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PREFERRED SUPPLIER

AUSTRALIAN MADE AND OWNED

COVID-SAFE
OFFICE FIT-OUT
CHECKLIST ✔

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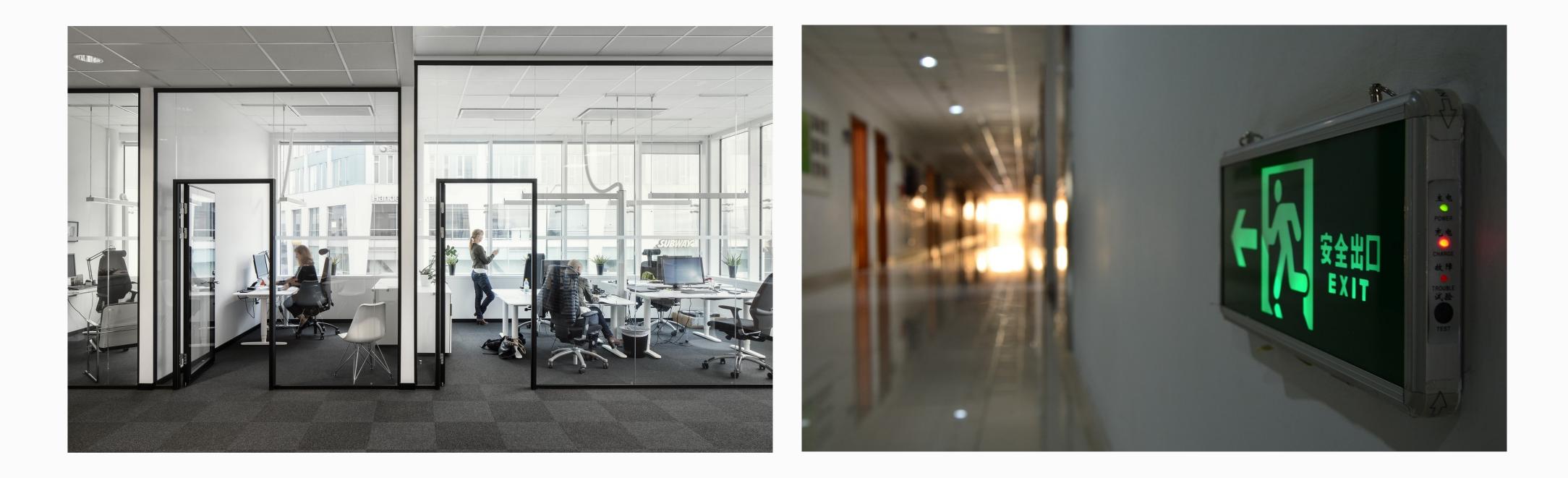
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COVID-SAFE OFFICE FIT-OUT CHECKLIST

As the Australian economy is ready to restart after weeks of lockdown and coronavirus fears, we are entering a new era where our workplaces will never be the same as before. Different studies done by experts from around the globe suggest that businesses can be reopened in recent future but with high precaution. That is why new safety regulations are released to help minimise the risk of transmission of the virus in the workplaces and everywhere else. Since the virus can commonly transmit from people to people through interaction and common touchpoints, a new challenge of minimising the interaction between people in workplaces has arisen. Office spaces of the post-COVID environment will transform drastically to adapt to the new situation.

To cope with the new situation and adapt new safety regulations in your office environment, you will need to design your office space differently and install the right fit-out accordingly. Interia Systems presents a complete fit-out checklist for COVID-safe office spaces.

⬆ ENTRY AND EXIT POINTS

Let's begin with the first point where there is a continuous flow of people. Different studies suggest that having different entry and exit points in office space will create an organised flow of traffic and help maintain social distancing. Check your access points and plan your fit-outs for a safer office environment.

Common entry and exit access from a single point	○

Common entry and exit access from multiple points	○

Single entry and exit access from multiple points	○

♨ PERSONALISED WORKSTATIONS

Hot desking will be a thing of past as we will implement COVID-safe workplace regulations in our office spaces. Maintaining social distance will be critical while working. So you will need to create workstations that help maintain social distancing and avoid close interaction between the employees. As employees are used to collaborating and interacting in office spaces for an effective outcome, communicating in an effective manner can be challenging. But with the use of the right tool and adaptation of the new environment, new ways of communication and collaboration will be common in the near future.

If you have an open space plan office, you might want to install screens above the desks and make them private for each employee than totally replacing the desks and installing new workstations that have partitions by design. Your current workspace may not be able to accommodate as many employees as before as you will implement social distancing discipline inside your office. So you might want to remove some desks as well.

Check the status of your workstations and plan accordingly.

Private workstations	◯

Partitions between the workstations	◯

Workstation distance of at least 1.5 meters	◯

Acrylic screens installed on a modern workstation	◯

Private workstation by design	◯

Regular workstations	◯

⚠ SIGNS AND MARKINGS

Heavy use of signs and markings will be required to make employees aware of the situation and the new safety discipline. You might want to use the right marking at the right place to make sure high precaution is always followed inside the office space. Check if you are using the right signs and markings to alert your employees about the safety regulations.

Social distancing signs ◯

Do not cross mark on workstations ◯

Have you sanitised the surface on commonly used tools ◯

Keep distance on the breakout and common areas ◯

⬡ PARTITIONS AND OPEN SPACES

Partitions can help a great deal to avoid physical interactions between the employees. Wider corridors and more open spaces inside the office environment are also very important. Partitions should split departments, workstations, and passageways. Wider passageways should be designed, and a well managed one-way traffic flow system should be enforced for the safe internal movement of the employees.

Partitions between workstations ◯

Partitions between departments ◯

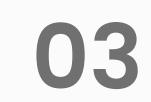Wide passageways that maintain at least 1.5m sideways distance ◯

Wider breakout areas ◯

One way traffic flow on the passageways ◯

🌢 SANITISING AND CLEANING STATIONS

For a virus-free office environment, cleanliness should be given extra importance. Since human eyes can not detect the presence of microorganisms, the cleaning routine inside the office space should be more frequent. Additionally, the employees should also follow regular sanitising and cleaning rules. More cleaning stations should be installed and sanitising facilities should be accessible to all members of staff individually.

Restrooms should be given extra care while cleaning, and the size of the restrooms should be increased with the installation of more systems and accessories so that sharing of restrooms is limited to fewer people.
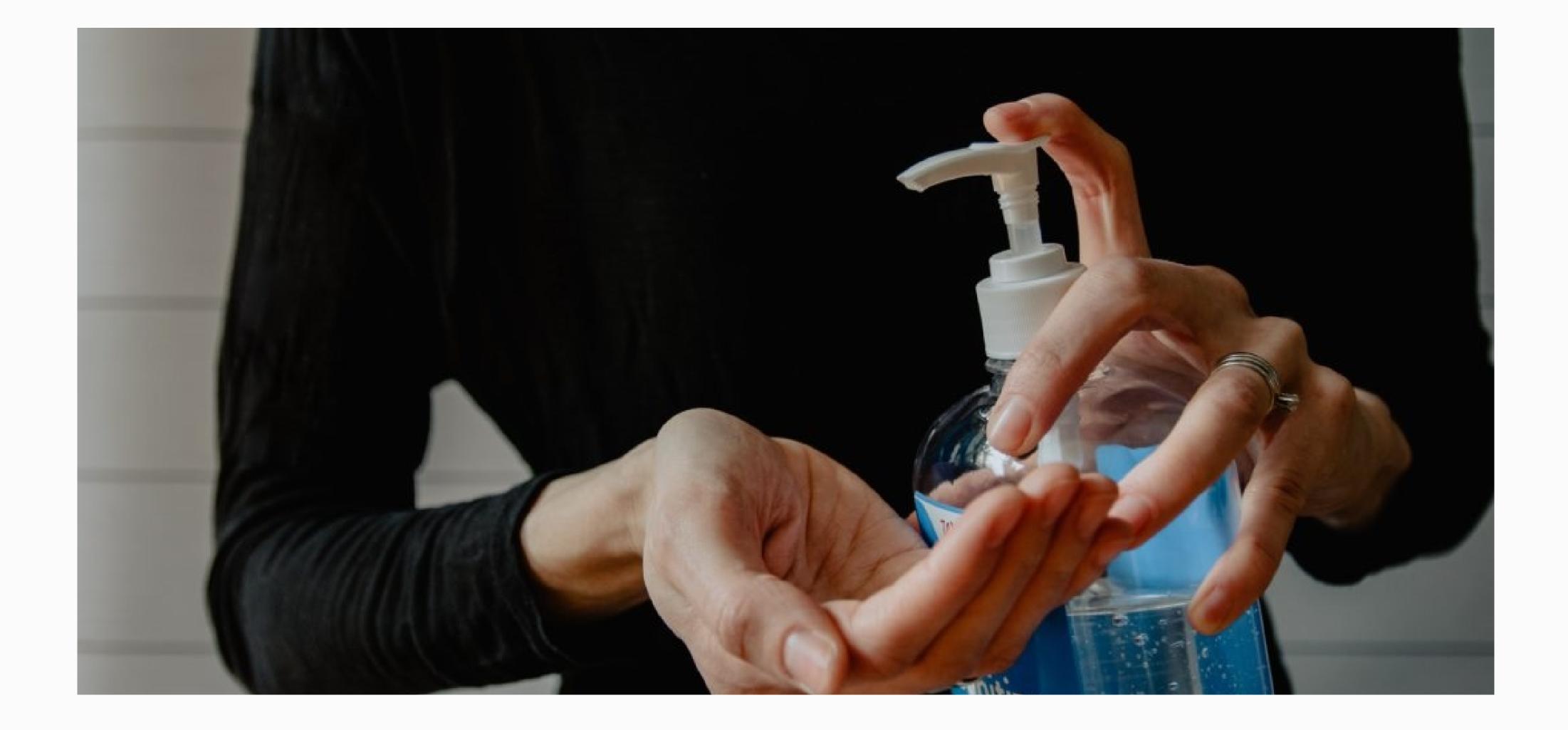
Number of cleaning stations	◯

Hand sanitiser per desk	◯

Updated routine for frequent cleaning	◯

Restroom expansion	◯

Installation of more restroom system and accessories	◯

🌬 AIR QUALITY

Quality air for a healthy work-life has always been one of the highest concerns of businesses for a long time. But it is absolutely necessary more than ever in our future office spaces. Driving out the polluted air and replacing it with fresh outdoor air will not only help get rid of microorganisms but also impact the overall health of employees in a positive manner. Technology has transformed the way we allow the air movement inside our office space. So Installing new devices and methods should not be a problem for future offices.

Air conditioning system	◯
Adequate ventilation system	◯
Natural airflow system	◯

🖥 TECHNOLOGY

Technology has simplified our communication and working style over the years. Now it is the best time to use the right technology in our fit-out and office space for a safer office environment. Technology can help detect health problems in employees, regulate social distancing rules, and even clear out the regular touchpoints. From automatic doors, elevator apps to automatic temperature detectors, technology is here to assist us to work in a safer environment.

Automatic doors	◯
Heat mapping software	◯
Elevator navigating app	◯
Automatic body temperature detectors	◯
Social distancing regulators	◯