

SAFER SPACES

Office furniture products and services from Office Furniture Resources



Your employees will be returning to the office soon and you need to prepare the space for their safety. The Centers for Disease Control and Prevention recommends establishing policies and practices for social distancing within your workplace.

THE FUTURE OF FURNITURE AFTER COVID-19.

Incorporating Social/Physical Distancing in the workplace will require careful thought and planning as well as products designed for the task. New product trends and practices will replace the modern, open office including:

Products which create division + social distancing.

Quick-ship + easy assembly home office packages.

Materials that are easy to clean, bleach cleanable, non-porous hard surfaces, anti-bacterial and antimicrobial fabrics and surfaces.

Sanitation products integrated into all work settings.

Agile furniture for flexibility in the open plan and in conference and meeting rooms.

Leasing vs buying furniture.

Hands-free adjustment features.

WHERE SHOULD I START?

OFR has been providing office space planning for 29 years and is ideally prepared to help you find the right approach to protecting your staff. Our space planning and reconfiguration can reduce density, create one-way traffic paths, and increase division between staff. OFR also has a huge variety of glass and acrylic barriers that are opaque or transparent, temporary or permanent. Contact an [OFR Representative](#) today to help answer questions regarding your office space.

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Add a drawer to hold keyboard and mouse for when station is not in use.

If space allows, rotate desks 90 degrees to increase distance between users.

Add ~24"H hard surface screen to base panel to act as a cough/sneeze barrier when standing.

Add tall hard surface wing/end panels to the ends of each row of furniture

Add on storage to create a higher boundary.

Remove cushion tops or replace with a fabric that can be easily cleaned.



Add tall divider screens to 3-sides of the table/worksurface in a durable, cleanable material—think laminate, glass or acrylic, crypton fabric, markerboard.
Or add in high panels between each person.

Replace metal drawer fronts with laminate as metal fronts have folds which can collect dirt. Remove all shared storage and replace with tall laminate (or hard surface) wing/end panels to end of each row of furniture, or tall lockers assigned to individuals, or tall planters.

Add sanitation caddies/stands for personal use—wipes, hand sanitizer.

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Add ~24"H center screen for seated privacy—ideally in a hard, cleanable material such as laminate or glass.



Add tall divider screens between people in a durable, cleanable material—think laminate, glass or acrylic, crypton fabric, markerboard.

Add a drawer to hold keyboard and mouse for when station is not in use.

Add sanitation caddies/stands for personal use—wipes, hand sanitizer.

Remove all shared storage and replace with tall laminate (or hard surface) wing/end panels to end of each row of furniture, or tall lockers assigned to individuals, or tall planters.

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Add in upper storage for separation between people.

Add ~24"H center screen for seated privacy—ideally in a hard, cleanable material such as laminate or glass.

Remove cushion tops or replace with a fabric that can be easily cleaned.

Replace metal drawer fronts with laminate as metal fronts have folds which can collect dirt. Remove all shared storage and replace with tall laminate (or hard surface) gallery panel to end of each row of furniture, or tall lockers assigned to individuals, or tall planters.

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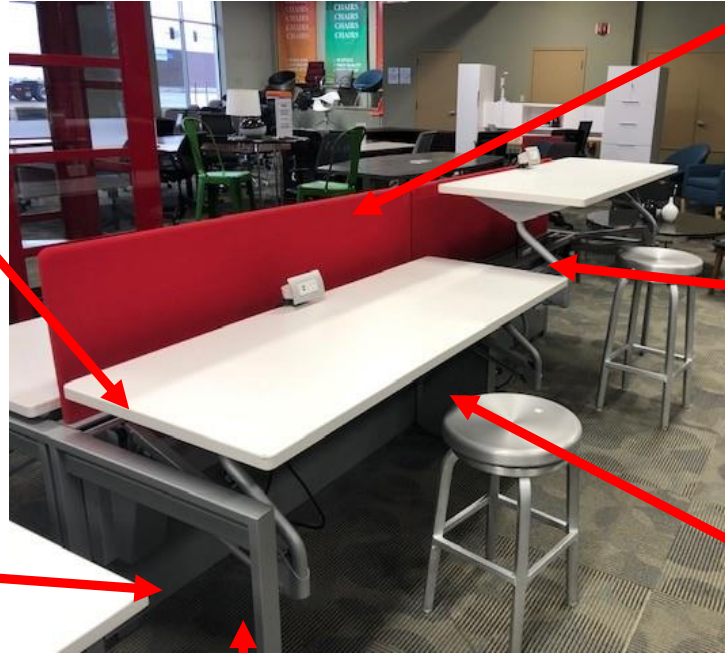
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Add tall laminate (or hard surface) wing/end panels, individual assigned lockers, or planters to end of each row of furniture.

Add a simplified laminate storage piece that is open (no pulls) to hold personal belongings.

Add sanitation caddies/stands for personal use — wipes, hand sanitizer.

Add/change to a ~50"H glass, laminate, or cleanable fabric screen to act as a cough/sneeze barrier when standing and can be easily cleaned.

Add tall divider screens to sides of the table/worksurface in a durable, cleanable material — think laminate, glass or acrylic, crypton fabric, markerboard.

Add a drawer to hold keyboard and mouse for when station is not in use.

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Add/change screens to a hard surface or cleanable fabric to be ~50" (seated height barrier) -72" (standing height barrier) off the floor.

Add a drawer to hold keyboard and mouse for when station is not in use.

Add a simplified laminate storage piece that is open (no pulls) to hold personal belongings.



Add tall hard surface or cleanable fabric panel or screen to end of the desk.

Remove collaborative table and ottomans if in between workstations, and replace with an additional panel, hard surface divider,, or a mobile markerboard.

Add sanitation caddies/stands for personal use —wipes, hand sanitizer.

Bull Pen styles are preferred for reduction in the spread of germs!

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Higher glass is good! Add this or increase panel height on shorter panels as well.

Add panel or screen to end of the desk in laminate/hard surface, or cleanable fabric.

Add sanitation caddies/stands for personal use —wipes, hand sanitizer.

Replace exterior fabric panels with laminate, metal or closed pore veneer tiles.



The laminate along the circulation path like in this example is highly desired — it increases the cleanability of the high traffic walkways between workstations!

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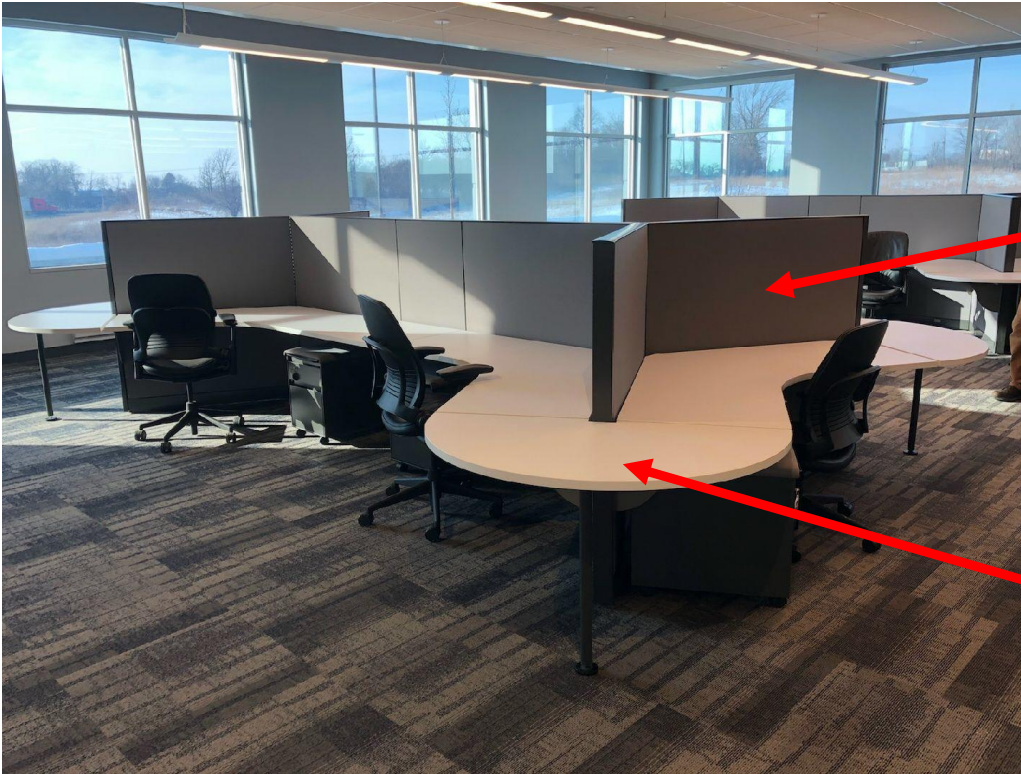
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Add/change screens to a hard surface or cleanable fabric to be ~50" (seated height barrier) -72" (standing height barrier) off the floor.

Remove collaborative end and replace with tall hard wing/end panel, individual assigned lockers, or planters to end of each row of furniture.

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Remove tool rail and office supply holders (slat walls) and replace with a hard surface tile.

Add panel or screen to end of the desk in laminate/hard surface, or cleanable fabric.

Add sanitation caddies/stands for personal use —wipes, hand sanitizer.



Remove collaborative table and ottomans if in between workstations, and replace with an additional panel, hard surface divider, or a mobile markerboard.

Bull Pen styles are preferred for reduction in the spread of germs!

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Remove guest chairs when able to, otherwise, add in a protective barrier that is cleanable between the guest chairs and the private office user.



Add sanitation caddies/stands for personal use —wipes, hand sanitizer.

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Add protective barriers in conference rooms/benching stations, as well as remove conference phones.

Reduce occupancy for conference rooms to 4 or less individuals if possible.

Remove any conference phones, touchpads, etc. that can be a point of high contact between multiple individuals.

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Add protective barriers between reception and public in an easy to clean material that can be sanitized.



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Adding assigned storage is a great way of dividing spaces and helping to enclose cubicles, such as storage towers, bookshelves, panels, mobile screens, and mobile marker boards.

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Before:

Your workstation is not easily cleanable with clutter. Remove all unnecessary items off the worksurface and take home any personal items. Efficiency with cleaning is essential. Put everything into proper storage or add storage to your workstation to help reduce the clutter.



After:

Your workstation is clear of any obstacles in terms of cleaning, allowing for your workstation to be easily and quickly sanitized. This allows for a reduction in the spread of germs. Only the necessities are at the worksurface, such as the monitor arms, duplexes, and the keyboards and mice are in a tray below the worksurface.

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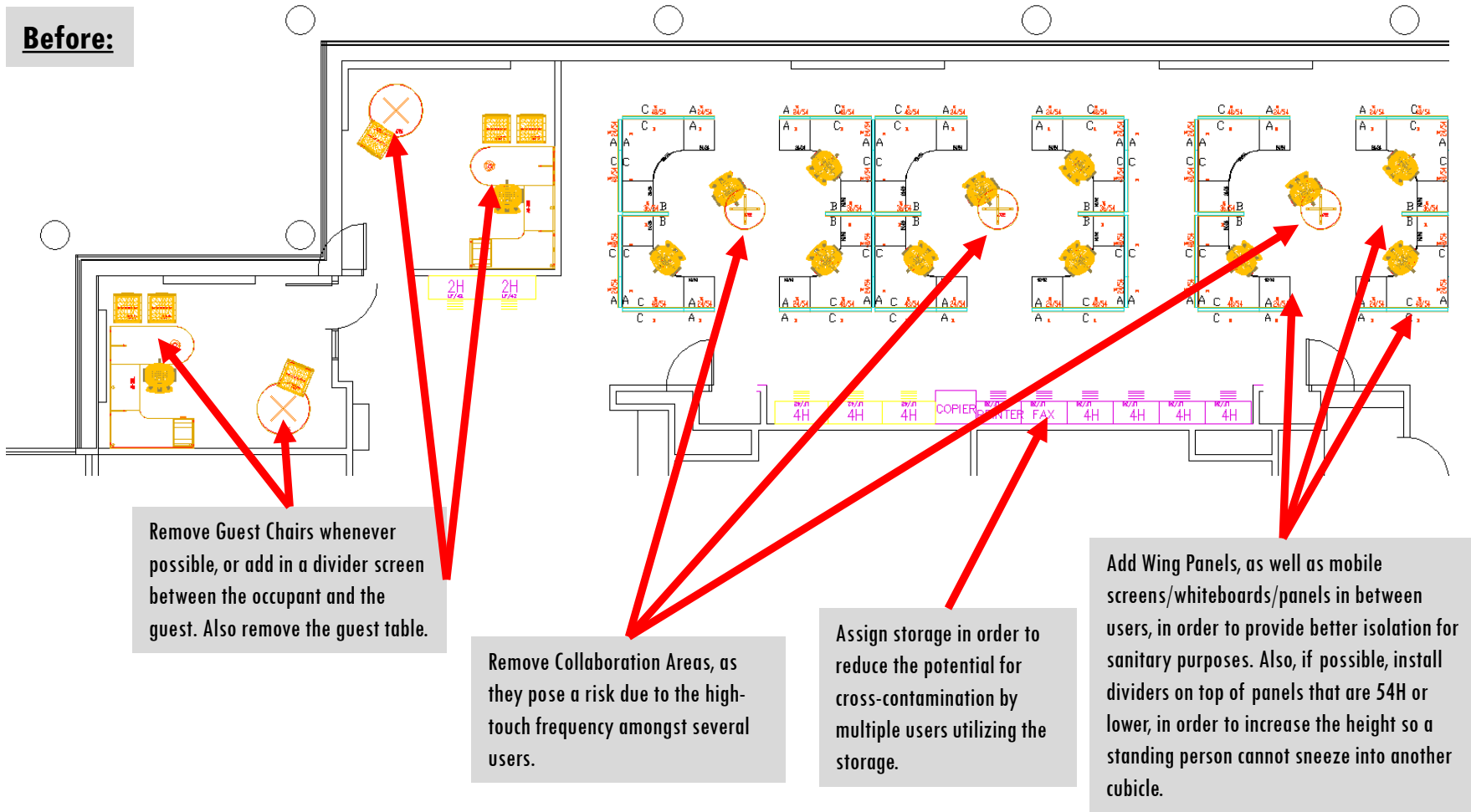


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Before:

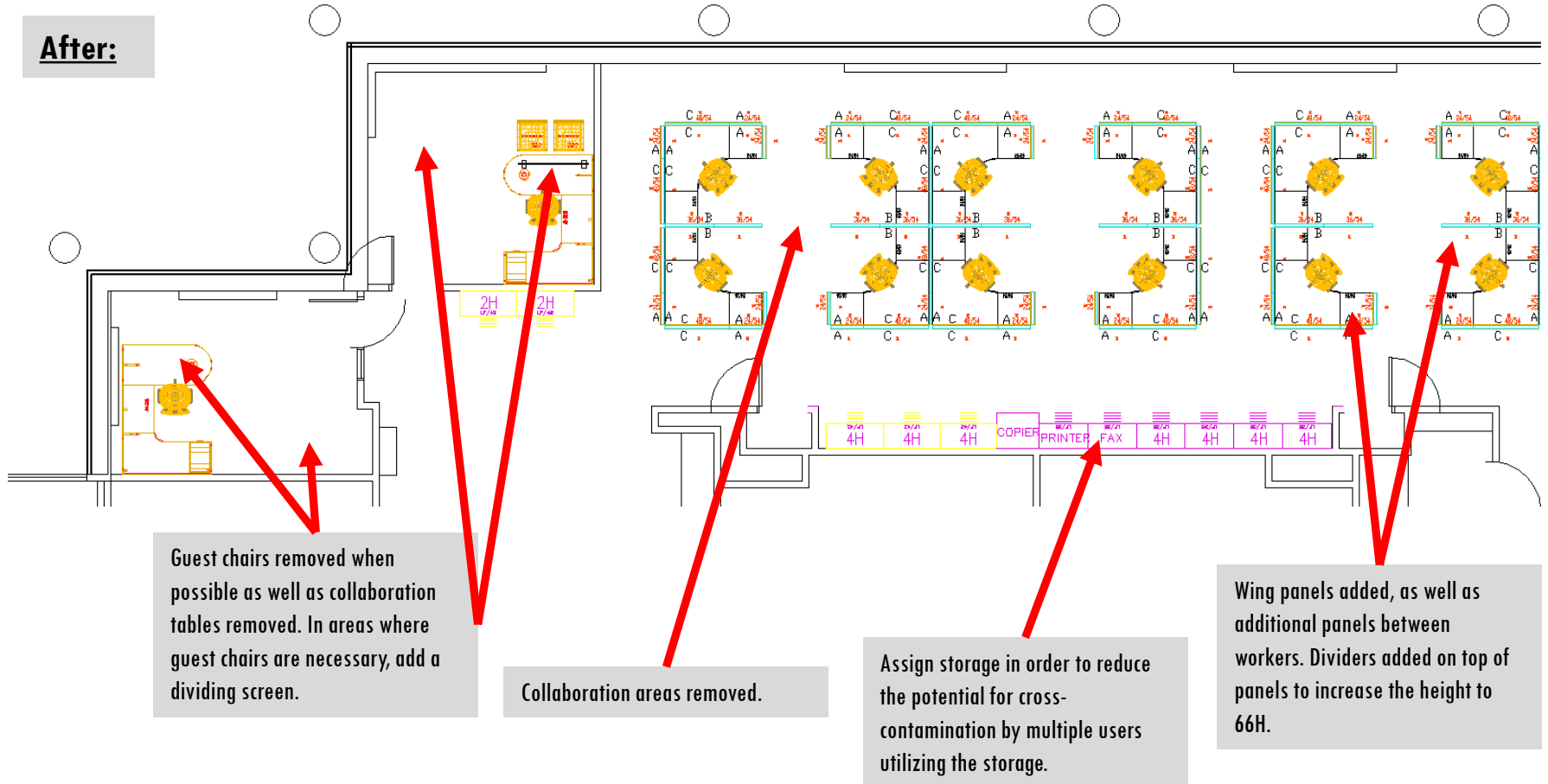


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After:

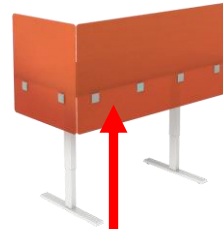


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Additions to your Office to solve the need for Safer Spaces within the office:



Desk-mounted privacy screens are a great option to add on to open-office or reception areas. They are available with various materials from translucent to opaque, and they screw into the top or the sides of a worksurface.



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Additions to your Office to
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within the office:



Free-standing desk top shields are a great solution for someone looking for a barrier without the need to screw or clamp onto a surface. These shields are available with various materials, such as acrylic and coated cardboard for easy cleanability and light weight for easy reconfiguration, they are also available with teller cut-outs as well.

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Additions to your Office to
solve the need for Safer Spaces
within the office:



Glass Panel-mounted screens are another option for creating an additional barrier of protection between workers. Coming in finishes from opaque to translucent, this type of product comes with or without a framed look, and can be mounted either with a clamp or with screws.

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Additions to your Office to solve the need for Safer Spaces within the office:



Free-standing Floor (full height) dividers are a great way to also divide an office space, with various options such as panels/screens on wheels or stationary, marker boards, tackboards, or full wrap-around panel systems.



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Additions to your Office to solve the need for Safer Spaces within the office:



Desktop Accessories, (such as this one) which sit on top of the surface are hard to clean/disinfect, especially with all the little notches and grooves. It is highly recommended to not use these accessories due to the difficulty of cleaning.



Keyboard Trays, Pencil Trays, and Dual Monitor arms are highly recommended additions to your current workstations, as these accessories help to clear off the worksurface for easier and more efficient cleaning.

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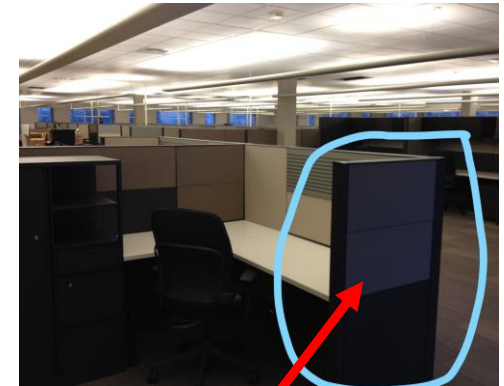
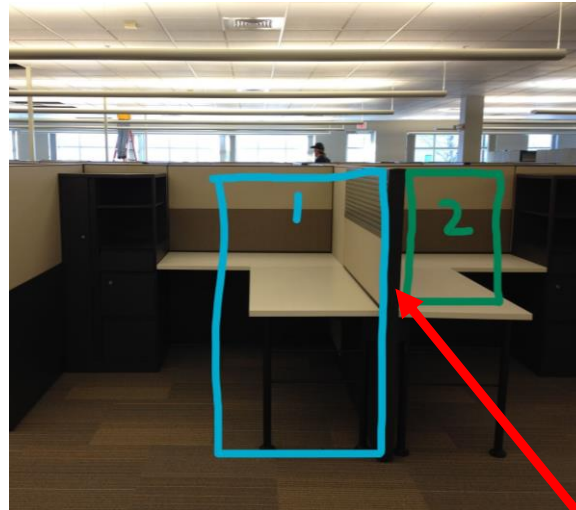
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Additions to your Office to solve the need for Safer Spaces within the office:



Existing Cubicles that do not close off the worksurface are not recommended for issues pertaining to sneezing, coughing, etc, and allows for more easier flow for particles to flow between workers.



It is highly recommended to add wing panels/dividers onto the cubicles, such as this one, represented as a full height panel in the **blue/(1)** , or a divider that can be mounted or freestanding along the edge of the worksurface as represented in **green**. This client ultimately went with **option 1**.

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Contact your Sales Representative today for more information on solutions, materials, and accessories that can solve your office needs!

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