

OFFICE READINESS ASSESSMENT

The office space that was once familiar has now radically changed. Providing careful and healthy solutions at your workplace will help bridge the gap of trust, safety, and comfort for all associates. Staples Business Advantage has a team of experts ready to assist—from furniture and technology specialists to help you adapt to new workplace realities, to facility and print specialists for your cleaning and communication needs.



RECEPTION / FRONT LOBBY

- Determine what type of protective guards and protective equipment are needed based on your current setup.
- Consider using technological solutions to allow guests to self-check-in.
- Ensure that guest seating is 2 meters away from each other— cleanable materials are ideal. If you can't move seating, consider adding protective panels in-between each.
- Review the types of hand sanitizing stations that best suit your reception.
- Consider implementing temperature checks for guests.
- Review the types of outdoor signage that may be needed to convey information to guests before entering your facility.
- Consider providing wellness kits to your guests, including masks, gloves, and hand sanitizer.

OPEN OFFICE

- Consider providing associate wellness kits including masks, desk cleaners, hand sanitizers, and even a door opener.
- Ensure associates sitting at workstations are at least 2 meters apart. Make use of staggered workdays, protective screens, and increased dividing panel heights.
- Review the various surfaces in your office space to assess the need for new cleaning procedures —where possible replace fabric with alternatives that are easier to wipe clean.
- Use a combination of floor decals and wayfinding signage to help control the flow of foot traffic around your workplace.
- Identify hotspot zones such as communal printers or shredders and consider whether alternate solutions are needed.
- Provide associates with enhanced video conferencing tools to allow meetings to take place virtually, rather than in group settings.
- Consider using an electrostatic disinfection sprayer for wide area surface disinfection.

MEETING SPACES

- Review the size and layout of small meeting rooms to ensure they allow for physical distancing requirements.
- Maximize space between associates in boardrooms and training rooms, and remove chairs to allow for safe meetings—consider stand up meetings when possible.
- Assess any new technology requirements that will be needed to enhance video conferencing capabilities.
- Consider closing smaller rooms temporarily if they cannot meet physical distancing requirements.
- Evaluate whether you will need to implement new meeting room guidelines. Consider the use of physical distancing markers, cleaning stations, and attendee limits.
- Consider placing disinfectant stations that will allow users to clean before and after use, including signage displaying cleaning guidelines.
- Consider air purifiers to mitigate the spread of air borne contaminants.

COLLABORATIVE SPACES

- Add protective barriers in areas where you cannot maintain 2 meters of distance.
- Change communal furniture to single seating options to ensure physical distancing.
- Consider replacing your furniture with options made from wipeable surfaces for easy cleaning.
- Review your options for disinfectant products to suit a variety of surfaces, including hard surfaces, soft surfaces, plexiglass, etc.
- Identify zones that are high touch and determine a plan for increased cleaning and potential new policies.
- Develop a communication process to indicate physical distancing requirements, including reminders on video signage, print signage, and floor decals.

EMPLOYEE SPACES

- Develop your plan to ensure physical distancing in your lunchroom. Consider staggered lunch times, removing tables, adding signage & floor decals, and the use of protective screens.
- Consider using hands-free solutions in your lunchroom, including waste receptacles, faucets, and paper towel dispensers.
- Consider providing associates with sustainable lunch kits to reduce the reliance on shareable dishes and cutlery.
- Review your associate entrance/check-in procedures and assess the changes that will be required.
- Consider providing mobile phone UVC sanitizing stations.
- Make hand sanitizers and cleaning stations as accessible as possible for quick use.
- Create a plan to increase your facility cleaning procedures. Electrostatic backpack sprayers provide for faster cleaning and disinfecting.
- Evaluate the use of protective films on high touch surfaces such as ATMs, vending machines, and appliances.

WASHROOMS / WELLNESS ROOMS

- Review the appropriateness of cleaners and disinfectants for the various surfaces found in your facilities.
- Develop and communicate a plan to ensure you are cleaning employee washrooms at an increased frequency.
- Consider whether digital signage can be used to communicate relevant new processes and safety messaging to your associates.
- Review the types of PPE that will be required for anyone involved in the cleaning process.
- Ensure you have sourced a steady supply of washroom essentials like hand soap cartridges.
- Assess your current usage of hands-free towel & soap dispensers and automatic flushers & faucets.
- Determine the type of personal hygiene protocol signage you will require in your employee washrooms.

