

Space to...



Thrive.

**A Healthy and Happy
Return to work**

About this guide

Navigating through this time of crisis, and the unknown future of workplace design, we draw on the knowledge gained from a vast and diverse network of global clients, expert collaborations and architects to better understand the implications of the COVID-19 pandemic and the impact it will have on how office spaces are designed in the future.

This guide, and floor plan, intends to share knowledge and help organisations in returning employees to work safely through three important criteria: Health and wellbeing, Space Division and Zone Reconfiguration.

We cannot predict the future, but this much we know; It is all about the people who inhabit the space.

Let's Furnish the World Better!

**A Healthy and Happy
Return to work**

A Happy and Healthy Return to work.

We also know returning employees safely to work is not about isolation or shielding people from collaboration, innovation or human connection.

What you need is flexibility and choice in the office space. A floor plan which provides spaces for socialising, eating, learning and focusing.

A floor plan which enables choice, allowing people to find out what works for them; a safe work environment that follows new safety guidelines and will enable people to connect, create and collaborate without compromising social distancing. Or the feeling of being happy at work.

Let's not forget the power of human connections in helping us be the best we can be.



Floor Plan Design Considerations

- 1** *Shared but separated open-plan space division*
- 2** *Area with reduced density enables together but apart collaboration*
- 3** *Movable space division allows for quick adaptation*
- 4** *Relaxing break-out space to prompt human connection*
- 5** *Panel-based desking to minimise face-to-face orientation*
- 6** *Furniture with visual and acoustic features allows for time to reflect*
- 7** *Multifunctional meeting rooms with video conferencing enable online collaboration*
- 8** *Agile large meeting room with opportunities for simple reconfiguration*
- 9** *Relaxed space that offers an opportunity for informal get togethers but still maintains social distance*

Health and wellbeing

Feeling safe at work is fundamental. People need to be safe in order to feel safe. Returning safely to work requires a variety of choice and flexibility in the office. It is about empowering choice – not prescribing. Allowing people to find out what works for them.

Creating adaptable spaces means the space itself and its contents must evolve as people drift in and out during work hours. Accommodating different needs, feelings, and work styles is essential. Reducing density is vital as is a common-sense approach to frequent cleaning, smaller meetings and the ability to work from home. All these actions help to prevent the transmission of disease.

Space Division

Defining areas to collaborate, catch up or work alone. Using screens, panels, or alternative division, such as biophilia, to create barriers can transform any open-plan office space into agile workstations which adhere to social distancing regulations.

By dividing space, you provide acoustic and visual privacy and make your open-plan space more purposeful.

Zone Reconfiguration

Making quick changes to the layout of the room enables adaptability and full utilisation of a given space. Rearranging and reorientation of workstations will play a big part in the success of the space and its ability to support meaningful work.

As social distancing rules change and the user needs develop, the physical spaces must adapt. The ability to change and reconfigure to suit the activity needs to be made as simple as possible. The principles of activity-based working are still relevant and effective, but only if the spaces lend themselves to reconfiguration.



TOUCH-DOWN OR
HEAD- DOWN

A single person or 1-2-1 touch down workstation with partition allows for an open plan solution and privacy at the same time. The flexibility of this solution offers agility and adaptability within the open-plan space because of the easy to reconfigure setup.



ZONE 1

- FourReal® Flake tables and partition offers touch-down working and privacy for a single person or 1-2-1 working
- Inno®Pod – offered at both standing and seating heights, offers a safe environment for people to achieve head-down focused work. Can be positioned for maximum social distancing benefits
- FourCast® 2 77 chairs allow for flexibility. Polyprop shell is easily cleanable
- Hotbox; a storage solution a desk top organiser and a ready made cleaning point for hand sanitisers and sprays

PRODUCTS USED:

FourReal® Flake + RoominRoom
Inno®pod (stand and sit)
FourCast® 2 77
Hotbox



TOGETHER BUT APART

Decreased density around tables enables people to work together with a safe distance between them. As social distancing rules change so additional seating can be added enabling more people to work together. Grouped individual soft seating softens the space and allows for face-to-face interaction while maintaining social distancing.



ZONE 2

- Designed to allow people to work together, but with a safe distance between them
- FourReal® A users to sit at either side and on either end. Fabric barriers can be placed on the frame for added privacy/protection
- Chair suspension can be used on FourReal®A with FourSure® 44 chairs
- FourSure® 44 chairs with grip hold allow for ease of moving and focused cleaning on this area
- Hotboxes used as cleaning storage stations
- Harc high back tubs offer a cocooned seat that provides a barrier to the back and sides whilst allowing for informal meetings at a safe distance
- Laptop tables offer additional opportunity for touch down working

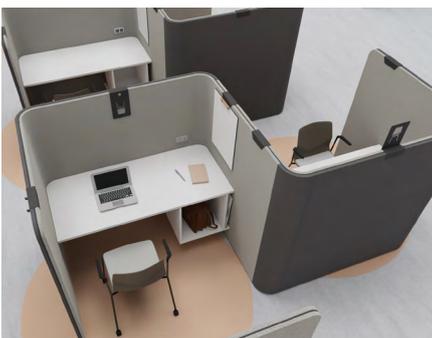
PRODUCTS USED:

FourReal® A XL
FourSure® 44
Chair suspension (optional)
Hotbox
Four®Resting table
Harc high-back



FABRICKS NOT BARRIERS

Fabricks in-between desk space creates natural separation allowing people to feel part of a team. The acoustic features add calm to the area. This option creates a perception of a considered design solution as opposed to creating barriers. When social distancing regulations change, so can your space. Fabricks adapts to changes in the built environment through simple and quick reconfiguration.



ZONE 3

- Using Fabricks to add softness to the space and create the illusion of a thoughtful design solution as opposed to creating barriers
- Lower screens at 400mm in the form of acrylic or Caimi desk solutions
- Mobile screens used between the banks of desks discourage users to pass behind desks, and keep to SD rules. Screens can also be used to create effective pathways and encourage one-way systems around the workspace
- Single person booths that incorporate personal storage, power and data, whiteboards, coat hooks and occupancy indicators offer a completely self sufficient work area for ultimate focus and autonomy

PRODUCTS USED:

Four@Learning tables
FourSure® 77 with arms
Caimi desk screens
*NEW Den booths
*NEW Den mobile screens
Fabricks wall 1600mm

DO NOT DISTURB OR PAUSE

A relaxing break out space prompts human interaction or a place to just pause. Incorporate 'do not disturb' options with acoustic properties to shelter from the hub of the office to offer a space for head down focused work, a sanctuary or an area to hide. By adding elements of biophilia this provides the associated benefits of wellbeing.



ZONE 4

- Den booth product shown in low set-up with Den Panel screen behind and Den booth high with canopy and light
- Both spaces provide focused 'do not disturb' options that shelter them from other workers and provides acoustic properties
- Era task chair, mesh back and antimicrobial fabric seat to be used with Den
- FourLikes™ single back scooter and Four® Resting coffee table provide a relaxed breakout space. Castors allow the users to move freely and keep to social distancing
- FourLikes™ single back Scooter can be upholstered in antimicrofobial fabric or vinyl to help with ease of cleaning on most touched area

PRODUCTS USED:

Den Booth 1
Era task chair mesh back
Den Booth 1 with canopy and light
FourLikes™ Scooter single back
Four® Resting table
FourUs® WallPod Cave



FOCUSING ON FOCUS

A line up of single panel-based desks eliminates shared desking and reduces face-to-face orientation. The space division complies with social distancing regulations and provides a private space for those in need of focused task solving within the office.



ZONE 5

- A solution for those that need to work from the office (computer based) that require focus
- Mobility with FourSure® 77 with arms
- Caimi floor standing screens to shelter users from people passing by, and encourages staff to access their desks via one-way system
- Layout allows for 1m social distancing requirements and will have minimally impact on floor space

PRODUCTS USED:

Four@Learning tables 1.4m x 0.8
FourSure® 77 with arms
Caimi Floor standing screens



TIME FOR REFLECTION

Reducing visual and acoustic noise enables productivity, reduces stress, and enhances wellbeing. Taking time out to reflect is key. Moveable furniture with castors gives choice and allows for quick changes providing an opportunity to create shared and private spaces. By using small modular pieces that slot together perfectly, organic shapes that support chance meetings can be placed into the workspace.



ZONE 6

- FourUs® Solo on castors with table to allow for touch-down working (email checks, informal video chats etc)
- Upholstery with acoustic material on the main body to further enhance properties of the product. Antim could be used on top section
- Positioned at various angles to maximise space, adhere to social distancing.
- Product that offers 'together but apart' feel because castors allow for face-to-face interaction or back-to-back social distancing
- Power can and should be included
- Four Likes modular units provide stylish and flexible modular seating that can be customised to suit the changing needs of the work environment
- Laptop tables offer additional opportunity for touch down working

PRODUCTS USED:

FourUs® Solo on castors
Harc high back
Four®Resting table
GoSmart technology – lockers (hands free)
FourLikes® Scooter

FIT FOR FOUR (OR MORE)

Video conferencing enables remote collaboration. This space allows four people together according to social distancing measures, and more participants online, whether it be a private meeting space or room for creativity.



ZONE 7

- Designed to allow 4 people within a meeting space for video conferencing. Harc Media with its large table encourages and allows for Social Distancing measures with 2 seats placed at either side and end
- Space can also be used for private meetings
- Room can be divided using a mobile screen to create 2 x smaller meeting rooms. Hotbox with cleaning products and PPE on coffee table
- Four® Seating Bench and FourLikes™ Scooter offer flexibility in that they are lightweight and easy to move
- Wall acoustics offer extra privacy to the space
- Sliding doors as opposed to push/pull offer more space and may be more suitable to avoid contamination. Potentially non touch activated

PRODUCTS USED:

Harc Media table
 FourMe® 66
 Four® Seating Bench 1.6m fully upholstered
 FourLikes™ Scooter
 Tessellate Trapezium acoustic panels
 Four® Resting table
 New Den panel on castors
 Hotbox

ADAPTABILITY AND AGILITY

The adaptability of any given space is imperative. Create rooms with multi-function capabilities, Meeting, training, focus, board meeting or video conferencing. Choose furniture that allows for easy reconfiguration.



ZONE 8

- Kite tables have been used to allow for flexibility of the space, together they can seat 6 with SD measures for video conferencing
- Tables can be separated for people to work at individually if required
- FourLikes™ single back sofas add two extra seats into the space, and the backs can be upholstered in a contrast fabric to indicate where people can sit
- Tessellate acoustics for sound absorption
- Space can be divided to suit different activities. The mobile screen can be used to divide the room in two, with an extra screen or two added
- Tables can be folded and stored at the back of the room
- FourMe® 66 chairs can have innotabs added to them to allow users to work from their chair
- Adaptability of this space is key. Multi-function use: training, focus, meeting or video conferencing

PRODUCTS USED:

Kite tables – Square, rectangular and kite
FourMe® 66 (and alternative layout shown with tablets)
Tessellate Diamond acoustic panels
FourLikes™ single back right and single back left
Four@Resting table
Hotbox
New Den panel on castors



ANCILLARY, BREAK STATE OR MEET

Create a relaxed zoned off area for social interaction, or just a simple change of scenery to recharge, catch up or chat. Customise soft seating upholstery to indicate appropriate seating according to social distance regulations with either a back or corner cushion in a different colour choice.



ZONE 9

- Zoned off area for social interaction using soft seating and partition puzzle panels. These can be fixed in position and hung or can be displayed using our track system for flexibility
- Soft seating has been adapted to indicate where users should sit to meet SD regulations. This has been done by changing the back cushion or corner cushion on each piece to a lighter fabric colour
- Hotbox to be displayed with sanitation products
- Botanical panels bring the biophilia theme into this space, and help to soften the area whilst also providing a shield from the main walkways

PRODUCTS USED:

Alfi 3-seater sofa
Alfi 2-seater sofa
Alfi corner unit
Harc coffee table
Hotbox
Four@Resting table
Botanical puzzle panels - Bamboo

Additional Safety Guidelines

Cleaning and Surfaces

Materials and finishes should be selected to be easily cleaned; they should be hard, smooth and resistant to appropriate cleaning chemicals. Surfaces should be free from irregular features (nooks and crannies) that may harbor contamination.

Specify fabric and finishes with antimicrobial properties and/or bleach-cleanable surfaces

We recommend thorough, conspicuous and well implemented cleaning protocols.

Fabrics and Finishes

Look at materials like leather, vinyl and plastic that are easy to clean. Wood should also be considered.

It is a warm and natural material that is easy to clean.

We recommend all soft surfaces such as seating upholstery and vertical surface fabrics to be cleaned according to our fabric partners' guidelines.

[Kvadrat](#)

[Camira](#)

[Gabriel](#)

Infographics

Communication is paramount.

Floor, and wall graphics should be integrated to help people with wayfinding, direction and maximum occupancy in a given room or area.

Develop presentation material to be consistent with social distancing regulations for each work zone.

Create and incorporate collateral with new health and safety protocols; Sanitisation, disinfection guidelines, symptoms and desired behaviours for social distancing and cleanliness.

Conclusion

The coronavirus pandemic will inevitably change the way organisations operate in the future.

This calls for new approaches, new perspectives and new ways of thinking office design, office furniture and remote working.

The way we work, learn, meet or engage has changed fundamentally.

We believe that the furniture we design and the spaces we fill should enrich and inspire the lives of the organisations and individuals that use them, despite enduring this unprecedented global crisis.

We will keep a close eye on how this development is progressing and what impact it will have on workspace environments.

Let's furnish the world better...Pertinent now more than ever, don't you think?



Contact and Connect

As people start to return to work, we are here to help and guide you in welcoming your team, colleagues, and even more brilliant ideas back to a happy and healthy work environment.

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