










# CREATING SAFE OFFICES IN 2020

Considerations for offices in a post COVID-19 World

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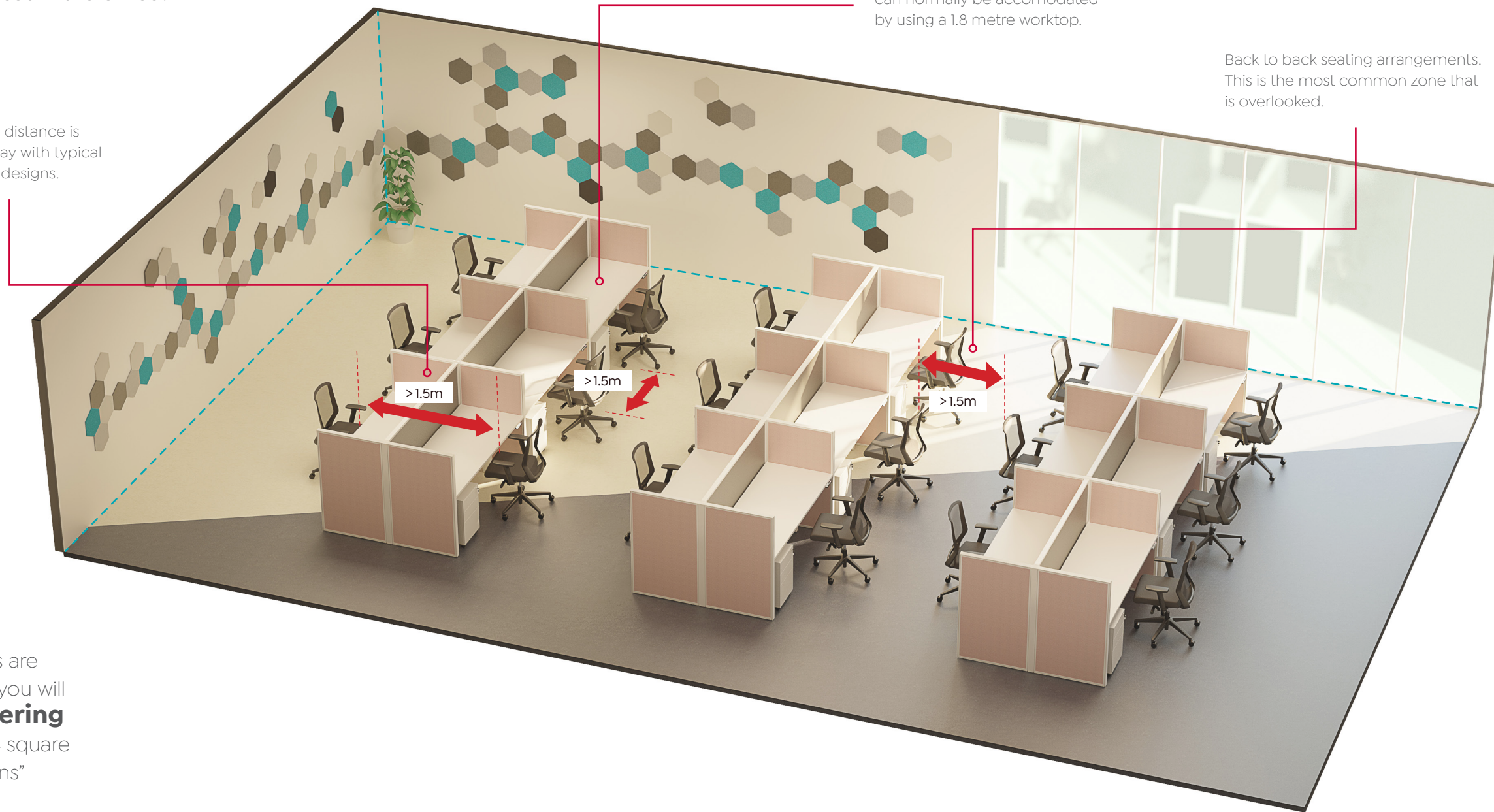
# PROXIMITY

How close can we seat in the office?

Across desk distance is normally okay with typical depth desk designs.

1.5 metres between seated staff can normally be accommodated by using a 1.8 metre worktop.

Back to back seating arrangements. This is the most common zone that is overlooked.



“Typically, if desks are **1800mm wide**, you will **already be adhering** to the 1 person per 4 square meter regulations”

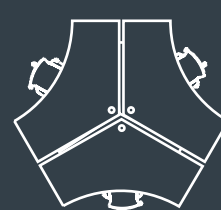


## SEATED DISTANCE

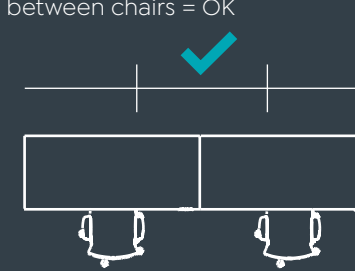
- Side to side distance
- Back to back distance
- Face to face distance



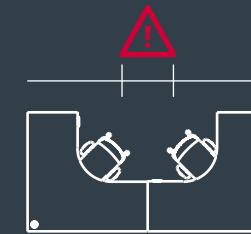
3 Way layouts - normally OK



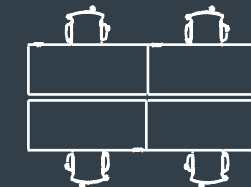
Side by side desking - 1500mm wide between chairs = OK



Back to back desking - this is often a difficult spot to manage.



90 degree side by side desking - Seating distance will usually be too close.



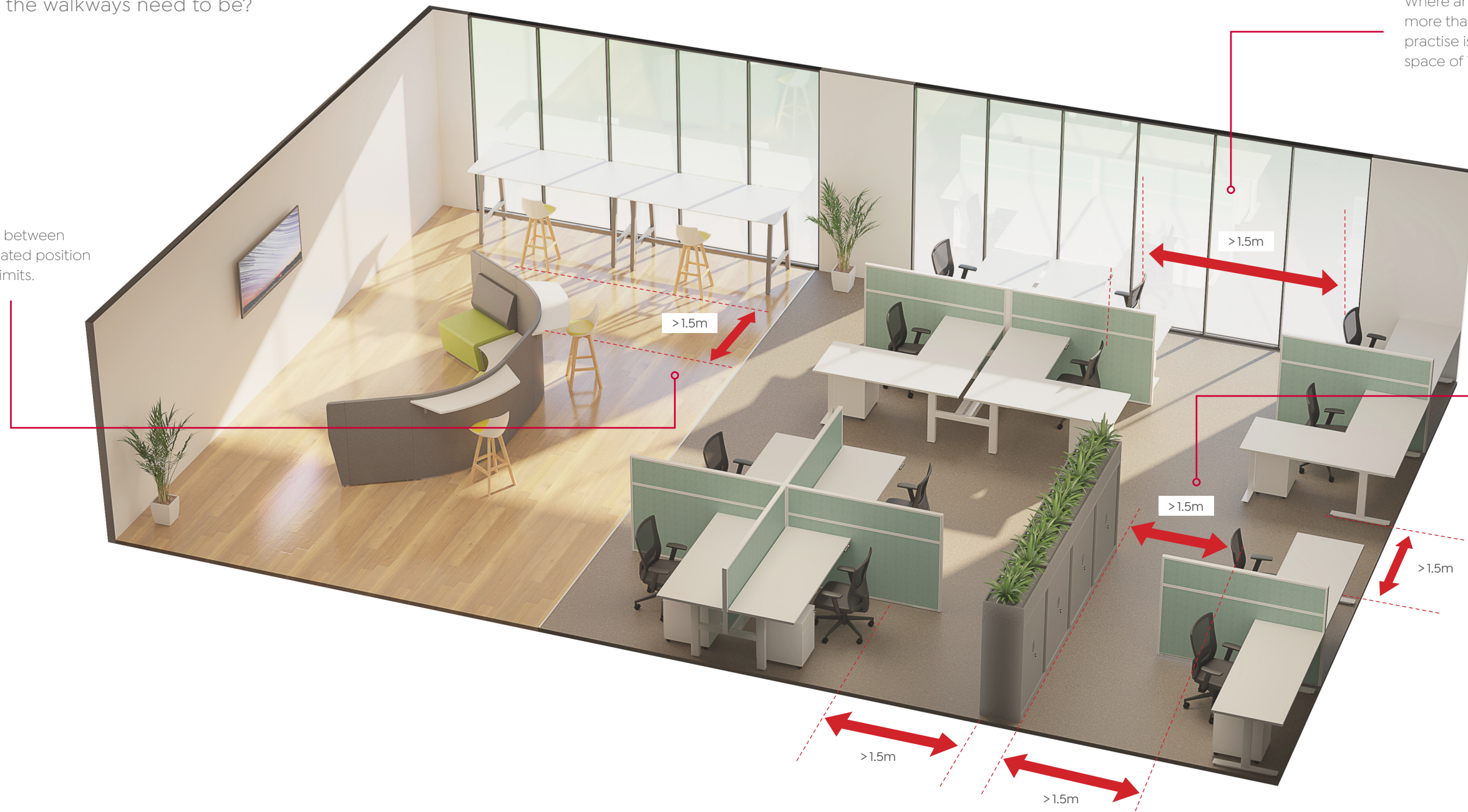
Double Sided Deskings - usually OK



# PROXIMITY

How wide do the walkways need to be?

1.5 metres between normal seated position & access limits.



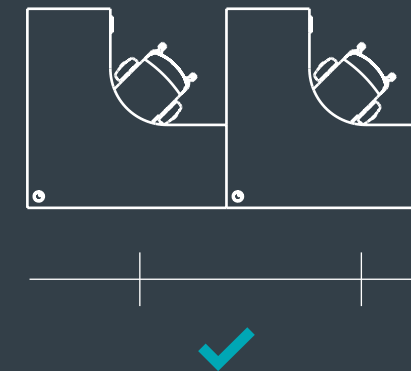
Where an access point is for more than one person, best practise is to ensure a minimum space of 1.5 metres.

1.5 metres between normal seated position & access limits.

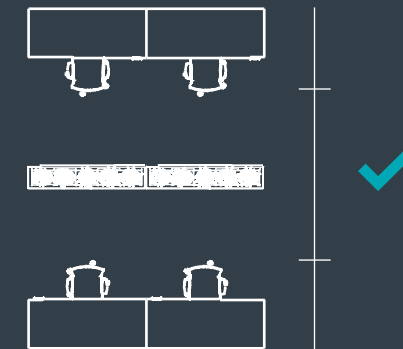


## ACCESSWAYS

- Care must be taken to ensure that walking accessways are not restricting staff ability to maintain appropriate distancing.
- In some situations where a two way access is not possible, this can be overcome by creating one-way paths.



Use worktop or storage returns to naturally enforce extra space.

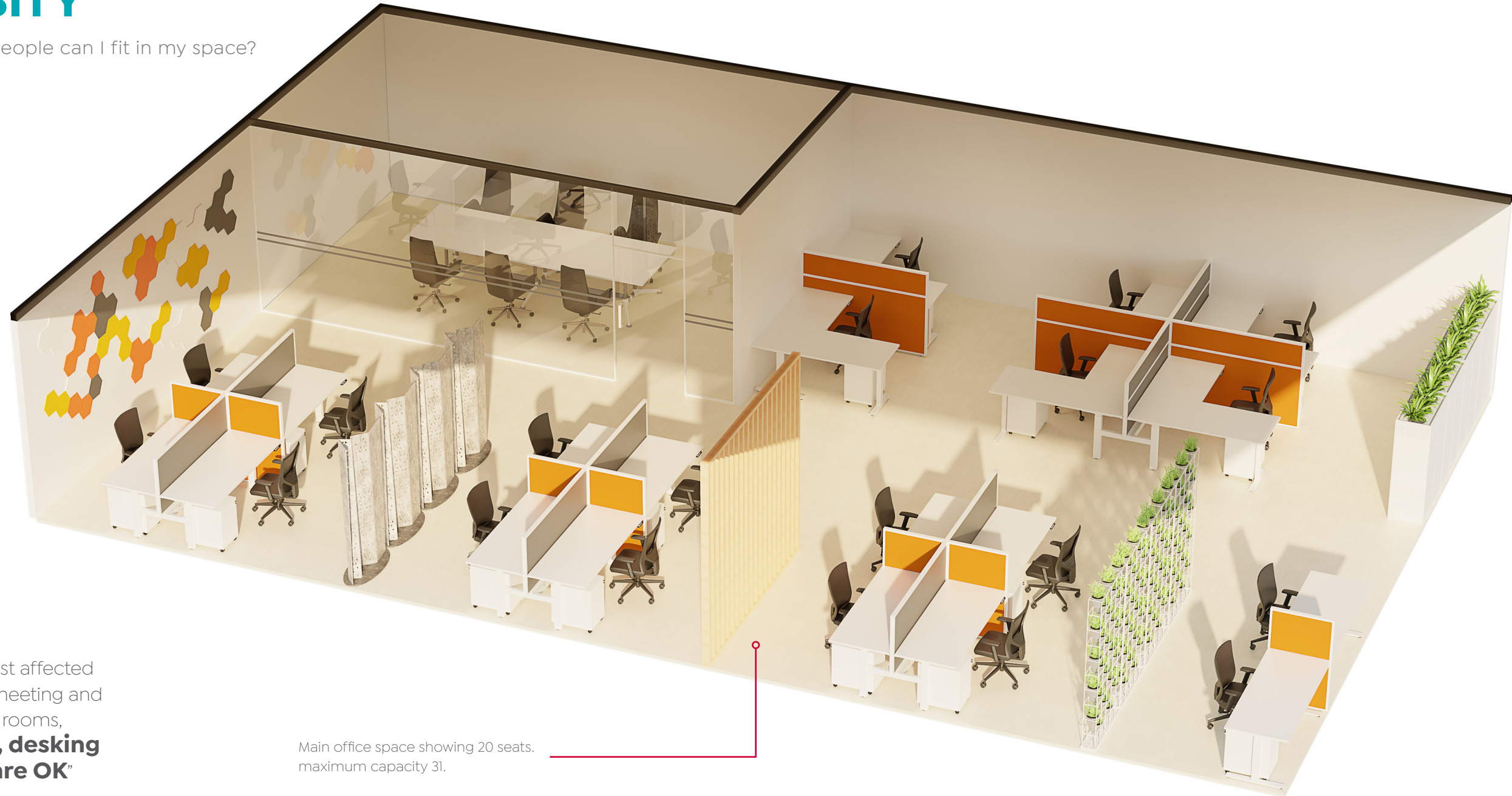


Use planter storage to divide desk spaces.



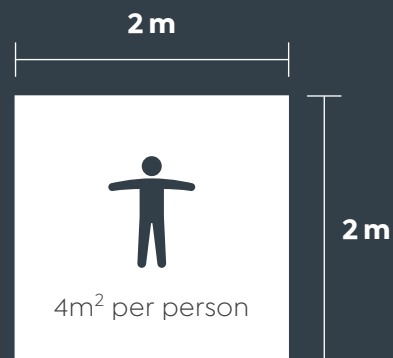
# DENSITY

How many people can I fit in my space?



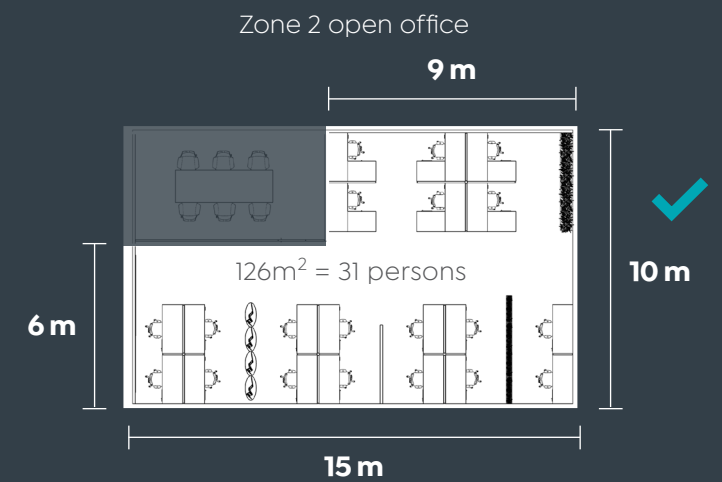
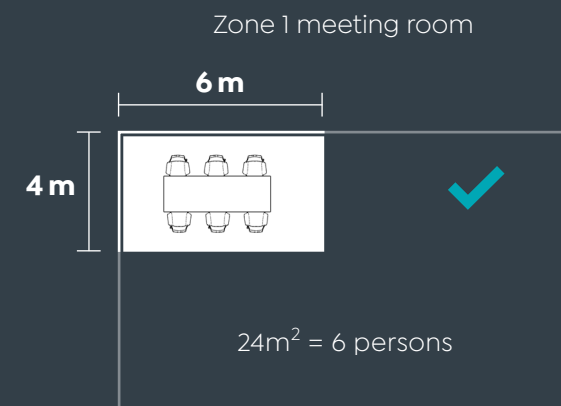
“The greatest affected spaces are meeting and training rooms, normally, desking areas are OK”

Main office space showing 20 seats. maximum capacity 31.



## DENSITY

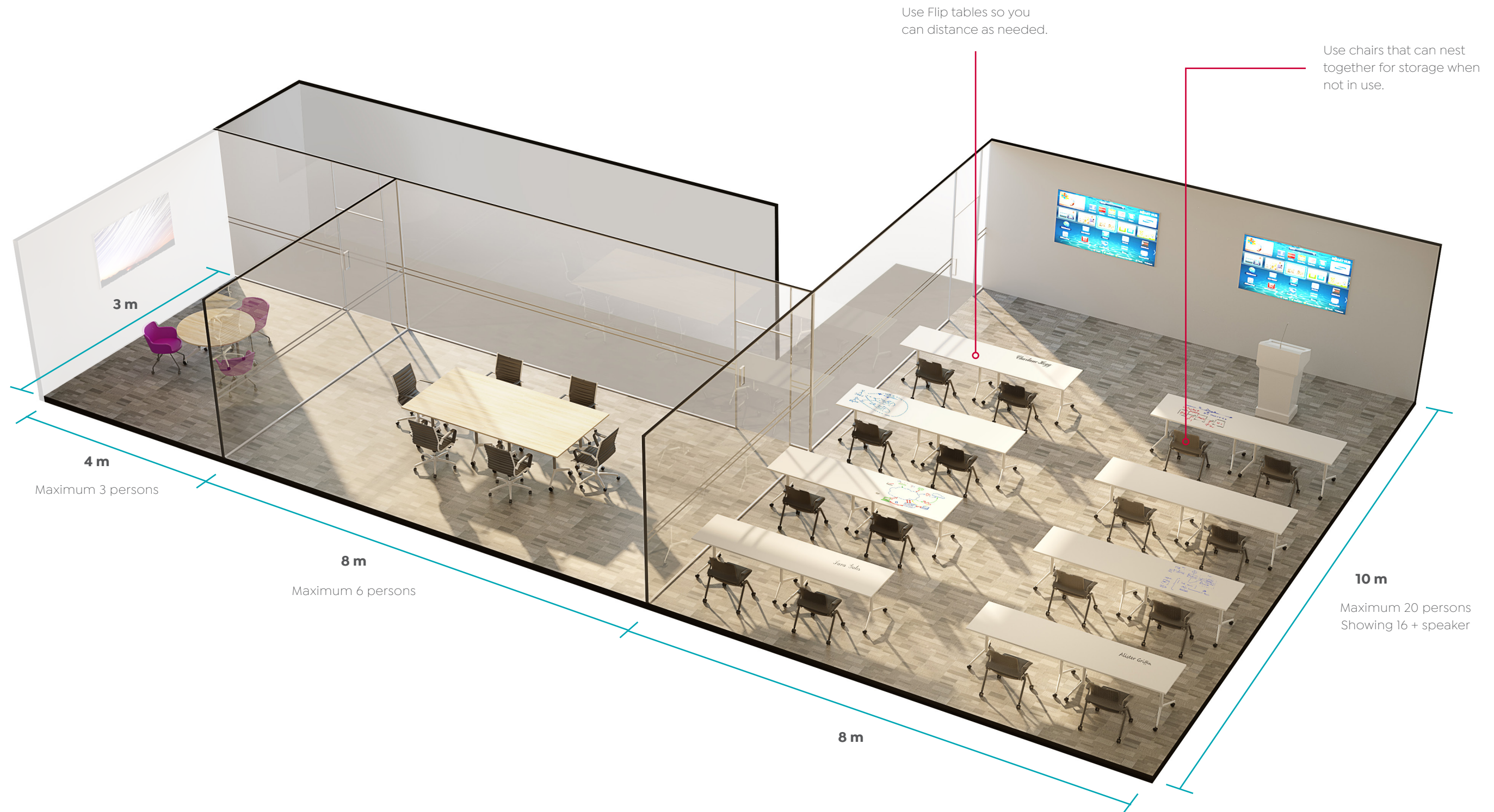
- Each space that is a division i.e. doorway or restricted entryway should be counted as its own calculation zone.
- Meeting rooms & amenity blocks need to be treated as separate to main office spaces.





# MEETING & TRAINING SPACES

How can we get maximum value from these spaces?



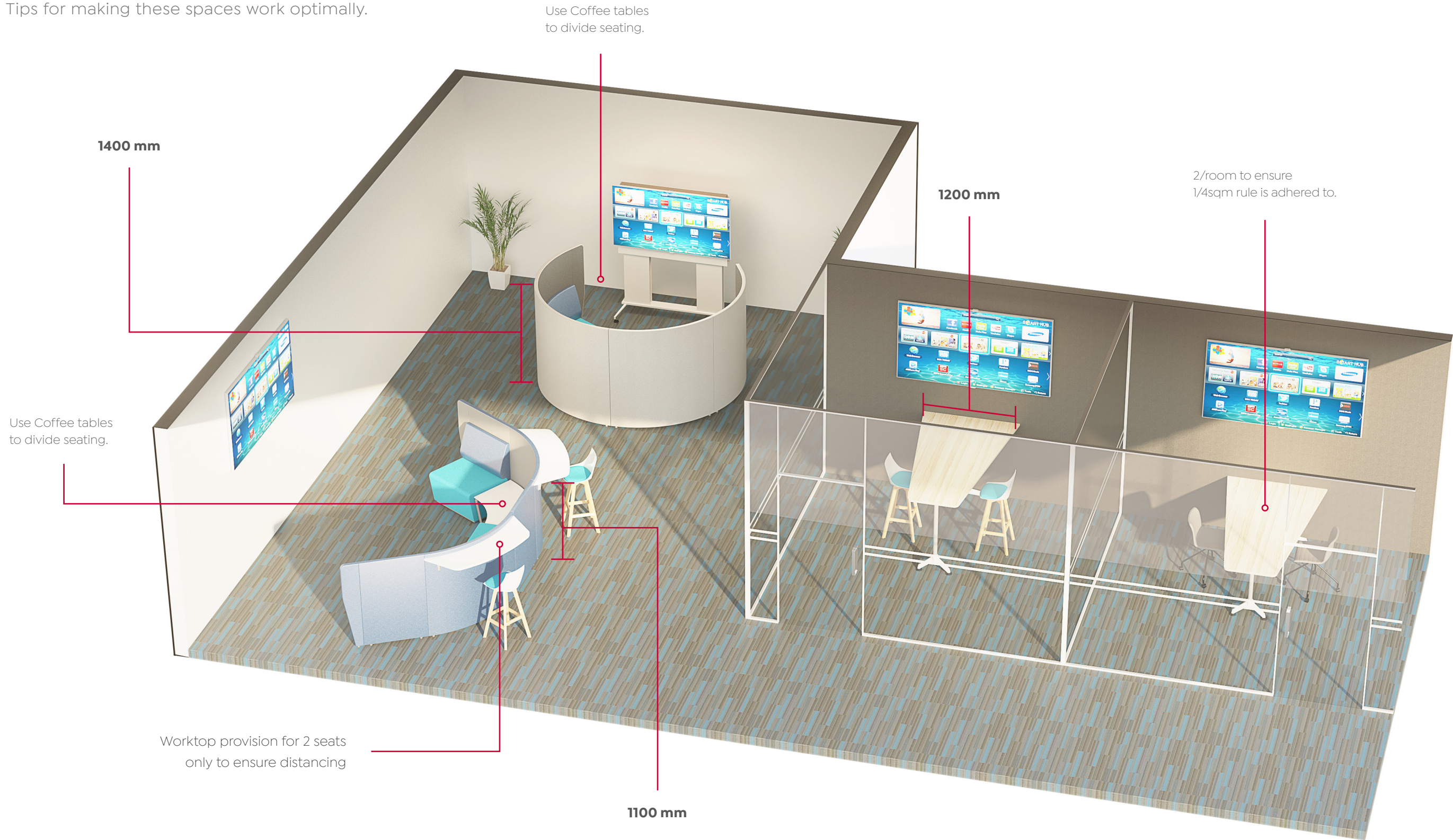
## MEETING & TRAINING

- Use Flip tables for all meeting tables to maximise flexibility of layouts.
- Re-purpose small meeting rooms into private video conferencing rooms.
- Remove extra chairs from meeting rooms so maximum occupancy is naturally controlled.



# VIDEO CONFERENCING

Tips for making these spaces work optimally.



## SUGGESTIONS

- Use light woodgrain surfaces to give more natural reflection
- Use non-seating elements such as low tables to divide seating spaces.
- Consider 1400/2000 mm high wals to freestanding spaces to enhance privacy.
- Ensure all fabric surfaces are treated with long-lasting anti-microbial solution.



# PARTITIONING & DIVIDER SOLUTIONS



## TIPS

- Use fabricsafe on all soft surfaces. This will catch & kill the bacteria & viruses.



### Clamp-on / Slide on Dividers

- Ideal for quick separation of bench layouts.
- More suited to low screen height requirements.
- Easy to retrofit.

### Fixed Height, Floor Mounted Screens

- Do not move up & down with the worktop, giving more controlled aesthetics in a busy office.
- Can be made at any height to give a more divided/ more open feed to open space as desired.
- Can work with fixed height of sit-stand workpoints.

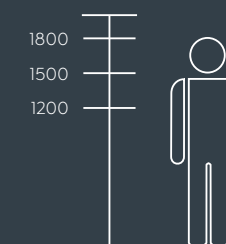
All office needs are different. For call centres, a big part of their focus is acoustic treatments, meaning a requirement for soft, sound absorbent materials. For HR departments, one of the main considerations may be visual privacy, creating a requirement for taller partitioning. In today's offices there is a greater focus on infection control. This means care must be taken on the surfaces used. All these different factors mean that each office often ends up with a different solution to fit their needs.

### Fixed Height, Floor Mounted Screens

- Do not move up & down with the worktop, giving more controlled aesthetics in a busy office.
- Can be made at any height to give a more divided/ more open feed to open space as desired.
- easily retrofitted to existing installations.

## CONSIDERATIONS

- How high should my screens be?
- Should they go up & down with the worktop or stay in relation to the floor?
- Should my side screens reach out past the worktop? How far?



Screen heights in comparison to average Australian Male height



# ALL TOGETHER NOW

What do all these principles look like in action together?



## TIPS

- Organise a cleaning schedule to ensure all surfaces are regularly cleaned and sanitised. Fabric/ soft surfaces can be treated with antimicrobial products.



Desking with 1400 high walls & distanced layout.

Meeting or Video Conference (rooms with limited seating)

Desking Spaces with appropriate walkways & mid height partitioning.

Video Conferencing or Presentation Space with hard spaces for separating seated users.

Sanitising Stations at the entry to the building.

Collaboration Spaces

Phonebooth for small footprint private spaces











Individual Focus Zones in open area.








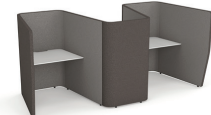


## SUGGESTIONS

- Be sure to make your office a safe space for your team to work & collaborate.
- It is expected that workplace safety will play an increased role in employment decisions made by employees.



# FEATURED PRODUCTS

Product	Description	Seen on pages
	Agile Desking Electric Shared	4, 6, 8, 14, 16
	Motion Sync Chair	4, 16
	Motion Expo	6, 12, 16
	Agile Steel Tambour w/ Planter	6
	Optic Chair	6, 8, 14
	York Chair	8
	Modulus Boardroom Table	8, 12, 16
	Axis White Tambour & Planter	8
	Venice Chair	10
	Metro Midback chair	10, 16

Product	Description	Seen on pages
	Uni flip table	10
	Adapta Conference chair	10
	Smooth Swivel Chair	12
	Motion Arc Mid	12, 16
	Trestle bench	14
	Axis Double Sided Desks	14
	Wrap Screens	14
	Motion Zip	16
	Qzone Phonebooth	16
	Motion Loop	16





**Sydney** 02 8188 2732  
**Melbourne** 03 9111 0315  
**Brisbane** 07 3733 1923  
**Adelaide** 08 7111 0810  
**Perth** 08 9468 2707

[info@olgoffice.com](mailto:info@olgoffice.com)

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