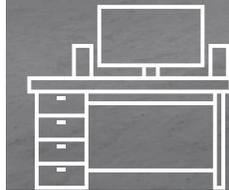


THE FIVE BASIC PRINCIPLES FOR **SOCIAL DISTANCING** AT THE OFFICE



YOUR PREPARATIONS FOR REOPENING START HERE

As the social distancing economy gradually starts to gain momentum, we will be able to return to the office in a few weeks or months. But not all at the same time. For an average office, keeping a sufficient distance means that six out of ten workplaces will be out of use for the time being.

Any return to office working will involve compliance with strict protocols. In the Chinese city of Wuhan, the place worst hit by the first wave of coronavirus, social distancing measures were introduced when offices reopened, and a similar approach is likely to be taken here. The need to maintain a distance from your colleagues will mean a significant reduction in

workplaces at the office. Without interventions, the average office stands to lose sixty percent of its workplaces. That adds up to 1.2 million workplaces lost in the Netherlands. But to put a more positive spin on things: compared to the current work-from-home arrangements the country's total workplaces will increase by a massive 800,000.

A partial return to the office is not only good for productivity, but also for our mental health. After weeks stuck at home, it is vital that we step out of that domestic cocoon for at least one day a week. With social distancing at the office as an indispensable stepping stone, we can both continue to flatten the curve and gradually get society up and running again.

FIVE BASIC PRINCIPLES

Organizing effective social distancing at the office requires efficient redesign, clear communication and sound planning. This combination can increase the number of workplaces in use without endangering the health of employees. To achieve this balance, it is vital to be guided by a clear set of basic principles. We have outlined the five key principles for you below.

1. Stick to the same workplace

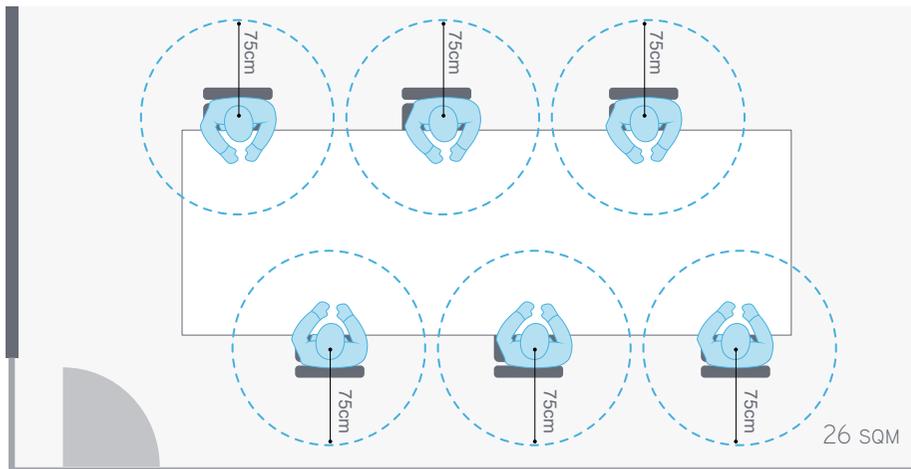
Social distancing at the office guarantees sufficient distance between workplaces. This also means that switching between workplaces should be kept to a minimum. In other words, the new normal is one dedicated workplace for each employee on every day that they are at the office. At the end of each working day, this place should be cleaned professionally – a condition that applies to the rest of the office too. Supplying employees with products to clean their workplace as and when needed is another important aspect, giving them a sense of control over the standard of hygiene in their own working environment.

There will of course be activities that require you to leave your own workplace for a time, such as meeting with colleagues or online interaction via Teams, Skype or Zoom. Under

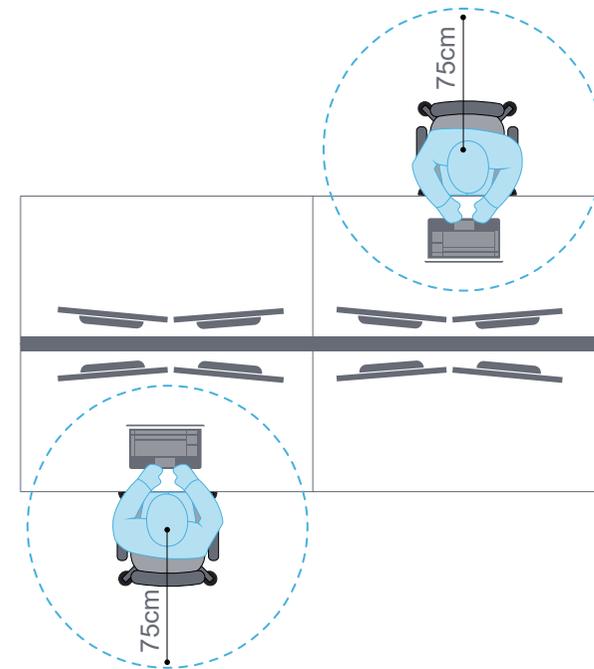
certain conditions, this is possible. For internal consultation, meeting rooms can be used as long as a distance of one and a half meters between employees can be maintained, by removing half of the chairs for example. For online interaction, enclosed spaces large enough to accommodate one person are suitable. Employees should clean these temporary workplaces immediately after use. For this purpose, cleaning products should be made available in every room.

2. Optimize the number of workplaces

If distancing measures are likely to be in place for an extended period, the number of workplaces can be increased, ideally by rearranging them into blocks of four. Arranging desks in blocks of two-times-two means employees will not have to encroach on a colleague's personal space to reach their own work area. Of course, this arrangement will only be possible if there is sufficient space between the desks. Other adjustments can also be made without having to disrupt the office layout too much. You can remove chairs or tape off desks. Installing plastic screens is another option you might consider, a solution that can be seen in many supermarkets at present.



REMOVE HALF THE SEATS IN MEETING ROOMS



ARRANGE WORKPLACES IN BLOCKS OF FOUR



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