

RETURNING TO WORK DURING COVID-19?

THANK YOU FOR DOWNLOADING THE KIWI DESIGN GUIDE TO
COVID-19 WORKPLACE PROTECTION MEASURES
WE HOPE THAT YOU FIND THIS DOCUMENT USEFUL



MODIFYING YOUR WORKPLACE RESPONSIBLY CAN HELP TO PREVENT THE SPREAD OF COVID-19

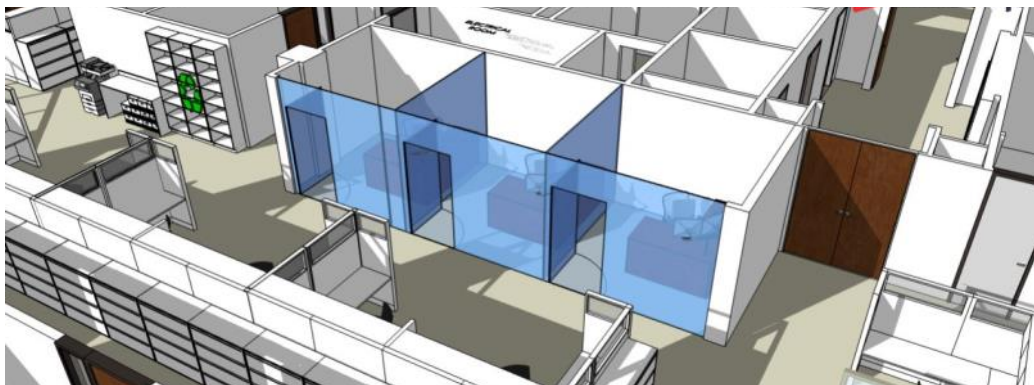


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making space work...

INTRODUCTION

As the UK hopes to commence the gradual easing of lockdown restrictions it is imperative that employers do everything they can to **prevent the spread of COVID-19 when employees return to their place of work.**

The **control measures** we invest in now could be in place for the foreseeable future, so it is **important that we invest wisely in products and solutions that will have maximum effect on safe working.**



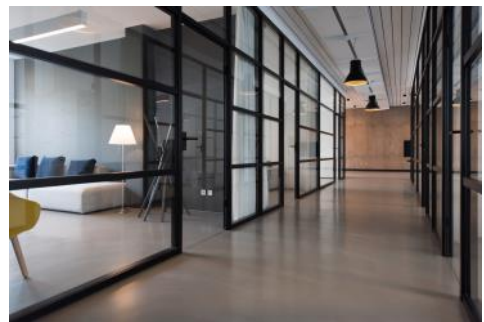
Whilst uncertainty will reign for a prolonged period of time, one thing we can be certain of is that we **must all continue to act responsibly** and do everything we can to avoid a second peak until a long-term solution has been developed. Entering a second lock down would crush our already fragile economy and prevent many more businesses from re-opening their doors.

The government has recognised that both employers and businesses may have concerns about how they can **remain open for business safely.**

SO AS BUSINESS OWNERS, DIRECTORS AND SENIOR MANAGERS, HOW DO WE ADAPT OUR WORKPLACE TO MEET GOVERNMENT GUIDELINES AND WHAT SIMPLE CONTROL MEASURES CAN WE ADOPT TO PROTECT OUR WORKFORCE FROM COVID-19?

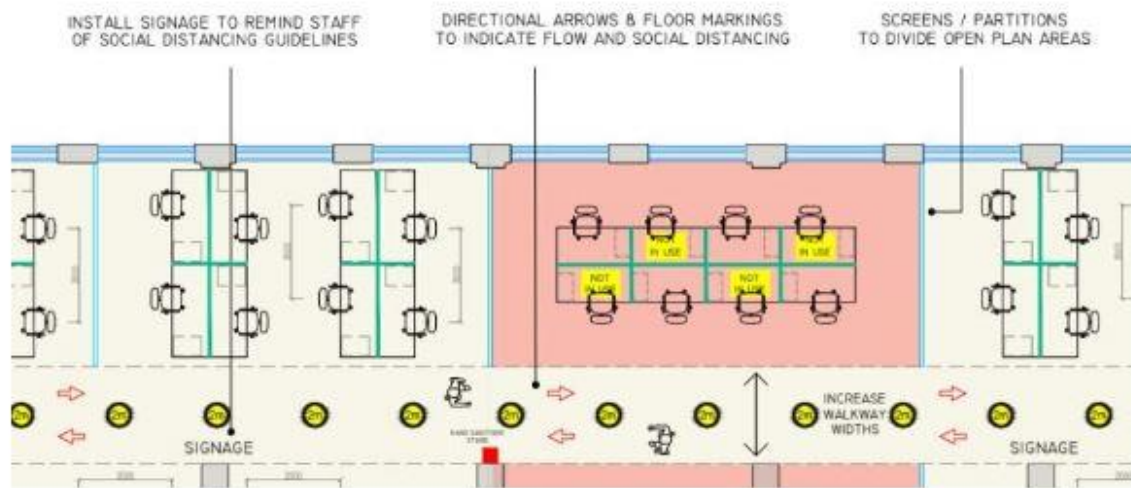
Read on below for our suggestions and recommendations, including solutions for...

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NOT SURE WHAT MEASURES TO PUT IN PLACE?

YOU CAN ALSO DOWNLOAD A FREE EXAMPLE COVID-19 WORKPLACE PREVENTION MEASURES PLAN FROM www.kiwidesign.co.uk



WORKING FROM HOME

First and foremost, before we get into details about workplace safety, the best way of protecting our colleagues and reducing the spread of Coronavirus is to work from home! All employees should be **encouraged to work from home**, unless it is impossible for them to do so.



If we expect our workforce to work from their own property then it is important to **provide them with the right tools to complete their work**. Where possible, this can include ergonomic furniture and stationery. Without sufficient support, we might find our best assets unable to work a few months down the line due to **back pain from being hunched over their laptop** or working from their sofa!

You can therefore explore the provision of:

1. An **ergonomic task chair** that is multi-adjustable to suit the posture of the user.
2. A **workstation or portable desktop riser** – so that a screen can be positioned at the correct height for the user. Portable desktop risers are a great method of transforming a work surface into a desk at a cost effective price.
3. A laptop or desktop PC with **ergonomic mouse and wrist support** if possible.
4. A **mobile phone for communication**, businesses cannot expect their workforce to use their own telephone for business calls unless we remunerate them for the incurred costs.
5. Consider **subsidies to your staff** to cover costs relating to internet use, electricity use and consumables such as ink/paper/stationary.

As an employer please take extra consideration to members of your workforce that are among the most **vulnerable groups** identified by the government's COVID task team. It is important to take into account age and any pre-existing medical conditions.

PRODUCT SUGGESTIONS

ORANGE BOX DO TASK CHAIR



UK-based manufacturer Orangebox invests heavily in ergonomics and design. The Orangebox DO chair is a favourite with us and our clients, being stylish and **multi-adjustable** with a mesh back for comfort and aeration.

YO-YO SIT-STAND DESK TOPPER

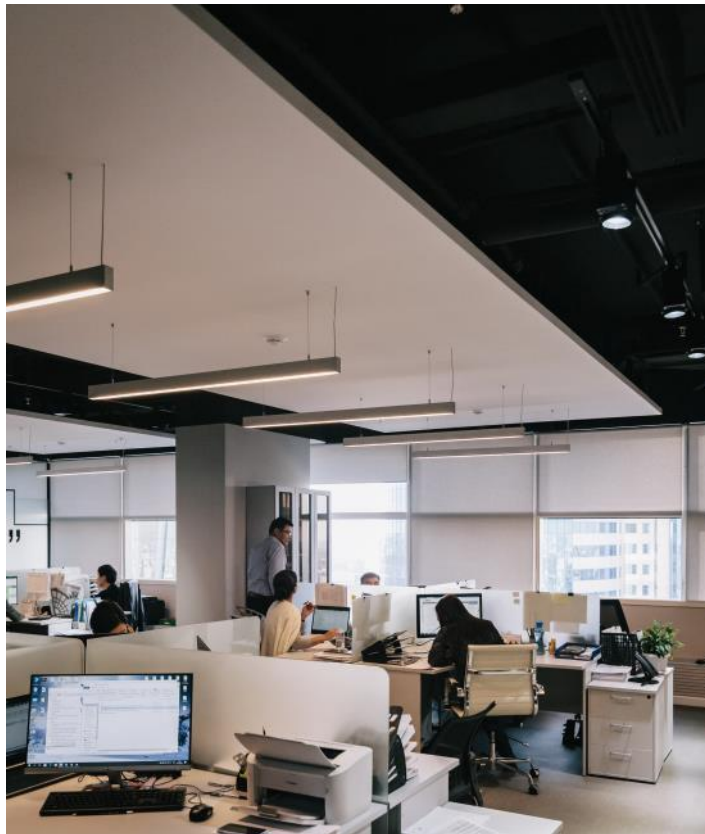
The YO-YO sit-stand desk topper does exactly what it says on the tin, allowing the user to **adjust their screen height** to suit sitting or standing positions. Perfect for home working!

CONTROLLING THE NUMBER OF PEOPLE IN YOUR WORKPLACE



When businesses begin to **exit lockdown** the government want us to do our utmost to reduce large quantities of people in any given workplace. This can be achieved by **alternating staff** working in the office and staff working from home. One way to do this is via a **structured rota** so that you have

control over the number of people in your workplace on any given day.



TAKING THE RUSH OUT OF RUSH HOUR

The government also wish to **reduce the quantity of people using public transport** at any given time, so help our transport system protect your staff and look to **stagger shifts** (even if you don't normally operate shift work).

Not only will it help to **spread the country's rush hour**, it will also help to spread the number of staff using communal entrances in your own building at any given time.



One suggestion is to **try spreading start and finish times** in 15 minute intervals over a 2 hour period (smaller intervals over a longer period will help to spread this rush further).



SELF TRAVEL TO WORK

Under normal circumstances we would encourage lift sharing and the use of public transport to help reduce our carbon footprint. However... this has all changed.



The government now want us to **travel to work alone** wherever possible to avoid sharing a confined space in a car or public mode of transport. Encouraging your staff to travel to work alone, and **where practical to walk or cycle to work**. This can have great health benefits and helps keep carbon footprints down. We recommend providing additional time for your employees to get to work and allowing them to leave slightly early if at all possible. This will aid parents who need to take their children to school or to day care before walking to work.

To further encourage cycling to work you may wish to invest in **additional bike shelters or even just a designated area for bicycles** to be left securely during the working day.



The **Cycle to Work Scheme** is a fantastic government offering that allows employers to purchase a bicycle for their staff with **repayments taken prior to income tax** over a period of time (usually 12 months). The government have now removed the cap on the bicycle purchase (previously £1,000 spending cap) and **the scheme will save an employee up to 39%** on the cost of a new bike and associated cycle equipment!

Visit the [gov.uk cycle scheme website](https://www.gov.uk/cycle-scheme) for more information and terms & conditions.

To avoid using public transport you **may find an increase in car use, and therefore parking requirements**, at your workplace. Careful planning for additional spaces could be required, if possible. This could mean **altering the layout of your car park** to accommodate double parking, which in turn could involve extra planning and organisation of these shared spaces between staff.



SOCIAL DISTANCING

The government have advised that where working from home is not possible then we must minimise the opportunity for the virus to spread by **maintaining a safe distance of 2 metres** from each other. The best way to ensure that staff implement this measure is to provide constant **reminders throughout your workplace.**

Install **signs on all entrance doors** to your premises requesting that a 2m distance is kept between employees and provide **reminder signs throughout the building.** To all high traffic areas, such as corridors and walkways, install markings or tape at 2m intervals to visibly indicate the safe recommended distance between employees.



OTHER RECOMMENDATIONS INCLUDE:

- Put **every other desk 'out of action'** where banks of desks exist
- Where back to back bench desking exists, **stagger this empty desk policy** so that employees are not sitting opposite each other
- Desks could be changed to **2000mm wide desks** if possible or where new desks are being installed
- Install **'out of action' seat covers** to task chairs as well as breakout area seating. It saves removing and storing seats that aren't in use, whilst preventing them being used
- Put 'out of action' signs on urinals in male WC's where a 2m distance is not maintained
- Prohibit more than one member of staff from entering confined spaces where the 2m rule cannot be implemented. For example small kitchenettes, WC areas, modular offices, etc.
- Schedule **regular announcements** if you have a public address system to remind employees of the importance of social distancing
- If it is essential for employees to work face to face or within 2m then reduce this exposure to 15 minute intervals

SOCIAL DISTANCING - PRODUCT RECOMMENDATIONS

OUT OF SERVICE SEAT COVERS

[Out of service seat covers from Kirwin Simpson](#) can be used to put desks out of service. These easy to use covers can also be moved each day as shifts change.

OUT OF ORDER URINAL COVERS

[Johnny Covers can supply urinal "Out of Order" Covers](#). These are commercial-grade reusable blue urinal covers and can usually be readily purchased on amazon.

VIDEO CONFERENCING



Following on from social distancing is the use of **video conferencing**. It is the best way to hold a meeting with numerous employees without the risk of spreading a virus.

There are some fantastic cost effective applications such as ‘Zoom’ or ‘Skype’ that can be **used on most handheld devices** as well as desktop PCs or smart screens. These video conferencing apps can be used not only between businesses but also from employees’ own desks within the same business, or to communicate with home workers. **There really is no need to be travelling for meetings or congregating in meeting rooms anymore!**

The UK has become an incredibly adaptive business environment of late and our resilient workforce have shown that technology can be used to facilitate non-contact communication.

Ensure that your **employees are provided with a device that can support a VC (video conferencing) application** and that the device has the application set up and ready for them to use. Provide a **brief training session** where required or email some instructions.

You may wish to adapt your workplace to facilitate **video conferencing rooms or pods in lieu of meeting rooms**.

Popular free-to-use video software/platforms includes:



REDUCING POINTS OF VIRUS TRANSFER



As employers we must do everything we can to **avoid creating points of high or repeated contact**. Considerations should include door handles, buttons, switches, taps and other surfaces regularly touched by multiple colleagues. Below we have detailed five high risk “zones”

with potential solutions for reducing virus transfer.

1. PAPERWORK

- **Reduce printing and go paperless** wherever possible (this is not only great for the environment but will help to reduce your use of consumables)
- Use **emails rather than letters** or written memos
- Use data back up hard drives or **cloud storage** wherever possible and don't print and store paperwork
- Look to install a **paperless signing in** system. This could be a virtual signing in and out book that is web based for staff and/or visitors. A sign in reception could provide the web address for this service. **Remember that maintaining a log of who is in the building is vital for a fire role call**
- If you have a receptionist then the receptionist could sign visitors in and out

PRODUCT RECOMMENDATIONS

All of the solutions detailed below can be supplied, installed and maintained by our experienced team of engineers.

PUREHOLD HANDLE COVERS



Purehold have produced a disposal cover set for ironmongery to cover push plates and push handles.

2. DOOR HANDLES

- **Look to prop doors open but only where the doors are NOT fire doors**
- Fire doors can have a **hold open device** installed that releases the door when the fire alarm is sounded. Hold open devices can be hard wired to the a fire alarm interface or could be a stand alone unit such as a 'Doorguard unit'. A door guard unit can be fitted to any door within close proximity to a sounder device. It will recognise the continuous noise and level of the fire alarm and release the door within seconds of the alarm sounding
- Where neither of the above is possible, look to put in place a regular **sanitising regime of door handles** to help reduce the spread of potential contamination
- Alternatively look to **install Door furniture or ironmongery with anti-microbial qualities**
- Automated doors with **proximity sensors** are another great but more costly option. These would be a good consideration for very high traffic areas such as main entrances / receptions



Please note that in the short term these covers won't stop multiple contact and are only as good as the frequency you change them.

PUREHOLD PRO



Purehold PRO is a door handle that has been developed to sanitise your hands when you use it.

SECUSAN© DOOR HANDLE



Produced by Hoppe, the SecuSan© Door Handle range is anti-microbial and often used in the healthcare sector.

3. LIGHT SWITCHES

Replacing light switches with PIR (Passive Infrared) sensors is a simple yet effective solution to reduce contamination on light switches. PIR sensors detect movement and will **automatically turn lights on** when movement is detected. The lights will then turn **off when a set period of no movement** occurs, usually around 20 minutes. These lighting controls are also very good at **saving the usage of electricity** (particularly in low traffic areas such as WC's or tea points).

4. TAPS AND HAND DRYERS

- Look to install **sensors taps** to replace manual taps in WC areas, tea points and hand wash stations. Sensor taps can be battery operated without the need of hard wiring and are easily retro fitted (provided there is good water pressure – so always have this checked first)
- Install **hand dryers in lieu of hand towels** to avoid multiple use items
- If sensor taps are not an option investigate **foot operated taps**

5. BUTTONS AND CONTROLS

Look to install systems that are **automated** – such as A/C controls. Set them on a timer to switch on/off automatically and **advise staff not to alter controls wherever possible.**

FIRE DOOR DEVICE



The Dorgard 1328 acoustic fire door hold

open device is a legal option to holding a fire door in the open position. The door will release automatically when detecting the sound of your fire alarm sounders. The unit is battery operated and can easily be retro fitted.

BATTERY OPERATED SENSOR TAP



For bathrooms and kitchen areas with good mains pressure, the Prestige IFS8155D tap is battery operated and easily retro fitted to basins and sinks.

HAND WASHING AND SANITISING

The government are encouraging staff to wash or sanitise their hands regularly. As we are sure you are aware, washing your hands regularly for at least **20 seconds with hot water and antibacterial soap** is one of the simplest ways to help combat Coronavirus.

Clear signage and reminders to staff throughout the building will help reinforce this message. Other considerations could include...

- Ensuring **adequate supplies of soap** on site
- Looking to install infra-red **sensor soap dispensers** if possible in lieu of hand pumps – again to reduce contact. Hand sanitising stations are available as touchless units too!
- Ensuring that you are providing **hot water** for staff to use in hand wash areas
- Installing **signage to all entrance areas** but also WC's, tea points, kitchenettes and high traffic areas with the government guidance on the best method for hand washing
- **Increasing the number of hand wash stations** on site wherever possible and ensure that a 2m spacing is maintained between basins wherever possible
- Providing **hand sanitiser at main entrance and exit points** and if possible at regular intervals throughout the building
- Providing **additional pop-up handwashing stations** or facilities if possible, providing soap, water, hand sanitiser and tissues and encourage staff to use them

PRODUCT RECOMMENDATIONS

All of the solutions detailed below can be supplied, installed and maintained by our experienced team of engineers.

TOUCH FREE DISPENSERS

Touch free dispensers such as the **Brightwell Modular range**



are a great way of avoiding contamination whilst sanitising.

SANITISER DISPENSER FLOOR STAND

The **PURELL® LTX™ or TFX™ Dispenser Floor Stand**



allows you to install hand sanitising stations in the middle of large offices where there are no walls to mount products onto.

- At pop up hand wash stations ensure that you have the **relevant COSHH assessment sheets** for each product you are using readily available (just in case the hand products used have an adverse reaction to an employees' skin). The COSHH data sheets could sit in a pocket attached to the station itself.

FACE MASKS AND OTHER PPE

Workplace anxiety will be at an all time high when we initially return to work and it is an **employer's responsibility to provide PPE** (personal protective equipment) to ensure that their staff can work safely. The PPE provided will probably have the **biggest impact on making your employees feel protected and comfortable** in their new environment.



Pre-COVID-19 PPE should remain in place as per the risk assessments you have produced for each task your employees undertake. However, if the following do not form part of your standard workplace PPE then **we would recommend providing the following for your staff...**

- **Latex disposable gloves** (with latex free options for different skin types) to avoid direct hand contact throughout the day. They also help discourage the user from touching their face.
- **Face masks** (medical type) – we should to avoid competing with NHS supplies but when stocks are available, without impacting our fantastic healthcare service, it would be highly recommended. Masks are a great way of catching coughs or sneezes. To be effective, **face masks must be worn correctly, changed frequently, removed properly, disposed of safely** and used in combination with good universal hygiene behaviour.

PREVENT UNWELL STAFF FROM ENTERING THE WORKPLACE

The government, as they have from the start of the pandemic, are requesting that any member of staff who develops symptoms of Coronavirus (a new, continuous cough and/or a high temperature) **should be sent home and stay at home for 14 days from onset of symptoms**. If the member of staff lives in a household where someone else is unwell with symptoms of Coronavirus (COVID-19) then they must stay at home in line with the governments stay at home guidance.

The best way to protect your business is to prevent anyone with symptoms from entering your building. There are some very easy steps to implement acceptable measures for most business environments:

- Send out an email to all staff reminding them of these government guidelines
- Install **notices around your workplace** to inform staff of the symptoms that require them to self-isolate
- Request that **staff leave the building immediately if they begin to develop symptoms** and inform their employer once they are away from fellow workers

PRODUCT RECOMMENDATIONS

FOREHEAD THERMOMETER



The 8836M
Non-contact
forehead IR
Thermometer

is a low cost
way of monitoring staff health
manually.

- Set up a **wellness declaration form for staff to sign each day with a tick chart to confirm they have had no symptoms**, have not been in contact with anyone that has symptoms and have not travelled to another country that has had Covid-19 cases within the past 2 weeks. Keep records of these; they could be electronic to minimise paperwork

Further to the above measures there are a number of new **technologies that can really aid with preventing the spread of virus**. In particular, temperature **monitors at your main entrance** points are a brilliant way of monitoring health without the reliance of self-confession.

Products are available on the market that will detect staff temperatures without contact and link the results of such tests to your security access system. This effectively denies access to staff members that have a temperature reading above the normal range. There are products that have not only facial recognition but that will **also detect if a face mask is being worn**, which allows you to set stricter parameters to workers entering your premises.

WELLNESS MONITOR & ACCESS RESTRICTION



You can take wellness monitoring to another level with the **Hikvision - DS-K1T671TM-3XF**.

This wellness monitor can be wall mounted and has lots of features; from facial recognition to automatic temperature reading.

The unit will allow or deny access depending on results and PPE compliance.

TEMPERATURE SCREENING CAMERAS

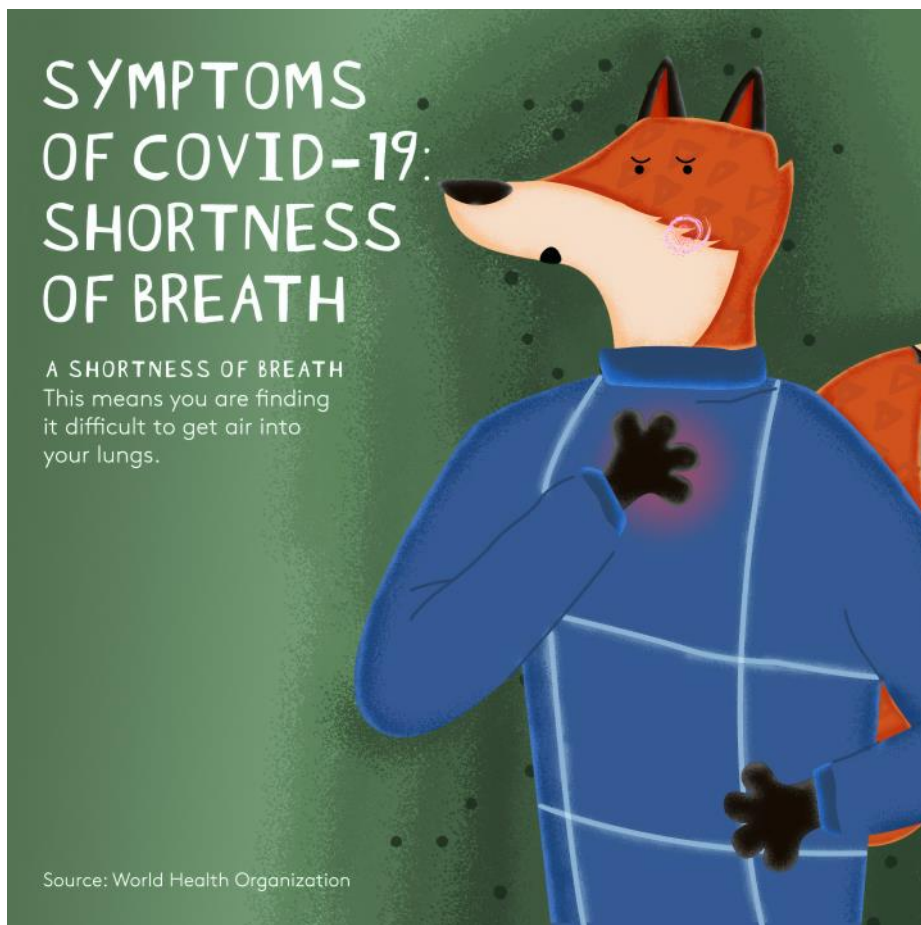


Hikvision produce a number of **Temperature Screening Cameras** that can be linked to security control systems.

A door with security access control can easily be installed to your entrance or reception area. Such technology can be used to monitor staff entering and exiting the building and provide you with instant data for working times as well as fire roll calls if required.

The benefits of preventing an unwell member of staff or visitor entering your premises are immeasurable. An investment in such technology could be well worth its cost and has been tried and tested in countries such as China where the outbreak is largely considered to have started.

It is also worth noting that the government's Covid-19 tracker app is undergoing trials and may soon be available to all UK residents ([wired news article – 4th May 2020](#), accessed 9th May 2020). It will likely be advisable to encourage your staff to download and use this application when it is available. Technology can be a fantastic asset, so please do make the most of it wherever practicable!



SCREENS TO REDUCE AIRBORNE TRANSFER

As adopted by most supermarkets, convenience stores and medical centres, Perspex screens can act as a **fantastic shield against airborne transmission**. In an office environment Perspex screens are **available to easily extend existing desk divides** and create shielded spaces in high traffic areas.



- Look to install Perspex screens around all desks, **particularly if staff are facing each other**, although it would be recommended to create divides between staff too.
- Install **screens to break out spaces** where multiple staff could congregate
- Install screens to copier areas, post areas, or **other consistently visited equipment** – in particular where these items are in close proximity to a staff members permanent working space
- Look to install **Perspex screens to reception desks** to protect the staff members that are most likely to be in contact with multiple people. Hearing loop or ampetronic induction loops can be installed to provide clear communication across these screens. Hearing loops are available in mobile units that are very easy and quick to install.



FRESH AIR TRANSFER



A great way to help prevent the spread of an airborne virus within a workplace is to provide a **consistent fresh air supply to the area**. It is noteworthy that most Air Conditioning systems only recirculate air and do not provide an air change. A/C works using refrigerant to cool or heat the existing air within a room and would not help to disperse compromised air.

A simple way to introduce fresh air is to open windows, however this will fight against the heating or cooling system in a building and increase energy consumption. We therefore **recommend the introduction of mechanical ventilation to areas that have none**.

In open plan areas where it is unavoidable for multiple staff to work, **these areas should be well ventilated**. We recommend this unit from Mitsubishi, which can be supplied, installed and maintained by Kiwi Design engineers. A [Lossnay heat recovery unit](#) is an efficient way of tempering fresh air before it enters the workplace, thus being more friendly on energy bills.



INNOVATIVE CLEANING AND SANITISING

In areas where ventilation is not practicable, and in all areas were possible, there are some innovative ways in which we could help to sanitise large areas.

Firstly there are a number of **mist systems to sanitise office areas**, most are manually applied, but there are options to fix permanent systems to ceilings in large areas. This reduces manual input, reduces overnight security risks and can be set up on timers to operate during staff down-times.

There are also **mobile units that can destroy airborne viruses** and UV has been identified as a method of destroying a virus on the surface of a material.

Mobile UV light units can be installed during a down times in operations to quickly and effectively sanitise large areas. A 25m² room could be sanitised in as little as 10 minutes! Sanitising large areas without physical input could be a useful tool for medical centres or the like. I would recommend the use of UV lights alongside a cleaning regime. Easy to install and effective in covering large areas.

PRODUCT SUGGESTIONS

AIR STERILISATION UNIT



BioZone
AirCare AC20
Air Steriliser is

a unit that can be used for WC air purification.

VIRUS KILLER AND AIR PURIFIER



For larger areas the **Radic8**
Viruskiller and Air Purifier will

cover areas from 20m² to 165m² based on the unit size. The image shown is the 60m² unit.

UV DECONTAMINATION TROLLEY



Sanitise a 25m² room in just 10 minutes, killing 90–99.9% of

airborn coronaviruses. Please note that extensive safety measure that need to be followed and the unit can be relatively costly.

AVOID OPEN PLAN OFFICES IF POSSIBLE

We have seen a trend in the **modification of commercial buildings** to provide large open plan office areas over the past two decades in lieu of smaller offices. The collaborative working environment had many benefits, but is now seen as a high-risk environment as we desperately look for ways to **reduce large gatherings of people in any given area** but **maintain good communication** through the use of technology.

If your budget allows it may be worth investing in new **demountable office partitions** to create at least a number of smaller single occupancy offices. It may be that your most vulnerable staff are provided with this safer environment to work in if their role is not possible from home.

Hot desking is not advised because sharing equipment is a potential way the virus can be transmitted between employees. A **room booking system** could be implemented to allow you offer a single occupancy office to multiple employees. Using the booking system as a way of arranging a **deep clean of the office** at the times that a new employee wishes to use the room. **Room booking systems can be accessible via an extranet** so that employees can book an office slot from their home working environment or from their desk.

“The broad stroke is that the open office is over, [but] there’s a bunch of different things that that means,” says Amol Sarva, CEO of office interior design firm Knotel, whose clients include Uber and Netflix.”

National Geographic - Science - Coronavirus Coverage
Sarah Gibbens, 30th April 2020

<https://www.nationalgeographic.com/science/2020/04/will-coronavirus-end-the-open-office-floor-plan/>

Accessed 9th May 2020

WELLNESS ROOMS & CORONAVIRUS

Stress and anxiety over the COVID-19 pandemic is widespread and will continue for some time to come. It is advisable to put some measures in place to **protect the mental wellbeing of your staff.**

A good place to start would be to **offer a room designated for wellness.** This can be a room booked by staff for a set time each day, where they can get away from their desk and relax with mood lighting and music. Single occupancy would be advised.

The room must be regularly cleaned, sanitised and well ventilated. It could be an external area if possible and would be designed to relax and calm staff members that are struggling with the working environment under the restrictions you apply.

Other benefits to help to motivate staff and boost moral would always be a good idea. This could be a simple benefit such as allowing them to leave the office for daily exercise and fresh air before returning to complete their shift.

For more information on Wellness Rooms and the benefits to your organisation, read our [Wellness Room Blog Post](#).



Working Well: What is a Wellness Room?

I have to admit that I hadn't heard of a wellness room until last week, when I stumbled across it in a Workplace Design Blog. Exploring the idea further, I discovered this to be a predominantly American concept spurred by the high rates of working & breastfeeding Mums in the country. It therefore feels apt to be writing this soon after World Breastfeeding Week... [Read More](#) →

USING RESPONSIBLE MATERIALS AND FABRICS

Coronavirus has caused global turmoil and placed new emphasis on issues of hygiene and sanitation. While it's impossible to apply social distancing to the furniture we sit on or the materials we must come into contact with, **we can use materials and finishes that have anti-bacterial or anti-microbial qualities. We can use materials that are as safe and as easy to clean as possible.**

Door furniture or ironmongery with anti-microbial qualities have been used in hospitals for years, so why not in other workplaces to aid with virus control. Hoppe provide a range called SecuSan that does exactly that!

If you are concerned about creating a clinical look that doesn't coincide with your corporate image or provide a fun work environment then be aware that **performance materials don't have to be boring or bland.** There are a number of products on the market that are colourful and design led but **still provide anti-bacterial or anti-microbial qualities.**

Let's take fabric for example. [Camira fabrics](#) produce fresh and innovative performance fabrics, engineered for end-use areas which require extra protection. All these fabrics are [bleach cleanable and environmentally conscious](#) too. Powered by Camira TriOnyx, a soft effect finish which ensures fabrics are **stain repellent, waterproof, anti-microbial and flame retardant** their ranges include include Halcyon Aspen, Blossom, Cedar, Linden & Poplar.

Consider upholstering task chairs, breakout chairs, meeting chairs or visitor chairs in these fabrics. Even dividing desk screens can be finished in these bright vibrant colours!

LOOKING TO APPOINT A SPECIALIST TO ADVISE AND IMPLEMENT A BESPOKE SOLUTION TO YOUR BUSINESS?



If you do not have the in-house expertise to implement the above measures or are restricted with time or labour, then look to appoint an expert to help you. A turnkey contractor can advise you and implement bespoke safety equipment and control measures to suit your specific business environment.

At Kiwi Design **we do exactly this** and would be delighted to help you get your staff back to work in a responsible and safe manner that meets government guidelines. We can provide the following services...

- **An in-depth site survey to assess your building and understand your specific business requirements**
- **Professional advice on the best methods to protect your staff and control the spread of Covid 19 in your workplace**
- **Space planning of your workplace to help maintain social distancing measures advised by the government. Including safe access/egress plans**
- **The production of signage, floor demarcation and sanitising station layout plans to help you to implement your control measures**
- **The supply and installation of innovative products to help prevent the spread of virus in your workplace**

THE SERVICES AND SOLUTIONS WE OFFER CAN INCLUDE...

Touch free products (lighting controls, taps, dispensers, door openers/closers)

The supply and installation of bespoke signage and floor demarcation

Staff wellbeing monitoring and security systems (to prevent access to symptomatic employees or visitors)

Screens and dividers to shield employees and visitors

Sanitising and PPE stations (innovative or traditional solutions)

New partitioning to create single occupancy offices (and all associated works to meet current Building Guidelines)

I.T system upgrades to accommodate increased external access to servers

Installation of video conferencing rooms, pods and equipment

Upgrades to ventilation and air filtration systems

The supply and installation of Wellness Rooms

The supply and installation of bikes shelters or alterations to staff parking areas

The supply and installation of home working equipment



KIWIdesign
making space work...

www.kiwidesign.co.uk | sales@kiwidesign.co.uk | 01202 501739

Unit 1, 9 Bessemer Close, Ebblake Industrial Estate,
Verwood, Dorset, BH31 6AZ