

Checklist to prepare for the 1.5 meter office

Go to the office

- To informally meet with colleagues and improve wellbeing
- To have more sensitive conversations
- To use facilities that are only available in the office
- For business critical work tasks

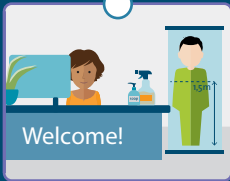


Don't go to the office



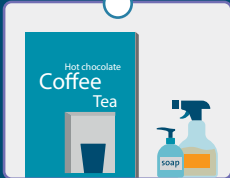
- For focussed work with no need to interact with colleagues (depending on situation at home)
- Because it is your daily routine
- For (internal) meetings that can easily be done by phone/Skype/Teams

← 1.5m →



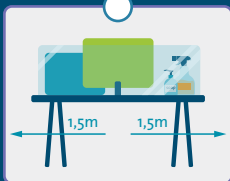
Reception & Lobby

- Regulate # of people in the office, either through scheduling, badge control, outlook invites, etc.
- Introduce a clockwise, one-way flow around the office and on the stairs
- Reduce the amount of touch points by e.g. automatic and swing doors
- Provide shielded reception desk
- Provide handwashing/disinfection areas
- Endorse use of stairs and adjust max # of people in elevators
- Show the precautions and rules at the reception and in the lobby
- Illustrate how much 1.5 meter is



Coffee Machines

- Provide cleaning supplies for personal hygiene and intensify cleaning of equipment
- Provide wet wipes for the use of touchscreen



Workplaces

- Indicate walkways on floors
- Create a workplace arrangement which allows for 1.5 m personal zone (either through reducing the amount of chairs, marking the available work places or physically rearranging the office floor)
- Separate work places via screens
- Intensify cleaning schedule
- Clean desk by providing guidelines and cleaning supplies available in the immediate range around workstations



Restaurant

- Rearrange the restaurant to allow for smaller groups
- Provide healthy (pre-packed) lunch packages
- Introduce assigned lunch break shifts
- Queuing zone for self-catering area, vending machines, kitchen - 1.5m distance apply



Meeting Rooms

- Encourage virtual meetings
- Reduce # of seats to keep 1.5 m distance in meeting rooms
- Specific instructions to enter and leave the room
- Spread out collaboration areas through office
- Provide more small touch-down areas instead of larger meeting spaces

To discuss your ideas about an integrated, bespoke solution or to challenge our vision, get in contact with:

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