Solutions for people

Here are a few suggestions on how to keep each other safe as we return to the workplace.
Height-adjustable station layout

Existing

a. Add 22"h hard surface screen to base panel to act as a cough/sneeze barrier when standing.

b. Add tall divider screens to 3-sides of the table in a durable, cleanable material. Or add in high surface gallery panel between each person.

c. Add tall hard surface gallery panels to the ends of each row of furniture.

d. If space allows, rotate desks 90° degrees to increase distance between users.

Modified
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d. If space allows, rotate desks 90° degrees to increase distance between users.
Add 22"h center screen for seated privacy - ideally in a hard, cleanable material such as laminate or glass.

Add tall divider screens between people in a durable, cleanable material.

Remove all shared storage and replace with a tall laminate (or hard surface) gallery panel to end of each row of furniture, tall lockers, or tall planters.

Replace metal drawer fronts with a laminate as metal fronts have folds which can collect dirt.

Remove cushion tops or replace with a fabric that can be easily cleaned.
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Benching station layout

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**Modified**

- **b** Add tall divider screens between people in a durable, cleanable material.
- **d** Replace metal drawer fronts with a laminate as metal fronts have folds which can collect dirt.
- **e** Remove cushion tops or replace with a fabric that can be easily cleaned.
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*d*  Replace metal drawer fronts with a laminate as metal fronts have folds which can collect dirt.

**Modified**

*e*  Remove cushion tops or replace with a fabric that can be easily cleaned.
Add 22”h center screen for seated privacy - ideally in a hard, cleanable material such as laminate or glass.

Add in upper storage for separation between people.

Remove collaborative end and replace with tall hard surface gallery panel, individual assigned lockers, or planters to end of each row of furniture.
Add 22” h center screen for seated privacy - ideally in a hard, cleanable material such as laminate or glass.

Add in upper storage for separation between people.

Remove collaborative end and replace with tall hard surface gallery panel, individual assigned lockers, or planters to end of each row of furniture.
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Add in upper storage for separation between people.

Remove collaborative end and replace with tall hard surface gallery panel, individual assigned lockers, or planters to end of each row of furniture.
Add/change to a 50”h glass, laminate, or cleanable fabric screen to act as a cough/sneeze barrier when standing and can be easily cleaned.

Add tall divider screens to sides of the table in a durable, cleanable material.

Add tall laminate (or hard surface) gallery panel, individual assigned lockers, or planters to end of each row of furniture.

Add a simplified laminate storage piece to hold personal belongings.
Add/change to a 50” h glass, laminate, or cleanable fabric screen to act as a cough/sneeze barrier when standing and can be easily cleaned.

Add tall divider screens to sides of the table in a durable, cleanable material.

Add tall laminate (or hard surface) gallery panel, individual assigned lockers, or planters to end of each row of furniture.

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Height-adjustable station layout

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Modified
Height-adjustable station layout

Existing

a. Add/change screens to a hard surface or cleanable fabric to be 50"h (seated height barrier) to 72"h (standing height barrier) off the floor.

b. Add tall hard surface or cleanable fabric panel or screen to end of the desk.

c. Add a simplified laminate storage piece to hold personal belongings.

d. Remove collaborative table and ottomans and replace with a hard surface divider, or mobile markerboard.

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Panel station layout

Existing

- Higher glass is good. Add this or increase panel height on shorter panels as well.
- Replace exterior fabric panels with laminate, metal or closed pore veneer tiles.

Modified

- Add panel or screen to end of the desk in laminate/hard surface, or cleanable fabric.
Higher glass is good. Add this or increase panel height on shorter panels as well.

Replace exterior fabric panels with laminate, metal or closed pore veneer tiles.

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Modified
Private office layout

Existing

- Replace cushion top with a cleanable fabric or hard surface top. Add open storage for ease of cleanability.

- Remove or reduce guest seating. If keeping, replace with a poly chair and/or a cleanable fabric.

- Position monitor arms in front of user and guest to act as a barrier.

Modified

- Add a drawer to hold keyboard and mouse for when station is not in use.

- Replace fabric tackboard with a magnetic glassboard.
Private office layout

Existing

- Replace fabric tackboard with a magnetic glassboard.
- Replace cushion top with a cleanable fabric or hard surface top. And open storage for ease of cleanability.
- Remove or reduce guest seating. If keeping, replace with a poly chair and/or a cleanable fabric.
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- Home
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