



Ensuring a safe return to work

Reopening the workplace

Use Coor's guide to prepare your company for getting back to work

As workplaces gradually start to open up again, the question is: How do we do it well?

Coor has produced this guide to help you carry out this work, based on recommendations from public health authorities.

Choose the recommendations that suit you, not all suggestions will be relevant to all workplaces.





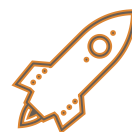
Opening up in three steps

1



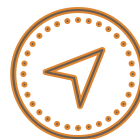
Preparation: Carefully prepare and plan selected activities and safety measures

2



Implementation: Implement the measures quickly with minimal impact on workflows

3



Follow-up: Learn from experience – address problems quickly and maintain continuous communication with your employees



Questions before returning to work

- Who should return to the office first?
- Who can continue to work from home?
- Are there any members of staff that belong to a risk group?
- What's our policy if an employee or family member have symptoms?
- Who can meet early in the day—and who can meet later?
- How do we communicate changes to our people?
- What changes can we make in the building to prevent the spread of infection?
- How do we adjust flows in entrance areas, corridors and workplaces so that staff can move safely and securely through the building?
- How can workstations be arranged and furnished optimally in the premises while maintaining recommended distances?
- Do we need to change our cleaning routines and do we have enough hygiene equipment e.g. hand sanitizer?
- Where do staff eat their lunch and how can we contribute to staying safe during lunch hours?

4. Walls and surfaces

Minimize the risk of infection by careful cleaning and disinfection, particularly of surfaces

5. Restaurant and café

Provide hand hygiene equipment, ensure appropriate physical distancing in queues and at tables, and provide portion servings and take-away options

1. Main entrance, reception and corridors

Review and adjust flows in entrance areas, corridors and workplaces so that staff can move safely and securely through the building

3. Review the premises

Review ventilation flows and make changes to avoid unnecessary contact with surfaces

2. Workstations and meetings

Maintain recommended distances



1. Main entrance, reception and corridors

Review and adjust flows in entrance areas, corridors and workspaces so employees can move safely and securely through the building



Safe entrance, corridor & exit



Preparation

- Provide/promote hand washing stations or hand sanitizers near the main entrance
- Fit a plexiglass screen in the reception to minimize physical contact
- Consider whether the receptionist can handle all visitor registration, or alternatively provide hand sanitizers/wipes for keyboards and buttons
- If possible, provide a separate entrance/exit that isn't shared with other businesses
- Consider color-coding areas with high risk of infection
- Position distance markers around coffee machines and provide hand sanitizers/wipes for users to wipe down buttons after every use

Safe entrance, corridor & exit



Implementation

- Help your staff to follow the new flows by providing signs, stickers, color-coding, queue indicators and arrows—on tables as well as on walls and floors
- Stickers and roll-ups with positive messages help your employees to keep motivated “You’re doing a great job”, “We’re happy to have you back” etc.
- Use nudging by arranging competitions or providing rewards that help change behaviors





Coor top tip

**Minimize crowding
in elevators by
arranging a
competition.**

**How many stairs
did you climb this
week?**

Office layout

2. Workplaces and meetings

Maintain recommended physical distancing by clever furnishing and guidelines for meetings



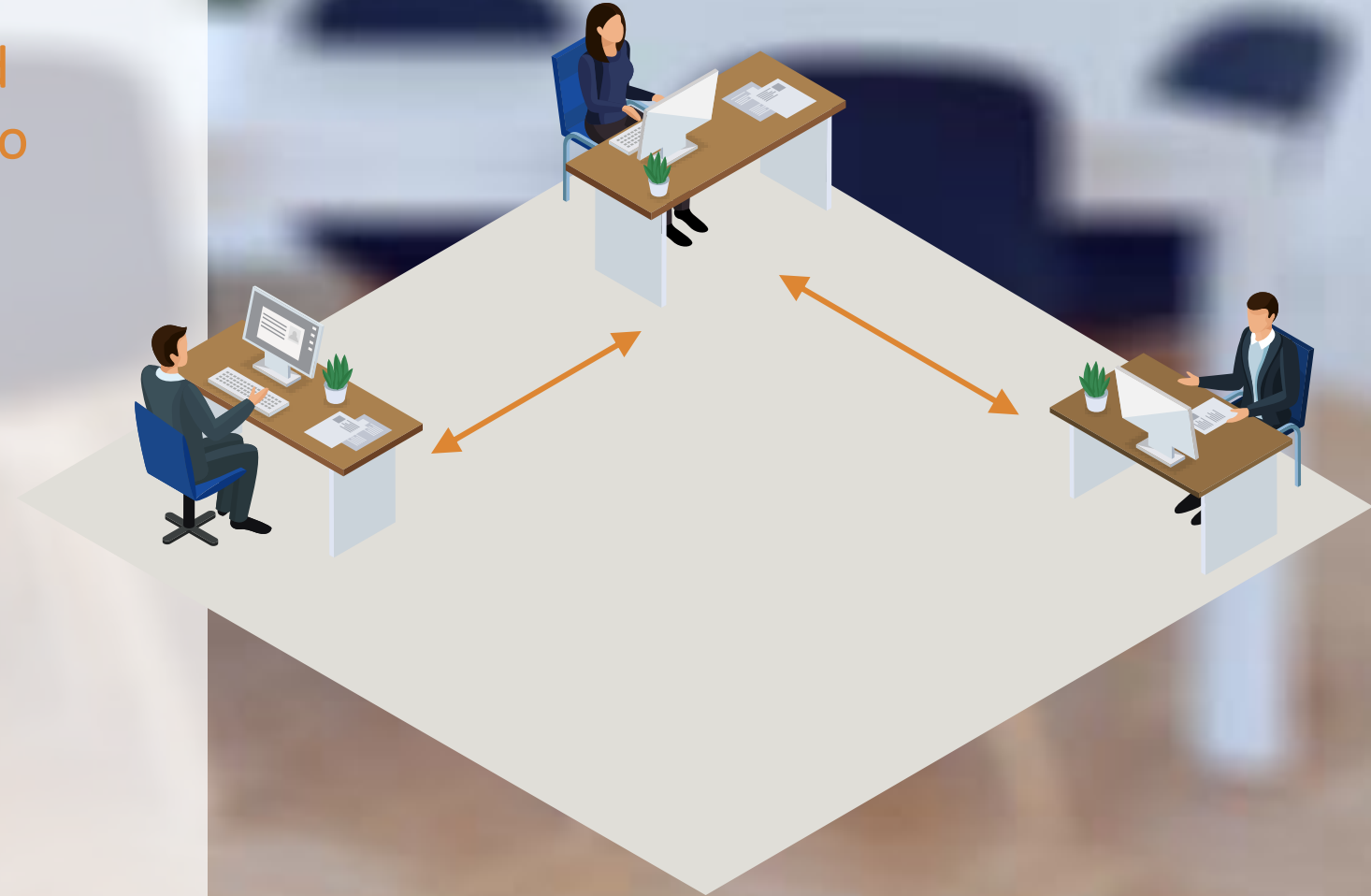
Preparation

- Review the layout of your offices and consider rearranging it to ensure physical distancing
- Review your meeting culture and which meetings need to be held physically
- Facilitate the new working methods by providing clear communication and information
- Employees should be made aware of the "trace" they leave and reminded to stay within a limited area while at work

Office planning for physical distancing

Public health authorities recommend maintaining a physical distance of two meters between employees

- Review your table arrangements and reduce the number of tables, or indicate which tables are not in use
- Consider ventilation flows in the building when planning the office layout
- Consider providing screens between desks
- Companies with activity-based workstations must ensure that workstations are thoroughly cleaned when employees leave
- Put reminders in the office regarding hand wash or position hand sanitizers around the office to encourage good hand hygiene



Office planning



Implementation

- Encourage virtual meetings as far as possible and create outdoor areas for physical meetings
- Reduce the number of chairs in conference rooms and store surplus chairs in locked conference rooms, or indicate which chairs are not in use
- Create desk maps or provide plans in meeting rooms to help employees maintain physical distancing
- Provide smaller meeting rooms with equipment for digital meetings
- Review the number of people that can use a meeting room at any one time, and indicate the maximum number of users
- Regularly air out spaces and take frequent breaks during longer meetings

3. Review your premises

Review ventilation flows and introduce changes to avoid unnecessary contact with surfaces



Review your premises



Preparation

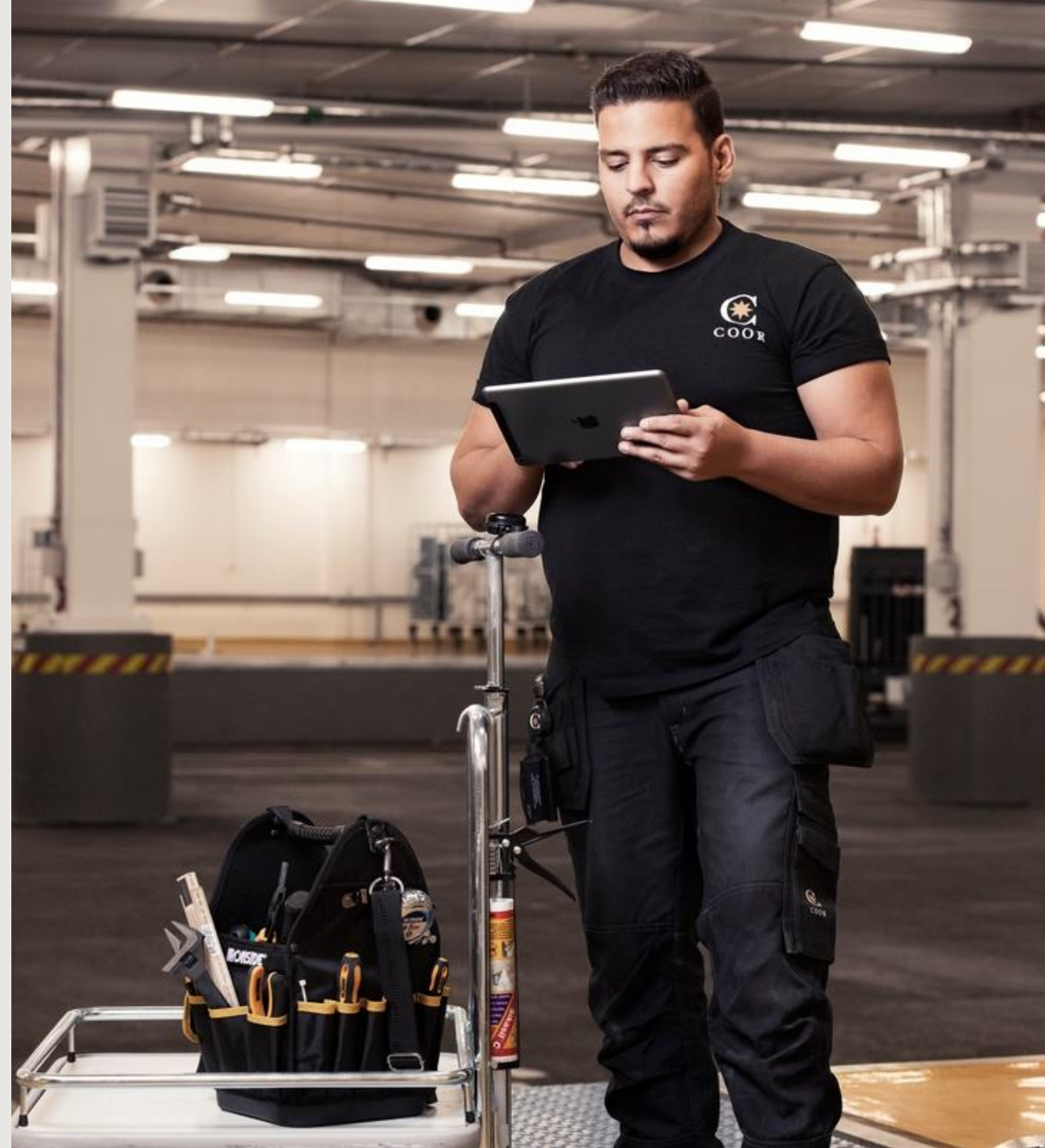
- Establish a dialog to clarify the distribution of responsibilities between you and your landlord, or make sure effective communication channels are in place with your tenants if you're the owner
- Consider any changes that could be made to the premises to avoid unnecessary contact with surfaces and minimize the risk of spreading infection
- Review whether ventilation flows can be improved

Review your premises



Implementation

- Make any changes to the premises that avoid unnecessary contact with surfaces and minimize the risk of infection, e.g.
 - Ensure that doors can be kept open or install automatic doors
 - Install sensor lighting instead of light switches
 - Install self-flushing toilets
 - Fit plexiglass screens in reception
 - Provide mobile hand washing stations in strategic locations
- If possible, deactivate the rehumidification function in your ventilation system and operate systems that use 100% external air
- Ensure that airflows in the ventilation system comply with the minimum standard according to the National Board of Housing, Building and Planning
- Ensure that any changes to the ventilation system work and have been carried out with care, a good understanding of the system and with consideration given to the use of individual premises
- Consider installing an air purifier that filters out viruses, pollen, allergens and bacteria



4. Walls and surfaces

Reduce the infection risk by careful cleaning and disinfection of surfaces



Careful hygiene & cleaning



Preparation

- Give your workplace a deep clean and purchase products that facilitate personal hygiene, such as hand sanitizers and surface disinfectants
- Ensure that hand sanitizers are readily available to help employees maintain good hand hygiene
- Place disinfectants in bathrooms so that toilet seats and flush buttons can be disinfected
- Put up signs that indicate how to effectively wash your hands in bathrooms

Careful hygiene & cleaning



Implementation

- Ensure careful and frequent cleaning of shared surfaces such as door handles, keyboards, table tops etc.
- Instruct all employees how to keep shared spaces infection-free
- Put up signs that show how frequently rooms are cleaned to increase a sense of safety
- Deactivate all touch screens if possible, to avoid touching and the risk of spreading infection
- Install or use existing sensors that register where most people spend their time and therefore where cleaning needs to be increased





Coor top tip

**Wash your hands
for 30 seconds.
Use hand sanitizer
if you do not have
soap and water
available!**

5. Restaurant and café

Provide hand hygiene stations, ensure that physical distancing is maintained in queues and at tables, and introduce portion servings and take-away options



Responsible food service



Preparation

- Place hand sanitizers in front of cutlery drawers and indicate appropriate physical distancing in queues
- Consider introducing portion servings and increase the supply of take-away bags
- Ensure tables are separated appropriately - at least 2 meters apart
- Push together or move tables around so that people can sit at the right distance from each other
- Consider providing an outdoor food truck now that summer is on the way

Responsible food service



Implementation

- Scheduled lunch hours evens out the flow of people during the day and ensures physical distancing
- Encourage staff to eat outside and to observe physical distancing, and preferably stay with the same group of people
- Set time intervals for staff and make use of the restaurant's full opening hours
- Ensure smooth logistics flows for take-away options
- Provide separate entrances/exits that create a flow through the restaurant where guests don't have to meet





Coor top tip

**Continue to
strengthen your
staff's immune
system by providing
fruit, but choose
fruits with a peel to
minimize the risk of
infection!**



Following up on the guidelines

Reminders, reminders, reminders



Create **information campaigns** with positive messages that encourage people to make changes and remind employees to follow the new guidelines



Appoint an **ambassador** from each team to support their colleagues in sticking to the new routines



Evaluate how well you've managed to adhere to your new and hopefully temporary working methods – and adjust them **when required**

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Maintain recommended physical distancing by clever furnishing and guidelines for meetings

3. Review the premises

Review ventilation flows and make changes to avoid unnecessary contact with surfaces



Safe and secure return to work



**Contact us
if you need
help!**

Contact us

We're happy to help!

Naturally, you
can also speak
to your regular
contact at
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