

The impact of the COVID-19 pandemic has transformed the way we work.

As organisations now refocus on their safe return to work, we summarise the key considerations for re-occupying a building.

Looking ahead to reopening our workplaces and reintroducing our teams into these spaces, it is essential that we implement changes to create a welcoming and COVID-19 secure space.

Understanding that occupiers and landlords have unique and differing needs, it is important to assess your building, access routes, work patterns, workstations and shared spaces.

This guidance note sets out how to enable the safe re-occupation of your workplace in accordance with the latest Government guidance and advice.

This includes implementing appropriate social distancing measures and new protocols and procedures to protect employees and minimise the threat of infection.

## RISK ASSESSMENT

There are a number of key considerations and measures to be taken to mitigate risk. Our team can provide a turn-key service to enable re-occupation, providing recommendations on your building, advice on cost implications and manage the implementation of both passive and active measures before re-occupying your workspace.

### Key considerations (as shown) include:

#### 1. Office spaces

Implementing occupancy guidelines and policies, seating plans, social distancing measures.

#### 2. Shared spaces

Considering the needs of other building tenants and landlords, management of welcome, queuing and waiting areas. Passive measures to help users maintain social distancing.

#### 3. Canteen and social spaces

Management of interaction points, rearrangements and control of common-use items, single use items or personal crockery.

#### 4. Welfare & sanitary facilities

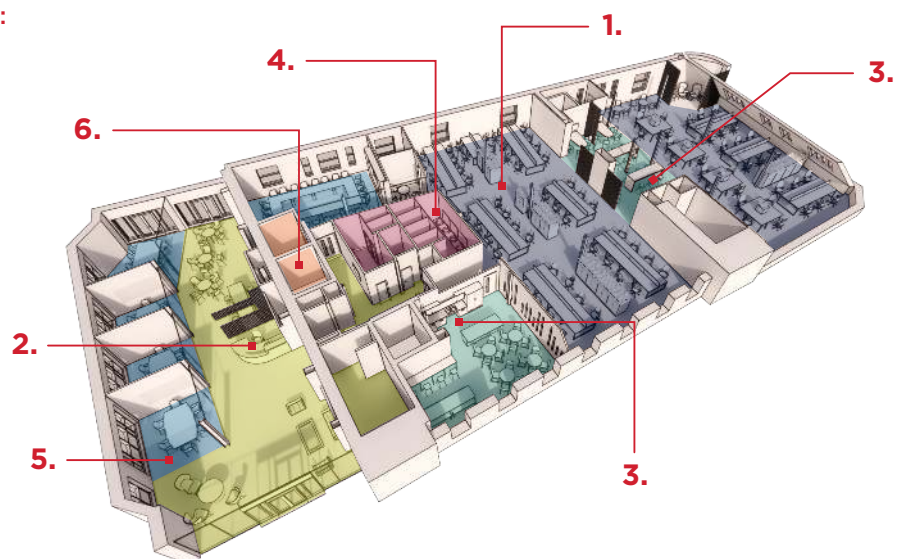
Allowing for regular breaks, adequacy of supplies, increasing hand washing provisions, cleaning regimes and disposal of PPE.

#### 5. Meeting rooms

Encouraging alternatives to face-to-face meetings, room booking management, cleaning and extending the time between use.

#### 6. Lifts

Attendance monitoring and number limiting, considering alternatives, staggered breaks and start / finish times.



### Other considerations:

#### Travel

Analysis of how personnel travel to and from work, agile working and shift working.

#### Signage & communications

Clear and visible signage and floor markings indicating social distancing measures and other protocols and guidance.

#### First aid

Protection for 'close contact' activities such as administering first aid, considering reduced employee numbers and first aid cover.

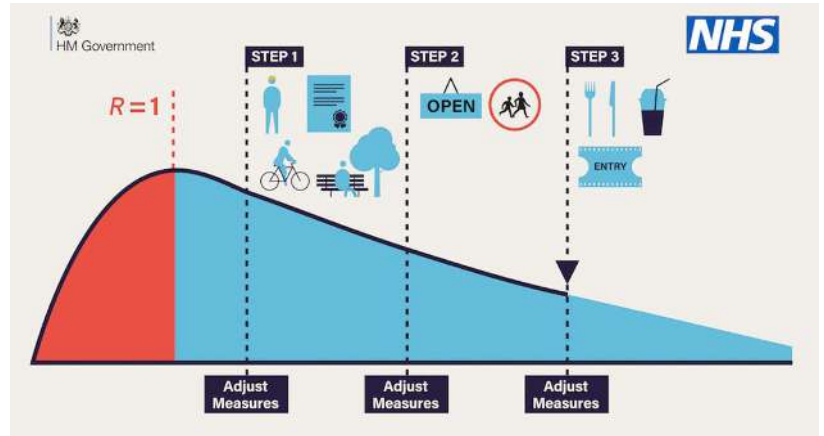
#### General measures

Encouraging and implementing Smart Technologies and touch-free devices, cleaning protocols and recognising 'common contact' surfaces, persons at increased risk, arrangements for monitoring compliance.

## OCCUPANCY PLANNING

Employees and visitors will expect reassurance that controls are in place before entering the workplace.

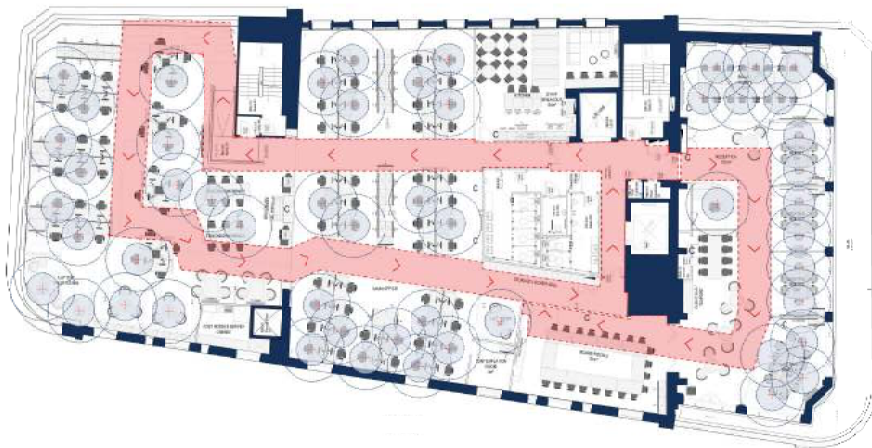
The latest government advice details an action plan that is responsive to the Covid level (R). Organisations must now implement physical and process changes to meet social distancing guidance and other legislation for each step as required.



Our team can deliver a strategy in line with specific requirements and the latest government guidance to enable employees and visitors to safely re-occupy buildings.

We can support with short term planning during the transition phase as well as devise longer-term planning, design and management solutions to enable organisations to adapt to new ways of working, to ensure the safety and manage the social distancing of those occupying the space.

We implement social distancing guidance into plan form like the example below, to provide usable data for an accurate and safe occupancy for your building.



Item	Existing Occupancy	New Occupancy
Fixed desk Workstations	84	29
Touchdown Workspaces	47	06
Meeting Room Allocations	64	17
<b>Total Occupancy</b>	<b>195</b>	<b>52</b>

## GET IN TOUCH

If you would like to find out more or have any questions, please get in touch:



**Sam Bensky**  
Partner

e. sam.bensky@uk.rlb.com  
t. +44 (0)7920 848668



**Samantha Mepham**  
Partner,  
Health & Safety

e. samantha.mepham@uk.rlb.com  
t. +44 (0)7740 733176



**Tom Giddings**  
Architectural  
Technologist

e. tom.giddings@uk.rlb.com  
t. +44 (0)7525 951153