# adjust workspace layout

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workspace modifications

Before employees can safely return to the workspace, businesses must consider the best options for achieving the six feet of physical distancing recommended by CDC guidelines. This guidance is important not only for your employee's physical well being but also for their mental and emotional well being.

To be productive, employees need to feel safe. The more opportunities employees are given for autonomy and control over their workspace, including individualized furniture and surfaces, the more comfortable and successful they'll be. Instead of hot desking, for example, employees now prefer assigned work stations. Consider opportunities to convert under-utilized spaces, like a small team room, into additional private office space.

team spaces

Before
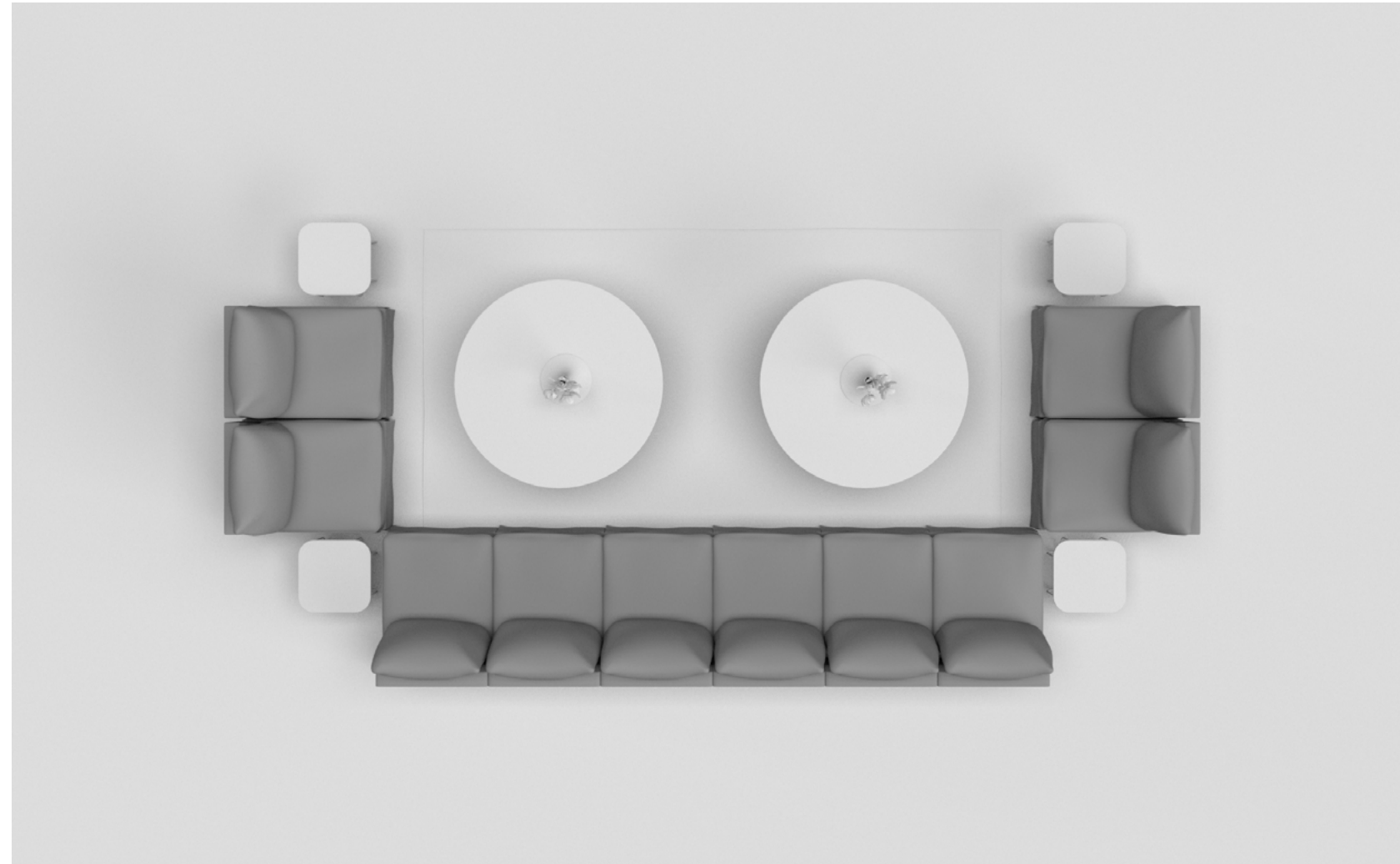
After
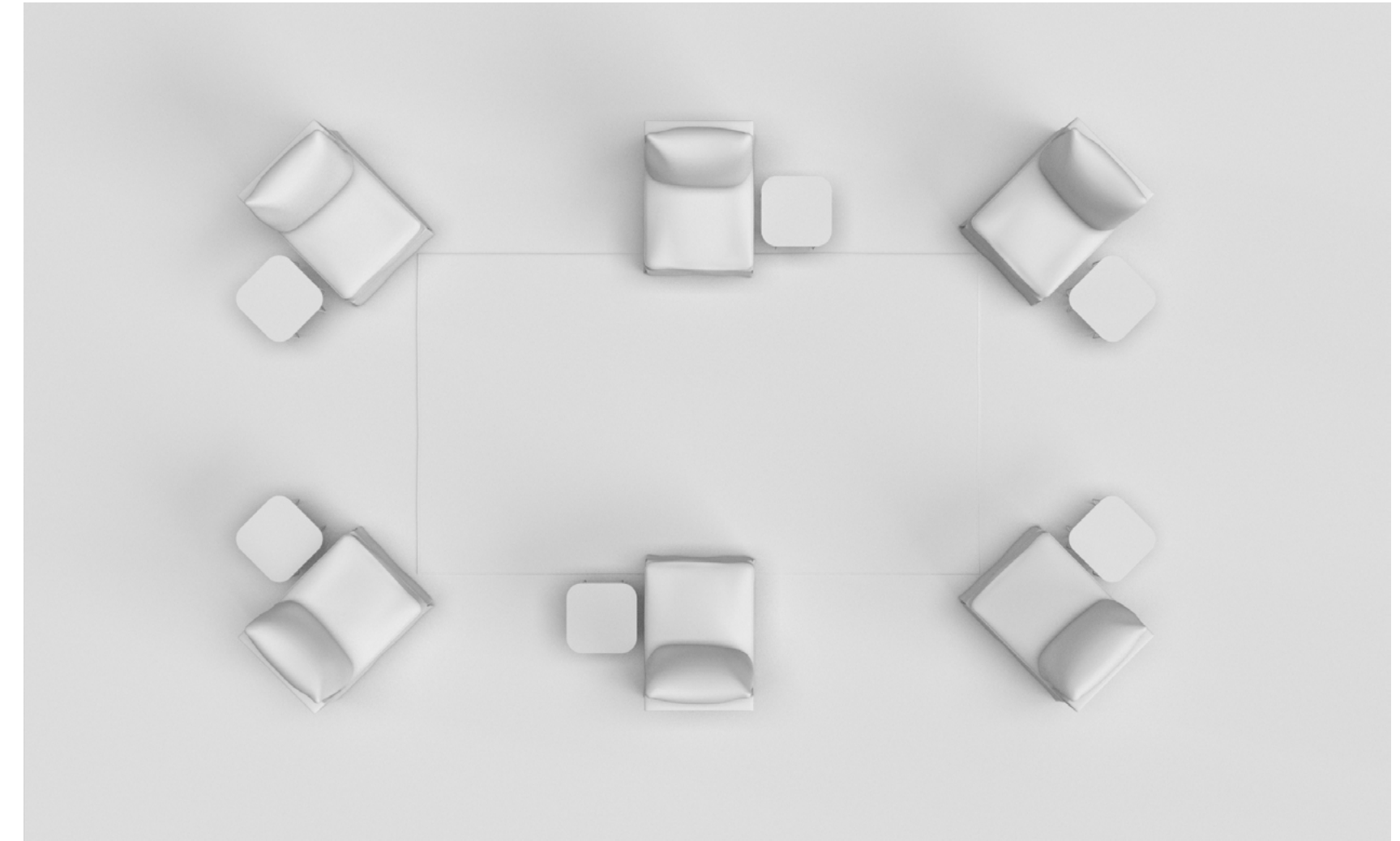
○ **Maximize flexibility and space utilization** by replacing larger furniture pieces designed for group use, like a large sofa, with lightweight pieces that are designed for single-person use.

○ **Eliminate shared surfaces** where possible by providing small, individual tables

○ **Choose pieces on casters** for easy reconfiguration.

○ **Prop open doors for touch free entry and exit** and take advantage of the room's edges and corners to safely maximize capacity.
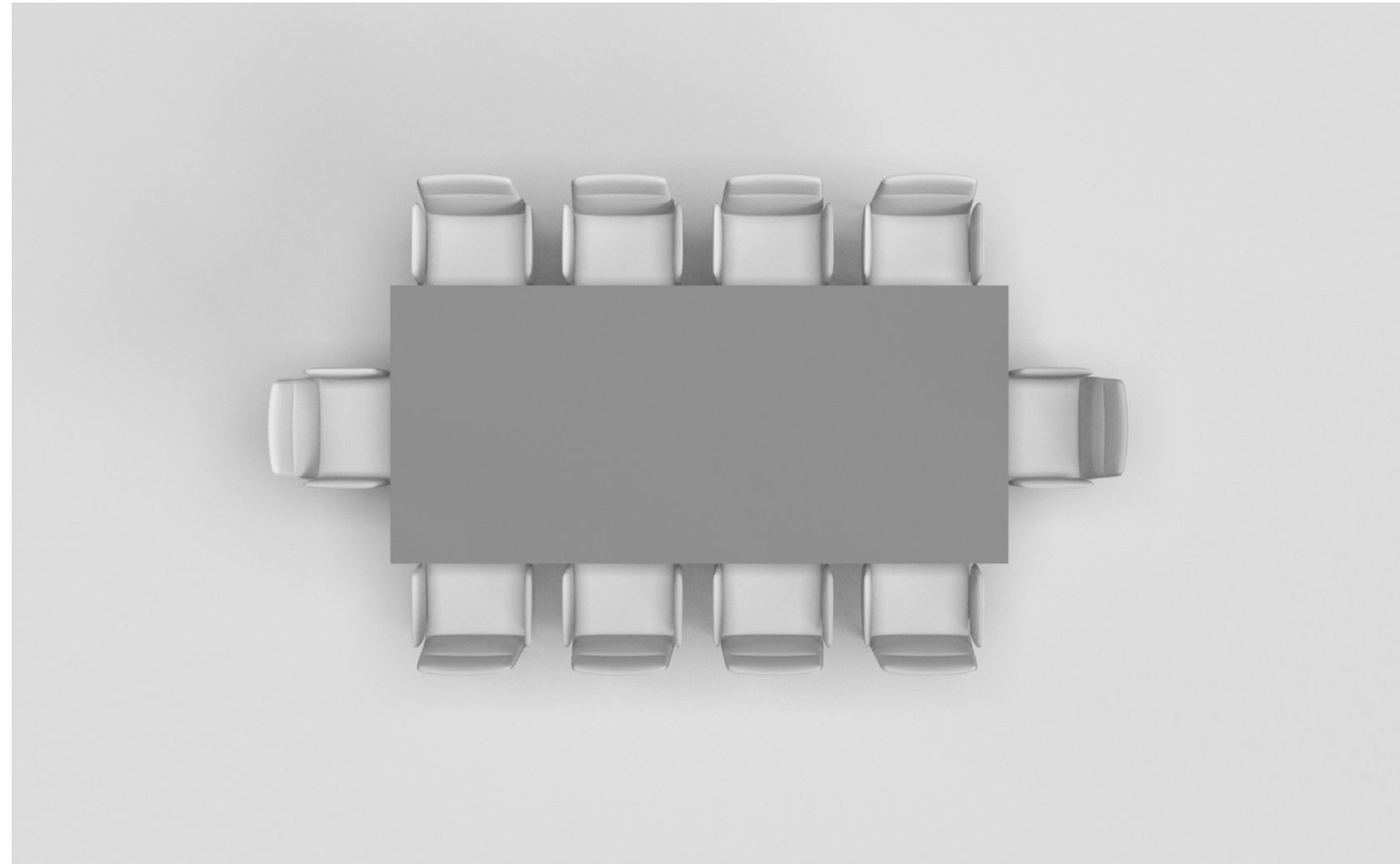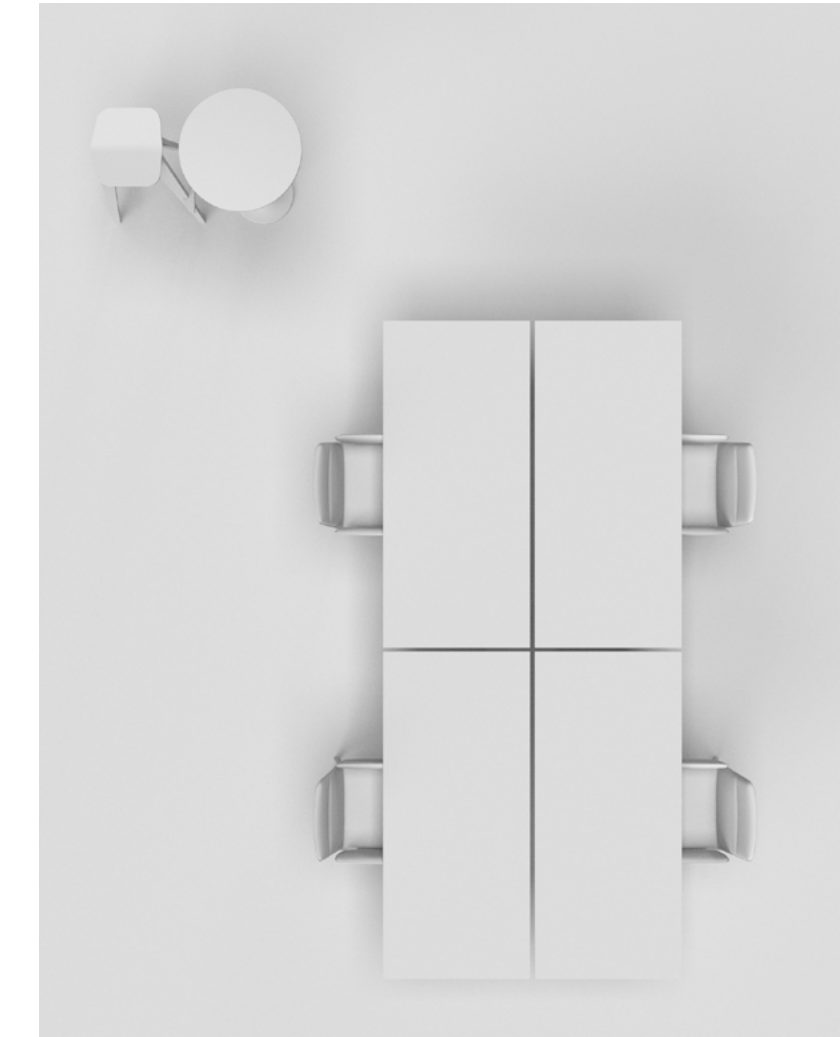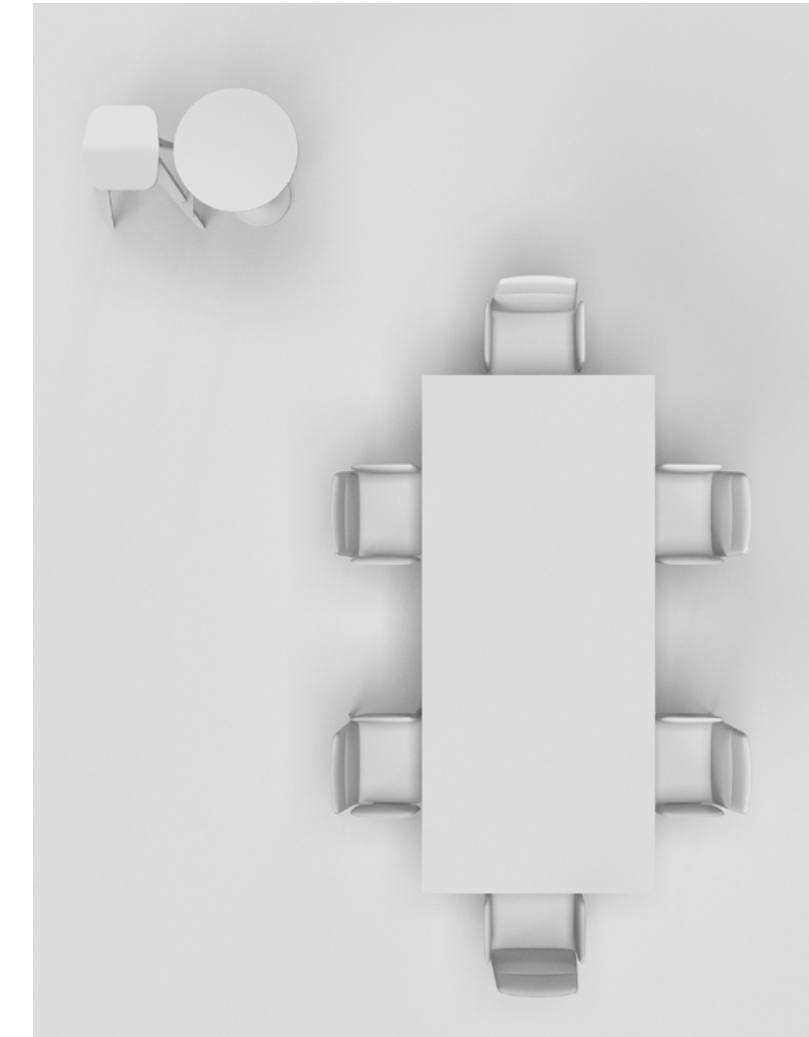
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private offices

Before
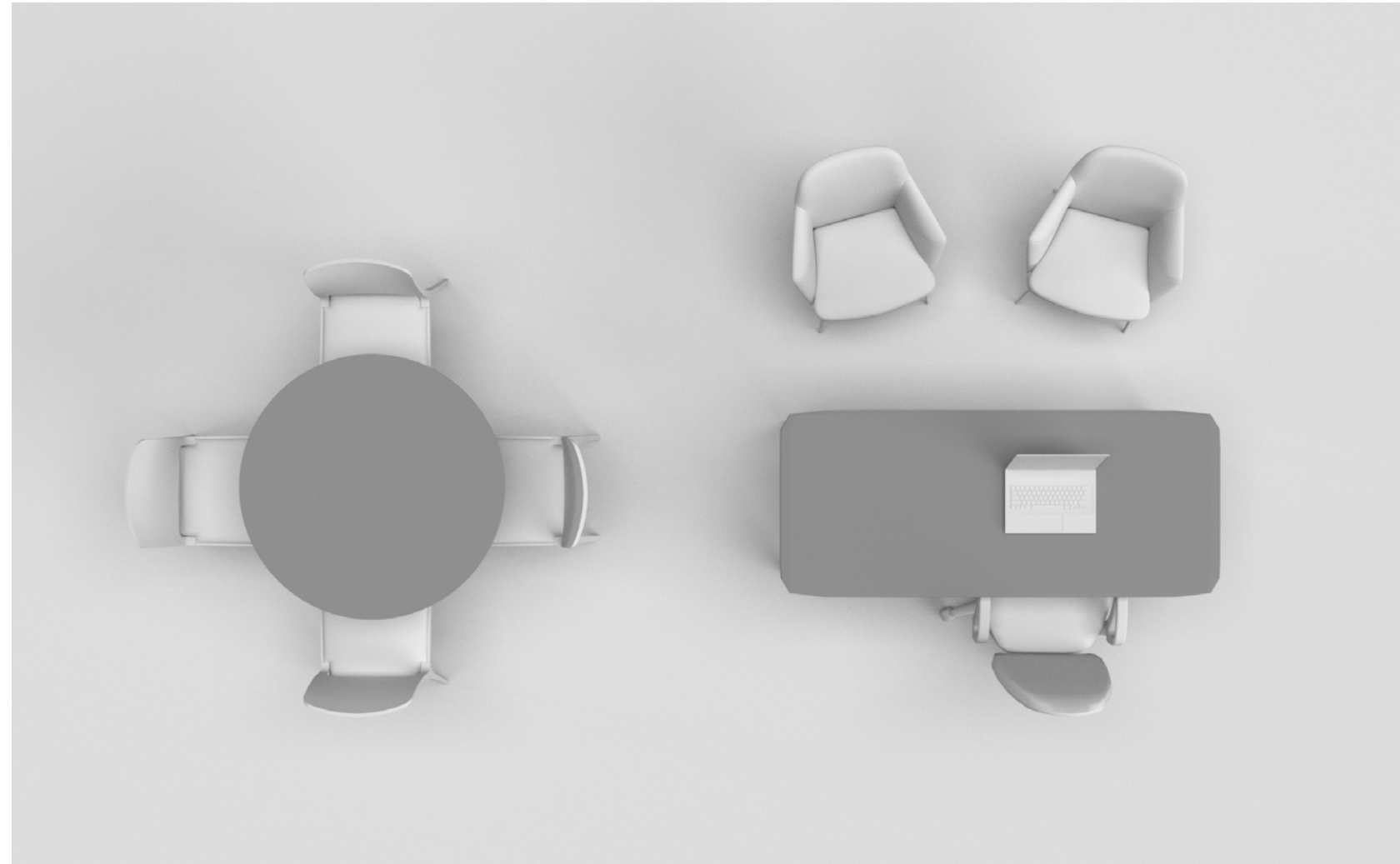
After
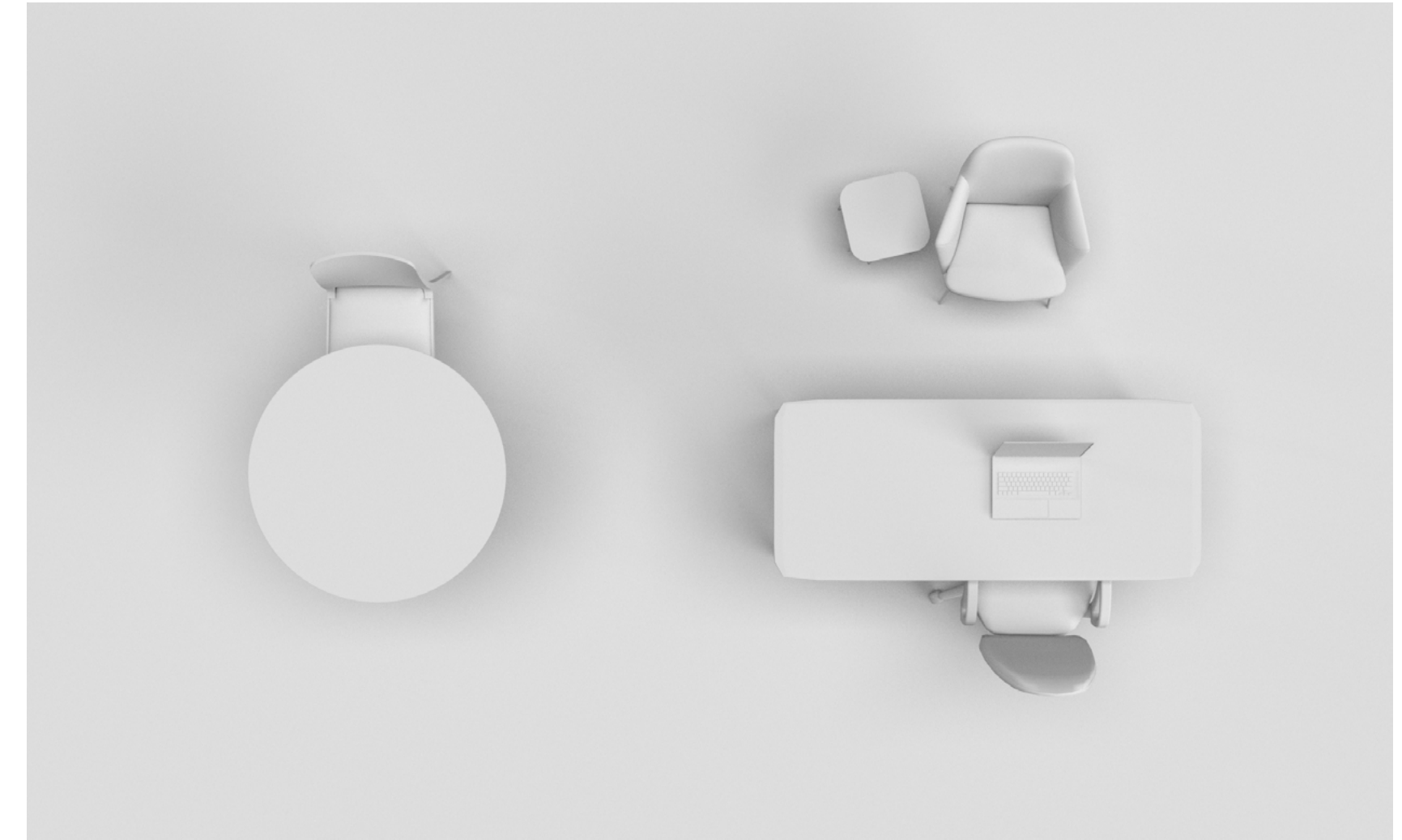
○ Limit smaller offices to one person and prop open doors for touch-free entry and exit.

○ In spacious offices that retain guest seating, use fixed or difficult-to-move furniture to maintain recommended distancing.

○ Add a table for each seat to eliminate the use of shared surfaces.

conference rooms

Before

After

- ○ **Maintaining 6 feet of physical distancing** around a conference table usually requires reducing seating by more than half.

- ○ **Add seating or high top tables** to the perimeter or corners of the room to increase capacity.

- ○ **Keep doors open** for touch-free entrance and exit.

- ○ **Swap large conference tables for a modular system.** Individual tables on castors, for example, can be separated for physical distancing and re-connected in the future.

workstations

Before
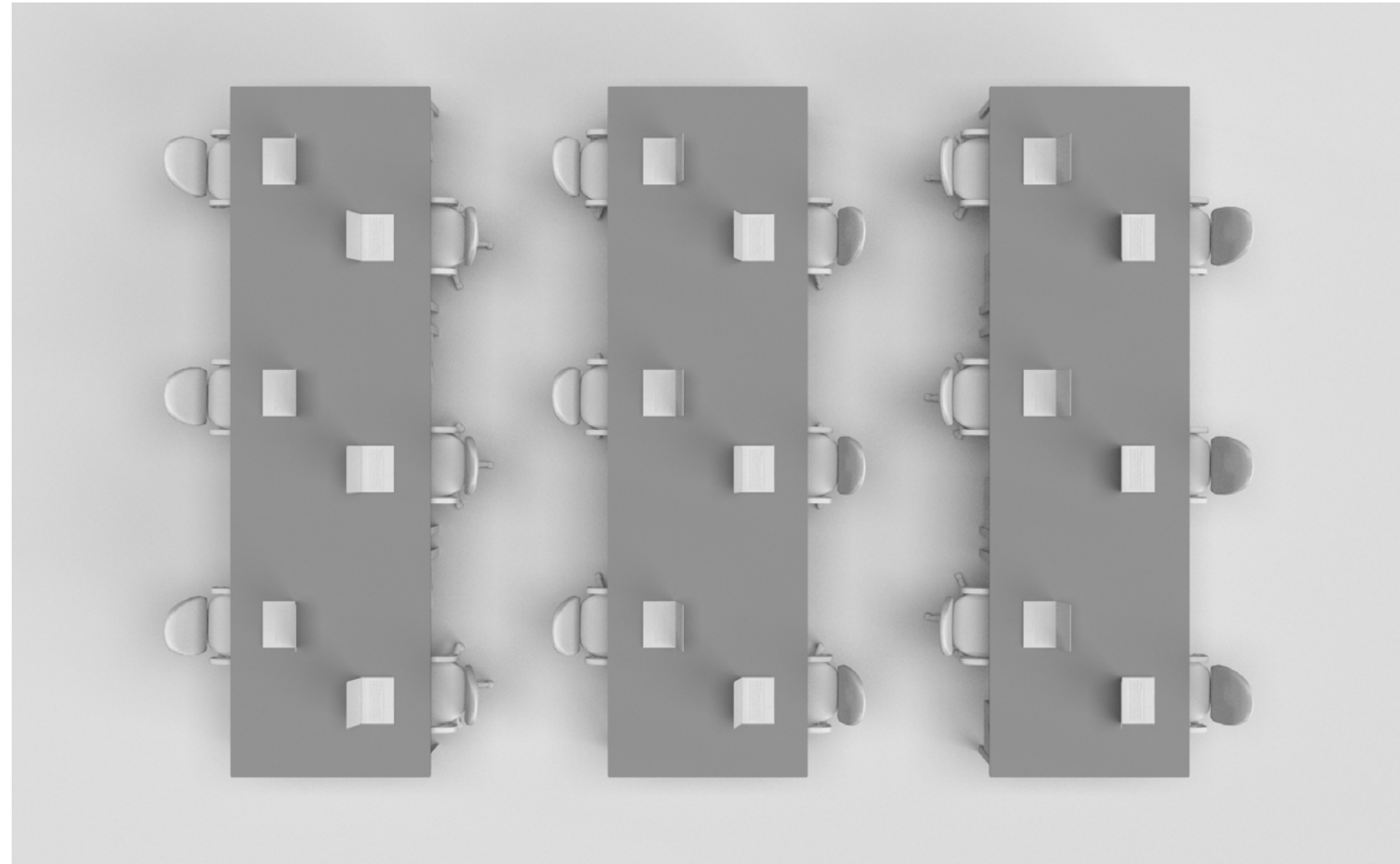
After

○ **Shared Desks.** Eliminate "hotdesking" or "hoteling" in favor of dedicated workstations that give employees greater autonomy over their personal space.

○ **Repurposing Space.** Take advantage of spaces that can no longer accommodate workstations by adding additional collaboration areas.

workstations continued

○ **Partitions.** Add partitions between individual employee desks. Many companies prefer clear partitions to preserve a sense of togetherness. However, high demand is leading to shortages so consider panels in materials that can be easily sanitized or covered in anti-microbial fabric. If you have sit-to-stand desks, ensure that panels attach to the desk in a way that allows the partitions to move with the desk.

○ **Spacing and Orientation.** Re-orient workstations to avoid face-to-face placement. If your current furniture system does not offer layout flexibility, stagger seating to avoid face-to-face seating and create physical distancing.

workspace modifications

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The following workspace modifications are cost-effective solutions that maximize flexibility and, when possible, utilize furniture your company already has with minimal adjustments.

Additional layout details, including two full "before and after" workspace examples, along with contact information for planning support and vendors, can be downloaded here.

Our Workplace Success Team is available to answer any questions you may have.