let colleagues fetch cups of coffee for the department, use your own thermos jug and environmentally friendly disposable cups. Create extra coffee corners to avoid crowds or have coffee brought around by a single designated person.

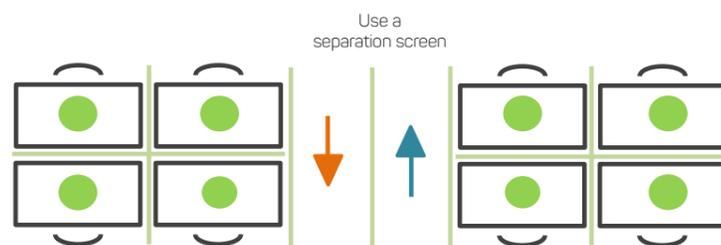
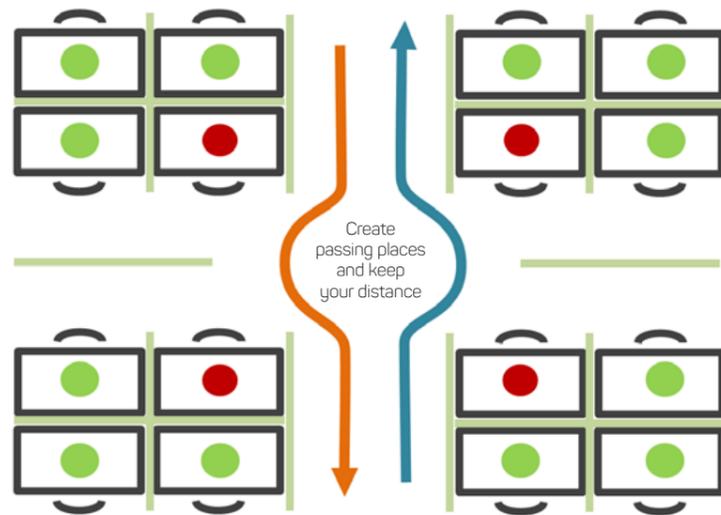
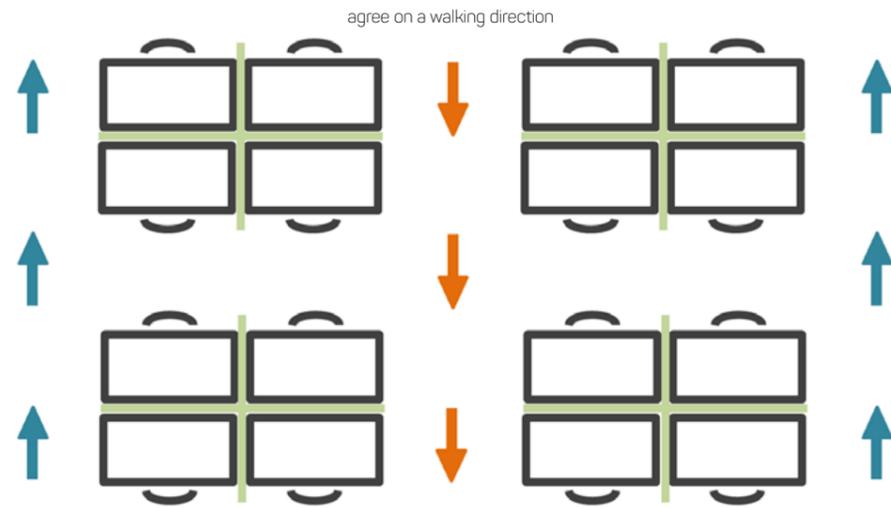
Adjusted furnishing

Adjust your equipment to the 6 feet measure.

How? Ask our **studio**, use these **handy tips and tricks** or apply one of our **practical solutions**.

Create passing points

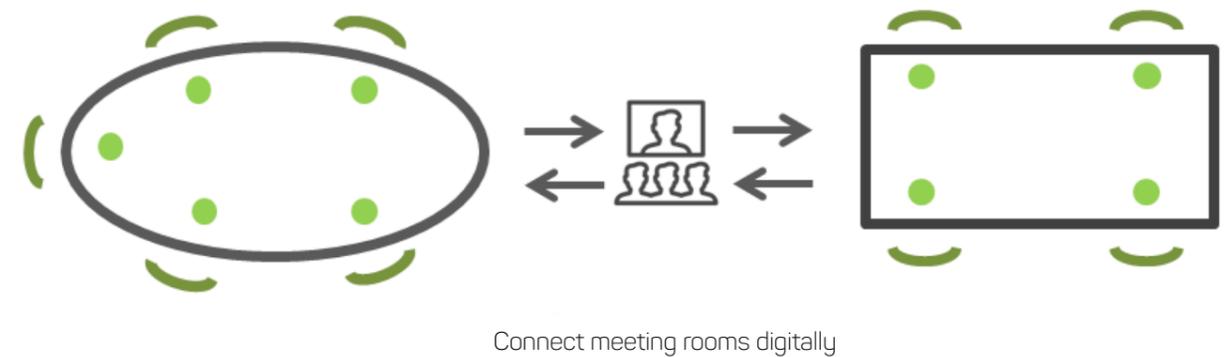
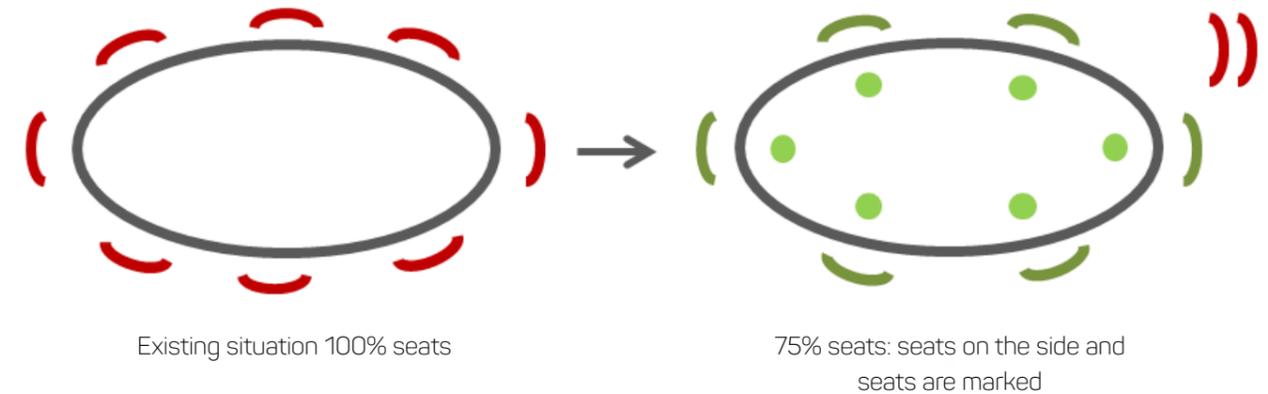
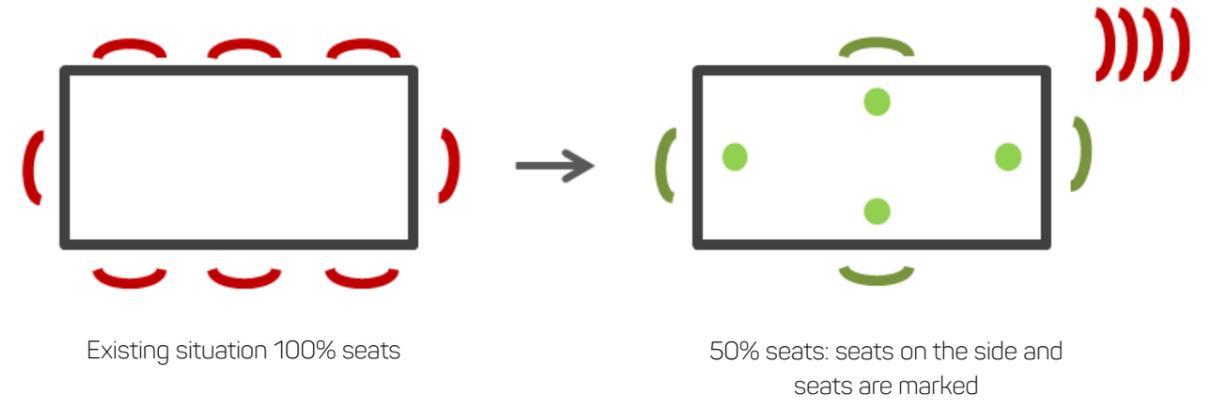
Traffic rules in the workplace: Limit the number of movements on the work floor and agree on a **walking direction**. Create as much one-way traffic as possible and keep your distance. If two-way traffic is required, keep to the right. At long, narrow aisles, create 'passing points'. Indicate direction with **floor stickers**.



Conference rooms

Conference rooms are fairly easy to adjust to the current measures. Here are a few tips.

- Place seats at least 6 feet apart (also opposite).
- When necessary, remove seats and place a sticker where you can sit.
- Use digital team tools or combine conference rooms by placing monitors and cameras.



Adjusted furnishing

So many furnishings, so many solutions. Each office has its own furnishing. That's why Vepa offers some **practical and feasible solutions** to keep your business going or to get it going again.

Limit accessibility to workplaces

Tip 1: iotspot®

Decrease desk capacity to ensure the 6 feet distance between employees in the office. That's easy with iotspot. 30%, 40% or 50% capacity? That's up to you.

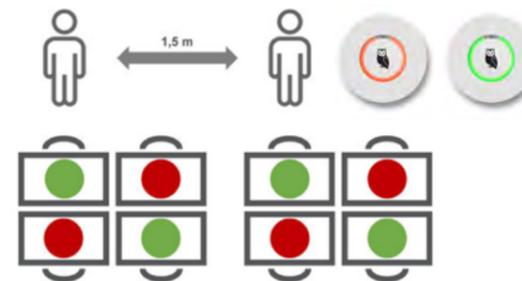
In the example below, 50% of the workstations are blocked. The capacity can be changed every day, so as an employer you keep control, even when the government measures change again. The employee reserves a workplace in advance via the app.

See:

<https://vepa.nl/home/social-distance-in-the-office/?lang=en>



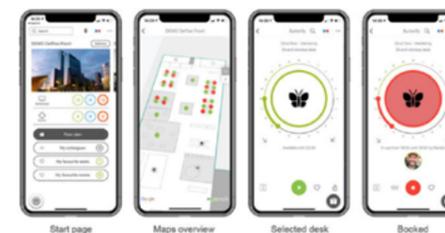
1. Reduce the capacity of your office



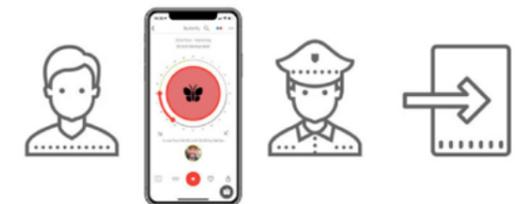
2. Set up your digital office



3. Employees book a workplace at home



4. Access to the office only with a reserved workplace



Limit accessibility to workplaces

Tip 2: chair covers

Capacity can also be reduced by fitting office chairs with a chair cover. This prevents the workplace from being used after all. Optionally available with your own logo.



Hygiene in available workplaces

Tip 3: clean flex desks with pads

Do different employees use the same workplace at different times? Then extra attention needs to be paid to the hygiene of the workplace. Make sure that the working day can start on a clean worktop. Place pads at the entrance or at the department. A flex-employee takes a paper pad or paper table runner and puts it on the workplace. If the employee leaves, he or she must throw the pad or runner away immediately. Optionally available with company logo and printing.



Protect employees by using separation screens

Install separation screens

Even when employees do work at a distance of at least 6 feet from each other, it may be desirable to have more separation. At workplaces, apply (partition) screens that are at least 20 inches (50 cm) high in relation to the worktop and ensure that the material is easy to clean. Also place a screen on the side of the workplace if there is an aisle there.

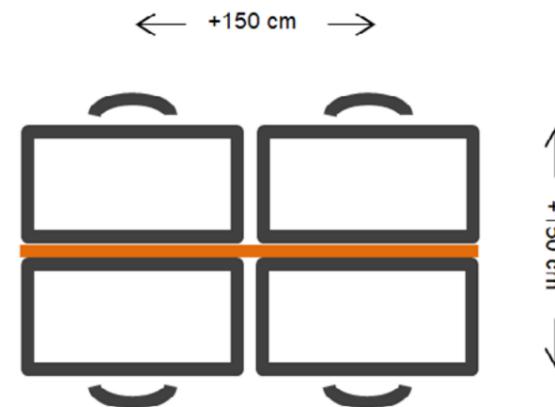
Vepa offers numerous solutions for top mounted, intermediate front mounted and freestanding walls. For more information see our [document on InBetween screens](#).

See the following pages for a number of possible solutions that can be applied quickly

A possible solution with raised partition walls and additional screens made of transparent plastic or solid panels.

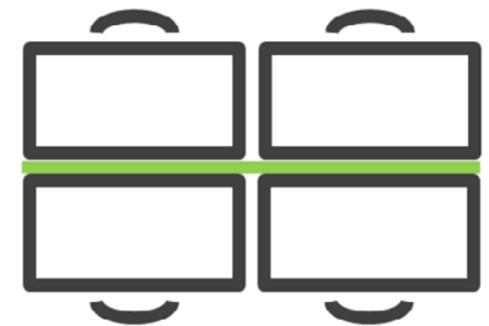
Existing situation:

Employees at least 6 feet (1.5 m) apart
Partition wall 47 inches (120 cm) high



Step 1:

Make existing partition walls higher and easy to clean



Step 2:

Place shielding in between desks and between desks and aisles.

Practical situation with various solutions

A possible solution with raised partition walls and additional screens made of transparent plastic or solid panels.

Existing situation:

Vepa duo and quadruple workplaces with a 47 inch (120 cm) partition wall



Option 1:

Raise the partition walls with additional transparent plastic screens

Sit/sit workplace:

+ 15.75 inches to 63 inches (40 cm to 160 cm)

Sit/stand workplace:

+ 23.6 inches to 70.8 inches (60 cm to 180 cm)



Option 2:

If necessary, place a 17.7 inch (45 cm) high intermediate screen with clamps on the top.



Option 3:

Raise the intermediate screen with an additional transparent plastic screen

Sit/sit workplace:

+ 15.75 inches to 63 inches (40 cm to 160 cm)

Sit/stand workplace:

+ 23.6 inches to 70.8 inches (60 cm to 180 cm)



Practical situation with various solutions

A possible solution with raised partition walls and additional screens made of transparent plastic or solid panels.

Option 4:

Place freestanding, extending side screens along, for example, aisles.
47.2 inches (120 cm) or 55.1 inches (140 cm) in height



Option 5:

Raise the side screen with an additional transparent plastic screen
Sit/sit workplace:
+ 15.75 inches to 63 inches (40 cm to 160 cm)
Sit/stand workplace:
+ 23.6 inches to 70.8 inches (60 cm to 180 cm)



Option 6

Complete side panels made of transparent plastic.
Sit/sit workplace + 23.6 inches (60 cm)
Sit/stand workplace + 31.5 inches (80 cm)



Practical situation with various solutions

A possible solution with raised upholstered partition walls.

Existing situation:

Vepa duo and quadruple workplaces
with a 47.2 inch (120 cm) partition wall



Option 7:

Raise the partition wall with an upholstered screen
Sit/sit workplace:
+ 15.75 inches to 63 inches (40 cm to 160 cm)
Sit/stand workplace:
+ 23.6 inches to 70.8 inches (60 cm to 180 cm)



Practical situation with various solutions

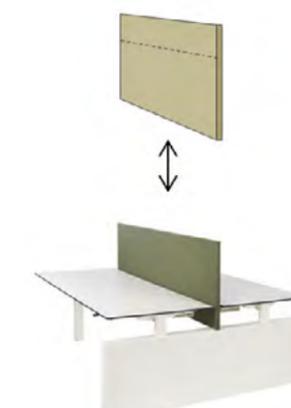
A possible solution with imitation leather covers

Workplaces with Vepa's InBetween walls can be raised with an upholstery cover. This fits perfectly over the partition walls. This raises the wall to 63 inches (160 cm). Moreover, we make the cover of artificial leather so that it is easy and quick to clean.



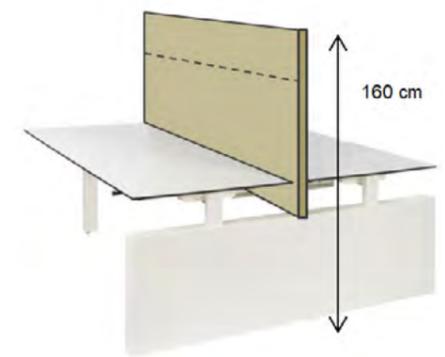
Existing situation:

workplace with InBetween partition wall.



Option:

Raise the wall with an artificial leather cover with a 15.7 inch (40 cm) padding. Slide the cover over the existing wall.



Result:

High partition wall. Additional side screens also available.

Employees **at home or on the road?**

Are your employees working at home or do they occasionally go to the office? Then please give them the tips below. This will promote job satisfaction, efficiency and cooperation. Moreover, it keeps the health of ourselves and our society in balance.

On the road

Stay at home as much as possible. By limiting travel, the coronavirus can spread less quickly.

Public transport:

- Plan your trip meticulously to avoid unnecessary waiting and thus group formation.
- Travel as little as possible during rush hour.
- Keep a safe distance from other people
- Follow the instructions of the driver or conductor

By car:

- Travel directly from A to B and stay in your car as much as possible.
- Go to the toilet at home, this will prevent an early stop at a petrol station.
- Travel alone, do not carpool, a 6 feet distance is not possible in a car.
- Use gloves at the gas station and throw them in the trash after use.

At home

Create an effective schedule

Sometimes a simple to-do list is enough, but a clear planning works even better. Set deadlines and make an efficient timetable. Include breaks in your planning. For example, plan a short break every two hours and have lunch at a fixed time.

Pretend you're going to the office

Structure is very important for successful working from home. A good tip is to pretend to go to the office. Get up at the same time every day. Avoid working too long by, for example, keeping office hours. Don't take a shower in the middle of the day, but just before you start working. Leave those relaxing jogging pants in the closet. Your brain links certain outfits to emotions and behaviour, so it's a better idea to wear jeans, for example. In addition, you feel more confident during a video consultation, and it looks nicer.

Create a healthy workplace

Sitting with the laptop on the couch can be tempting, but is not good for your back. And it doesn't make you productive either! Keep it professional and find a place where you can concentrate. Make sure the kitchen table is empty or that you are working at an uncluttered desk. This really contributes to your productivity. Change positions from time to time or use a different chair or table. Some good tips for working from home can also be found on the [NHS website](#).

Don't get distracted while working from home

Create the right conditions to be able to do your job undisturbed. Put the phone away, log out on Facebook and Instagram and above all leave the television turned off.

Need background noise? Instead of your own playlist, simply turn on the radio or find a default playlist. You can find "concentration music" on Spotify or Deezer. This prevents you from editing your personal playlist and paying too much attention to adding or deleting songs. Want to feel like you're working at the office? Then try [this sound generator](#) or [this one](#).

Collaborating with colleagues working at a distance.

Continue to work effectively with colleagues, even if they are at a distance. Fortunately, with all of the digital tools, this is now possible. So make use of them! Want to share documents? Then Google Drive is of course the ideal free solution. For project management, the Microsoft planner is a great tool. Asking business questions in the group or coordinating work can also be done with a corporate chat software. A free and user-friendly option is Slack. But companies with Windows software are better off going for Skype for business or Microsoft Teams. Teams is part of Office 365. With it you can not only chat, but also collaborate, plan calls or exchange files (and apps)!

Getting some fresh air

Go outside! Start your home work day well by taking a walk. Or take a stroll after a well-deserved lunch. It's relaxing and you also get your daily dose of exercise. Thanks to that bit of fresh air, you can be productive again for the second part of the day!

Together we keep your employees healthy at work!!



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