6 Steps to prepare your workplace for re-entry

EFG
UNITED KINGDOM

Intro

Recent months have demonstrated how we are now able to work from home. Technology has helped us to keep in touch, have meaningful meetings and complete tasks efficiently. It can be argued that we've been able to do this with a reasonable level of productivity.

For many of us, the benefits of avoiding our daily commute and spending time with family has enabled us to reconnect to what's important. We believe that 'Working from Home' is here to stay and will prove to be an integral part of a flexible approach to work moving forward.

At EFG we have missed the workplace so much. Being together as a team, collaborating, getting creative and having fun! We miss the variety that moving between home and work provides us and that feeling of going home at the end of a great week at work.
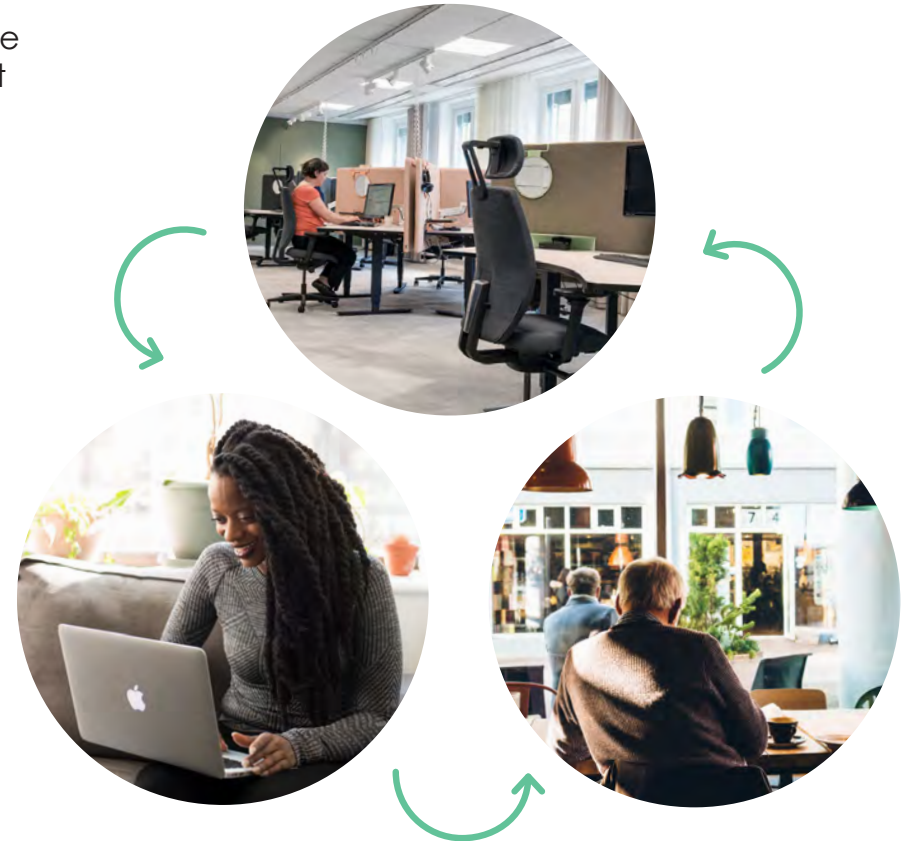
Key Benefits of Re-Entry

The sooner we return to the office the better for us as individuals, teams and organisations:

- Human connectivity brings huge benefits to our wellbeing
- Collaboration drives results that are so much harder to replicate over a screen
- The physical movement within the modern workplace brings both health and learning enhancement
- Purpose is provided by working together with a sense of direction and community
- Innovation and creativity accelerate when we're together
- Energy levels are enhanced through interactions we have and ideas shared
- Engagement levels improve beyond the tangible, with less distraction and a higher degree of productivity
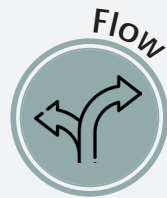- Empathy, trust, culture and support are all enhanced with physical presence

6 Steps to Workplace Re-Entry

We want you to return to the workplace quickly and safely, providing security and certainty for colleagues without having to overwhelm your space with screens.

We believe that it's about implementing beautiful and intelligent design that is flexible and sustainable for the future.
In line with this we are sharing with you, the 6 steps used by our own design team to achieve effective re-entry schemes across the UK.

Distance	Flow	Hygiene	Shelter	Digitise	Flex
Creating a safe distance between furniture	Implement one way systems	Add in welcoming sanitation stations	Use screens for added certainty in areas of contact	Embrace technology & connect	Support WFH & Office Scheduling

We hope that this inspires you to think about your own workplace transformation and are here to support you as you prepare your offices for re-entry.
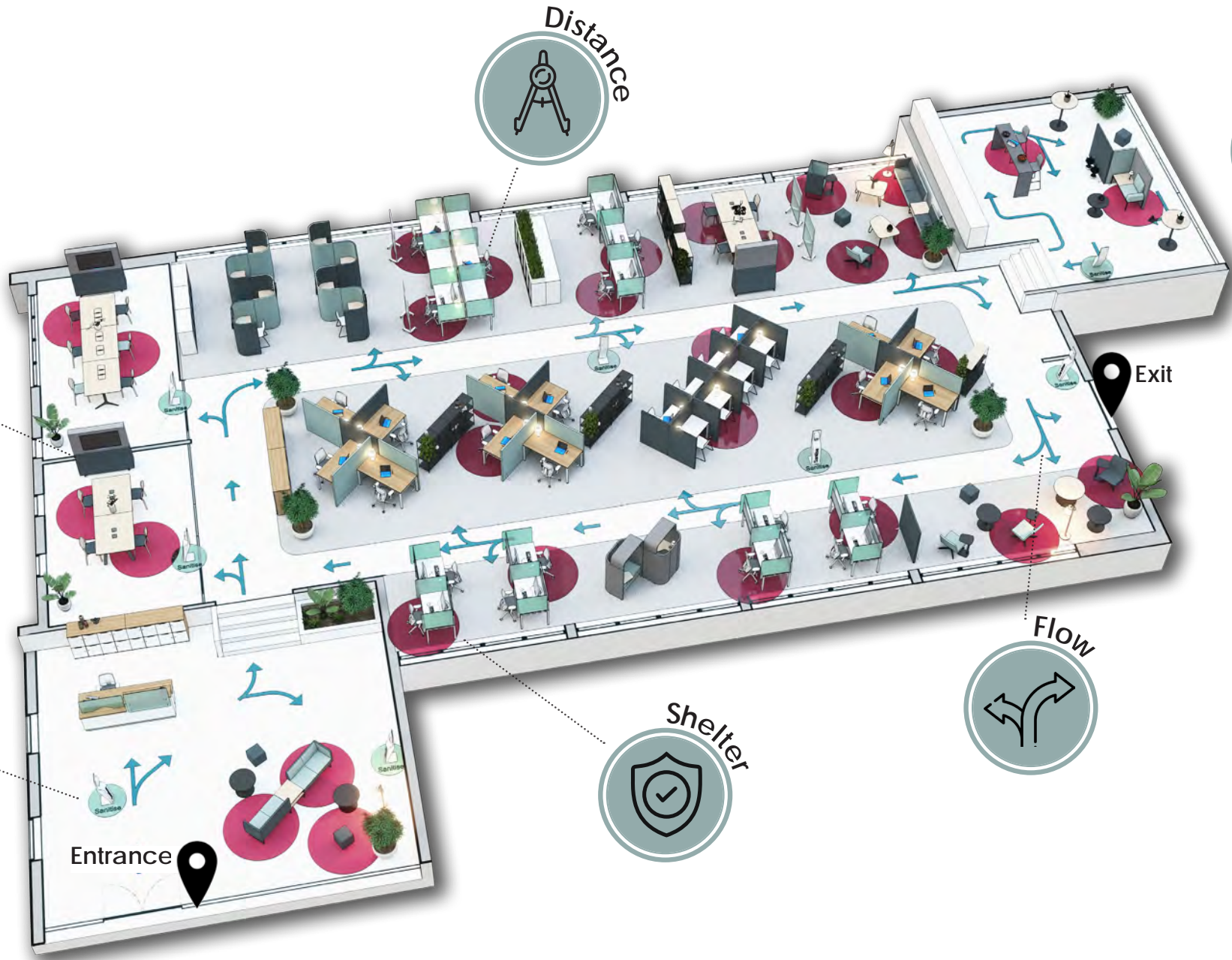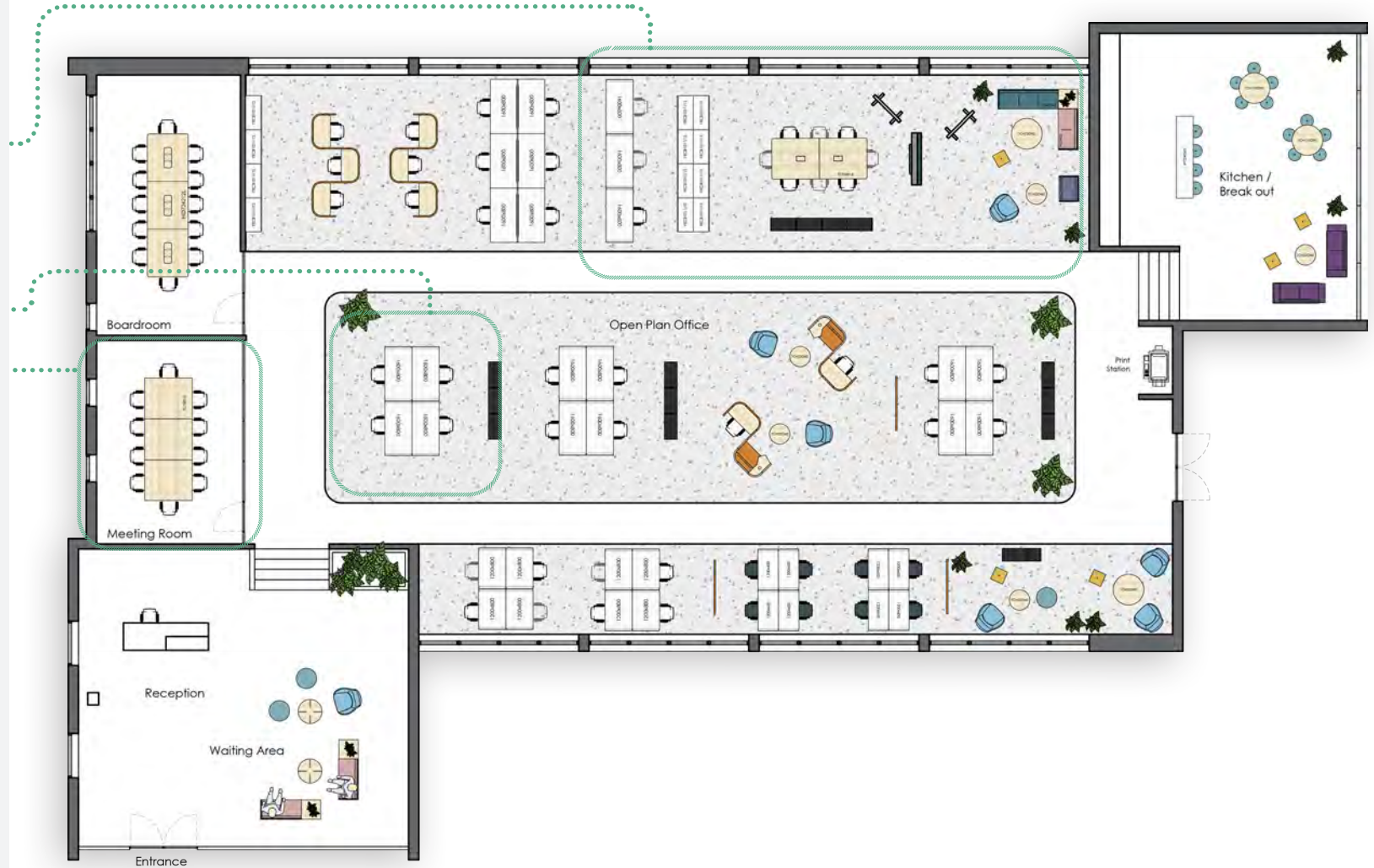
Distance

Flex

Digitise

Hygiene

Entrance

Shelter

Flow

Exit

Office Layout

Before

- Inadequate distancing in workstation, collaboration and breakout areas
- Face-to-face desk configurations
- Overcrowded meeting rooms

Boardroom

Meeting Room

Open Plan Office

Kitchen / Break out

Print Station

Reception

Waiting Area

Entrance

Office Layout

After

Functional barriers
Storage units with planters
work as physical barrier
between teams.

Redesigned desk
configurations to provide
additional protection

Reduced occupancy in
meeting rooms.

Sanitisation stations in key
areas.

Redesign of soft seating &
collaboration areas to allow
smaller groups of people
working together at the
same time.

Boardroom

Sanitiser

Meeting Room

Sanitiser

Reception

Sanitiser

Waiting Area

Entrance

Open Plan Office

Sanitiser

Sanitiser

Sanitiser

Print
Station

Sanitiser

Exit

Kitchen /
Break out

Sanitiser

Office Flow
Before

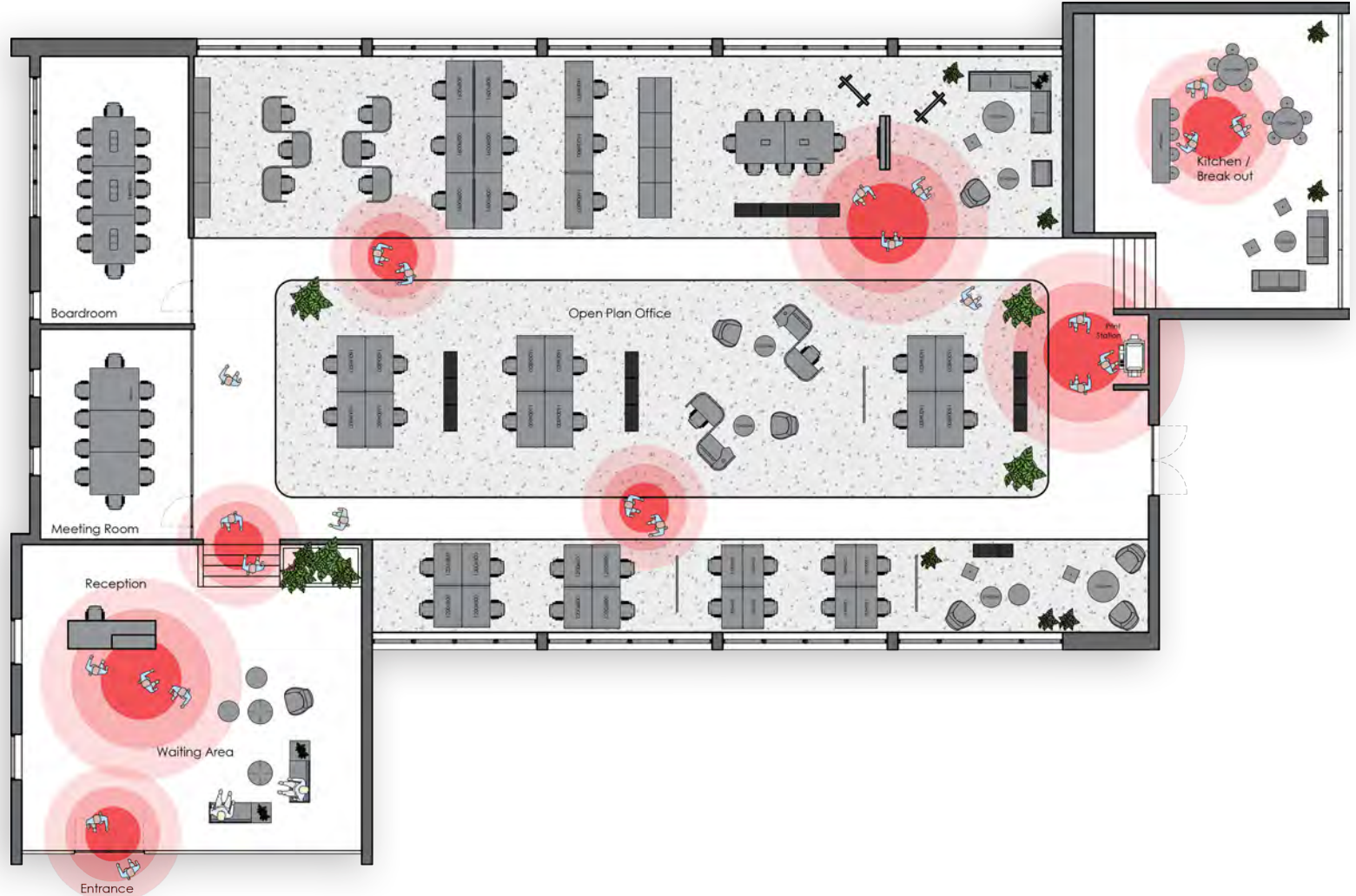Overflow of space users in certain areas such us:

Reception and entrance

Main office corridors - people potentially meet face to face

Entry and exit from open collaboration areas

Print station

Canteen and break out area

Flow

Boardroom

Meeting Room

Reception

Waiting Area

Entrance

Open Plan Office

Print Station

Kitchen / Break out

Office Flow
After

Introduction of one-way circulation

Different entry and exit points avoid congestion and potential collisions.

Flow

Entrance

New furniture layout to support and encourage social distancing.

One-way circulation avoids congestion in key areas such as the entrance and around the reception counter.
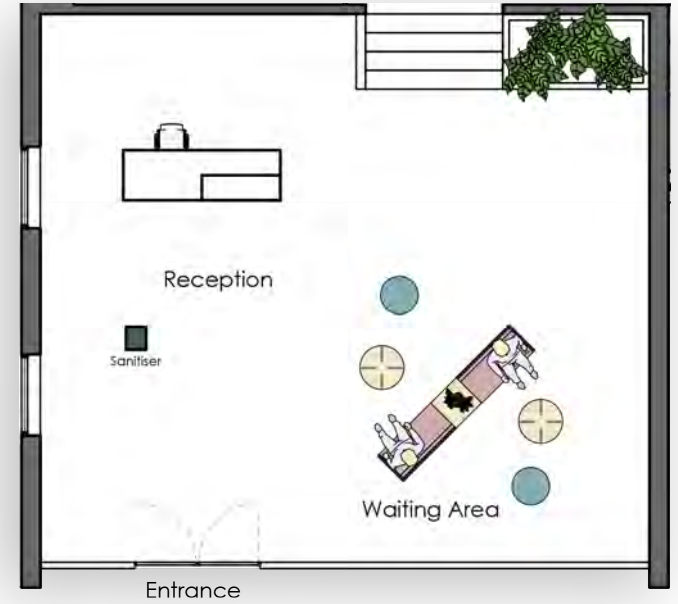
Introduction of sanitisation stations.

Hygiene

Shelter

Flow

Distance

Before

After

Reception

Waiting Area

Entrance

Reception

Sanitiser

Waiting Area

Entrance

Workstations

Checkboard desk configuration allows people to keep the adequate distance with each other and avoids employees working face to face.

Additional desk screens, including return screens, enhance protection.

Distance

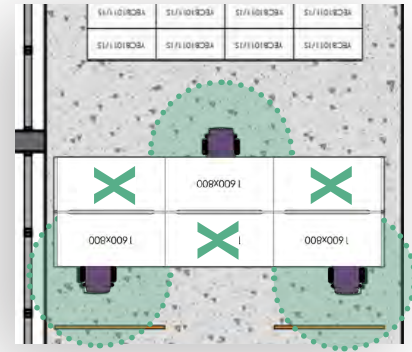**Flex**

Shelter

Before

After

Biophilic Elements
- Improve air quality
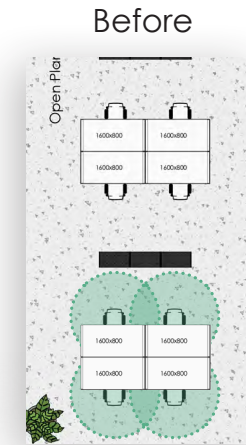- Boost employee wellbeing
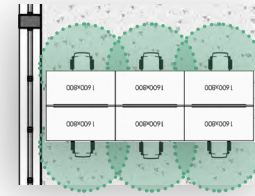
Checkboard

Eco Shield
Temporary cardboard desk screens provide extra protection and can be easily recycled or stored when no longer required

Workstations

Single desk re-configuration improves social distancing between employees

Floor standing screens offering added privacy and peace of mind.

Functional barriers, such as storage units dictate the flow of the space in key areas.

Shelter

Distance

Before

After

Open Plan

Open Plan

1600x800 1600x800
1600x800 1600x800

1600x800 1600x800
1600x800 1600x800

1600x800
1600x800
1600x800
1600x800

1600x800
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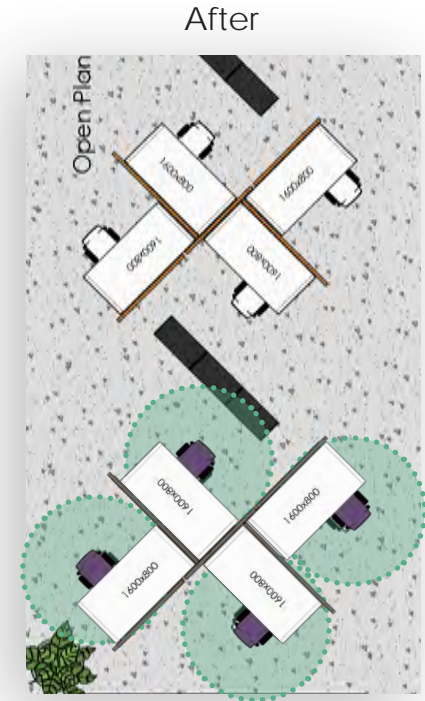
90 degrees

Breakout

Reducing and Re-configuring existing furniture keeps an adequate distance between employees.

Small clusters of individual seating form safe interactions.

Floor standing screens and storage units are used to define areas, support the one-way flow system and enhance protection overall.
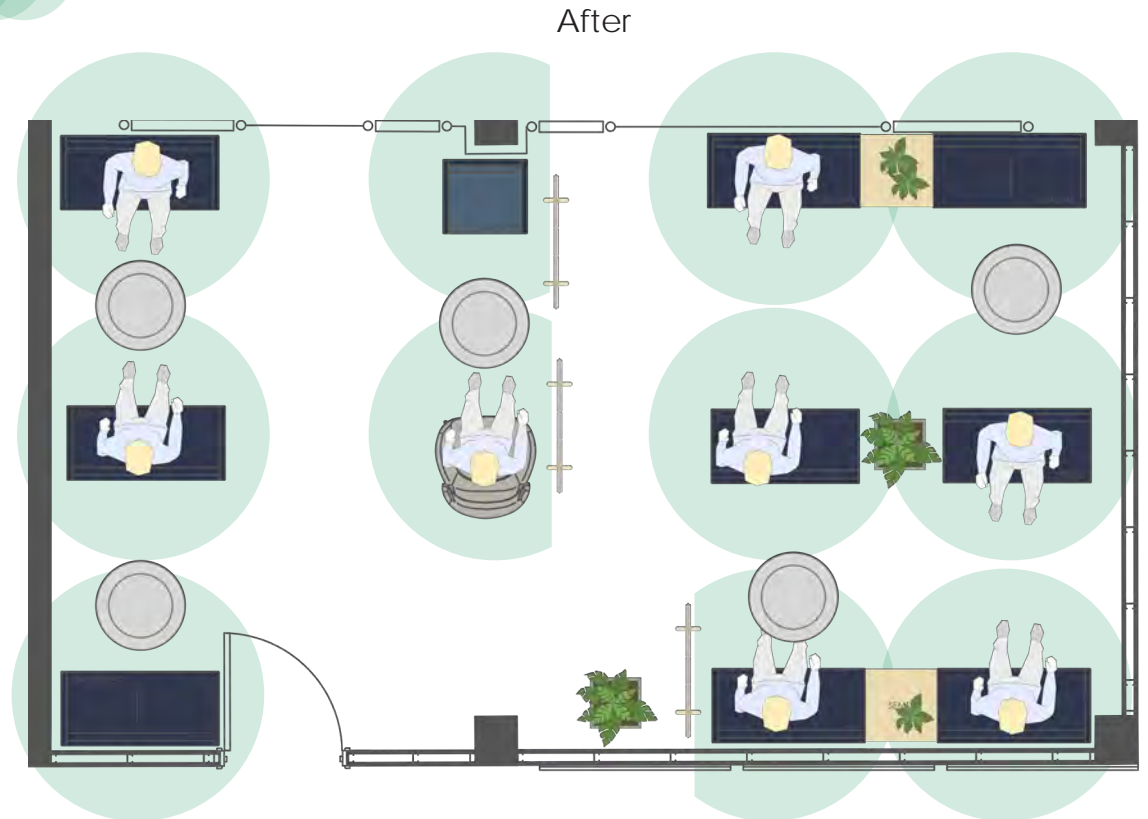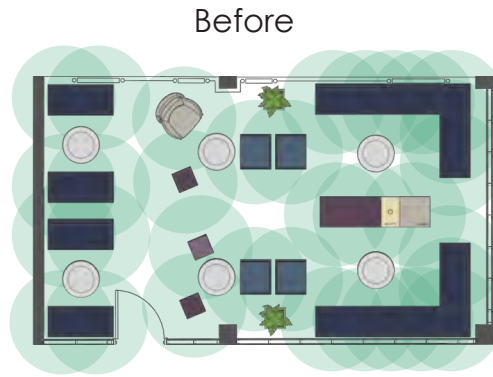
Shelter

Distance

Before

After
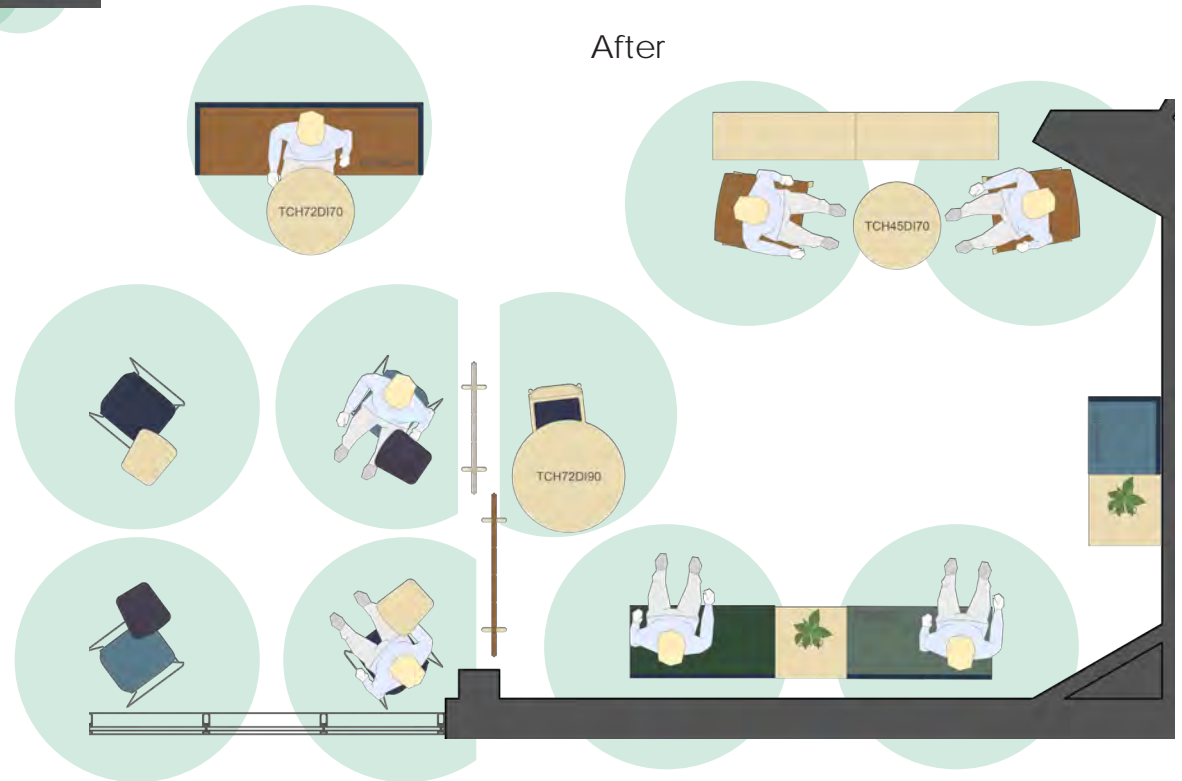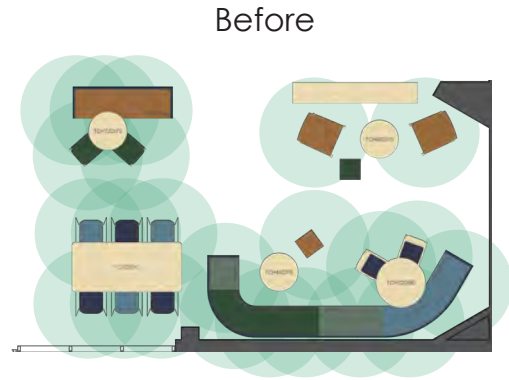
Breakout

Modular seating is reconfigured to form individual seats

Floor screens enhance protection within the space.

Space re-design allows smaller group interactions, keeping safe distance.

Shelter
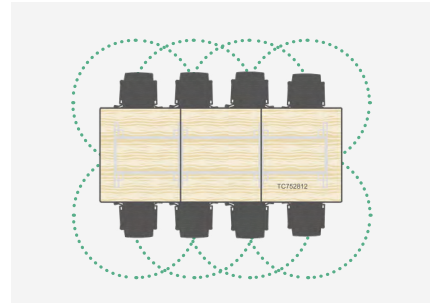
Distance

Before

After

Meeting

Reducing capacity creates a safe distance between meeting room users.

AV technology supports video conferencing and distance collaboration between teams.

Before

After

Digitise

Distance

EFG

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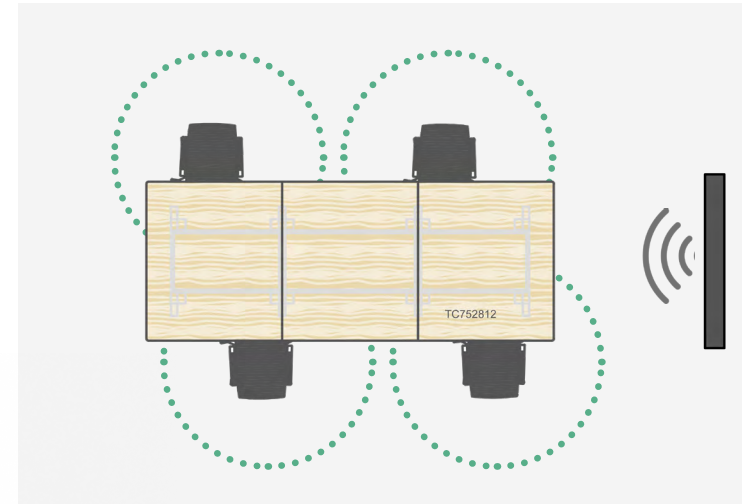
Prepare your **workplace** for **re-entry** with us.