



# COVID-19

# RETURN TO WORK

PLANNING & ASSISTANCE

**SPACIO**  
WORKPLACE WELFARE

# WORKING WITH YOU

The team at Spacio are currently assisting organisations with return to work strategies and providing solutions to allow work to continue safely whilst maintaining social distancing and safe working practices in all environments.

The diverse assistance we have been able to provide our clients has encouraged us to create this overview of some of the products and services we can assist you with.

We are here to help all office workers in these unprecedented times.



# WHO KNOWS WHEN THINGS WILL RETURN TO THE LEVELS OF NORMALITY WE HAVE BEEN USED TO IN THE WORKPLACE ARENA?

We are happy to advise, assist in the following areas:

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# BRING PEOPLE BACK TOGETHER, BUT NOT TOGETHER

Your staff must have trust and confidence in returning to the workplace and feel safe and protected.  
We can help you inspire your teams with a documented strategy that can be communicated clearly to all.





## RETURN TO WORK CONSULTANCY & STRATEGY IMPLEMENTATION

Preparing for the return to the office and ensuring best practices are being developed is crucial during this time. We can help you develop key strategies whilst staff are planning to return to work, having been used to working at home, in keeping with current government guidance and guidelines.

We can offer you a full evaluation of your office space highlighting the high risk areas, such as lifts, reception areas and print areas etc. We create occupancy strategies which utilise existing enclosed and open plan spaces, and provide occupancy strategies such as **week on week off** and **swing space occupation**.

We can assist in the following areas:

- RTW STRATEGY & PHASED PROGRAMME
- CLEANING & SANITISATION CONSULTANCY & ADVICE
- OFFICE SPACE PLANNING & RECONFIGURATION
- VISITOR & STAFF MANAGEMENT & FLOW CONTROL
- HOME OFFICE SET UP & MANAGEMENT
- FURNITURE DISTANCING SOLUTIONS

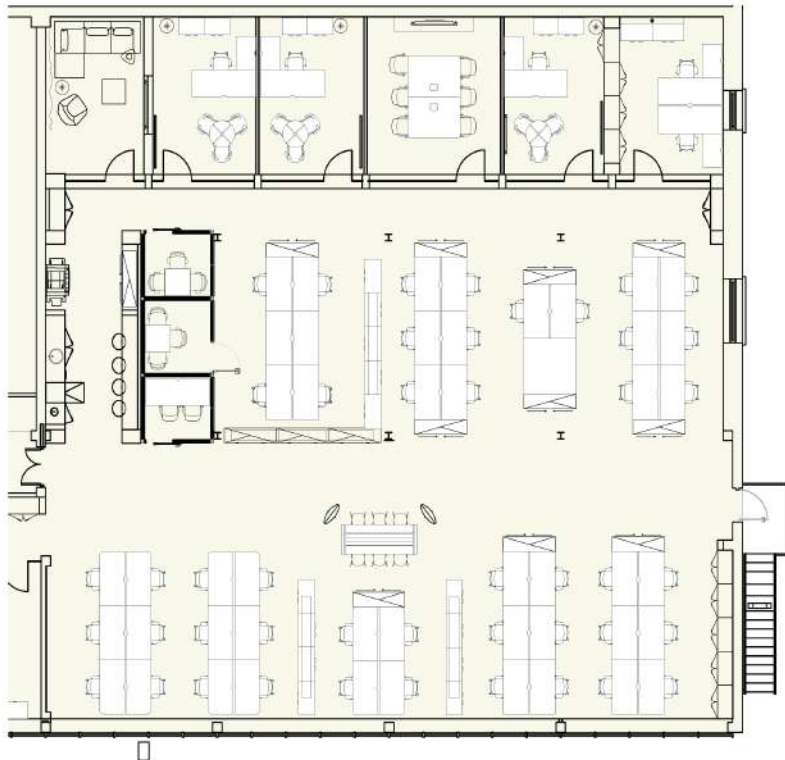


## SPACE PLANNING & FLOOR PLAN OVERLAY OPTIONS

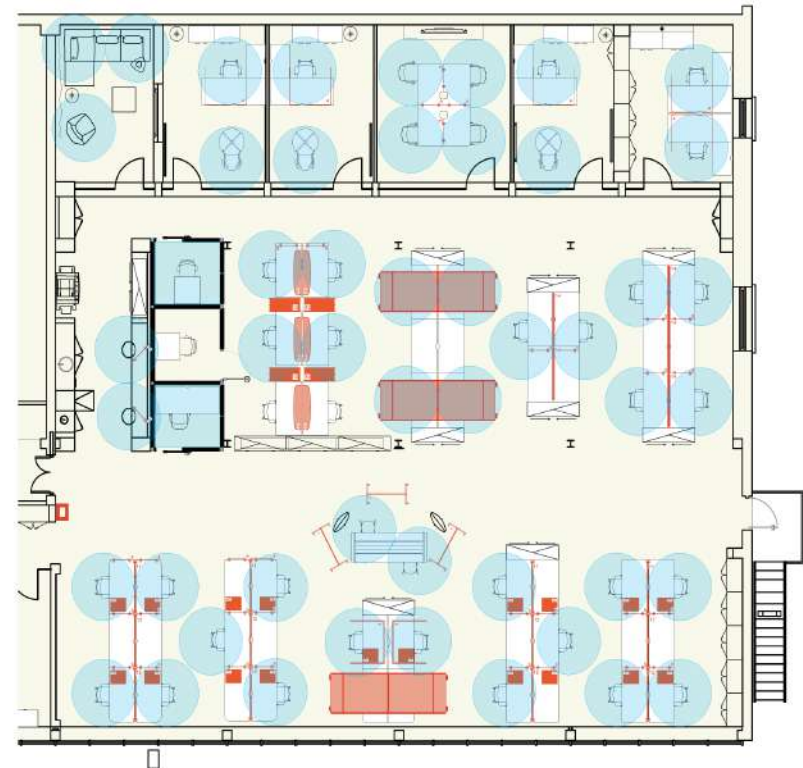
# SPACE PLANNING

Spacio can work with you to re plan your work place and provide overlay drawings for you to use in your RTW strategy, we can work from existing CAD plans, PDF drawings, and even old fire escape drawings if that's all you have.

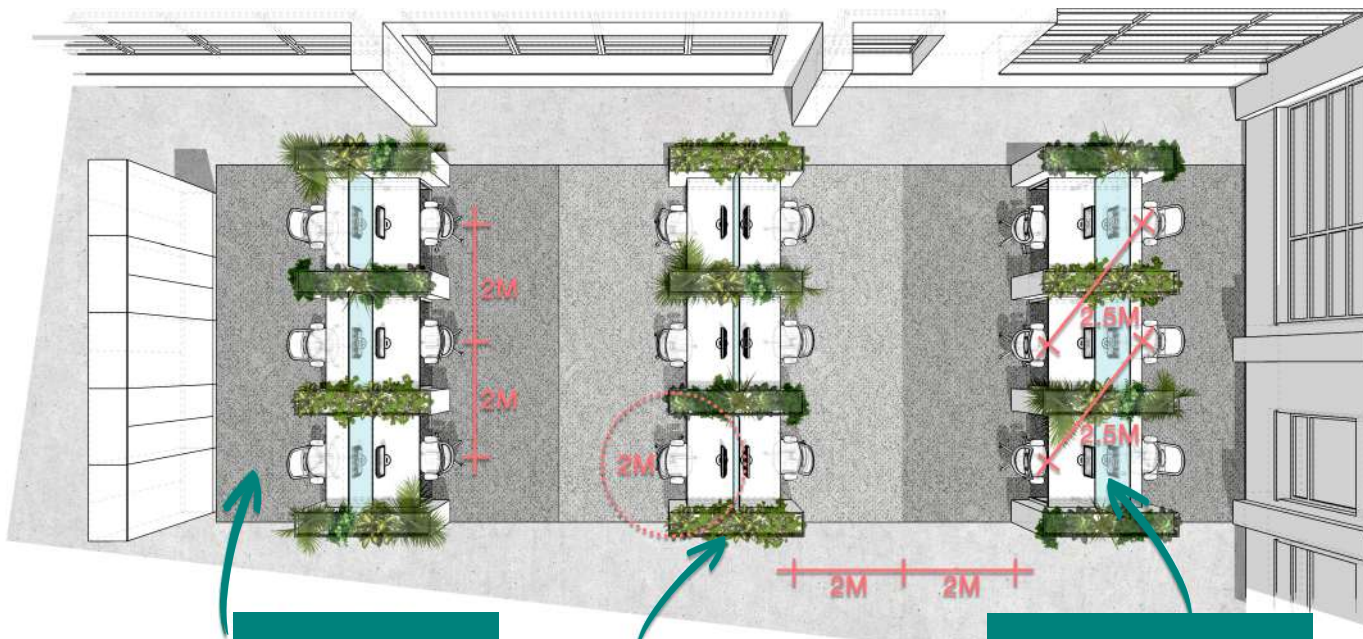
### ORIGINAL LAYOUT



### REVISED LAYOUT







Change of floor finishes to help denote each area or size of space

High level planters to not only create screening between desks, but also keeping wellbeing at the forefront of the office

Perspex screens between desks, keeping visibility for desk users. Perspex can be installed in any colour.

We can also arrange to survey your existing office space and advise how best to reconfigure and provide drawings as required.

We can assist in the following areas:

- **SPACE PLAN OVERLAYS WITH DISTANCING MARKERS**
- **SURVEYS LAYOUT ADVICE**
- **SPACE PLANNING**
- **OFFICE FLOW PLANNING**



**SEND YOUR  
FLOOR PLANS TO  
HELLO@SPACIO.CO.UK**

# DO YOU HAVE A CLEAN DESK POLICY?

## WORKPLACE DEEP CLEAN

We can also offer cleaning services to the following areas:

- RECEPTIONS & PUBLIC SPACE SANITISATION
- MEETING & TRAINING ROOMS
- CARPET CLEANING
- WORKSTATION & OFFICE SANITISATION (DESKS, TABLES & SEATING)
- CONSUMABLES & STAFF WELFARE PACKS

Spacio offer a workplace deep clean and sanitisation solution which prepares the working environment for returning staff and maintains a regular Pro-K cleaning solution to workstations.



# DEEP CLEANING

Spacio are able to provide and manage RTW deep clean solutions which includes complete work place sanitisation.

With enhanced infection prevention cleaning services, you can make sure your workplace is clean and fresh as staff return, to reduce the spread of infection which will lead to a quicker control and reduce the risk of spreading the virus. We are able to utilise various cleaning methods, and will recommend the best solution.



# CLEAR AIR SYSTEMS

Portable clean air units for offices which sterilise the air as it is drawn in via side inlets and exposed to powerful UV-C radiation, before being redistributed. These units are suitable for office areas, meetings rooms, and operate quietly with high capacity air turnover.

Contact us for further information and data sheets.



## PERSONAL PROTECTION & STAFF KITS

Spacio can assist in providing RTW Personal Protective Equipment (PPE) for staff as they return to the workplace, we are able to source a wide range of products and provide competitive pricing and flexibility on package contents.

Protecting and preventing we are able to assist with the following, face masks, gloves, sanitiser wipes, gel & dispensers etc, please ask for a copy of our PPE brochure.

**Email [hello@spacio.co.uk](mailto:hello@spacio.co.uk) for PPE Brochure**



# SANITISER STATIONS



Explore the evolving range of sanitiser stations available, Spacio can Advise on availability as well as providing bespoke solutions along with entry level wall mounted systems.

We can provide lease options and rental agreements on various units if required.

Contact [hello@spacio.co.uk](mailto:hello@spacio.co.uk)





## WORKPLACE RECONFIGURATION & REFURBISHMENT

As we and our clients have had time to reflect upon empty offices, we have found that opportunities have arisen, providing scope to carry out works and projects that might previously not been possible or even considered.

## FORESEEABLE PLANS VS CURRENT OPPORTUNITY

From downsizing to reconfiguring the office space we can assist in the following areas,

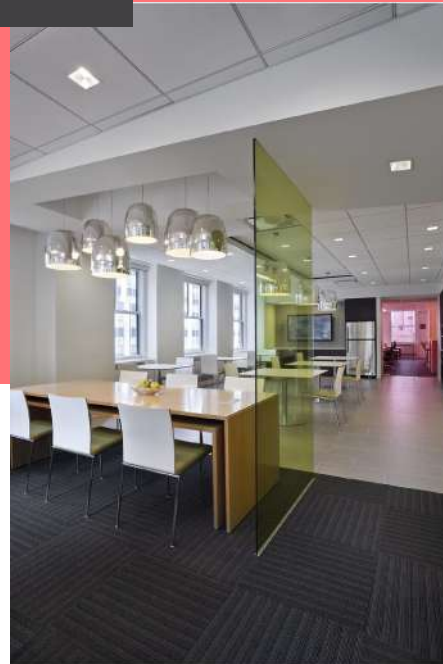
- **PARTITIONING & GLAZING WORKS**
- **TEMPORARY SCREENING**
- **VISITOR & STAFF CONTROL**
- **DECORATION & REFURBISHMENT WORKS**
- **FLOORCOVERINGS**
- **CEILING SPRAY/CLEANING SOLUTIONS**
- **LIGHTING RE-LAMPING & REPLACEMENT LED FITTINGS**
- **FURNITURE REFURBISHMENT & RE-UPHOLSTERY**



**FULL HEIGHT SCREENING**



**PARTIAL SCREENING**



**PARTITIONING**

## FURNITURE & SCREENING SOLUTIONS

Spacio are able to advise and assist with your furniture requirements in order to stay Covid compliant, from re appointing existing furniture and layouts, adapting existing to provide necessary protect as well as providing new solutions. Our design team will work to ensure the workplace will look as good as it can whilst meeting the demands of workplace distancing.

- DESKING
- SCREEN SYSTEMS
- BOOTHS & PODS
- VINYL UPHOLSTERY
- MOVEABLE SCREENS
- RE-UPHOLSTERY
- BESPOKE SOLUTIONS



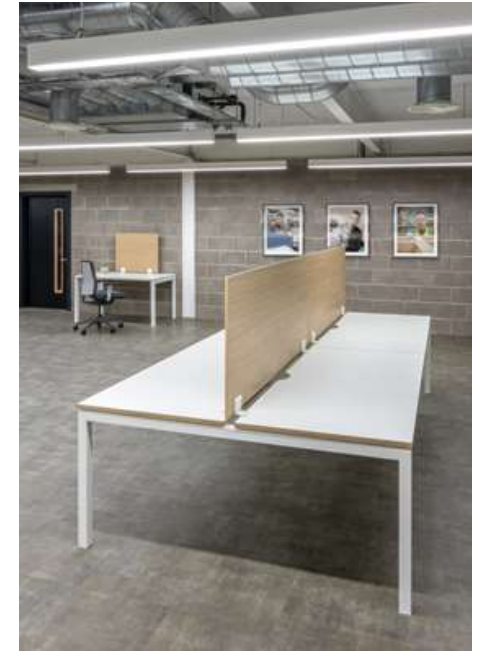


# CREATIVE SOLUTIONS

The impact of Covid 19 has challenged the conventions of the office building and will accelerate the implementation of different working styles. The role of the workplace will be just, if not more important, as its value is being demonstrated by its temporary removal. We have created product to help with getting people back in the office.



# SCREENING SOLUTIONS



## FINISHES



MFC



Plywood



Laminate



Acrylic

# SCREENING SOLUTIONS





# ROLLER & HANGER SCREENS

Protect your staff and clients with clear screens which can be top hung as well as using a roller blind mechanism which enables screen to be raised and lowered as required. Suitable for offices, reception areas, and retail environments, we are able to offer these products on a fast track basis, and can provide survey and installation if required.

**FAST TRACK  
DELIVERY**



# FUTURE OFFICE AV INSTALL & CONSULTANCY

- VIDEO CONFERENCING
- ZOOM ROOMS
- DIGITAL SIGNAGE
- VIDEO & MEDIA WALLS
- ROOM & DESK BOOKING
- HOME OFFICE SETUPS

We've all learnt to video conference but it's not the same. Nobody knows how or when to interact, which is such an important part of our human behaviour. The role of the workplace, more than ever, is to collaborate, discuss issues, stimulate creativity, share ideas, learn and socialise. As we've all learned to socially distance ourselves, we've also learnt how vital the office is for our own wellbeing and vital need for human interaction.



# HOME OFFICE

Working from home has been a new experience for a large part of the workforce, and where successful it has led to organisations to review and explore the possibilities of staff working from home moving forward.

Spacio has had an increased demand for our modular pods which provide great flexibility, and can be finished internally to match the corporate workplace.

**Pods can be purchased or leased, contact us for further information [hello@spacio.co.uk](mailto:hello@spacio.co.uk)**





## RETURN TO WORK COVID 19 CHECKLIST

- ☐ Set out a work place strategy
- ☐ Establish a maximum occupancy level for the workplace and provide supporting documentation.
- ☐ Determine which staff are required to return to the office
- ☐ Assess which staff have successfully worked from home, and attend to their needs
- ☐ Consult with all staff and keep updated as to the situation
- ☐ Provide information & reassurance as to returning to the office
- ☐ Leave doors open where possible
- ☐ Provide hand sanitisers & wipe dispensers in common & print areas
- ☐ Zone spaces for staff to spread out
- ☐ Designate stairwells and circulation space
- ☐ Review your cleaning strategy & implement regular cleaning of washrooms
- ☐ Manage visitors & meetings
- ☐ Provide signage & guidance posters
- ☐ Advise staff to avoid public transport where possible
- ☐ Adhere to single person occupancy of confined spaces such as teapoints etc
- ☐ Provide protective screens
- ☐ Provide adequate AV & Zoom facilities
- ☐ Have you reviewed your space requirements & lease options
- ☐ What opportunities has the current situation provided for your business?
- ☐ Consider week on/week off & Swing Space Strategies

### Is the workplace ready for staff to return?

- ☐ Has the office been deep cleaned?
- ☐ Have desks and office been laid out to comply with social distancing?
- ☐ Do you have correct PPE & Sanitisation gel dispensers & wipes?
- ☐ Keep communicating with Staff
- ☐ Can you make it easier for staff working remotely?
- ☐ Staff welfare is the most important thing in todays workplace
- ☐ Take care of your staff & they will take care of your business

**Contact us and  
receive your copy of  
Protection Solutions  
and PPE Solutions  
brochure.**



**HELLO@SPACIO.CO.UK**

**We would be delighted to assist with any of the above points,  
contact today for further information or email [hello@spacio.co.uk](mailto:hello@spacio.co.uk)**

# HAPPY TO HELP

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