



Office Readiness Guide

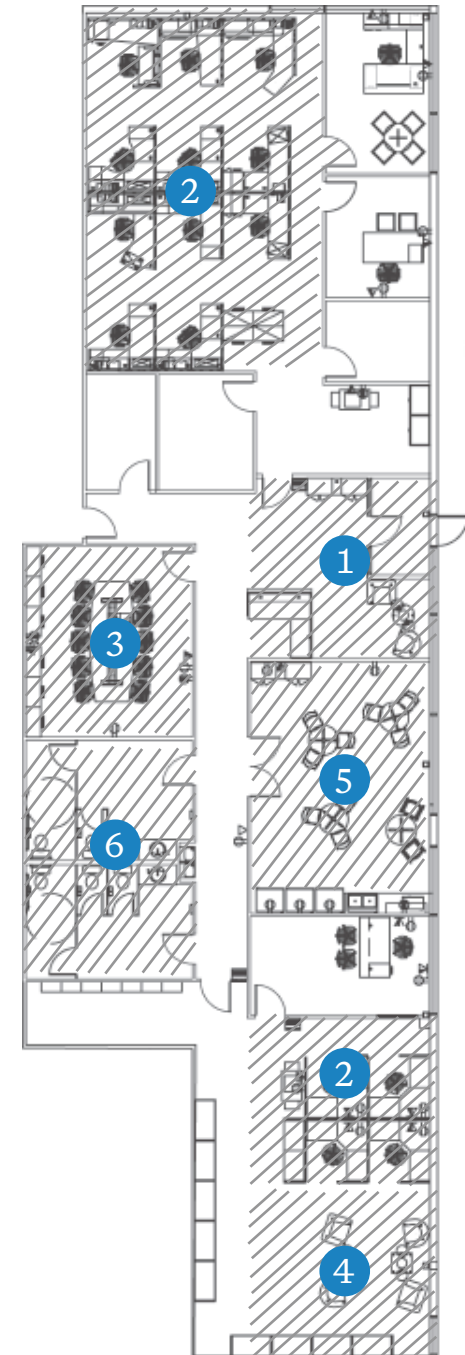


Introduction

THE OFFICE SPACE THAT WAS ONCE FAMILIAR HAS NOW RADICALLY CHANGED.

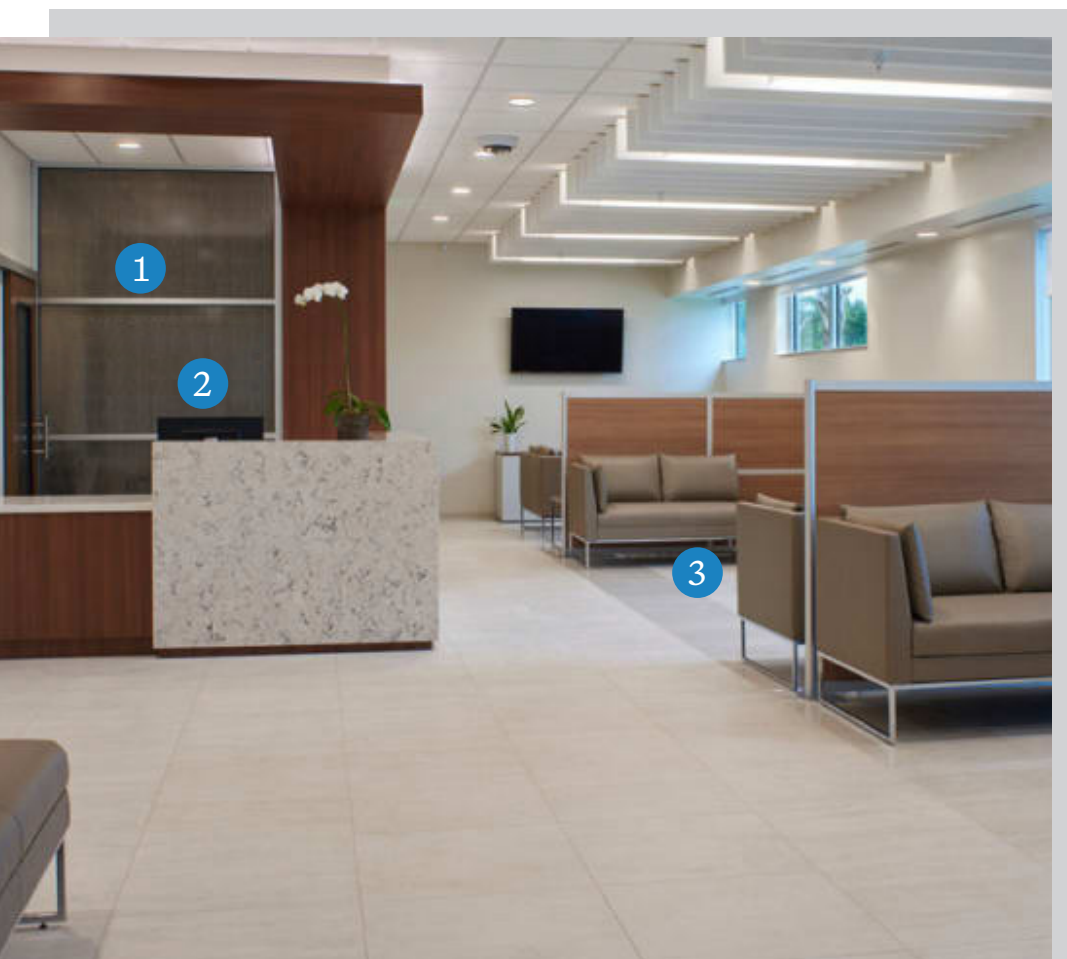
Providing careful and healthy solutions around the workplace will help bridge the gap of trust, safety, and comfort for everyone. Our brochure will walk you through considerations for common workspace areas and offer modern, yet effective products and suggestions to ease the transition back to the office.

Staples Advantage® has a team of experts ready to help you get back to business, plus a wide range of services from facility and safety assessments to workspace design, planning, and installation.



ENTERING A NEW REALITY.

Front entrances and lobbies are your “frontline” spaces. With the daily activities of employees, visitors, and deliveries, it is important to line these spaces with the right wayfinding signage, furniture, and personal protective equipment.

*Considerations*

- ① Determine what type of protective guards and protective equipment are needed based on your current setup.
- ② Consider using technological solutions to allow guests to self-check-in.
- ③ Ensure that guest seating is 6 feet away from each other — cleanable materials are ideal. If you can't move seating, consider adding protective panels in between each.
- ④ Review the types of hand sanitizing stations that best suit your reception.
- ⑤ Consider implementing temperature checks for guests.
- ⑥ Review the types of outdoor signage that may be needed to convey information to guests before entering your facility.
- ⑦ Consider providing wellness kits to your guests, including masks, gloves, and hand sanitizer.

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A SAFER LEVEL OF FOCUS.

Providing each associate with a personal workspace that supports appropriate distance will allow for a safe and confident setting for your teams. These can include new office furniture with shielding measures, easily accessible disinfectant products, and personal protective equipment.

*Considerations*

- ① Consider providing associate wellness kits including masks, desk cleaners, hand sanitizers, and even a door opener.
- ② Ensure associates sitting at workstations are at least 6 feet apart. Make use of staggered workdays, protective screens, and increased dividing panel heights.
- ③ 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.
- ④ Use a combination of floor decals and wayfinding signage to help control the flow of foot traffic around your workplace.
- ⑤ Identify hotspot zones such as communal printers or shredders and consider whether alternate solutions are needed.
- ⑥ Provide associates with enhanced video conferencing tools to allow meetings to take place virtually, rather than in group settings.
- ⑦ Consider using an electrostatic disinfection sprayer for wide area surface disinfection.

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Meeting Spaces

A NEW LEVEL OF AWARENESS.

Meeting spaces have always been different from company to company. However, they can pose an uncomfortable setting if the proper precautions are not taken. With the right safety signage, furniture, and boardroom technology, connecting in person can remain a safe experience for all associates.



Considerations

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

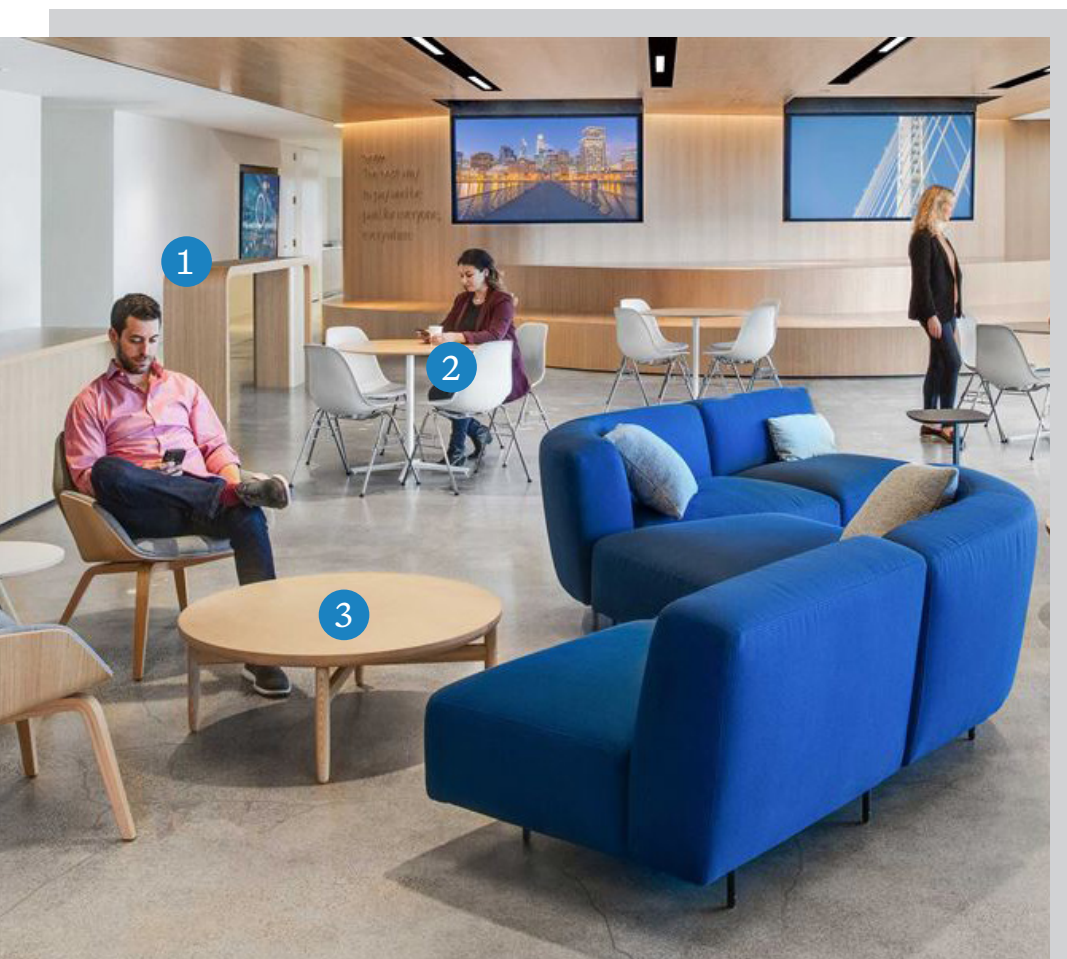
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IDEATING IN OUR NEW NORMAL.

Brainstorming with our teams has never been more important, but it will no longer be as simple as huddling around a table. Collaboration spaces are vital but need to be equipped with the proper distancing and positioning of furniture, screens, and boards to foster creative interactions at a safe distance. Guards and PPE products will further assist in providing a safer collaboration area.



Considerations

- 1 Add protective barriers in areas where you cannot maintain 6 feet of distance.
- 2 Change communal furniture to single seating options to ensure physical distancing.
- 3 Consider replacing your furniture with options made from wipeable surfaces for easy cleaning.
- 4 Review your options for disinfectant products to suit a variety of surfaces, including hard surfaces, soft surfaces, Plexiglas™, etc.
- 5 Identify zones that are high touch and determine a plan for increased cleaning and potential new policies.
- 6 Develop a communication process to indicate physical distancing requirements, including reminders on video signage, print signage, and floor decals.

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CHANGING PERCEPTIONS OF SPACE.

Common employee spaces such as lunchrooms are a vital place for individuals to recharge. They will no longer be the same spaces we used to know, but rather a safer and more cautious space for employees to enjoy. Restrooms and common areas with the appropriate floor decals, safety signage, PPE products, and new furniture will make break time comfortable and safe for everyone.

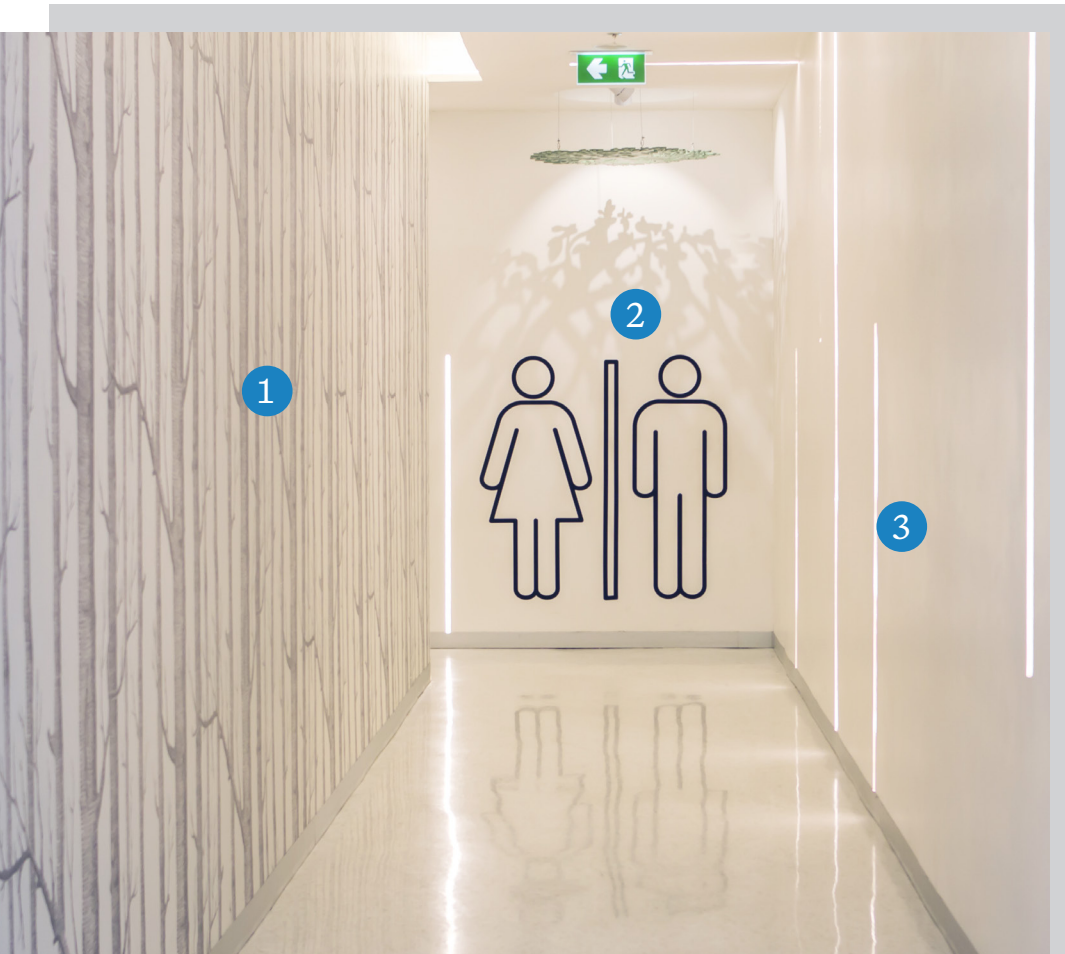
*Considerations*

- ① 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.
- ② Consider using hands-free solutions in your lunchroom, including waste receptacles, faucets, and paper towel dispensers.
- ③ Consider providing associates with sustainable lunch kits to reduce the reliance on shareable dishes and cutlery.
- ④ Review your associate entrance/check-in procedures and assess the changes that will be required.
- ⑤ Consider providing mobile phone UVC sanitizing stations.
- ⑥ Make hand sanitizers and cleaning stations as accessible as possible for quick use.
- ⑦ Create a plan to increase your facility cleaning procedures. Electrostatic backpack sprayers provide for faster disinfecting.
- ⑧ Evaluate the use of protective films on high-touch surfaces such as ATMs, vending machines, and appliances.

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AN ELEVATED LEVEL OF CLEANLINESS.

Areas such as restrooms, fitness rooms, and wellness areas have always required special considerations for cleanliness and personal hygiene. In the new era, cleaning procedures must be greatly enhanced to provide a safe and welcoming facility for all.

*Considerations*

- ① Review the appropriateness of cleaners and disinfectants for the various surfaces found in your facilities.
- ② Develop and communicate a plan to ensure you are cleaning employee washrooms at an increased frequency.
- ③ Consider whether digital signage can be used to communicate relevant new processes and safety messaging to your associates.
- ④ Review the types of PPE that will be required for anyone involved in the cleaning process.
- ⑤ Ensure you have sourced a steady supply of washroom essentials like hand soap cartridges and paper towels.
- ⑥ Assess your current usage of hands-free towel & soap dispensers and automatic flushers & faucets.
- ⑦ Determine the type of personal hygiene protocol signage you will require in your employee washrooms.

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