

WELCOME BACK TO THE **OFFICE**

ARE YOU READY FOR THE SAFE RETURN
OF YOUR EMPLOYEES?

WORKPLACE SOCIAL DISTANCING

POST COVID-19

01223 952992

info@layrddesign.co.uk

www.layrddesign.co.uk



Let's make this work.

WELCOME BACK TO THE OFFICE

ARE YOU READY FOR THE SAFE RETURN OF YOUR EMPLOYEES?



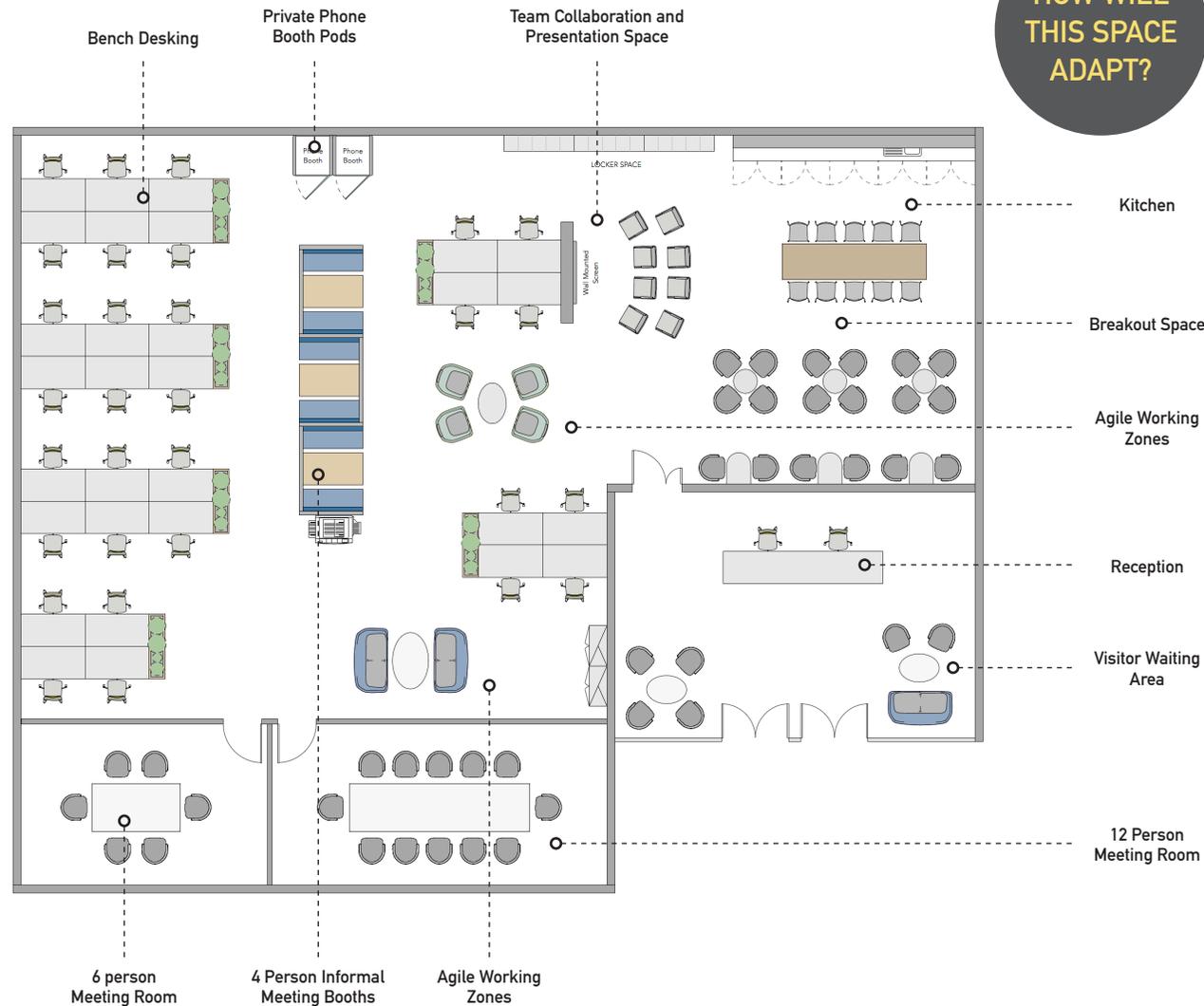
With some employees now being advised to return to work, and capacity only set to increase further over the coming months, we have looked into how the workplace will have to evolve and adapt to make safe working possible.

Social Distancing measures will need to be integrated into your office space to conform with the government guidance on safe working.

The drawing to the right shows an example of a typical office layout, consisting of bench desking, informal meeting booths, agile working zones, formal meeting rooms, large communal kitchen and breakout area.

On the following pages we show you how this office could adapt to meet the current guidelines.

HOW WILL THIS SPACE ADAPT?



USABLE AREAS

RECEPTION:
2 X WAITING AREAS

WORKING AREAS:
30 X FIXED WORK STATIONS
6 PERSON MEETING ROOM
12 PERSON MEETING ROOM
3 X 4 PERSON INFORMAL BOOTHS
TEAM PRESENTATION AREA
2 X PRIVATE PHONE BOOTHS
2 X AGILE WORKING AREAS

BREAKOUT:
10 PERSON SHARED BENCH
3 X 4 PERSON TABLES
3 X 2 PERSON TABLES

PRE COVID-19

01223 952992
info@layrddesign.co.uk
www.layrddesign.co.uk



Let's make this work.

WELCOME BACK TO THE OFFICE

ARE YOU READY FOR THE SAFE RETURN OF YOUR EMPLOYEES?

LAYRD

This drawing shows how the original office layout could be adapted to comply with new social distancing and safety measures.

The layout has been reviewed to most notably remove a bank of 4 desks, allowing for adequate distancing of the remaining workspace. The agile working areas have also been reduced, and furniture changed, to provide a greater circulation space.

These measures will forcibly reduce the overall office capacity, therefore requiring a proportion of employees to continue to work remotely or from home.

10
MEETING ROOMS
Limited capacity in meeting rooms to comply with social distancing and safety guidelines

01
LAYOUT ADJUSTMENTS
Workspace layout reviewed to allow for adequate circulation and space between work stations

02
SPACE SEPARATION
Ceiling-hung acoustic fabric screens installed along main circulation route

03
HYGIENE STATIONS
Free standing hand sanitation stands installed throughout the office

04
CIRCULATION
One way circulation routes introduced by installing contrasting carpet tiles & floor markings

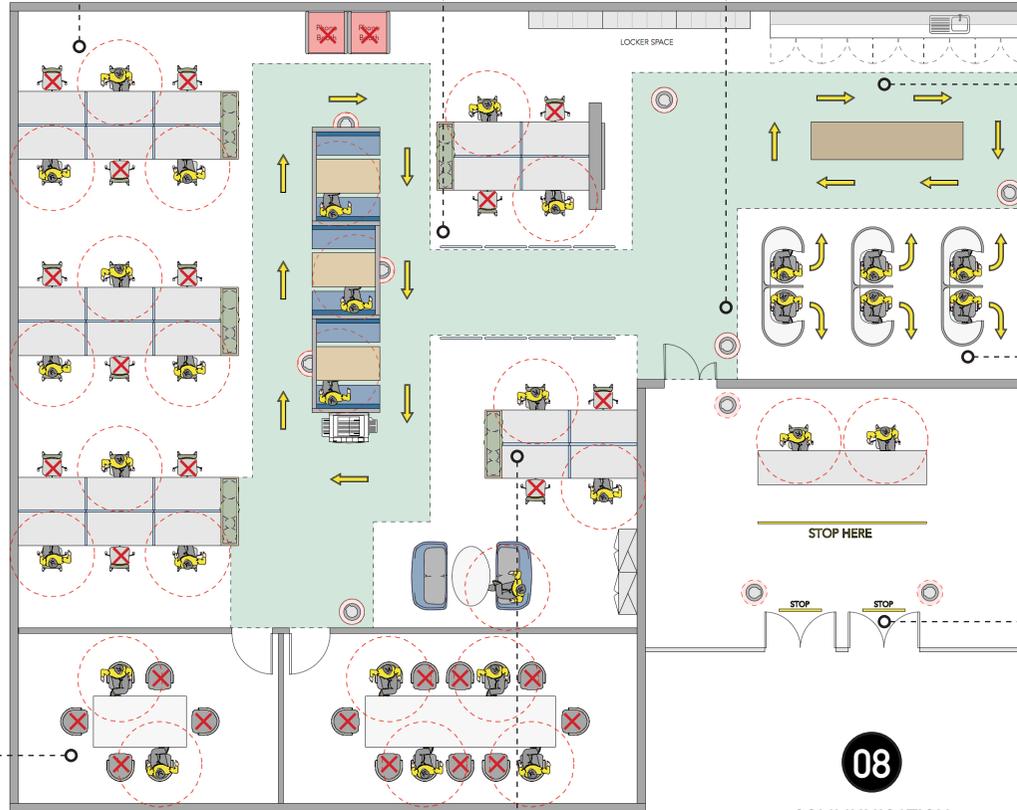
05
FURNITURE
Freestanding enclosed working pods installed in place of breakout furniture, to allow for better use of space

06
FLOOR MARKINGS
Installation of company branded floor markings to comply with social distancing measures

08
COMMUNICATION
All audio and visual connections reviewed and updated to allow maximum communication with employees and clients working remotely

07
ENVIRONMENT
Air quality reviewed and tested to ensure contamination is reduced and quality is increased

09
DIVIDING SCREENS
Installation of desktop dividing screens to enhance protection in working areas



USABLE AREAS

RECEPTION:
WAITING AREAS REMOVED

WORKING AREAS:
13 X FIXED WORK STATIONS
2 PERSON MEETING ROOM
4 PERSON MEETING ROOM
3 X 1 PERSON INFORMAL BOOTHS
1 X AGILE WORKING AREA
6 X ADDITIONAL BOOTH DESKS
TEAM PRESENTATION AREA REMOVED
PRIVATE PHONE BOOTHS REMOVED

BREAKOUT:
NO BREAKOUT SEATING AVAILABLE

This scheme would allow for 76% of staff to work from the office

POST COVID-19

01223 952992
info@layrddesign.co.uk
www.layrddesign.co.uk



Let's make this work.

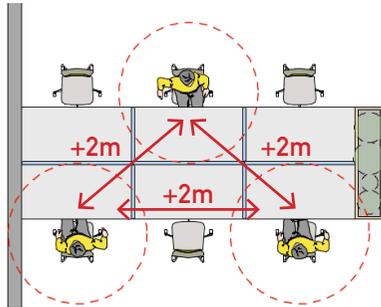
WELCOME BACK TO THE OFFICE

ARE YOU READY FOR THE SAFE RETURN OF YOUR EMPLOYEES?

LAYRD

Visual examples of some of the measures we have introduced into this office space.

All are effective contributions in creating a safer environment for employees.



01

LAYOUT ADJUSTMENTS
Workspace layout reviewed to allow for adequate circulation and space between work stations



02

SPACE SEPARATION
Ceiling-hung acoustic fabric screens installed along main circulation route



03

HYGIENE STATIONS
Free standing hand sanitization stands installed throughout the office



04

CIRCULATION
One way circulation routes introduced by installing contrasting carpet tiles & floor markings



05

FURNITURE
Freestanding enclosed working pods installed in place of breakout furniture, to allow for better use of space



06

FLOOR MARKINGS
Installation of company branded floor markings to comply with social distancing measures



09

DIVIDING SCREENS
Installation of desktop dividing screens to enhance protection in working areas

CONCLUSION

SOCIAL DISTANCING CAN BE ACHIEVED IN THIS OFFICE WITH CONSIDERATION OF THE MEASURES HIGHLIGHTED.

DISTANCING AND CIRCULATION ARE THE KEY ISSUES ADDRESSED HERE. A PERCENTAGE OF EMPLOYEES WILL BE REQUIRED TO WORK REMOTELY TO ADHERE TO CURRENT ADVICE, SUPPORTED BY A REVIEW OF IMPROVEMENTS TO CURRENT COMMUNICATION SYSTEMS .

EMPLOYEES WOULD BE RESPONSIBLE FOR CONDUCTING THEIR OWN HYGIENE MEASURES AROUND DESK AND KITCHEN AREAS, ASSISTED BY THE INTRODUCTION OF HAND SANITATION STATIONS, SEPARATION SCREENS AND A REVIEW OF AIR QUALITY.

PRE COVID-19

30 Fixed Desk Spaces

POST COVID-19

23 Viable Working Stations

POST COVID-19

01223 952992

info@layrddesign.co.uk

www.layrddesign.co.uk



Let's make this work.

LAYRD

Layrd Design are here to help you adapt your workspace
for a safe return from lockdown.

01223 952992

info@layrddesign.co.uk

www.layrddesign.co.uk



POST COVID-19

Let's make this work.