

## QUESTIONS TO CONSIDER



### WORKSTATIONS

- Cleaning** – Are you interested in having your existing furniture or your office space cleaned? We offer furniture cleaning and are now offering disinfectant cleaning with a true professional partner.
- Retrofit vs. Reconfigure** – What are your short-term goals vs. long-term goals regarding the return of employees to the office?
- Screens** – Do you need screens incorporated in your space? If so, are you interested in freestanding screens, desk mounted screens, panel-mounted screens, or all of these?
- Owned vs. Shared** – Are your workstations currently owned or shared? How do you need your workstations used moving forward?
- Storage** – If shared is being considered, are additional storage solutions needed? These items can include lockers or personal lockers to allow employees to store items and take items with them.



### CONFERENCE ROOMS & COLLABORATION AREAS

- Cleaning** – Are you interested in having your existing furniture or your office space cleaned? We offer furniture cleaning and are now offering disinfectant cleaning with an outside partner.
- Screens** – Acrylic, plexiglass or glass screens can be added to tabletops of conference room tables to help hinder the spread of germs without obstructing views.
- Removal** – Removing seating is a simple solution to help minimize how many people use a room at once.
  - If you are considering removal, where would you like the chairs to be stored? Do you prefer onsite storage or offsite storage?
- Signage** – Is additional signage needed in these collaboration areas highlighting social distancing, room capacity requirements and other safety practices?
- Hygiene** – Is there a place to store cleaning and safety supplies needed?
  - Consider freestanding “wellness stations” or desktop storage that can be stored on top of existing tables or credenzas.
- Booking** – Do you currently have a way for employees to book a conference room to prevent overlap?
  - Utilizing products like a RoomWizard can help prevent unnecessary run-in between groups.
  - Booking a conference room with staggered times can allow you to build in cleaning times in these high-traffic areas.

## QUESTIONS TO CONSIDER



### BREAKROOMS

- Cleaning** – Are you interested in having your existing furniture or your office space cleaned? We offer furniture cleaning and are now offering disinfectant cleaning with an outside partner.
- Screens** – Acrylic, plexiglass or glass screens can be added to tabletops of breakroom tables to help hinder the spread of germs without obstructing views.
- Removal** – Removing seating is a simple solution to help minimize how many people use a room at once.
  - If you are considering removal, where would you like the chairs to be stored? Do you prefer onsite storage or offsite storage?
- Signage** – Is additional signage needed in these collaboration areas highlighting social distancing, room capacity requirements and other safety practices?
- Hygiene** – Is there a place to store cleaning and safety supplies needed?
  - If so, how would you like it to be stored?
  - Consider freestanding “wellness stations” or desktop storage that can be stored on top of existing tables or credenzas.
- Booking** – Do you currently have a way for employees to book the breakroom for a meeting?
  - Breakrooms can be a large open conference room alternative.
    - This method will allow only certain times for meetings to ensure it can still be used for lunch, but when more than a couple of people need to meet, it can be used as a conference room area.
    - Consider other large areas you might have in your office that you may have never considered before.
  - Utilizing products like a RoomWizard can help prevent unnecessary run-in between groups.
  - Booking a breakroom can allow you to build in cleaning times in these high-traffic areas.



### ENTRY WAYS & LOBBIES

- Cleaning** – Are you interested in having your existing furniture or your office space cleaned? We offer furniture cleaning and are now offering disinfectant cleaning with an outside partner.
- Screens** – Acrylic, plexiglass or glass screens can be added to tabletops of conference rooms tables to help hinder the spread of germs without obstructing views.
- Removal** – Removing seating is a simple solution to help minimize how many people use a room at once.
  - If you are considering removal, where would you like the chairs to be stored? Do you prefer onsite storage or offsite storage?
- Signage** – Is additional signage needed in these collaboration areas highlighting social distancing, room capacity requirements and other safety practices?
- Hygiene** – Is there a place to store cleaning and safety supplies needed?
  - If so, how would you like it to be stored?
  - Consider freestanding “wellness stations” or desktop storage that can be stored on top of existing tables or credenzas.

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### HOME OFFICE

- Desk** – Have you considered a purchase program that allows employees to purchase home office furniture for their home office?
  - Other considerations:
    - Allowances to employees for home office furniture.
    - Loaning unused conference chairs to employees for their home office.
- Delivery** – Our service team provides in-home installation for employee home offices.



### WALLS & SEPARATION OF SPACE

- Walls** – Are additional meeting or private rooms needed?
  - Solutions without doors can create a separation of space and provide privacy.
- Screens** – Freestanding or wall-mounted screens can assist with creating traffic patterns and separate spaces.
- Private Areas** – If you are looking to reduce the number of people allowed in conference rooms combined with the increase of online conference calls, you should consider the addition of individual seating areas and small teleconferencing and phone rooms.



### GENERAL QUESTIONS TO ASK YOURSELF

- Timeline:** When do you need the products you are considering?
  - Is there a phased approach?
    - Now – Phase 1 - Cleaning the facility
    - Near – Phase 2 - Retrofitting *i.e. adding screens*
    - Far – Phase 3 - Reconfiguring *i.e. changing furniture layout*
- Are there any restrictions we should be aware of surrounding the delivery of product(s) or services provided? Are there any restrictions we should be aware of based on your city and state?
  - Restrictions could include:
    - Time of delivery
    - What areas our installers are allowed to access
    - Installers use of client's bathroom facilities and/or vending machines