

To continue preventing the spread of the coronavirus (COVID-19), offices can be designed in a way that promotes social distancing and reduces the number of multi-touch surfaces. As employers prepare for employees who will be returning to the office, consider the following practices for your office space:

RETURN TO WORK

PREPARING YOUR OFFICE SPACE

AFTER COVID-19 CRISIS

1. TRAFFIC FLOW

Create a walk-traffic flow that discourages congestion within the office. Encouraging employees to navigate the office in specific directions, such as counterclockwise, or creating pedestrian lanes can help prevent congestion and promote social distancing.

2. BARRIERS AND WALLS

Create walls and barriers between cubicles. Discourage the spread of air particles by creating physical barriers between employees.

3. DISINFECT

Install no-touch soap dispensers, sinks, and paper towel dispensers in bathrooms. According to the Centers for Disease Control and Prevention (CDC), COVID-19 can remain on hard surfaces for up to 12 hours. While employees are being encouraged to wash their hands often, installing no-touch technology can reduce the number of surfaces that are being touched by employees.

4. SPACIAL DISTANCE

Increase each employee's personal space. By ensuring workstations are 6 feet or more apart, employees can properly social distance while completing everyday duties.

5. FILTRATION

Update air-filtration systems. Air pollutants such as bacteria and germs can build up quickly indoors—effective air ventilation systems can flush out bad air and keep it clean.

6. HANDS-OFF OPTIONS

Install automatic doors. Door handles are surfaces that are touched frequently, and automatic doors can reduce the spread of COVID-19.

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Consider Face Coverings in the Workplace

Studies show that people with minimal or no symptoms can still have COVID-19. According to the CDC, while wearing face coverings shouldn't replace social distancing, cloth face coverings can help prevent the transmission of COVID-19.