

TRANSITION TO THE NEW 'NORMALITY'

Supporting clients and their employees working from home
and mobilising to return to the workplace.

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WHO WE ARE

Health, safety and wellbeing are a prime concern of ours; we have developed a series of services and measures to support clients and their employees working from home and mobilising to return to the workplace.

At Apleona Workspace, we care about our employees, business partners and customers; and take immense pride in providing great worksettings that inspire staff, support business culture, and improve people engagement and wellbeing.

Whether its supporting your existing facilities management provision, providing you with a comprehensive refurbishment solutions package, or advising you on agile working strategies, our portfolio is geared towards delivering cost, time and business benefits.

Our end to end services offering includes:

- ▶ Workplace Strategy
- ▶ Space Planning & Interior Design
- ▶ Interiors Fit-out & Refurbishment
- ▶ Workplace Furniture, Fittings and Accessories
- ▶ Move Management & Relocation Services
- ▶ Operational Services & Logistics
- ▶ Digital Solutions for the Workplace
- ▶ Wellbeing Training, Coaching and Webinars

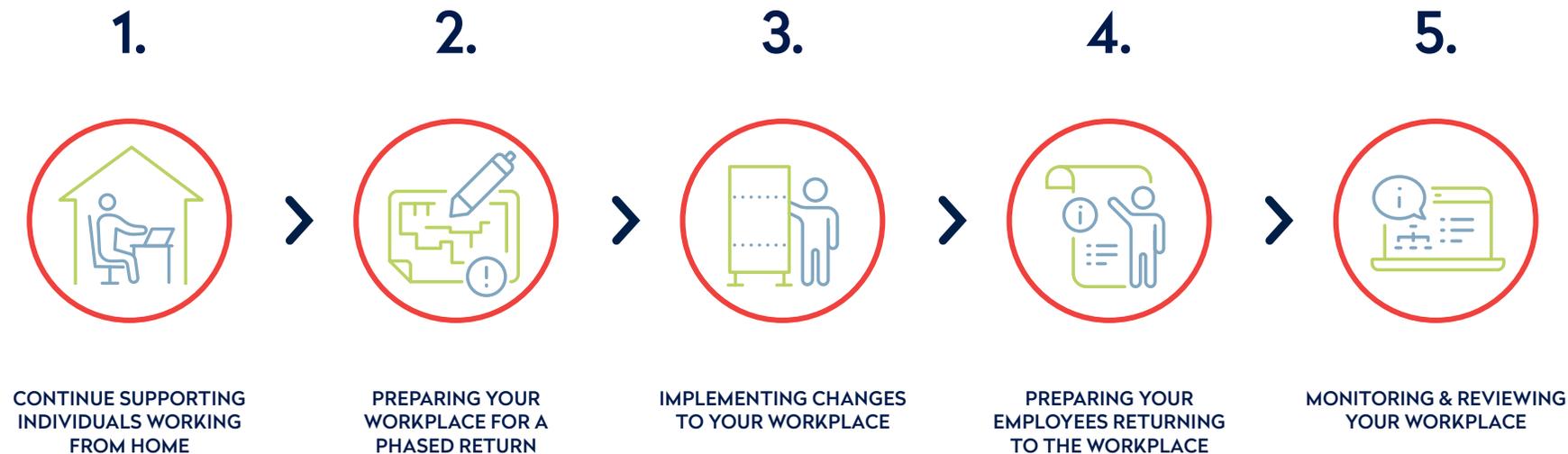
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5-STAGE APPROACH SUPPORTING THE TRANSITION TO THE NEW NORMALITY

Apleona Workspace have developed a 5-stage approach to navigating the challenges brought about by the COVID-19 pandemic, including the support of businesses continuing to work from home and at the workplace.

These 5 stages are...



RETURNING TO THE WORKPLACE

Even if it is still unclear how the pandemic caused by the virus COVID-19 will develop over the months to come, we should now start thinking about the new normality of our daily working lives.

PROTECT YOUR PEOPLE

- ▶ Returning to the office in a phased approach according to pandemic development
- ▶ New ways of working combining office life and working from home using innovative and connecting digital solutions
- ▶ Reinforcing communication management to connect people, and giving advice how to protect themselves
- ▶ Ensuring good hygiene standards and employee protection measures
- ▶ Using digital solutions as specific apps to enable individualized reporting, advice, information and actions according to dynamic development

PREPARE YOUR BUILDINGS

- ▶ Rethinking workplace design and rearrange space according to requirements of the new normality
- ▶ Implementing temporary and permanent building measures
- ▶ Rethinking buildings according to the need of less densified spaces
- ▶ Enabling social distancing and accurate occupancy management using building insight data
- ▶ Creating a physical place for personal exchange and work without the risk of infection

ADAPT YOUR SERVICES

- ▶ Rethinking conventional service delivery and applying new shift and delivery models
- ▶ Increasing of cleaning frequencies in general as well as additional smart cleaning measures (e.g. using occupancy and utilisation data)
- ▶ Providing protection equipment and training to all staff on site
- ▶ Enabling best in class service delivery while ensuring the required protection and distance
- ▶ Adapting maintenance and management regimes corresponding to individual requirements on site



KEY WORKPLACE CHALLENGES

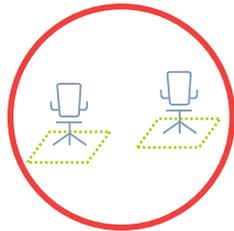
Our workplaces have been designed to support new ways of working and high levels of human interaction to fuel creativity, innovation, speed and agility. These attributes now pose challenges in light of the COVID-19 pandemic, as businesses work to limit physical interaction. All businesses need to consider these three workplace challenges.

UTILISATION

The utilisation of space is the leading issue whether the portfolio is used efficiently or not. This will adapt considering the new rules for maintaining a safe distance with each other. However, maximizing the service delivery and space occupancy are essential.



MEETING ROOM OCCUPANCY
& REPURPOSING



OPEN PLAN (OFFICE) SPACE
/ ENCLOSED OFFICES



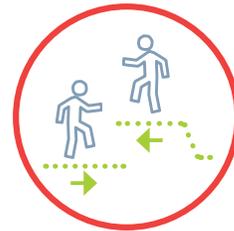
SOCIAL SPACES,
CAFES & RESTAURANTS

TRAFFIC MANAGEMENT

In the transition to the “New Normality”, we are to reduce the proximity between us to minimize the risk of contamination while we move within the workplace environment.



ENTERING / EXITING
PREMISES



HORIZONTAL DISTRIBUTION
THROUGHOUT PREMISES



QUEUING IN SOCIAL AREAS,
SHOPS, RESTAURANTS



VERTICAL DISTRIBUTION
IN THE PREMISES

EMPLOYEE WELLBEING

There will be mixed feelings about the return to the workplace for most workers with relief, joy and purpose mixed with anxiety and uncertainty. Beyond the physical return to the workplace, businesses need to address the mental wellbeing of staff to ensure effective and efficient business continuity.



PHYSICAL
WELLBEING



COGNITIVE
WELLBEING



EMOTIONAL
WELLBEING

STAGE ONE: SUPPORTING INDIVIDUALS WORKING FROM HOME

For some people, homeworking is a regular practice, but for a great many, it's a new way of working that presents whole new challenges.

Apleona Workspace can support your homeworkers with:

- ▶ **Relocation of IT, office furniture and equipment** to workers homes, putting the right tools in place to facilitate effective homeworking.
- ▶ **Advice on posture and ergonomics** to ensure workers can work comfortably throughout the day and minimise fatigue and physical stress.
- ▶ **Guidance for employee wellbeing** looking after the physical, cognitive and emotional effects of working at home. From picking the right location in your home, to setting boundaries around time for work and breaks, and building consistent communications with colleagues through the use of collaborative technology, Apleona Workspace are here to assist.

Contact us for the latest Apleona Workspace Homeworking Brochure.



STAGE TWO: PREPARING YOUR WORKPLACE

Our workplaces are shaped largely by how we move within them, and how we use the available space to carry out our work activities. Change is now required within our buildings to mitigate the risks of working in close proximity with each other. Traffic management and workplace utilisation in line with social distancing and health & safety guidelines should be carefully considered.

Apleona Workspace can assist with:

- ▶ **Workplace Strategy** - we offer a variety of risk management initiatives that enable our customers to return to work in a phased, structured and safe manner including a series of policies and guidelines for a 'back to work' implementation framework delivered via learning webinars and information packs.
- ▶ **Design & Planning Services** - our team will review your current office space plans and replan/reconfigure to suit revised working practices.
- ▶ **Site Review** - a health & safety analysis including air quality assessment and washroom provisions, proposed amendments to IT infrastructure, qualitative audit on existing furniture, and alterations to building fabric where necessary.



STAGE THREE: IMPLEMENTING CHANGES IN THE WORKPLACE

In the immediate, short and long term future, businesses will require to adapt, repurpose, reconfigure and may ultimately require to reinvent their workspaces as we strive for resilience and flexibility to better handle future challenges.

Apleona Workspace offer a portfolio of services inc. design, specification, supply and install of workplace products to support flexibility in the workplace:

- ▶ **Visual information and wayfinding signage** to effectively remind employees, business partners and customers of distancing guidelines, safe practices, and hygiene protocols. e.g. washing hands regularly.
- ▶ **Physical protection** at workstations and in circulation spaces, providing a safer environment for employees who have regular contact with others. e.g. counter top screens, cough screens, and mobile screening.
- ▶ **Retrospective fitout and refurbishment works** to enable the repurposing of workspaces that better allow for connection at distance, whether simply installing glass partitions, or full physical reorganisation of the office space.
- ▶ **Health & Safety products** supplied and installed to ensure workers health safety and wellbeing is encouraged at every stage, e.g. portable hand wash stations, air cleaners, temperature detector devices, and rolling supply of PPE kit (gloves, face masks and visors etc).



STAGE FOUR: PREPARING YOUR EMPLOYEES

With such requirement for change, it is necessary to effectively communicate, educate and train your workforce in the phased return to their newly adapted workplaces. This will mitigate the feelings of anxiety many workers may have, and to ensure employees understand and use health and safety guidance.

To facilitate the transition back to the workplace, Apleona Workspace have created a **series of policies and guidelines** to implement a 'back to work' strategy tailored to your business. Delivery can be via e-learning **webinars and information packs**, that will help workers...

- ▶ Setting and understanding health and safety protocols in the office
- ▶ Utilise collaborative technologies for effective communication and maintaining social bonds
- ▶ Navigate social distancing in the workplace through web based training (and many others)

In preparation for their return to the workplace, Apleona Workspace can **deliver, clean and install** workers **key equipment, furniture and tools** back to their workplaces.



STAGE FIVE: MONITOR & REVIEW

Apleona Workspace have developed and extended a variety of services, digital applications and protocols, so that the safe utilisation of an office and the movement of people within it, can be assured.

CLEANING AND DISINFECTION PROTOCOLS

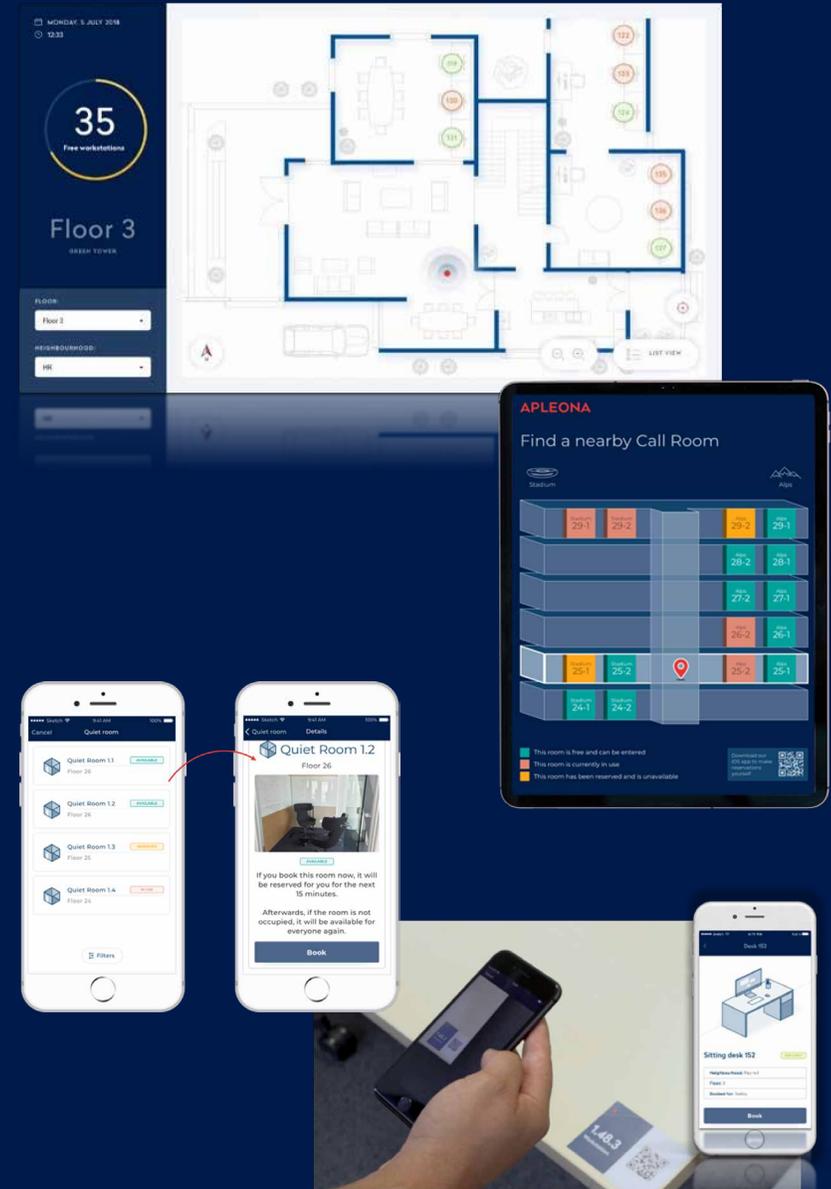
- ▶ **Adapt cleaning schedule**, tasks, methods and proof-of-work to prevent spreading the virus
- ▶ Cleaning Proof-of-Work by **mobile app** for cleaning staff
- ▶ **Cleaning on-demand** on occupancy data
- ▶ **Consumable-Tracking** via integrated sensors to prevent hygiene products being unavailable

SMART FACILITY MANAGEMENT

- ▶ **Monitor** traffic management and space utilisation
- ▶ **Digital Visitor Management** with tablet and badge printer (touchless)
- ▶ Management of meeting rooms and work station **booking solutions** for shared spaces

EXTENDED PROTECTION & SAFETY SERVICES

- ▶ **Adapt our services** to meet new dynamic changes and new requirements
- ▶ Employee wellbeing **e-surveys** and online coaching
- ▶ **Site inspections**



CONTACT US
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