

COVID-19

Returning to the Workplace Design Considerations

Thought starters on how to plan your future office.



At TPG Architecture, our Design studios have identified two approaches to planning a future workplace in the COVID-19 age. Both resolve the social distancing requirement, but ultimately each supports a different future.

Flexible Planning

Organizations that are looking to respond to any pandemic through flexibility, adaptability, and agility may design workplaces that leverage furniture and behavioral solutions to manage social distancing and future occupancy changes.

Fixed Planning

Social distancing is an important mechanism to safeguard employees in any pandemic. As such, organizations may design workplaces that emphasize the 6 foot distance requirement in all areas of the office.

Social Distancing

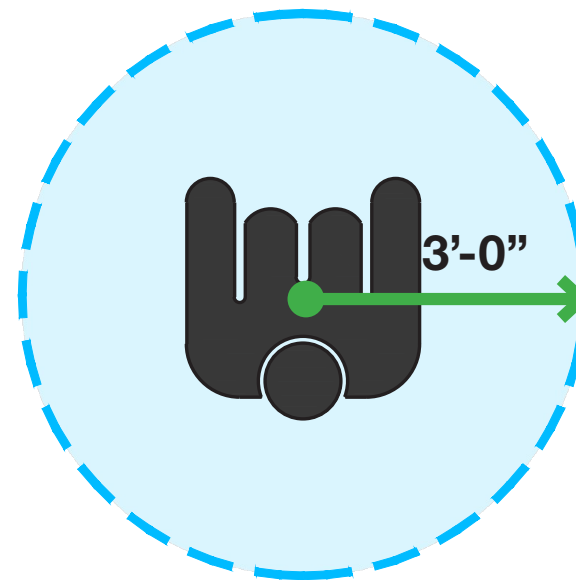
Visual Guidelines

Measurement

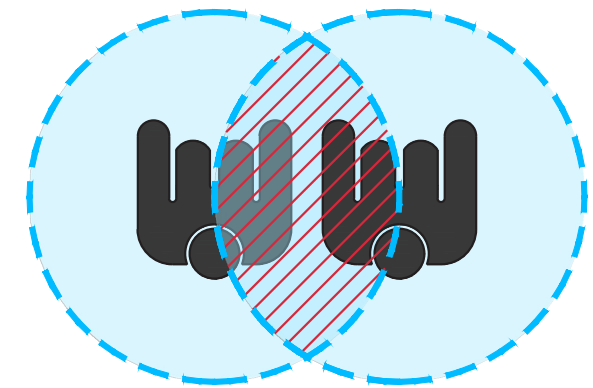
For proper social distancing, employ a 6 foot diameter (or 3 foot radius) circle around office occupants. This circle then represents the personal area of the occupant at the center.

Arrangement

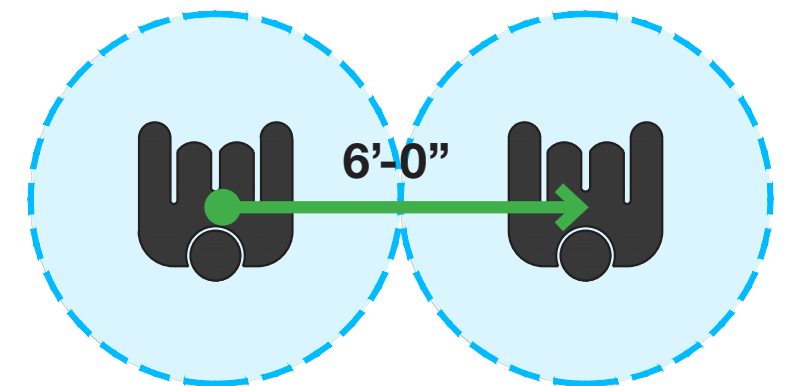
With a 6 foot diameter (or 3 foot radius) social distancing circle, it is improper to allow the circle to overlap other occupants' social distancing circles. Ensure that the minimum connection between two circles yields a 6 foot, center-to-center arrangement.



Social Distancing Circle
Provide 6'-0" clear spacing between all seats



Improper Social Distancing



Proper Social Distancing



Flexible

Flexible Planning - Proposed Count



	20,000
	Rentable Square Footage
102	68
FULL COUNT	PROPOSED COUNT
196	294
RSF / Seat	RSF / Seat
5	5
Offices	Offices
96	62
Workstations	Workstations
1	1
Other	Other
5% : 95%	7% : 93%
Open / Closed	Open / Closed
79	42
Open Collaboration	Open Collaboration
63	32
Enclosed Collaboration	Enclosed Collaboration
1.39 : 1	1.09 : 1
Collaboration Ratio / Seat	Collaboration Ratio / Seat

ANNOTATION LEGEND

-
- PPE
- HAND SANITIZER
- PRIMARY CIRCULATION
- SECONDARY CIRCULATION
-

Flexible Planning - Full Count



	20,000	Rentable Square Footage
102	68	PROPOSED COUNT
FULL COUNT		
196	294	RSF / Seat
RSF / Seat		
5	5	Offices
Offices		
96	62	Workstations
Workstations		
1	1	Other
Other		
5% : 95%	7% : 93%	
Open / Closed	Open / Closed	
79	42	Open Collaboration
Open Collaboration		
63	32	Enclosed Collaboration
Enclosed Collaboration		
1.39 : 1	1.09 : 1	Collaboration Ratio / Seat
Collaboration Ratio / Seat		

Flexible Planning



Proposed Count

68 Seats

294 RSF / Seat

7% : 93% Closed / Open

1.09 : 1 Collaborative Seats



Full Count

102 Seats

196 RSF / Seat

5% : 95% Closed / Open

1.39 : 1 Collaborative Seats

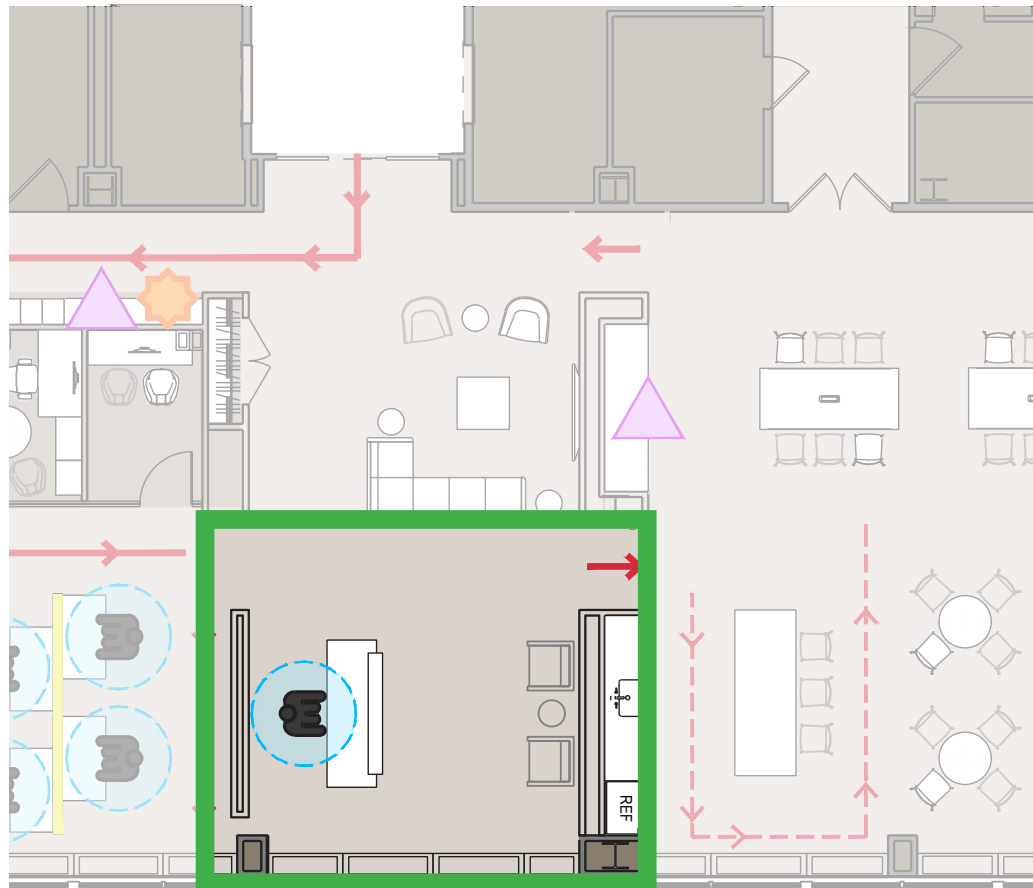
Flexible Planning Recommendations

Considerations For:

Reception

Temporarily remove open seating in the reception area and dedicate an adjacent meeting room to act as a waiting room for guests.

If there is no adjacent meeting room, reduce the number of seats present in reception and shift furniture to create appropriate social distancing gaps.



PROMOTE PERSONAL HEALTH

- Utilize an adjacent conference room as a waiting room for guest. Provide PPE for visitors



ENCOURAGE SOCIAL DISTANCING

- Temporarily reduce or remove seating from reception area

Flexible Planning Recommendations

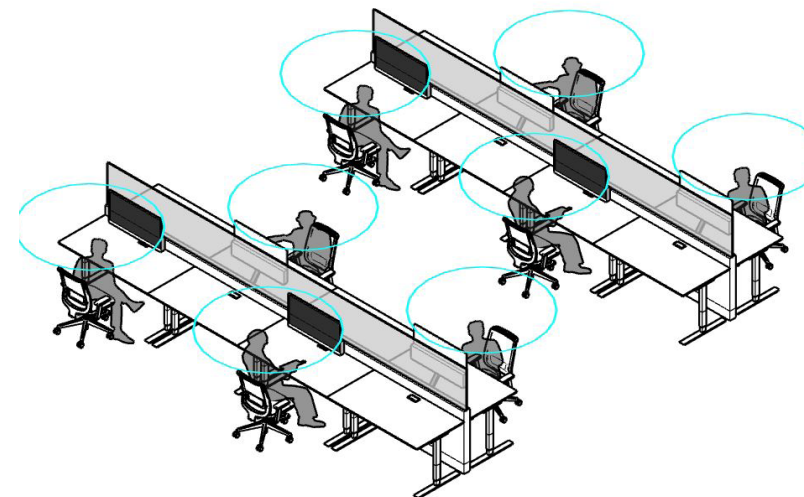
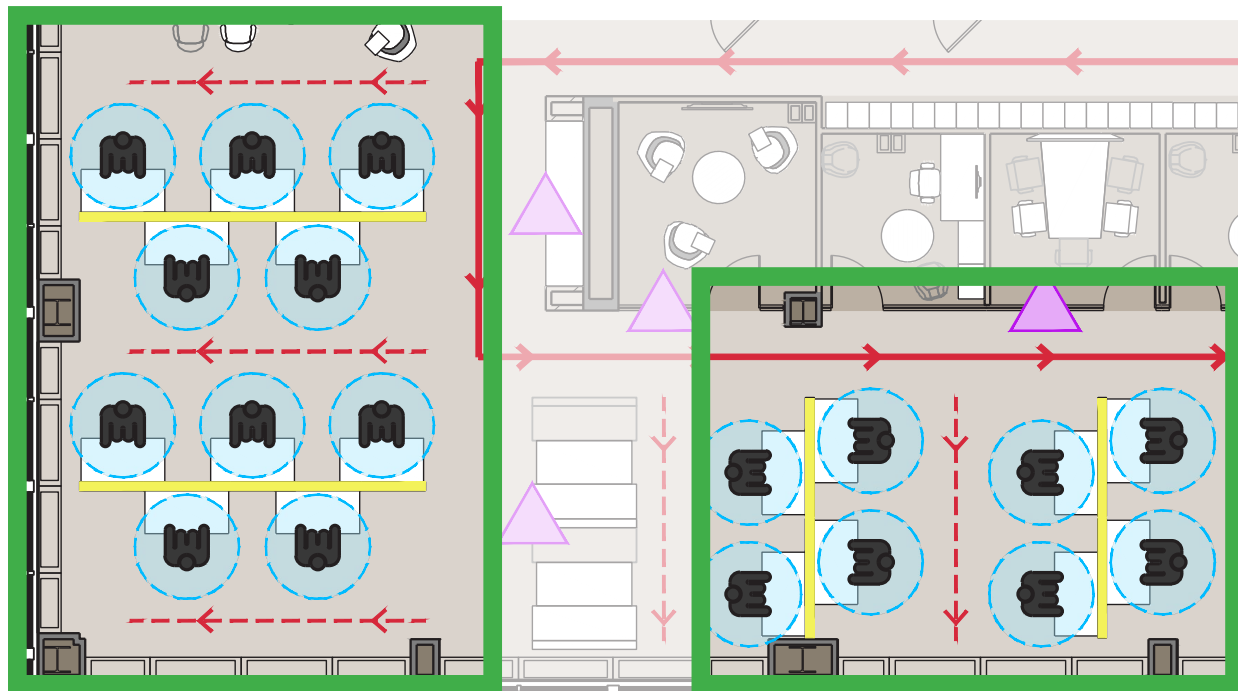
Considerations For:

Open Work Area

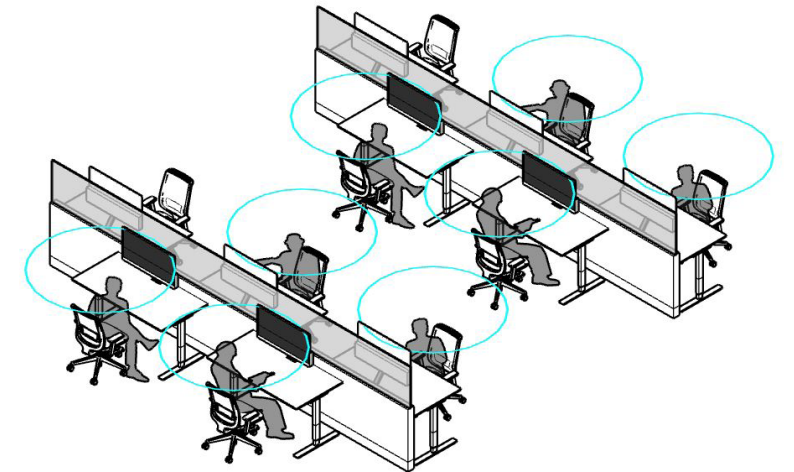
Provide a minimum 6'-0" clear space at a 5'-0" wide desk for all seats by occupying every other seat or re-spacing workstation tables along a central power panel. Show a social distancing circle at each seat to ensure there is no overlap with one another. Implement a clean-desk policy for ease of cleaning.

If possible, provide circulation around all sides of the workstation clusters. Do not occupy seats directly adjacent to the main circulation corridors.

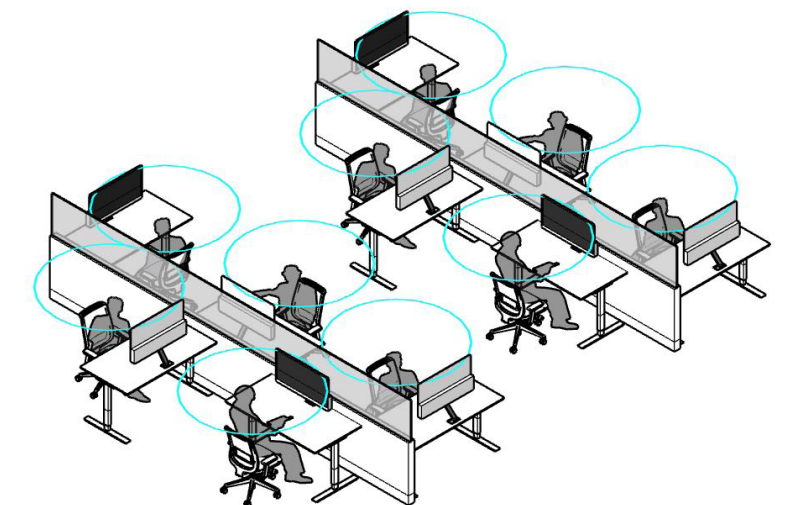
Temporarily remove cushions from workstation storage, if applicable.



Configuration #1
Occupy a 5'-0"W desk at every other seat



Configuration #2A
Disperse 5'-0"W desks along a central power panel to decrease density



Configuration #2B
Rotate 5'-0"W desks along a central power panel to limit face-to-face seating

Flexible Planning Recommendations

Considerations For:

Open Work Area

ADDITIONAL SEPARATION

- Provide clear or frosted privacy panel to allow for extra personal separation

CENTER POWER PANEL

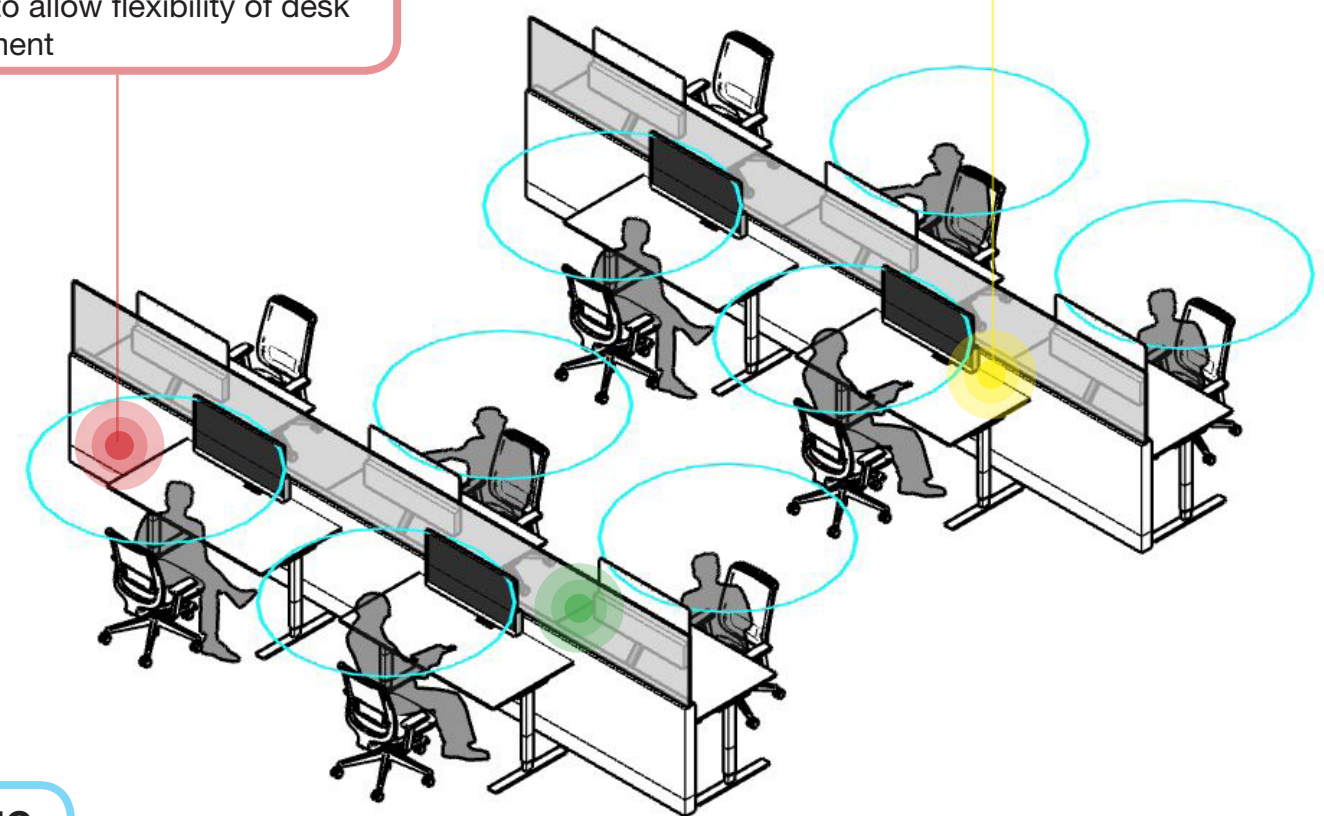
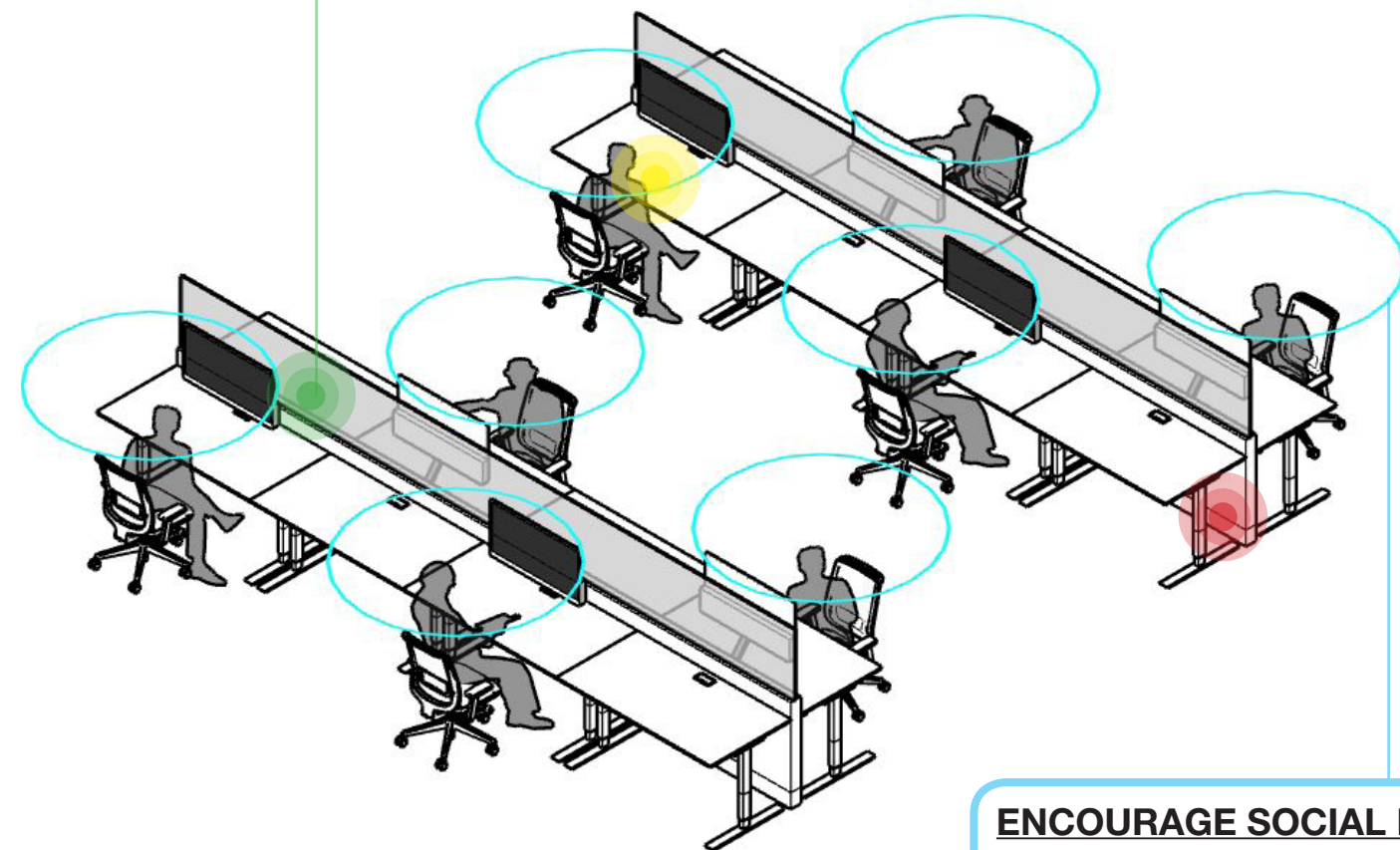
- Utilize furniture built off a free-standing center power panel to allow flexibility of desk placement

DESIGN FOR FLEXIBILITY

- Utilize agile desks independently supported from the center panel
- Encourage flexible desk arrangements with min 6'-0" increments around the desks.

ENCOURAGE SOCIAL DISTANCING

- Remove chairs from unused desks
- Utilize signage at vacant desks to explain the new seating and ensure proper social distancing is maintained



Flexible Planning Recommendations

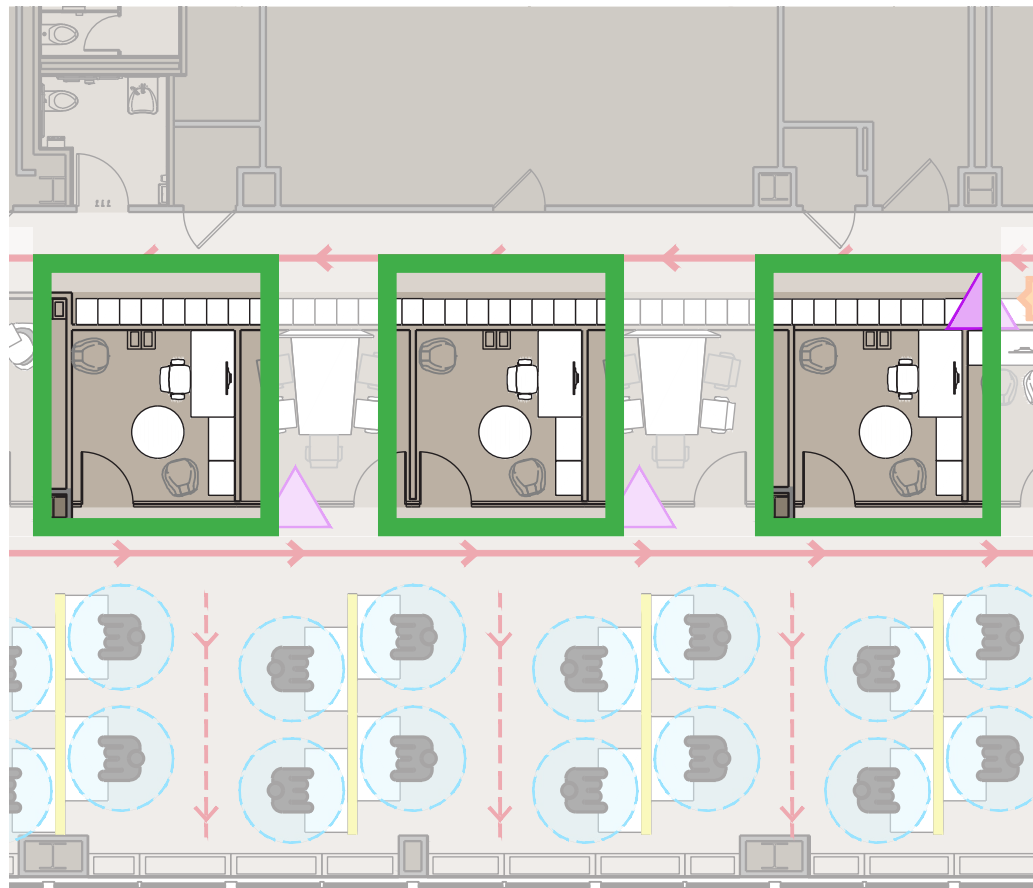
Considerations For:

Private Office

In offices less than or equal to 120SF, remove guest seating to maintain social distancing.

In offices greater than 120SF with two guest chairs, remove one and relocate the remaining chair away from the desk.

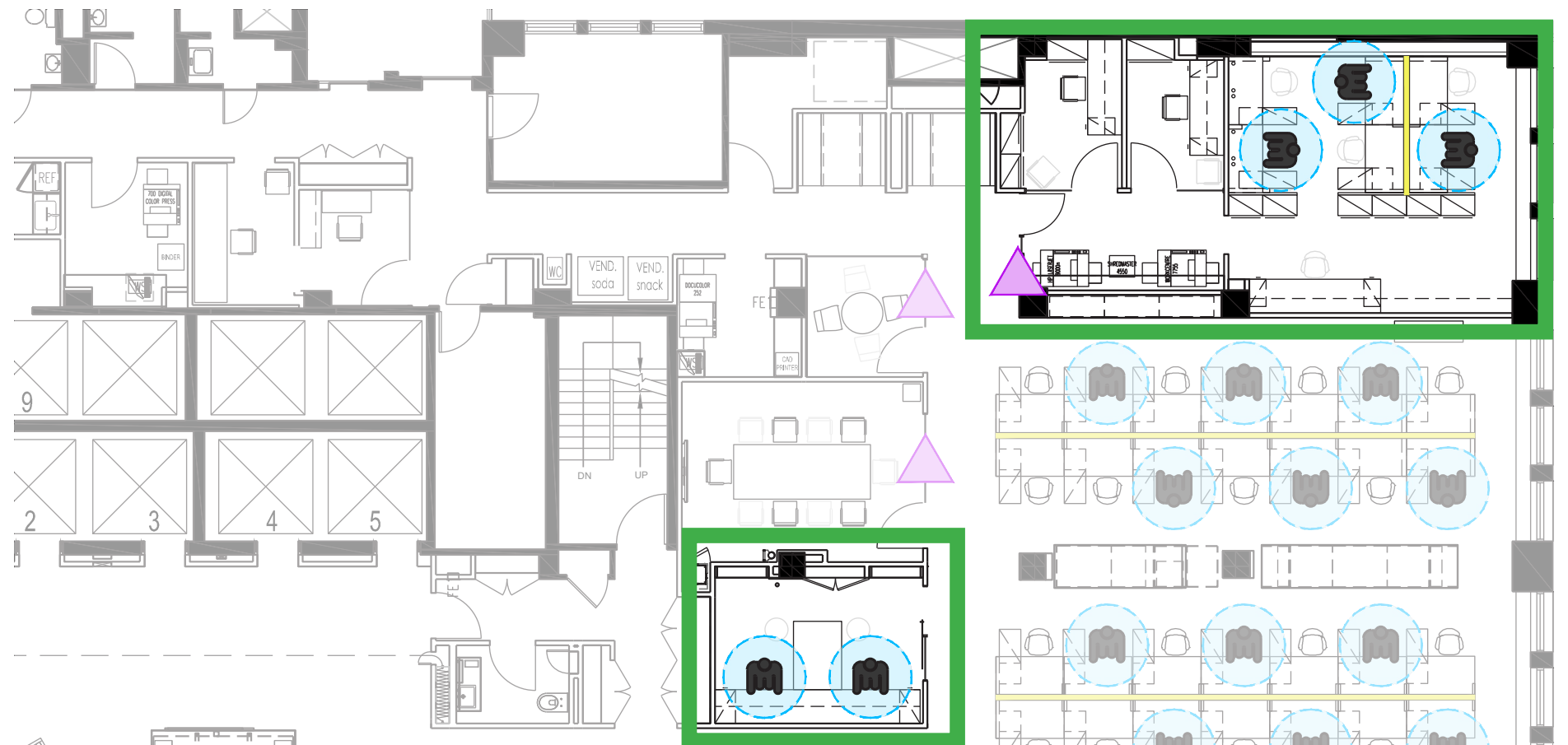
If the office includes a meeting table, reduce seating available at the table by 50%.



Shared Private Office + Enclosed Suite

In shared offices with two occupants, implement a shift work schedule to ensure single occupancy within the office at any given time.

In enclosed suites with three or more occupants, implement a shift work schedule to reduce overall occupancy at any given time. Show a social distancing circle at each seat to be occupied per shift to ensure there is no overlap with one another. Implement a clean-desk policy for ease of cleaning between shifts.



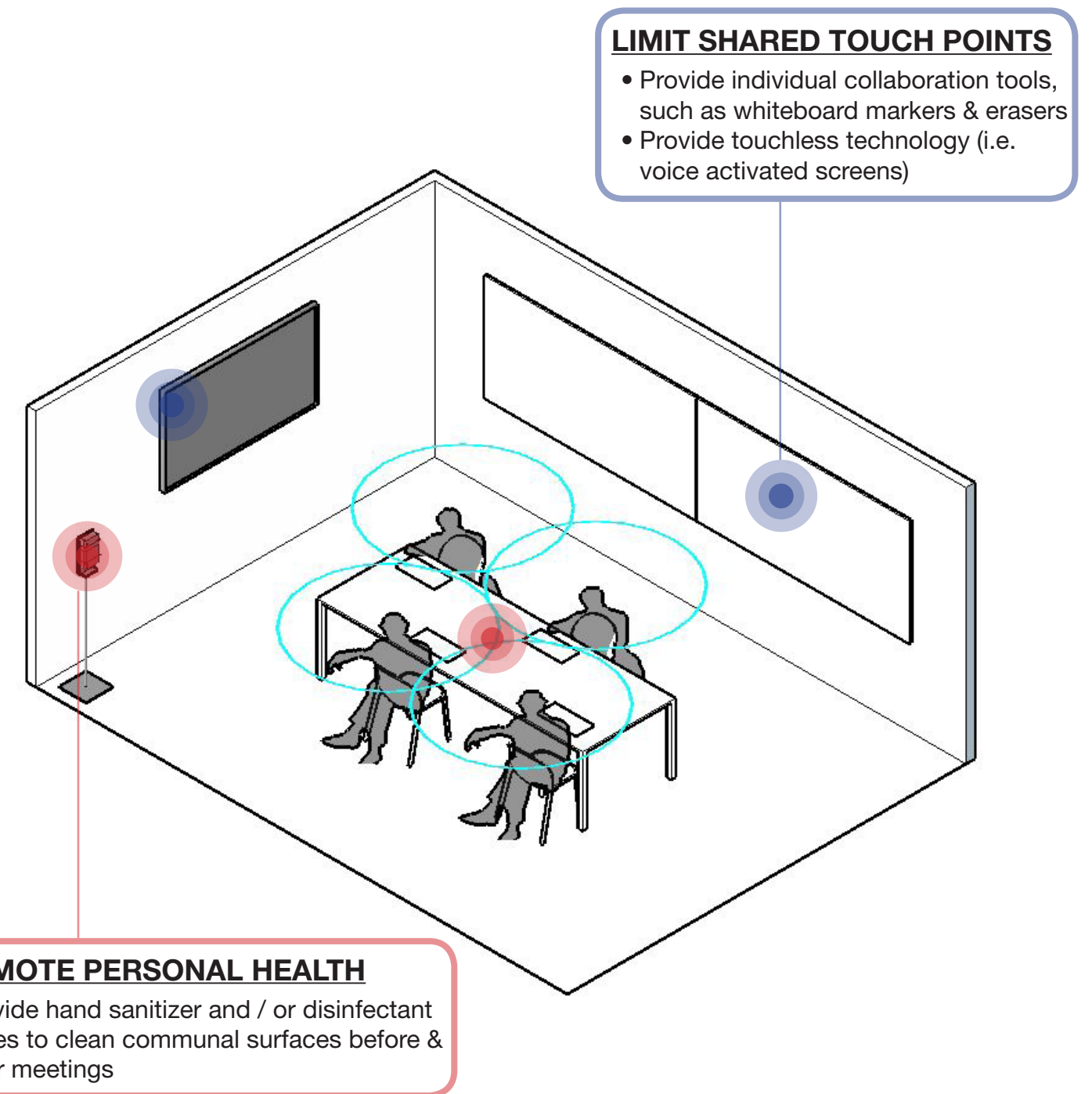
Flexible Planning Recommendations

Considerations For:

Meeting Rooms

In all meeting rooms, reduce capacity by 40-60% to maintain social distancing by removing every other seat and / or using visible placemaker spread at 6'-0" increments around the table.

Utilize touchless technology, individual collaboration tools (such as whiteboard makers), and localized hand sanitizer / disinfectant wipes for more frequent cleaning.



Flexible Planning Recommendations

Considerations For:

Meeting Rooms

ONE-WAY CIRCULATION

- Provide two access points for larger conference rooms to ensure one directional circulation path
- Utilize signage to dedicate one doorway for entering and one for exiting

LIMIT SHARED TOUCH POINTS

- Provide individual collaboration tools, such as whiteboard markers & erasers
- Provide touchless technology (i.e. voice activated screens)

DESIGN FOR FLEXIBILITY

- Implement rearrangeable furniture solutions
- Plan for seat capacity increase on day two

ENCOURAGE SOCIAL DISTANCING

- Indicate useable seats with clear, visible placemaker spread at 6'-0" increments around the table
- If possible, remove extra chairs from room

PROMOTE PERSONAL HEALTH

- Provide hand sanitizer and / or disinfectant wipes to clean communal surfaces before & after meetings

Flexible Planning Recommendations

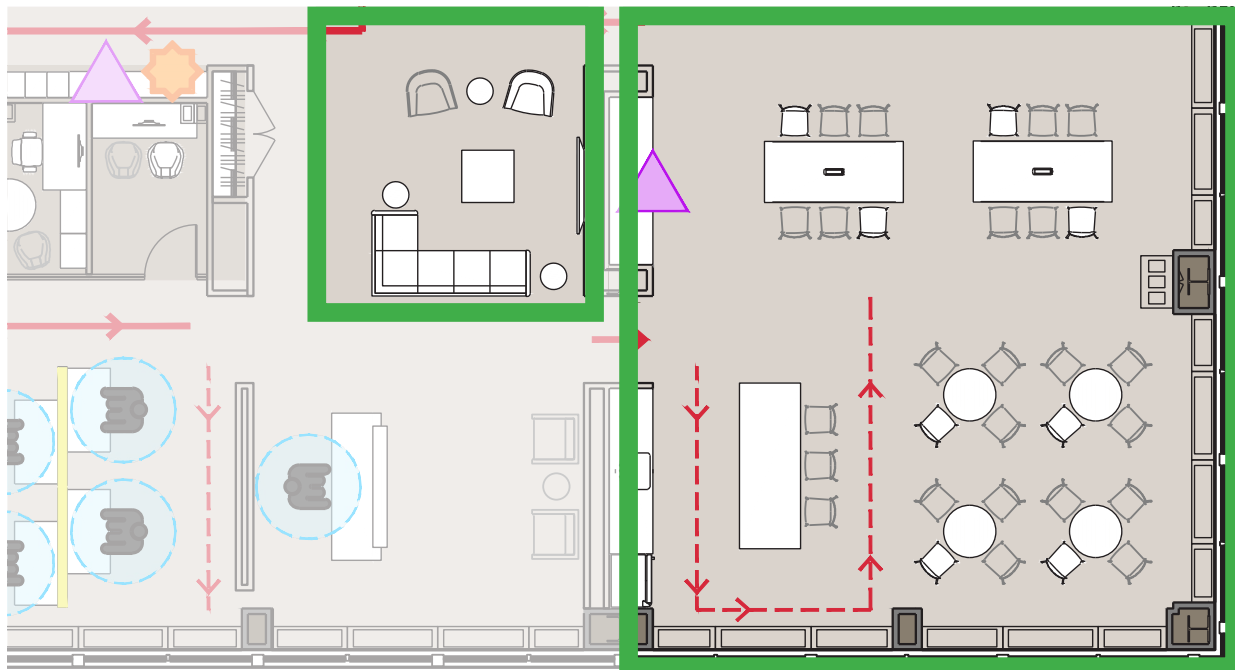
Considerations For:

Open Collaboration + Cafe

In all open collaboration spaces, reduce capacity by 40-60% to maintain social distancing by removing every other seat and / or using visible placemaker spread at 6'-0" increments.

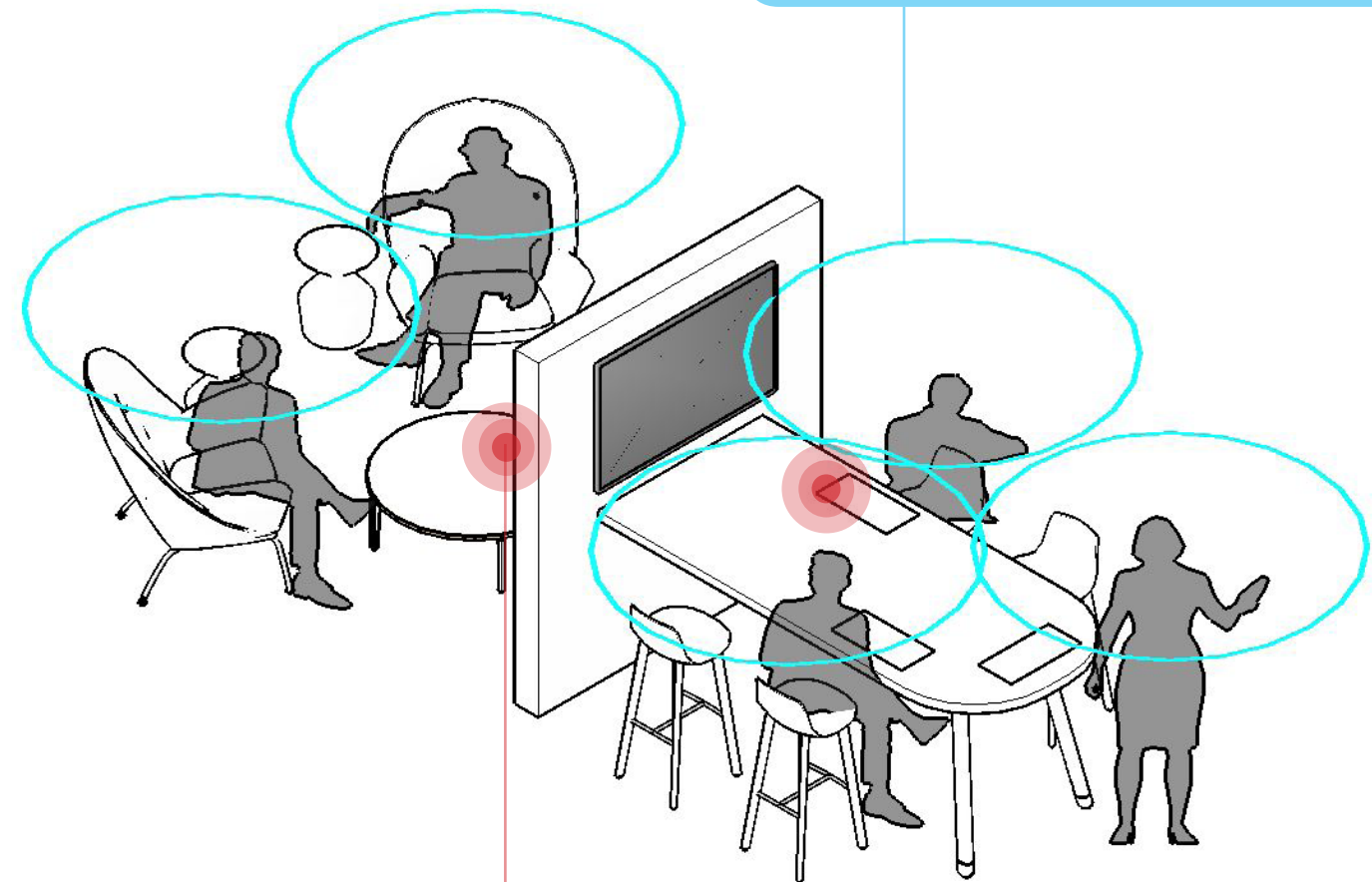
Utilize touchless technology, individual collaboration tools (such as whiteboard makers), and localized hand sanitizer / disinfectant wipes for more frequent cleaning.

In cafe areas, also eliminate seating along the main circulation paths. Introduce one-way circulation at the main appliance counter. If the cafe space has two or more access points, dedicate one for entry and one for exiting.



ENCOURAGE SOCIAL DISTANCING

- Utilize signage to communicate reduced allowable occupancy of meeting spaces
- Remove "extra" chairs, if possible
- Indicate useable seats with clear, visible placemaker spread at 6'-0" increments around the table



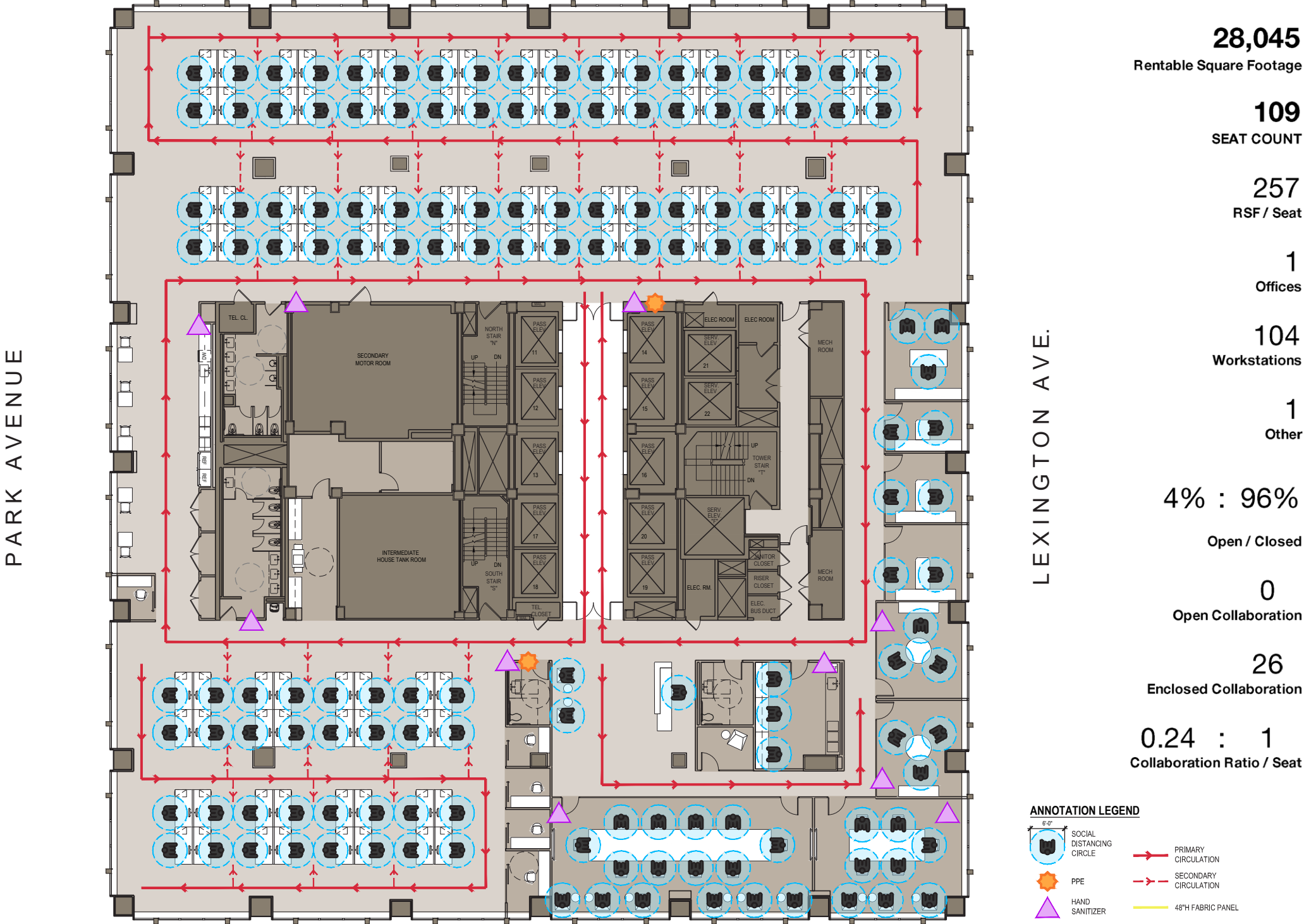
PROMOTE PERSONAL HEALTH

- Provide hand sanitizer and / or disinfectant wipes to clean surfaces before & after meetings



Fixed

Fixed Planning



Fixed Planning Recommendations

Considerations For:

Reception

Provide limited seating in the reception area to maintain proper social distancing. Include an adjacent guest restroom to allow for visitors to wash their hands upon arrival.

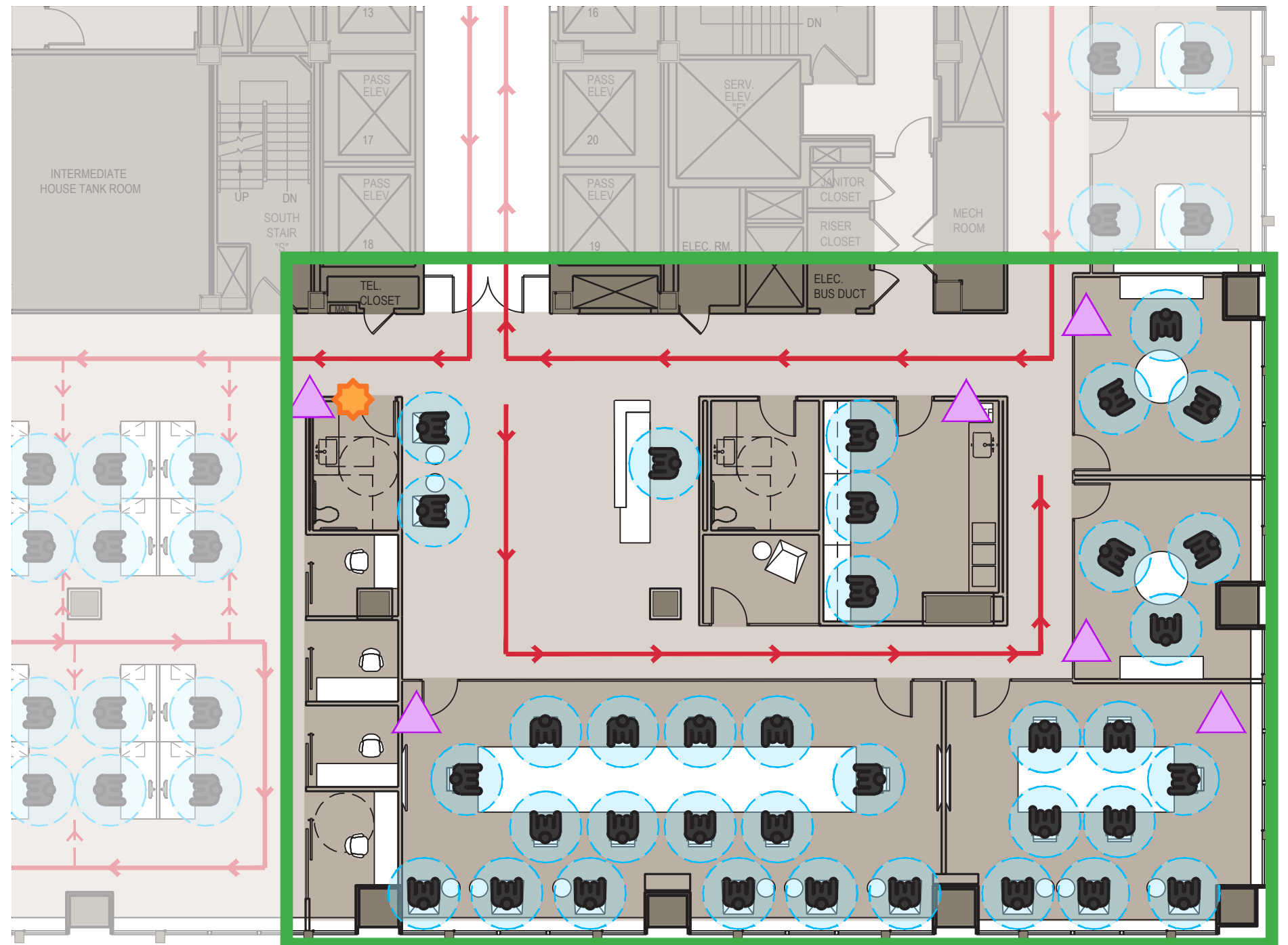
Limit visitor interaction with staff by clustering meeting spaces at the reception area. Establish one-way circulation paths to allow for social distancing.

Meeting Rooms

Increase the size of meeting rooms to allow people to circulate into and around the table while maintaining social distancing with those seated at the table. Utilize individual chairs at perimeter in lieu of banquettes. Consider alternate furniture arrangements, such as individual tablet arm chairs.

Utilize touchless technology, individual collaboration tools (such as whiteboard makers), and localized hand sanitizer / disinfectant wipes for more frequent cleaning.

Introduce one-way circulation at conference areas. If meeting rooms have two doorways, dedicate one for entry and one for exiting.



Fixed Planning Recommendations

Considerations For:

Meeting Rooms

ONE-WAY CIRCULATION

- Provide two access points for larger conference rooms to ensure one directional circulation path
- Utilize signage to dedicate one doorway for entering and one for exiting

LIMIT SHARED TOUCH POINTS

- Provide individual collaboration tools, such as whiteboard markers & erasers
- Provide touchless technology (i.e. voice activated screens)

DESIGN FOR INDIVIDUAL USE

- Provide fixed individual tablet arm chairs for classroom style meetings

ENCOURAGE SOCIAL DISTANCING

- Limit the number of seats at the table
- Utilize individual tablet arm chairs around the perimeter for overflow in lieu of banquettes
- Establish protocols to occupy seats furthest from the door first, reducing cross circulation

PROMOTE PERSONAL HEALTH

- Provide hand sanitizer and / or disinfectant wipes to clean communal surfaces before & after meetings

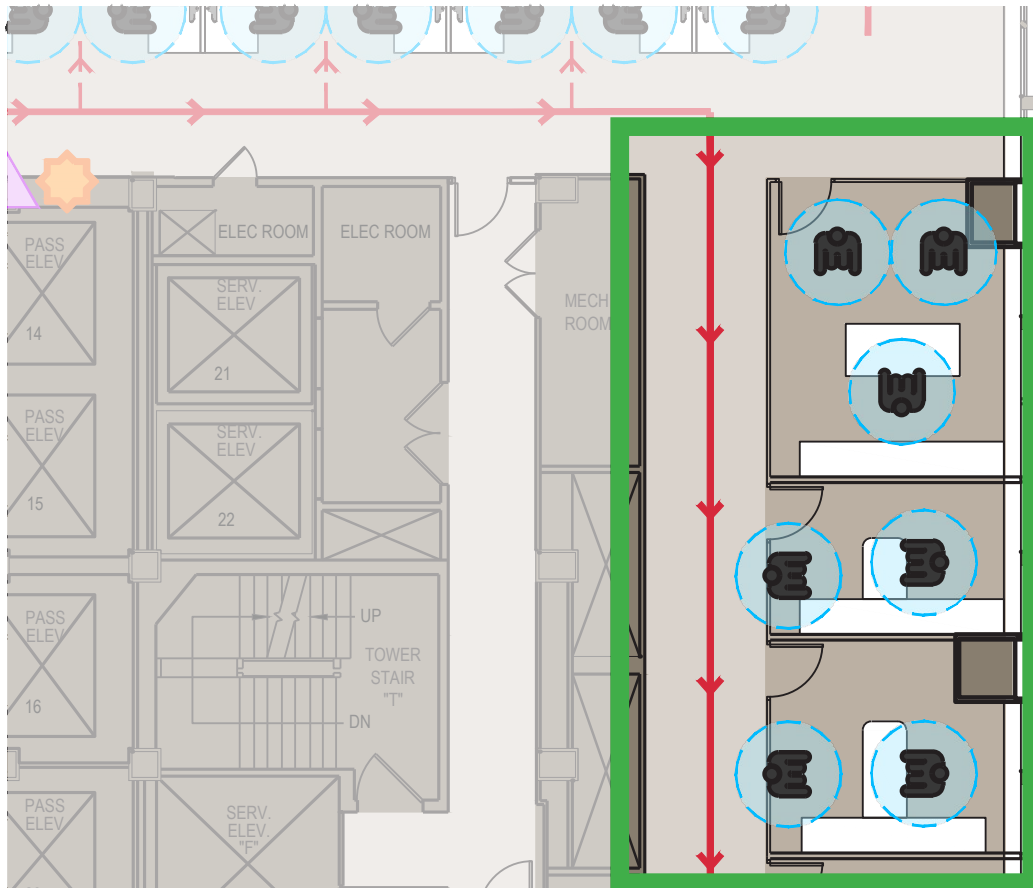
Fixed Planning Recommendations

Considerations For:

Private Office

Increase office module depth to maintain proper social distancing when meeting with guests. Reduce the number of guest seats provided in each office.

If offices need to be shared, establish a shift work schedule to ensure single occupancy within the office at any given time. Implement a clean-desk policy for ease of cleaning between shifts.

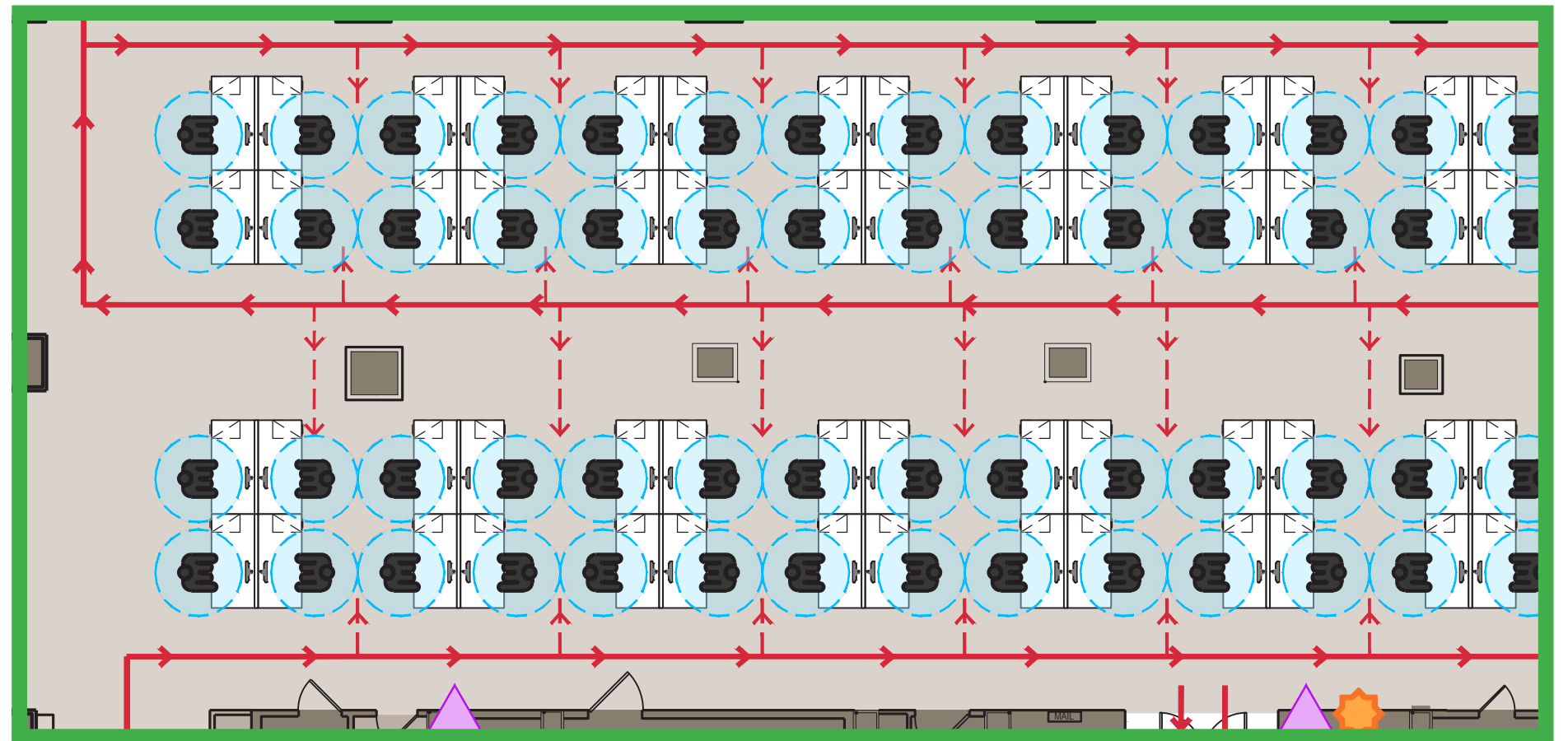


Open Work Area

Provide a minimum 6'-6" wide worksurface for all seats. Show a social distancing circle at each seat and ensure no circles overlap with one another.

Establish one-way circulation paths. Limit workstation cluster sizes to four-packs to allow all staff to access their workstation directly from a main corridor, limiting people walk behind one another's desks.

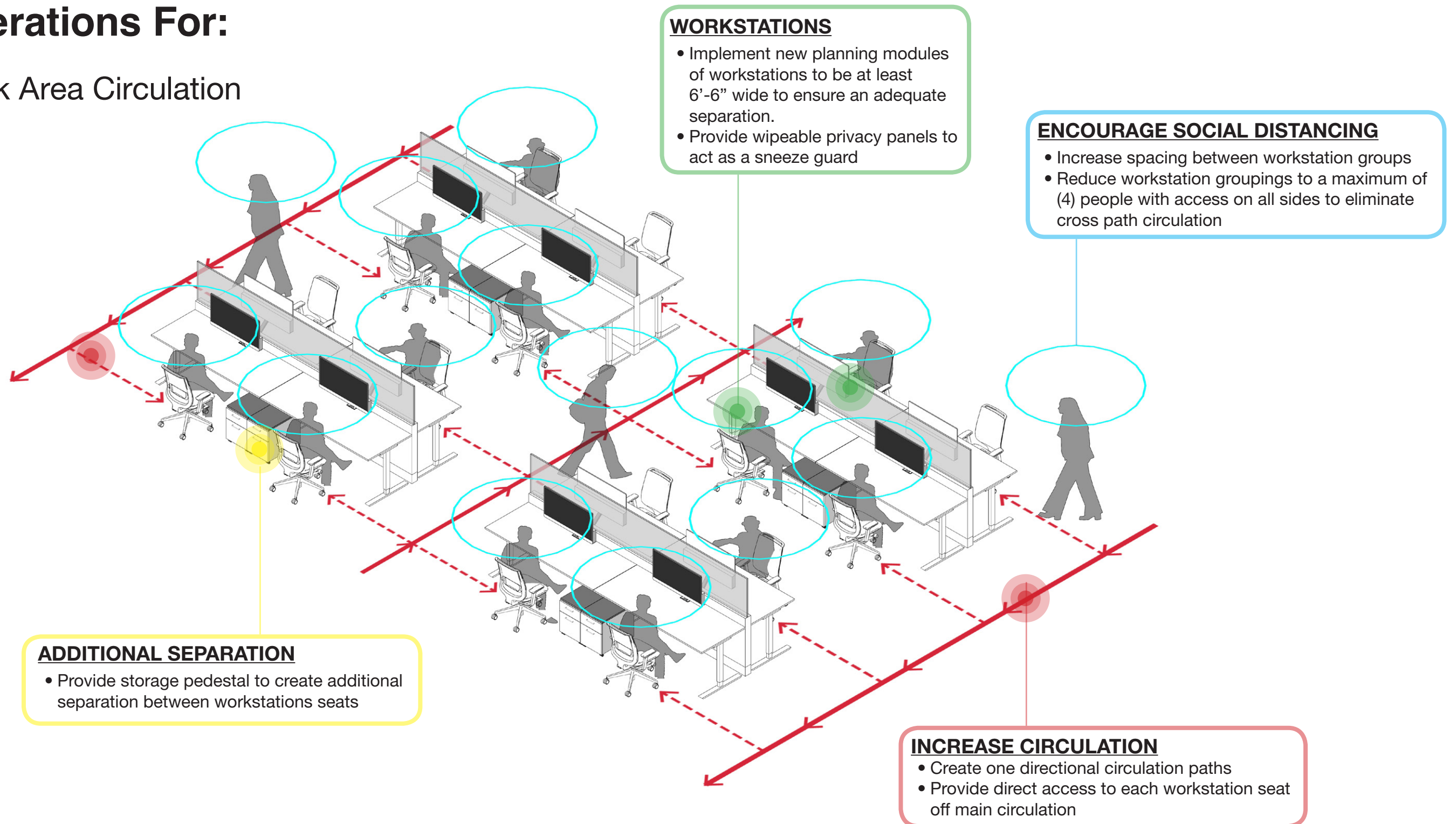
Implement a clean-desk policy for ease of cleaning.



Fixed Planning Recommendations

Considerations For:

Open Work Area Circulation







Micro Office





	20,000
	Rentable Square Footage
70	70
FULL COUNT	PROPOSED COUNT
286	286
RSF / Seat	RSF / Seat
68	68
Offices	Offices
0	0
Workstations	Workstations
2	2
Other	Other
3% : 97%	3% : 97%
Open / Closed	Open / Closed
56	30
Open Collaboration	Open Collaboration
31	17
Enclosed Collaboration	Enclosed Collaboration
1.24 : 1	0.67 : 1
Collaboration Ratio / Seat	Collaboration Ratio / Seat


ANNOTATION LEGEND


 6'-0"
SOCIAL DISTANCING CIRCLE

 PPE

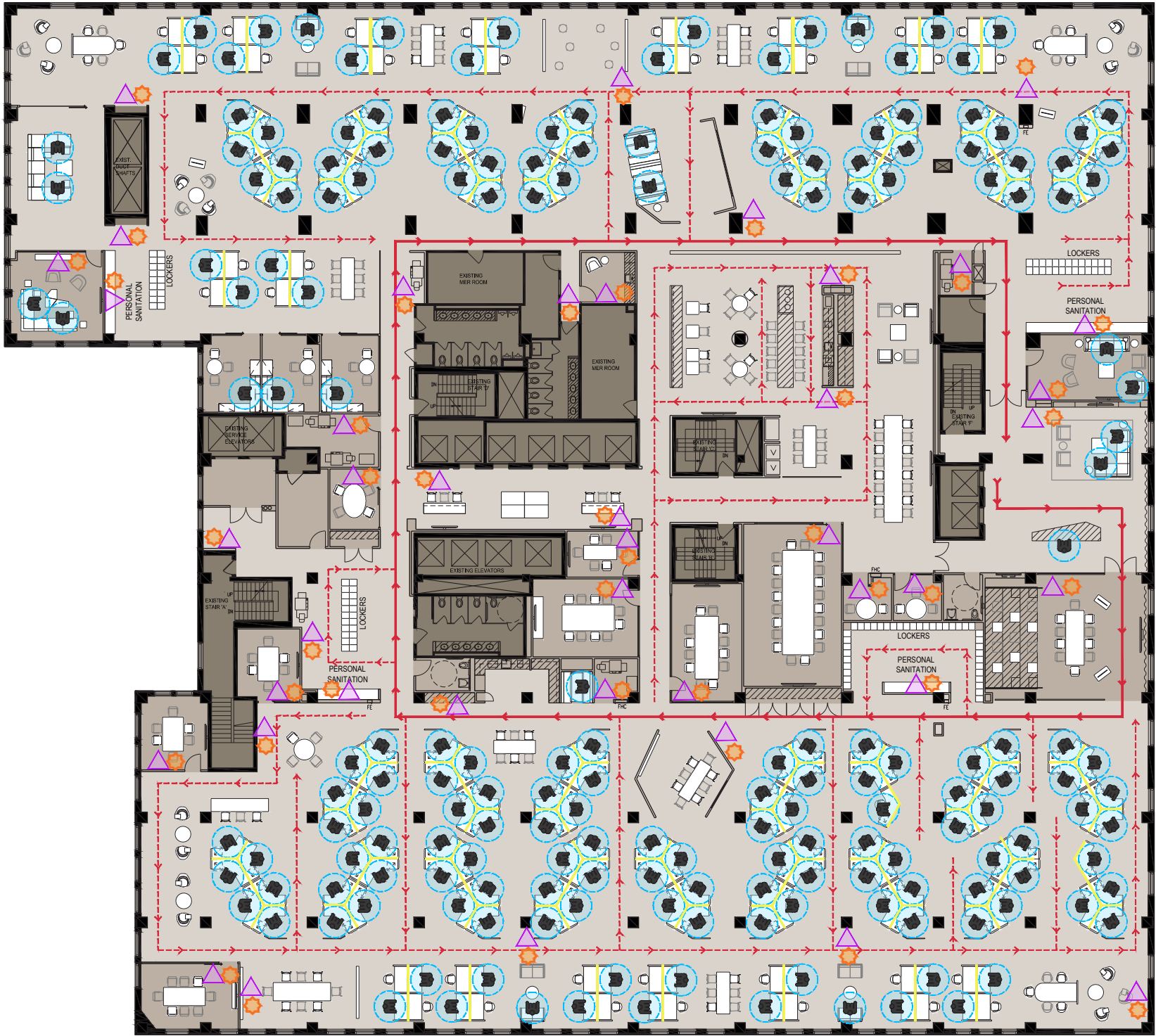
 HAND SANITIZER

 PRIMARY CIRCULATION

 SECONDARY CIRCULATION

 48"H ACRYLIC PANEL

TAMI Study - 120° Workstation

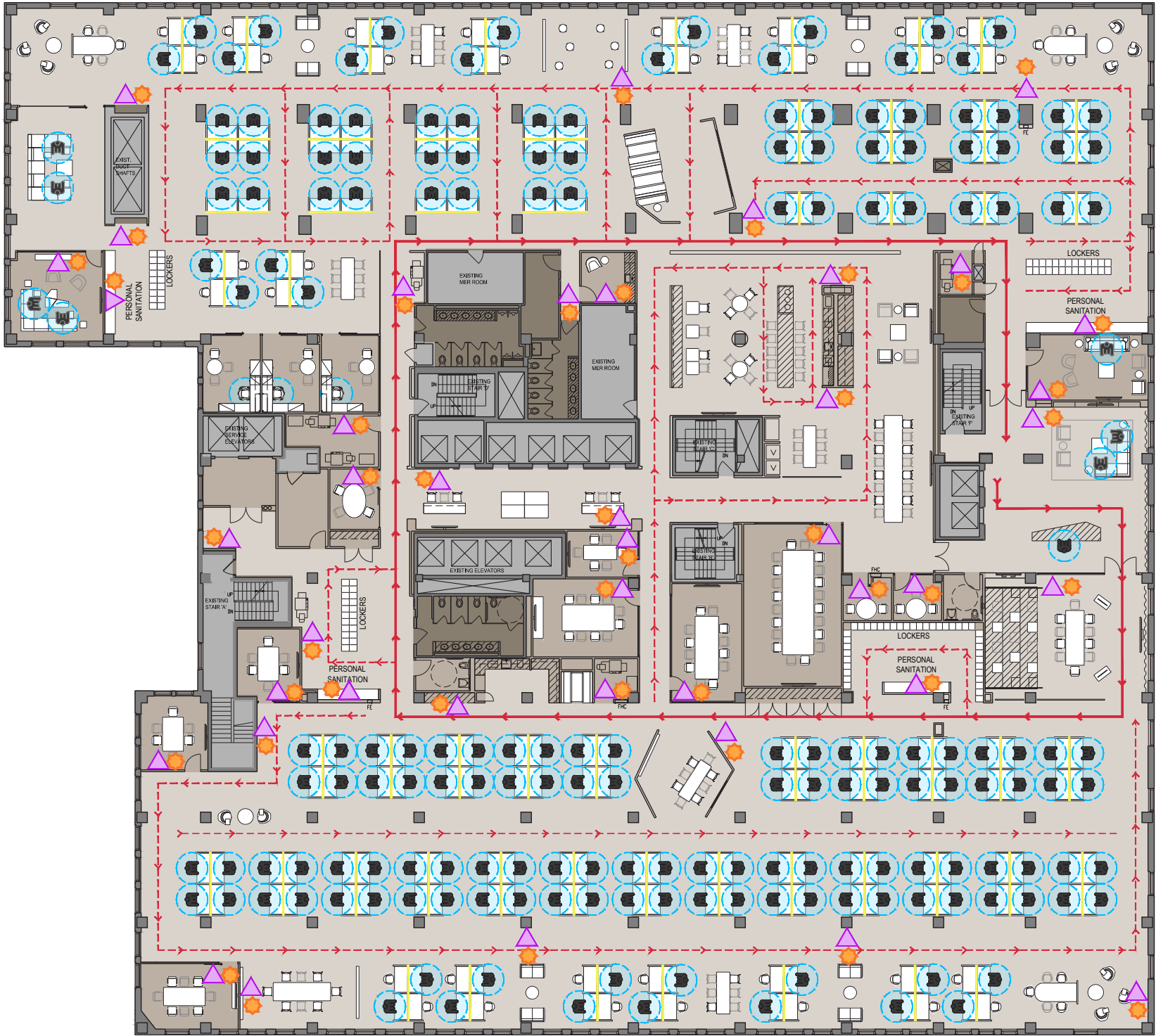


45,500
Rentable Square Footage
178
SEAT COUNT
256
RSF / Seat
3
Offices
174
Workstations
1
Other
2% : 98%
Open / Closed
63
Open Collaboration
42
Enclosed Collaboration
0.59 : 1
Collaboration Ratio / Seat

ANNOTATION LEGEND

	SOCIAL DISTANCING CIRCLE		PRIMARY CIRCULATION
	PPE		SECONDARY CIRCULATION
	HAND SANITIZER		48"H FABRIC PANEL

TAMI Study - 6'-0"W Bench



45,500
Rentable Square Footage

178
SEAT COUNT

256
RSF / Seat

3
Offices

174
Workstations

1
Other

2% : 98%
Open / Closed

63
Open Collaboration

42
Enclosed Collaboration

0.59 : 1
Collaboration Ratio / Seat

ANNOTATION LEGEND

	SOCIAL DISTANCING CIRCLE		PRIMARY CIRCULATION
	PPE		SECONDARY CIRCULATION
	HAND SANITIZER		48"H FABRIC PANEL



Need Help?

Need assistance developing workplace designs? TPG is here to help:

PreDesign Studio

PreDesign@TPGArchitecture.com