

How to adapt the workplace to Covid19



ACTIU



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Post-Covid19 Workspaces

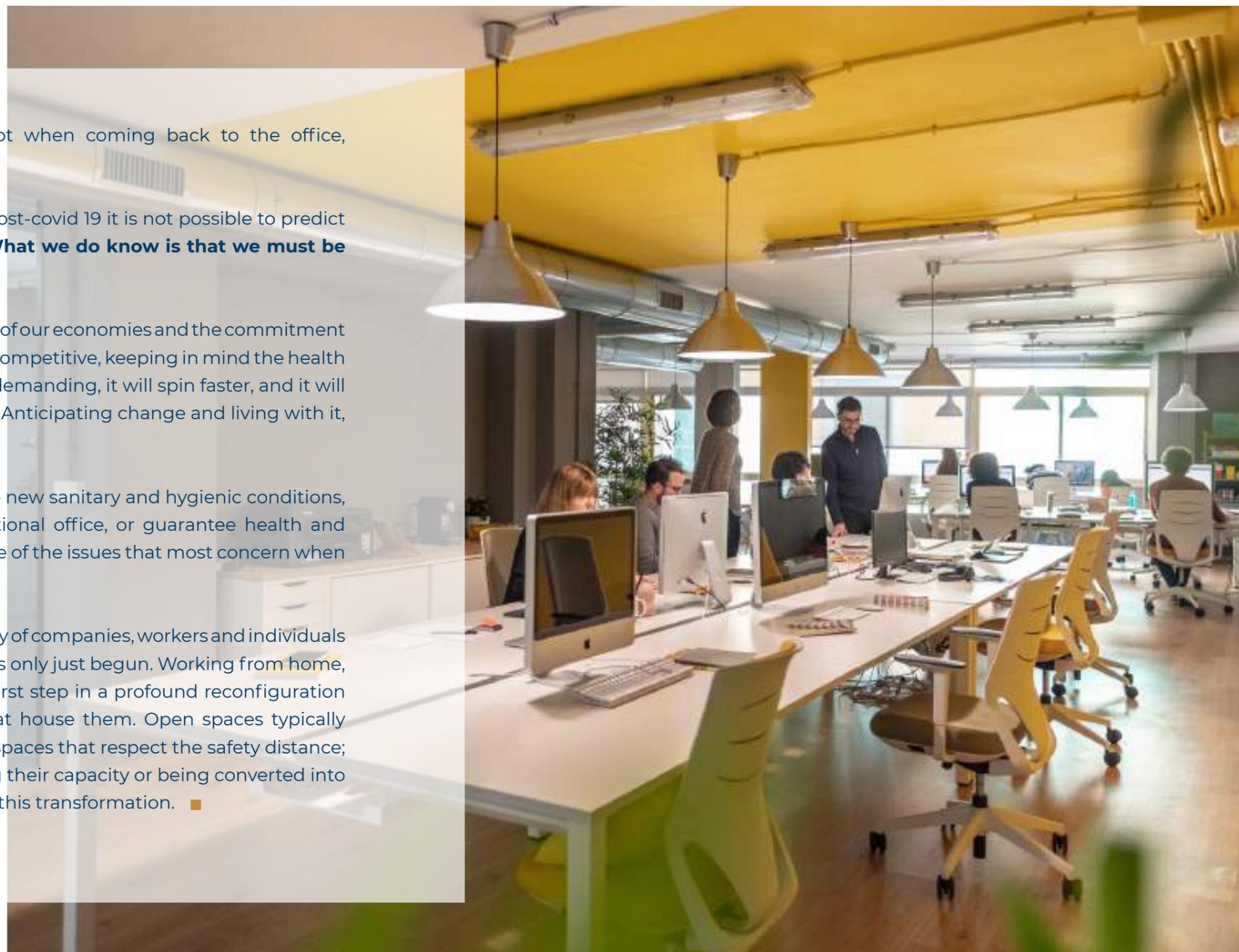
A recommendation guide to help you adapt when coming back to the office, guaranteeing people's safety and well-being.

It is true that in the face of the new scenario post-covid 19 it is not possible to predict what will happen, at what moment or how; **What we do know is that we must be prepared.**

Coming back to the office means the reopening of our economies and the commitment to boost our business as soon as possible to be competitive, keeping in mind the health and safety of our staff. The world will be more demanding, it will spin faster, and it will ask us more than ever for agility and flexibility; Anticipating change and living with it, is essential.

How to adapt work and social environments to new sanitary and hygienic conditions, combine working from home with the traditional office, or guarantee health and safety in coworking and leisure spaces are some of the issues that most concern when talking about **'back to the new normal'**.

The transformation experienced in the day to day of companies, workers and individuals has revealed a process of social change that has only just begun. Working from home, motivated by the current health crisis, is the first step in a profound reconfiguration of work models and therefore the spaces that house them. Open spaces typically crowded are now occupied by individual workspaces that respect the safety distance; Meeting rooms, events or conferences, limiting their capacity or being converted into 'safe' operational zones, are some examples of this transformation. ■





A minimum distance of 2 meters between workers, reduced capacity, ecological awareness, digital transformation, ergonomic furniture, protective screens, antibacterial materials or flexible and versatile spaces are some of the key concepts of these reinvented workplaces. In addition to action protocols that make it easier for workers to maintain their hygiene and that of their workplace, signs that guarantee safe circulation through the facilities and an important implementation of technology, with body temperature control cameras and sensors that reduce tactile contact in common areas such as elevators or toilets.

Safety distance, limit capacity and protect people



The ability to **reinvent and adapt these environments, from design, furniture and decoration**, to the new necessities it's a must. Although initially the open work areas with many offices and coworking spaces could become possible sources of infection, there are many measures to avoid it. Delimiting the capacity, indicating the minimum distance or separating environments with versatile and configurable panel solutions, or with protective screens are some of the proposals to improve staff's safety.

Circulation in spaces and hygiene will require effort

As part of the adaptation of staff to the new scenario, it will be necessary to have circulation protocols, space configuration and hygiene points. If before we were talking about spaces of a minimum of 11 meters per person, it is understood that this space is now wider to allow circulation whilst ensuring that the minimum safety distance is maintained. If we have corridors with a width of less than two meters, it is likely that some kind of "give way" will have to be signalled to modify our behaviour when interacting with colleagues. In any case, being two meters away, using the mask when that distance is reduced or washing our hands frequently are habits that are now important and as a company we must try to ensure that they are followed in any case.

Furniture must adapt to different scenarios from now on

The current absence of treatments and vaccines, and the anticipation of possible outbreaks of the pandemic in the coming months, also force companies to adopt **configurations that allow them to respond to all possible scenarios**. The safety distances and sanitary conditions that are now considered valid may not be valid in a short period of time, so it is essential to **incorporate solutions that emphasize on openness and flexibility**.

For all these reasons, if there is something that should characterize the new workspaces, it is their capacity to adapt to a time of constant change. Places designed by and for the people who inhabit them which, thanks to **flexible furniture** such as height-adjustable tables, the wide range of operative, meeting and management desks, or the ergonomic and versatile **task chairs**, can vary their use and setting without hardly any effort.

Working from home, but in optimal conditions

Although working from home is not going to replace the traditional office, the possible **intermittent distancing** that will determine from now on work and social activity, makes the ideal solution to go through an **intelligent balance of the face-to-face and remote work model**. Ensuring productivity and well-being of their workers, both in the office and from home with Home Office stations, not only by implementing collaborative online tools, but also through furniture with technology incorporated and adapted to unexpected changes in use and capacity, is now a priority for many companies.

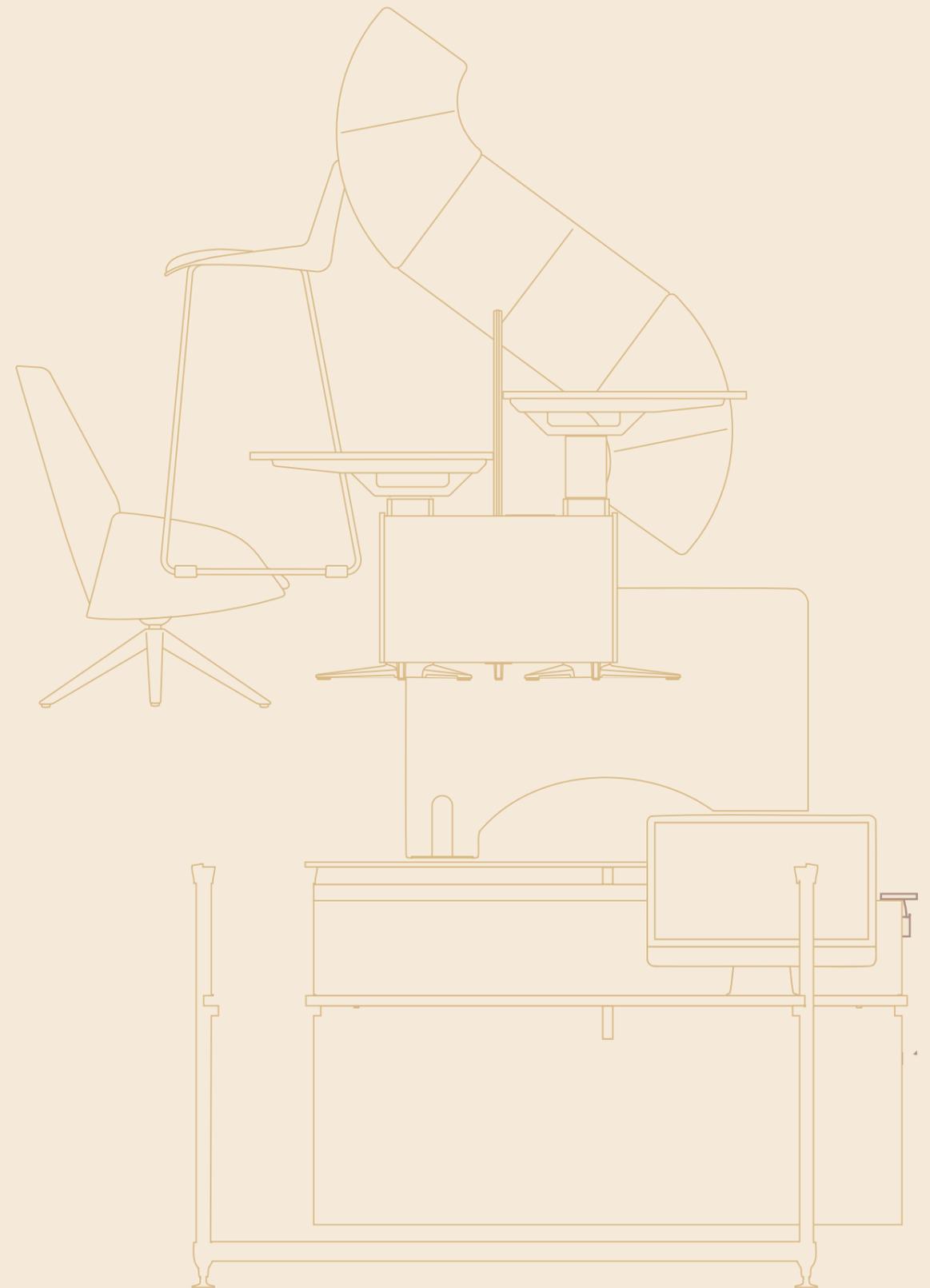
Well, more important than ever

Having good air quality through **adequate ventilation, temperature, humidity, and lighting that respects the circadian rhythm** of people, are also aspects to consider when reinventing these new workspaces. Sustainability using environmentally friendly materials and an increasing commitment to recycling, determines a design focused on worker's wellbeing.

Technology, to help us work better and make life easier

On one hand, technology has helped us to stay in touch with our teams by allowing us to video conference and stay connected during lockdown. But we can also talk about sensorization to detect the movement of people inside the office and confirm the minimum distance of 2 meters in the operative stations and socialization spaces. When the furniture is sensorized, the reservation of rooms and workstations can be controlled to guarantee everyone's safety.

It is obvious that we are not used to this distancing, and modifying that behaviour can take time, so in the mid term it will be more and more common to use sensors to avoid contact with surfaces (lighting, opening doors, food dispensers, turning on or off screens and machinery, etc.). ■



Density Distance Hygiene

**Guidelines to respect
safety measures and
distances**



DENSITY

- Avoid small meetings or hallway conversations to free passageways
- Limit movement around the space whenever it is not necessary, using the different technological platforms to solve basic queries..



DISTANCE

- Respect the recommended safety distance of 2m whenever possible.
- If we cross paths with a colleague, keep a distance of 1m to make any inquiry, always using a mask..
- When using the corridors, if these are not wider than 2m, respect the turn, giving way to the person already in the middle of the corridor, or waiting in the marked or enabled waiting areas.
- Identify points or waiting areas in the corridors (areas of good visibility, where you can see who is coming and wait for the person to pass without problem).
- Provide visual signals with arrows that indicate the direction of flows when moving around the office, preferably clockwise.

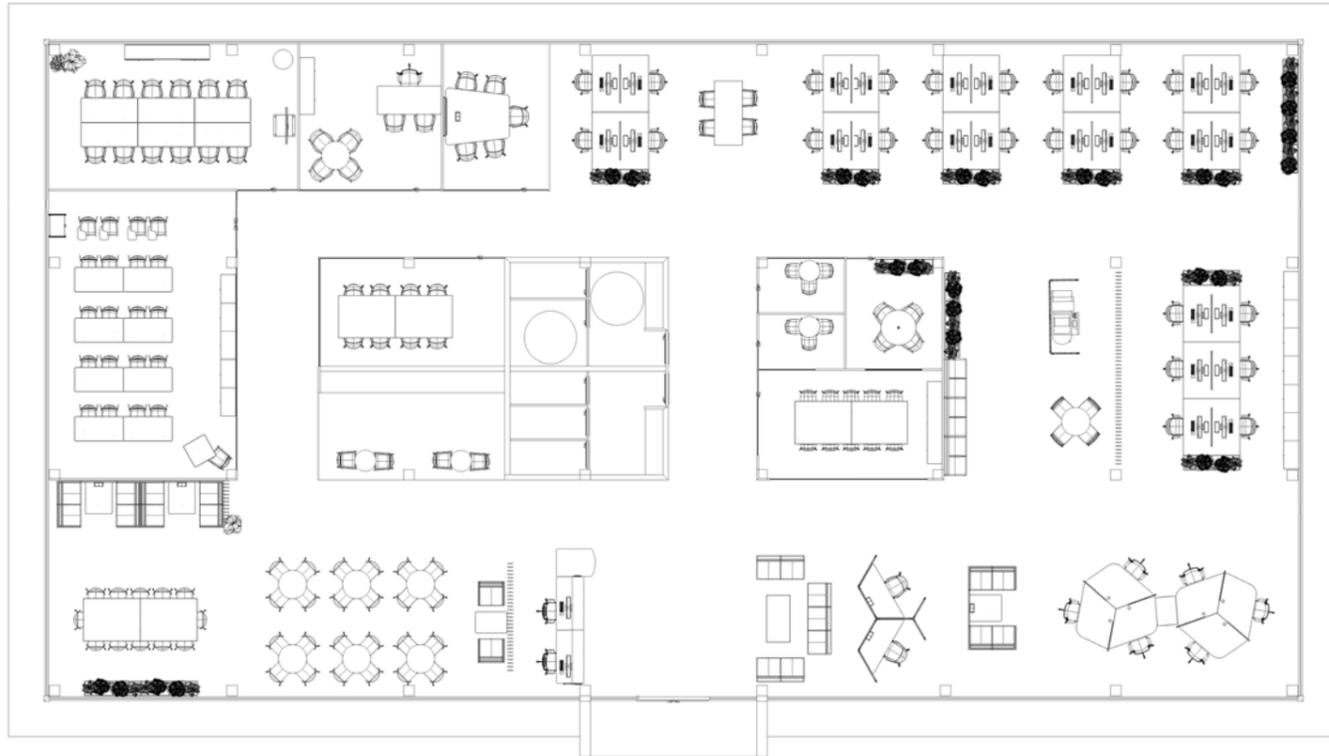


HYGIENE

- Place hygiene points at the entrances to the space and along the route, place them in full view so that they can be easily used
- In toilet areas, leave the doors open to facilitate access and have the least contact with surfaces.
- Provide visual signs to identify hygiene and waiting points in the space.



Previous state



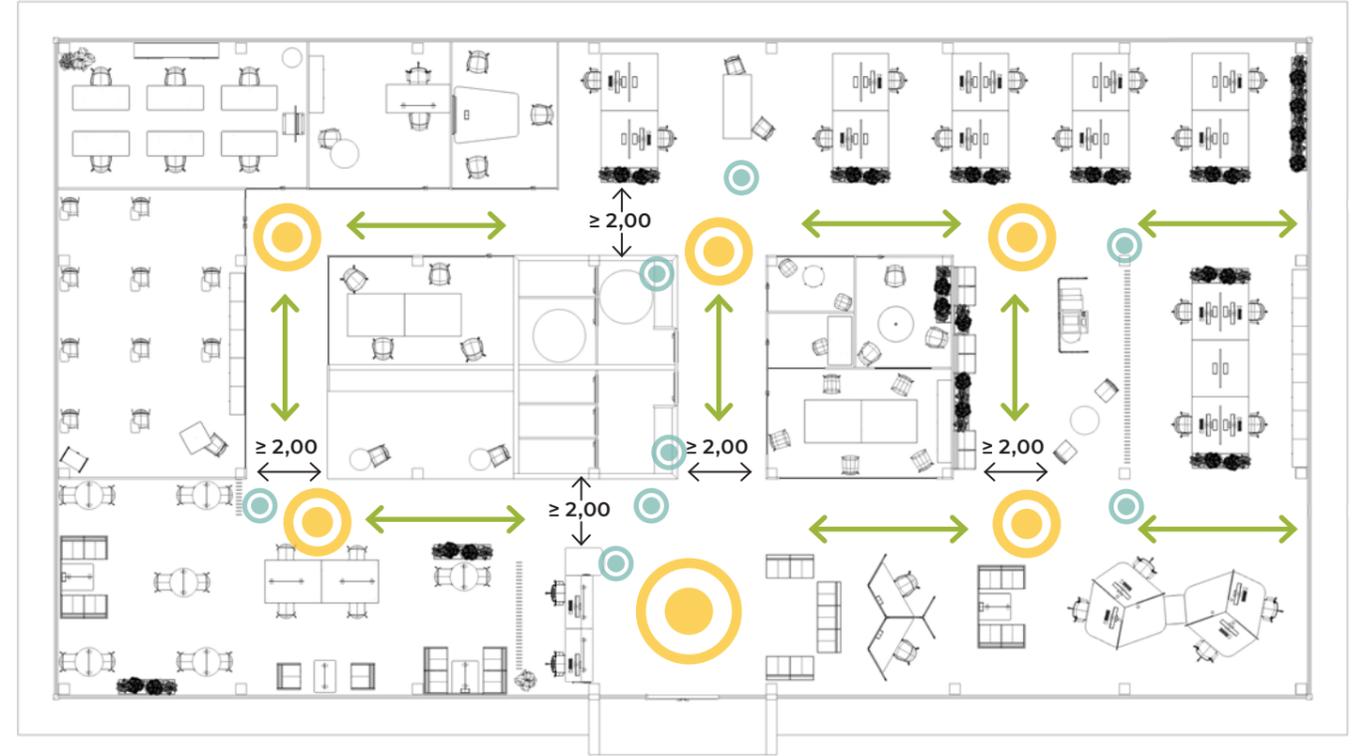
Occupation - 100% - 35 operative positions

- 34 _Operative positions
- 1 _Management position
- 2 _Attention points
- 52 _Meeting / collaboration
- 53 _Socialization
- 20+Teacher _ Education

The imminent return to the physical office requires certain measures in the design of the workplaces and furniture to protect employees and prevent the spread of the pandemic.

In this section you will find quick solutions and suggestions along with examples of planning for environments that you can easily implement in your workspaces to make your existing office healthy and in accordance with the preventive measures for COVID-19.

Post-covid status



Occupation - 60% - 21 operative positions

- 20 _Operative positions
- 1 _Management position
- 2 _Attention points
- 30 _Meeting / collaboration
- 30 _Socialization
- 10+Teacher _ Education

Adopted solutions

- Reduce the number of chairs to reduce the capacity rate
- Intercalate seats at workstations
- Use protective screens as screens for table dividers at workstations
- Separation between chairs / posts for meeting and collaboration areas
- Delimitate movement / circulation areas
- Relocation of auxiliary furniture and / or elements with better ease of transport
- Marking of crossing areas, preferences and hygiene points.

Cool Working Spaces

Guidelines to respect safety measures and distances

The representation of the five spaces in the work environment will depend on the analysis of corporate objectives, the company's culture and the type of interactions that promote productivity and wellbeing.

We must take into account the possible evolution of the staff structure, work processes and the space that welcomes them. In the end, we will have a design capable of evolving with the people and the necessities of the business.



CONCENTRATION



COLLABORATION



SOCIALIZATION

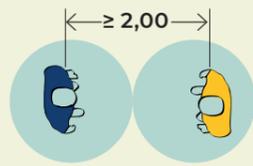


EDUCATION



PRIVACY

Legend



Areas of social distancing



Circulations of width ≥ 2.00 , where people are allowed to cross with caution.



Patterned access circulations, to avoid interpersonal crossings, for not meeting adequate distance conditions.



Access movements to specific positions.



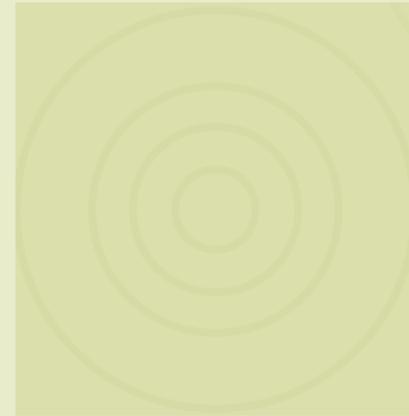
Preferred crossing areas where adequate distance conditions exist.



Hygiene Points



Protective Screens



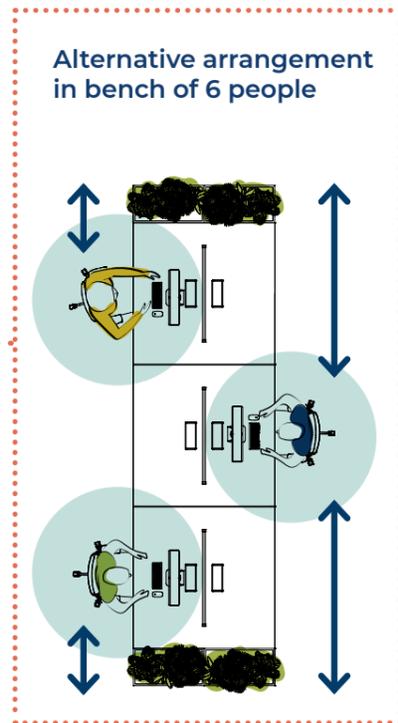
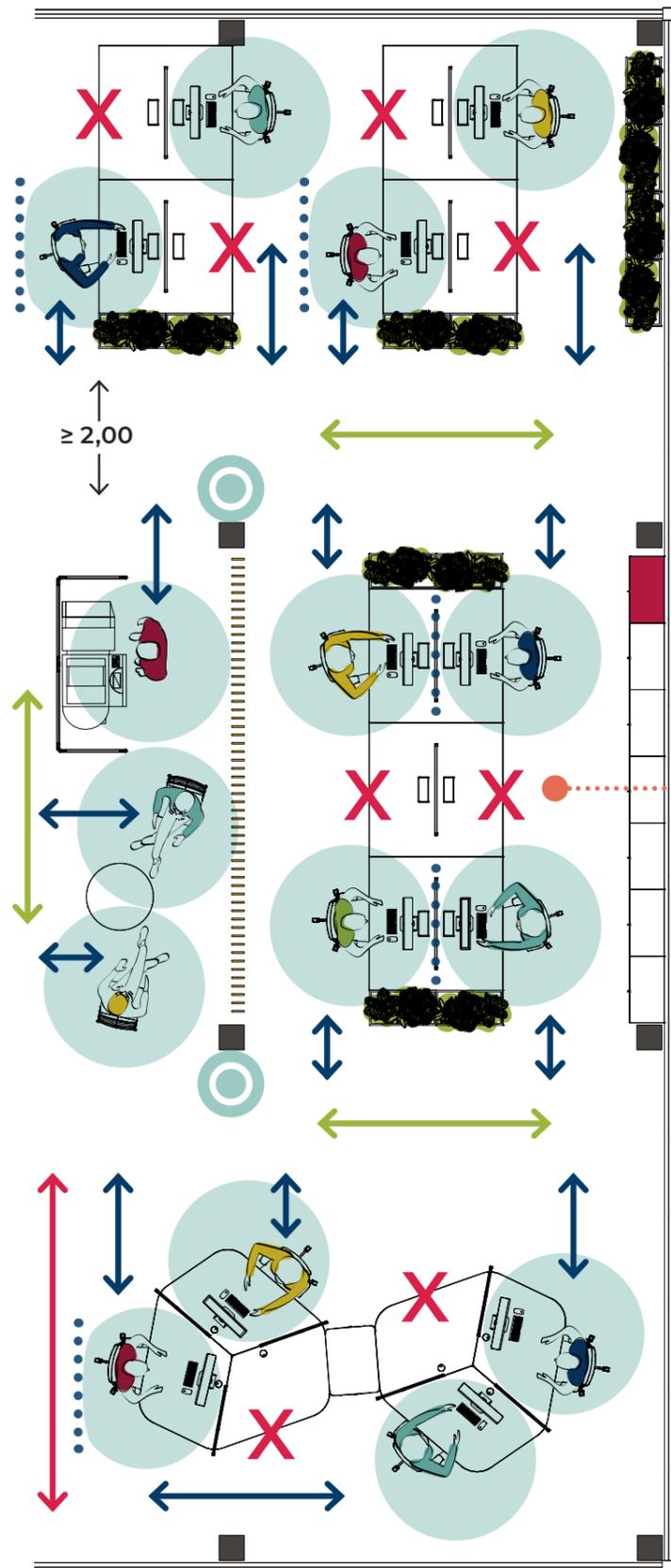
CONCENTRATION

We talk about the operative position as the main character, "workstation".

This space is one of the ones that will undergo the most changes or where we will most appreciate it, since it faces a change of use, of culture, we fit and adapt the new working methodologies and, above all, technology.

We came from optimized spaces, where we were already beginning to see areas focused on flexible work, but the assigned workstation still prevails, optimizing and designing the work bench space. However, we found an increasing on smaller surfaces, since due to the process of digitization of companies, we no longer needed such large work surfaces or that would accommodate all day-to-day situations: work, meetings, etc. At the same time, individual archiving was losing prominence and the lockers as personal storage were gaining strength.

We are going to witness in these spaces a great change in their use, combining working from home with office work, the density is going to be reduced and with it we'll find more flexible furniture, allowing us to configure the space according to the needs we have, not losing sight of optimization of this furniture, the personal file reappears to promote employee's safety, and mobile separating elements that support that flexible and adaptable furniture.



Solutions



DENSITY

- Increase from 11m² to 22m² per person.
- Tackle the incorporation in stages and progressively, 60%-80% (100% in the best-case scenario).
- In case of difficult occupation, promote work remotely with those profiles that can do it to decongest the space to gradually reoccupy it.
- Propose team work shifts throughout the workday, splitting teams in the morning and afternoon in order to limit the capacity and avoid crowds of workers in the office.



DISTANCE

- Respect the recommended safety distance of 2 m whenever possible.
- Use front and side dividers to provide greater security to user.
- Maintain an order when accessing and leaving the workstation, stopping and looking both ways in case a colleague comes trying to avoid an encounter.
- Distribute posts in zig-zag or leaving an empty space on the side of each operative station.
- Provide visual signals, delimiting elements of the worker's personal space and arrows that indicate the direction of flows when moving around the office, preferably clockwise.
- Use of community benches or tables as isolated individual workstations that allow the minimum necessary distance.



HYGIENE

- Provide hygiene points near the operative posts that prevent unnecessary circulation of staff.
- Keep the stand or desk clean and free of personal belongings for easy disinfection and cleaning.
- Promote the personal file/locker for the storage of personal belongings.
- Points for common litter bins where to concentrate waste, and easy to clean.



CURRENT STATUS

Operational area that allows to focus all the attention on the same task (small "shelters"), work islands with 4 and 6 workstations, along with tall files and others where vegetation is placed, common areas for spontaneous gathering and a reprographic zone hidden behind Link dividers..

In a "normal" state this would be a free space, where you can enter with a bicycle, have meetings at any point and occupy all the workstations.

Proposal A

In a pandemic state, we can have a simple occupation of 50%, creating a zig zag of operative positions, creating work shifts (morning or afternoon), leaving the unnecessary chairs for the shift at a specific point of the office ("chair parking").

Proposal B

The idea of creating an archiving aisle provides us with movement flows for the reprographic area, in this case, protection is emphasized with the incorporation of **D150 dividers**, leaving the chairs of each island much closer to the station itself and including **360° dividers** to protect some critical areas.

Proposal A



Proposal B

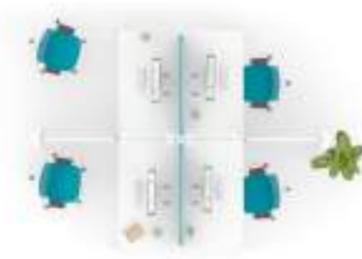




- Operational areas with the use of methacrylate / glass dividers and translucent polycarbonate separating panels.

Represented product:

- Vital Plus ST quadruple desk.**
- Desk-mounted screen** 20mm thick upholstered with easy to clean finishes.
- Protective screen for dividers** in methacrylate / transparent glass, with quick and universal anchorage system.
- Self-supporting screen** made of glass or transparent methacrylate, with space to access both sides for the transfer of documentation.
- D150 panels** in translucent polycarbonate. 1 flat foot for stability and a foot with a castor that facilitates its handling and transport.
- Stay chair** with TEX upholstery (easy cleaning).



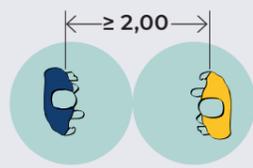
- Operative areas with the use of methacrylate / glass dividers and mobile melamine separating panels.

Represented product:

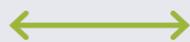
- Vital Gen Desk** - island with 6 seats..
- Self-supporting screen** made of glass or transparent methacrylate, which allows the protective isolation of each workstation.
- D150 panels** in white melamine (possibility of optimal surface for writing). Double foot with castors for easy handling and transport.
- Stay chair** with TEX upholstery (easy cleaning).



Legend



Areas of social distancing



Circulations of width ≥ 2.00 , where people are allowed to cross with caution.



Patterned access circulations, to avoid interpersonal crossings, for not meeting adequate distance conditions.



Access movements to specific positions.



Preferred crossing areas where adequate distance conditions exist.



Hygiene Points



Protective Screens



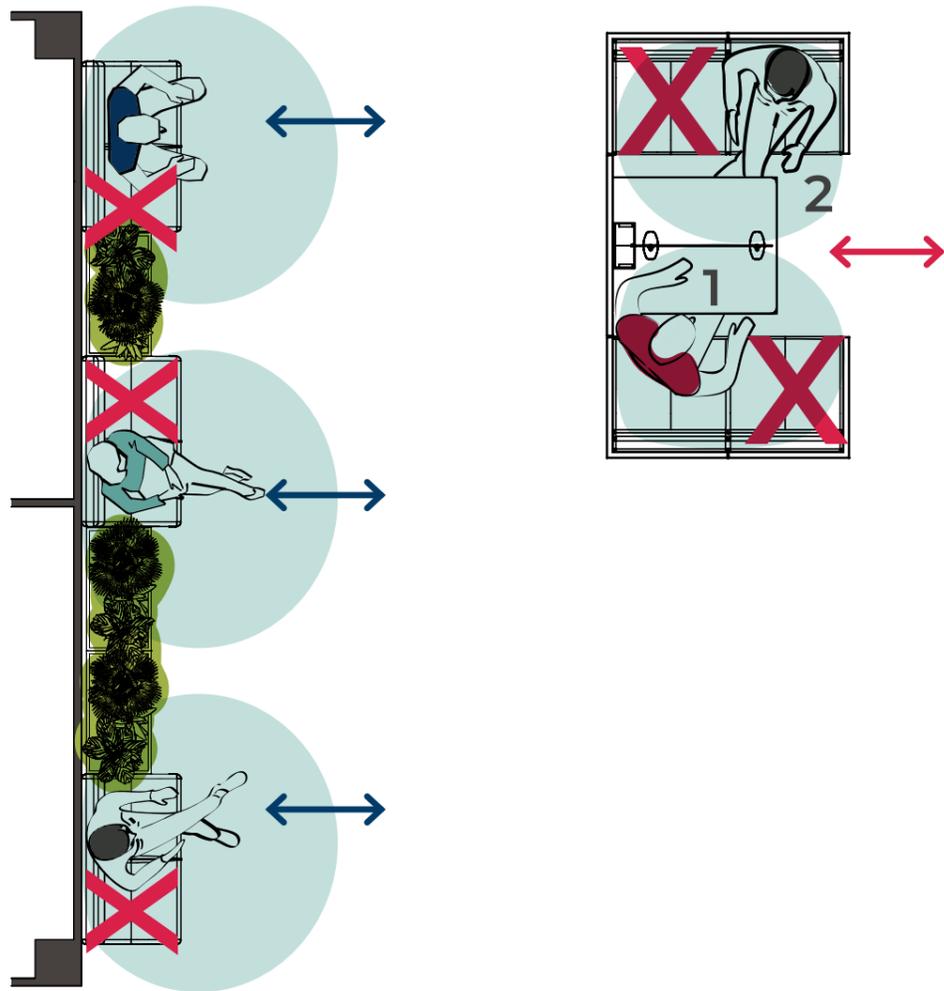
SOCIALIZATION

Taking into account the business has become a space for socialization itself, we still can identify different points in it designed for this purpose.

Some of them incorporate in their facilities the so-called Coffice (Cafeteria + Office) or Work Café, which in addition to promoting collaboration and a sense of belonging to the company, offer an alternative to the traditional cafeterias where workers escaped up to now when they wanted to “switch off” for a moment from the work environment.

Relax areas, cafes, meeting points, receptions and entrance areas, spaces where socializing is a must, where contact was almost inevitable. We find examples such as cafeteria areas with close proximity to tables and chairs, open spaces with different environments and configurations, high and low tables with chairs and stools, soft seating, poufs, spaces created for this purpose, and that we chose, we feel comfortable.

Here we are going to observe a cultural change in the use, when keeping our distances a lot more, and design giving importance to the space density reduction, in opposition to a crowded space. We will find separation elements, mobile and fixed, we will resort to a product that provides versatility and the possibility of configuring it in the space with coherence, and last but not least the use of increasingly resistant and washable materials that ensure hygiene and durability of the product.



Solutions



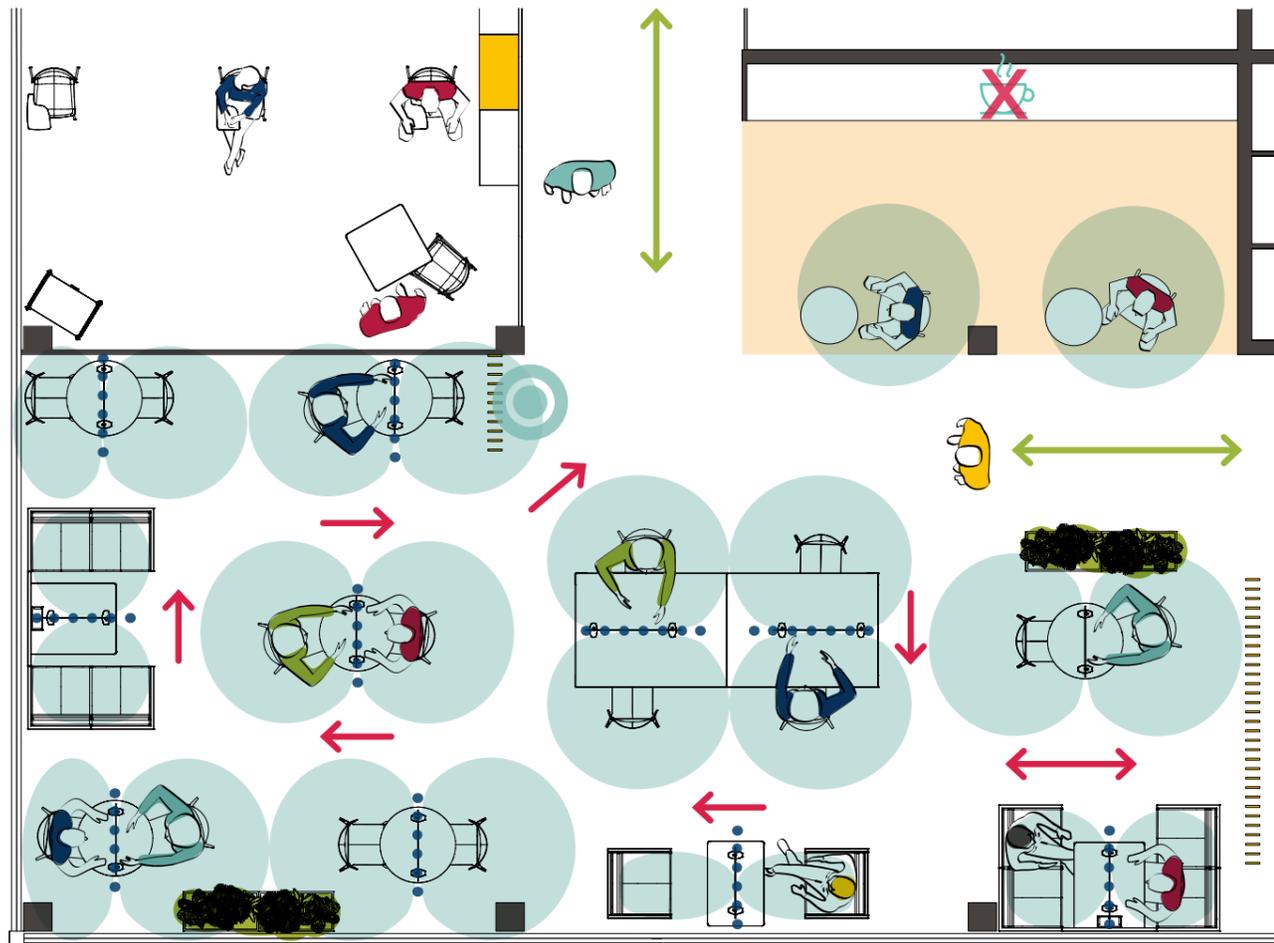
- Limit the use of these spaces and people, avoiding large capacity or attendance, limiting the capacity to 50% and progressively increasing it.
- Place a mark on the floor for the seat to be occupied to respect the distance between users, if it is a 2-person chair we will always leave the adjacent seat free, and in the case of a chair with more than 3 seats, the two adjacent ones.
- If we have a very saturated soft seating area, we can redistribute these areas by increasing distances and generating new spaces with the same furniture.



- Respect minimum safety distances of 2 m between users.
- If we have a front table which is blocking access, people sitting on the sides will get up and give way to the person who is sitting or wants to take a sit, moving away far enough so that people can pass without problem.
- Remove front support tables, clearing free access to the chair and not hindering or disturbing other users



- Provide biodegradable disposable covers or elements to cover the seat and when you leave, throw it in a recycling bin.
- Locate hygiene points near the areas for its use before and after using this space.
- Maintain a regular, correct and thorough cleanse of the product.



Solutions



DENSITY

- Reduce the capacity to 4 persons every 10m².



DISTANCE

- Respect the recommended safety distance of 2m whenever possible.
- Separate the tables from each other with screens or separating elements.
- Increase the distance between tables and chairs by reducing the capacity and improving the passing areas.
- Respect flow of movement and wait for the person to pass without forcing an encounter trying to maintain a distance of at least 1m.
- As this is a space with high attendance, mark some directions of circulation, trying to keep them always free to avoid crowds in traffic areas, respecting the turn if people sitting needs to get up and access them.



HYGIENE

- Place hygiene points near the tables for its use before and after using the tables.
- Maintain a correct and exhaustive cleaning of the product and upholstery as it is a space for use by different people, trying to clean it, if possible, between uses or shifts.
- Do not use common washing areas or shared items, such as refrigerators, coffee machines, cutlery ...

- 1. Reception
- 2. Soft seating
- 3. Dining room



CURRENT STATUS

A well designed space that favours connections and creative encounters allowing the transmission of ideas between people.

Reception space, next to the entrance, with two operative points, the space uses wooden slats to visually compartmentalize the spaces.

After the welcome area, we find a living / coworking area, where we can have a meeting, have a coffee with the client or work in the waiting time.

Proposal A

In a state of pandemic, a part of the seats is canceled, a **re-distribution of the products** allows us to have the same environments but less crowded, we eliminate the possibility of being able to enter with a bicycle from outside, and the carpet is removed, being able to replace it with a vinyl type limit tape, in this case the **protection screens** are incorporated both in the **Informa counter** and in the **tabula tables**.

Proposal B

Respecting the previous distribution, we add self-supporting **Link** dividers, they create much clearer and more protected flows, this type of elements allows us a continuous change, adapting, with the same product, to the moment we find ourselves in.

Proposal A



Proposal B

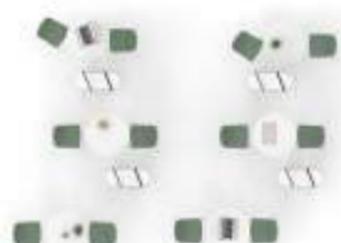




- Socialization areas with the use of mobile tables, chairs with an easy-to-clean plastic shell and upholstered 360° dividers.

Represented product:

- **Table Tabula 20** - h: 74 cm, round compact laminate surface, with castors.
- **360° Partition** with mobile panels and steel base. Easy to clean fabric.
- **Noom 50 chair** with 4 legs. Easy to clean polystyrene shell.



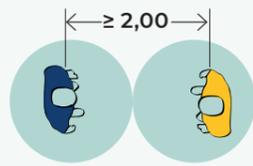
- Socialization areas with the use of mobile tables, light and easy to clean gas injection chairs and link dividers forming separate spaces.

Represented product:

- **Table Tabula 20** - h: 40/74/110 cm, round compact laminate surface, with castors.
- **LINK Divider** with upholstered panels for easy cleaning. Optional steel accessories.
- **Wing Chair** with 4 legs, polypropylene with gas injection technology, which provides lightness and easy cleaning.
- **Noom 40 Stool** with 4 metal legs. Easy to clean polystyrene shell.
- **Bend Armchairs.** Straight modules of 2 seats with backrest. Easy to clean upholstery.



Legend



Areas of social distancing



Circulations of width ≥ 2.00 , where people are allowed to cross with caution.



Patterned access circulations, to avoid interpersonal crossings, for not meeting adequate distance conditions.



Access movements to specific positions.



Preferred crossing areas where adequate distance conditions exist.



Hygiene Points



Protective Screens

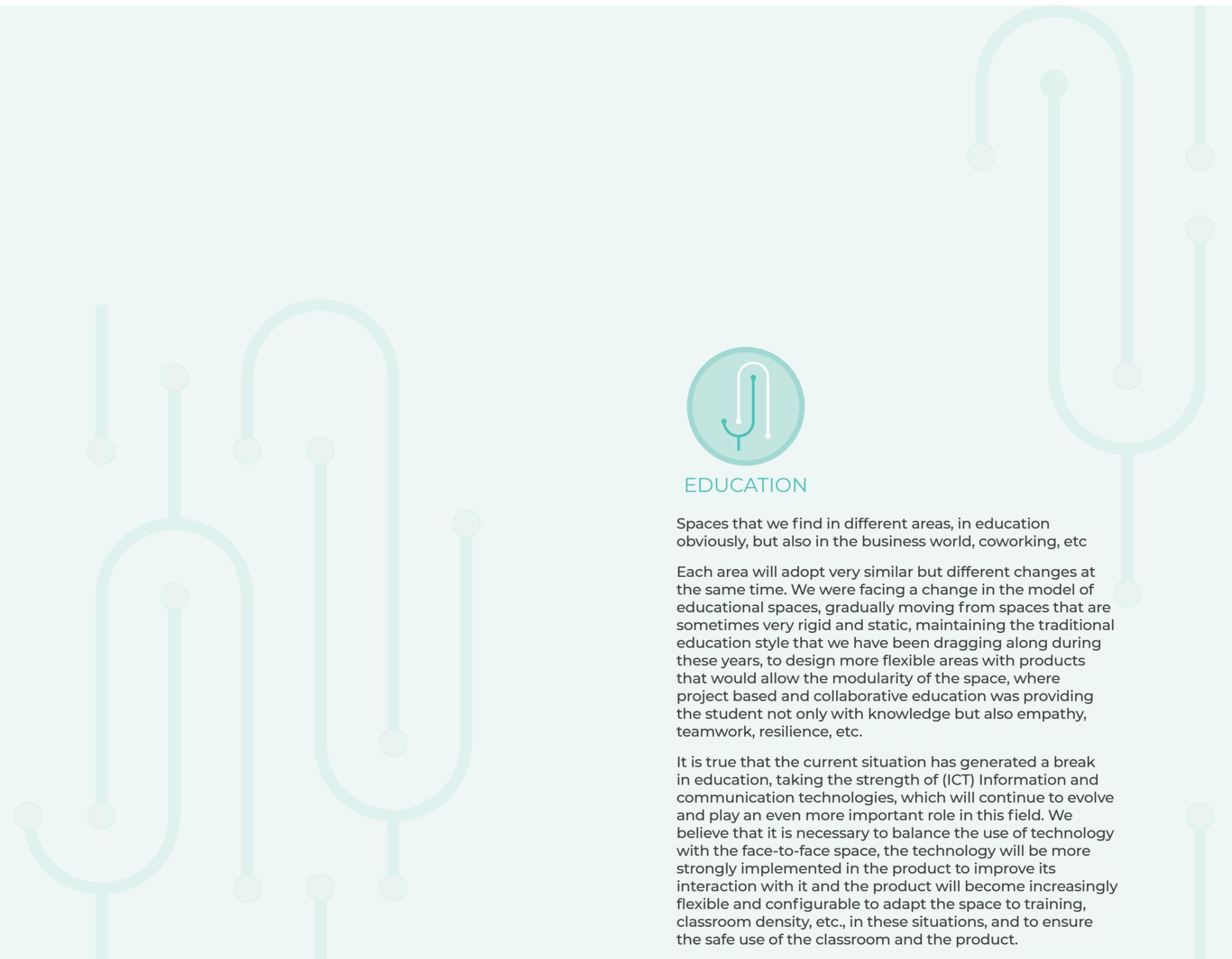


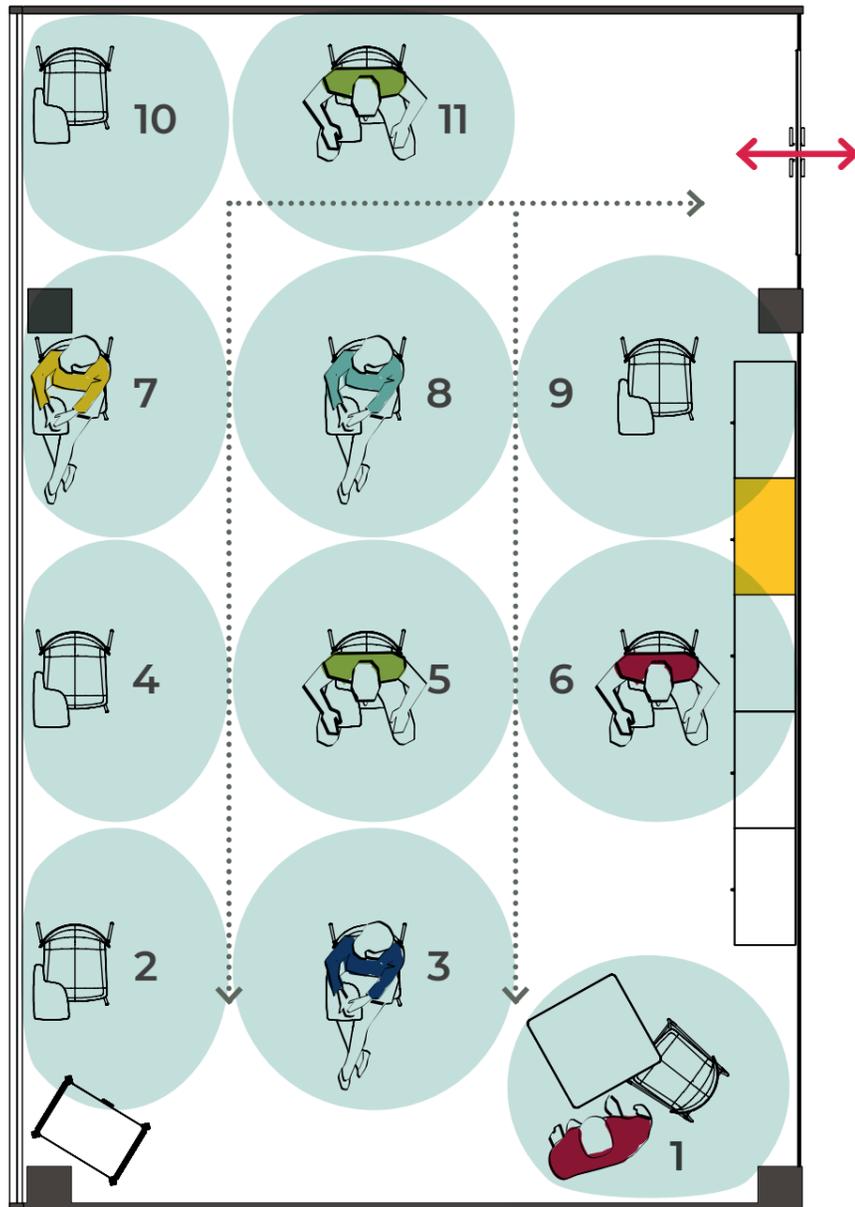
EDUCATION

Spaces that we find in different areas, in education obviously, but also in the business world, coworking, etc

Each area will adopt very similar but different changes at the same time. We were facing a change in the model of educational spaces, gradually moving from spaces that are sometimes very rigid and static, maintaining the traditional education style that we have been dragging along during these years, to design more flexible areas with products that would allow the modularity of the space, where project based and collaborative education was providing the student not only with knowledge but also empathy, teamwork, resilience, etc.

It is true that the current situation has generated a break in education, taking the strength of (ICT) Information and communication technologies, which will continue to evolve and play an even more important role in this field. We believe that it is necessary to balance the use of technology with the face-to-face space, the technology will be more strongly implemented in the product to improve its interaction with it and the product will become increasingly flexible and configurable to adapt the space to training, classroom density, etc., in these situations, and to ensure the safe use of the classroom and the product.





Solutions



- Reduce capacity by 60-70%.
- Place desks or chairs in positions that allow the correct circulation of the space and the two positions on the sides are always free.
- Use of screens and elements that facilitate connectivity (*if the classroom is large, place screens every 2-3 rows so that students can see the screen and the teacher does not have to be around at all times, only when absolutely necessary*).
- Take 100% online classes or alternate a face-to-face part and another online to reduce the density of the space.



- Placement of screens and dividers between the tables to provide more security and be able to achieve a greater capacity, always respecting hygiene and safety measures.
- Respect the turn in the use of the corridors always giving way to the person who is walking through it.
- Access and leave the post in an orderly manner and whenever possible by sitting order, first the farthest to the aisle and so on, and vice versa to exit.
- When occupying the tables if the row is empty, occupy from the inside to the outside, avoid sitting in the center and make it difficult to access to other positions or colleagues.



- Keep the workstation clean and free of elements for easy disinfection and cleaning.
- Place hygiene points at the classroom's entrance to disinfect before entering and leaving, as well as throughout the rest of the space to facilitate access without having to travel long distances.
- Perform a proper ventilation of the space, at least 15 min before occupying it.



CURRENT STATUS

The transformation of education through spaces into an increasingly powerful trend.

Flexible, modular area, capable of being adapted to the needs of the moment and with maximum connectivity to promote participation with people not physically present.

Light furniture but resistant, durable and easily stackable and with the capacity to adapt to the different tasks that are promoted.

Proposal A

The versatility of these chairs, means that with the incorporation of a **detachable writing tablet** to all of them, we can have a classroom with half the capacity, since the distance will be 2m, this arrangement is very suitable for when training is just listening based.

Proposal B

Incorporating the **self-supporting protective screens** both on the side and on the front, a protection cubicle is created for the student, this arrangement is much more comfortable for writing moments.

Proposal A



Proposal B



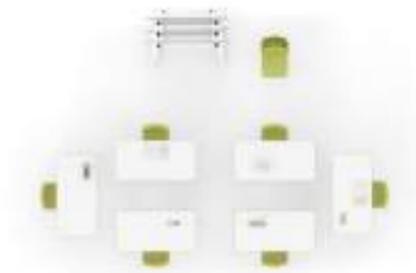


o Training / educational areas, with mobile folding tables and stackable four legged chairs that allow multifunctional rooms.

Represented product:

o **Table Talent 300** - h: 74 cm, melamine top, folding and with shock absorbing edge. Foot with castors (2 with brakes), that allow its mobility. Optional quick anchoring system between tables.

o **Urban Block 10 Chair** with 4 legs. Monoblock polystyrene shell for easy cleaning. Can be stacked.



o Training / educational areas, with four legged chairs with a folding writing tablet and a lower book rack. File module with castors.

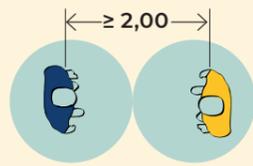
Represented product:

o **Spacio** four legged chair, polypropylene shell and seat. The backrest has breathable grooves. Model with phenolic writing tablet, with folding surface. Lower book rack in steel.

o **On Time 10 wardrobe.** Made of melamine, with a drawer and a file drawer. It has castors (2 of them with brakes) that allow easy movement. It has aluminium handles for comfortable handling.



Legend



Areas of social distancing



Circulations of width ≥ 2.00 , where people are allowed to cross with caution.



Patterned access circulations, to avoid interpersonal crossings, for not meeting adequate distance conditions.



Access movements to specific positions.



Preferred crossing areas where adequate distance conditions exist.



Hygiene Points



Protective Screens



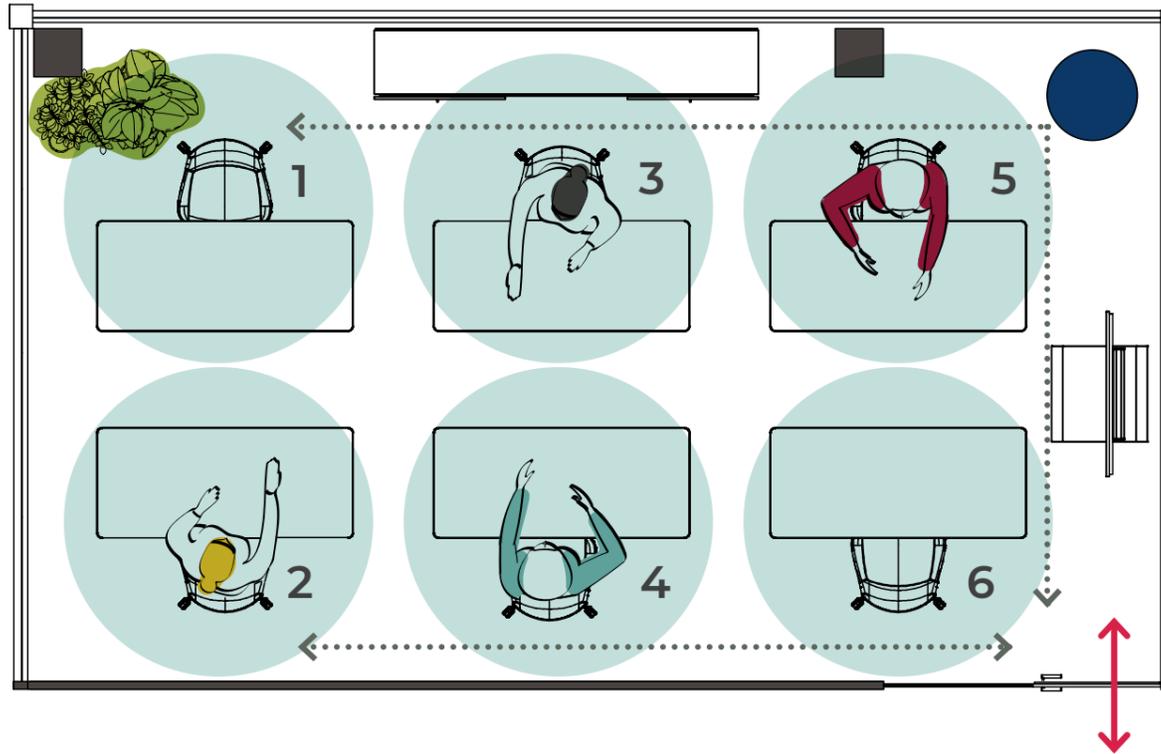
COLLABORATION

We now face meeting areas, both open and closed, as well as those points in the space that foster moments of meeting and debate among colleagues.

As on previous styles, we had been observing two types of spaces and product, more static product areas with more and more support elements, whiteboards and mobile panels, screens, etc., and areas with more flexible products depending on the type of meeting or encounter that was going to take place.

We will continue to find areas with high tables for quick meetings, meeting rooms with static tables, as well as spaces with flexible products, it is in these areas and along with the product that change will happen the most in the way of using these and the interaction with them; We will have to promote awareness and good practices in the actual use of the product, the time of use, starting to utilise more open spaces to gather, creating meeting rooms with less density and support screens, more efficient meetings (timewise), a product that allows you to configure the space ...

It is essential to continue being a team, despite the distance. Finding the mechanisms and formulas that help to carry out the same tasks, sharing the same objectives and values to continue being a team and take care of the human relationships that are the heart and soul of a company and that are generated by sharing the same space. Achieving this depends on three key areas: communication, planification and technology.



Solutions



- Reduce the room capacity by half or by 60% (i.e. 8 to 4 people).
- Use the rooms only when essential.
- Support ourselves with screens to promote the connection with the rest of the participants from home or at another point of the office.
- Reduce meeting times, making these more concrete and efficient. *Between 15-30 min.*



- Access respecting distances and flow by sitting alone in a chair, leaving the one on the free side or respecting space and not changing positions.
- Place both front and side protection panels to provide more security to the room.
- Maintain an order of entry, having the first ones to sit on the chairs furthest from the entrance and the last ones in the closest chairs. When going out, we'll do it in reverse.



- Do not leave any item on the table that may hinder its cleaning.
- Place hygiene points at the entrance or near the tables for its use before and after using the rooms.
- Perform a correct ventilation of at least 15 min before occupying the room.
- Leave the doors open at all times.



CURRENT STATUS

A meeting environment with large capacity, in this case of about 12 people, focused on providing solutions according to the necessity, this will give us great versatility when it comes to organizing and distributing products to face moments like the one we are experiencing.

Proposal A

Creating a **separation between tables and reducing the capacity by half**, we achieve a safe and practical space in sessions where table support is necessary.

Proposal B

The versatility of the **Talent** table allows us to create configurations in which we gain central support, creating transit flows, in which we can **place the chairs with a safety distance**, achieving a total view of the **Caddy** as support for the presentation that you wish to share.

Proposal A



Proposal B





- o Collaboration areas with videoconference stands 100 cm high. Use of stools and high chairs.

Represented product:

- o **Twist Video Conference Table** - h: 100 cm, trapezoidal surface in phenolic. Melamine panel with internal space for connections and quick monitor anchoring system. Easy wiring access. Footrest in chromed steel.
- o **Noom 50 stool**. Cantilever base with footrest. Monoblock polystyrene shell for easy cleaning.



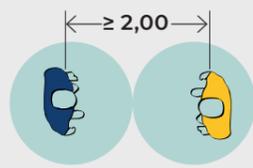
- o Collaboration areas with mobile and versatile posts with castors: tables, armchairs, poufs, tables with wheels, mobile video conference modules, ...

Represented product:

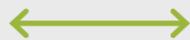
- o **Bend Side Table** - h: 74 cm, round surface in phenolic. 3 legged steel structure with a pyramidal shape.
- o **Table Tábula 20** - h: 74 cm, round melamine top, with castors.
- o **Bend Armchairs**. Straight modules of 2 seats with backrest. They incorporate an auxiliary table and castors. Round module with castors that allow its easy movement. Easy to clean upholstery.
- o **Whass chair**. Monoblock polystyrene shell for easy cleaning. 4-arm chair with swivel seat and gas lift. Upholstered seat.
- o **Caddy Video Conference**. Mobile video conference module. Melamine panels and aluminum profile. Hollow interior for wiring. Aluminum base with castors.



Legend



Areas of social distancing



Circulations of width ≥ 2.00 , where people are allowed to cross with caution.



Patterned access circulations, to avoid interpersonal crossings, for not meeting adequate distance conditions.



Access movements to specific positions.



Preferred crossing areas where adequate distance conditions exist.



Hygiene Points



Protective Screens



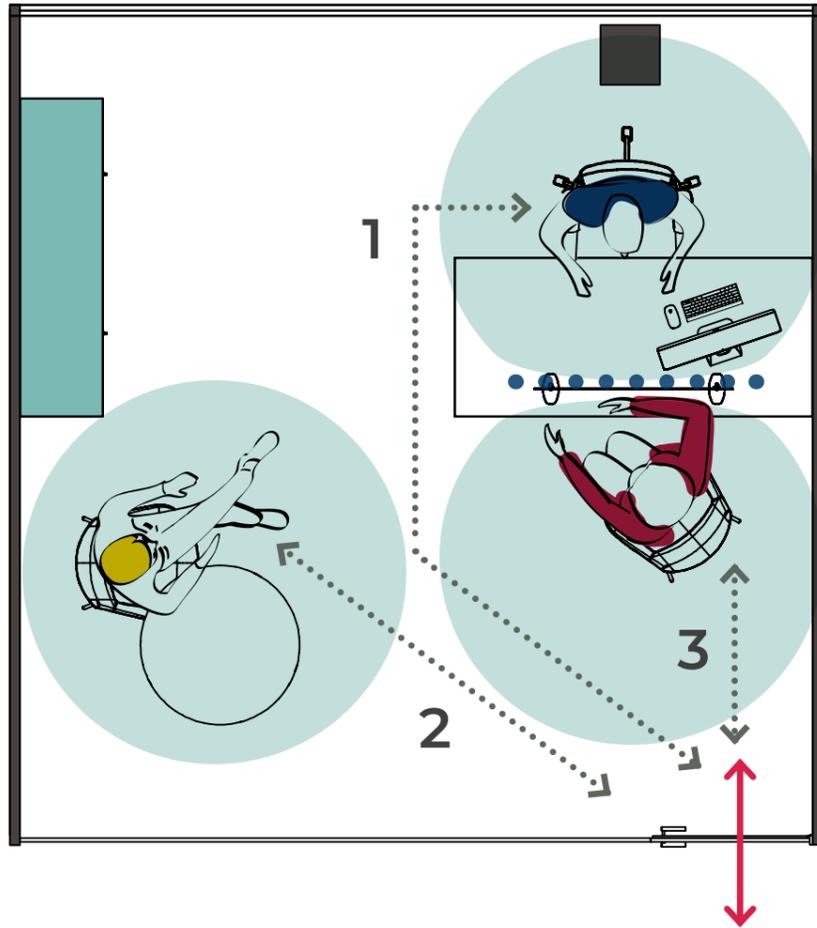
PRIVACY

It is true that privacy is an essential part of our day-to-day life which allows us to carry out tasks that require concentration, isolate ourselves for a call, carry out a closed office, sometimes used to isolate ourselves and others due to a cultural factor.

In this style, reference is made to spaces that demand extra privacy and we find it for its morphology or product configuration, a different environment that allows the user to choose the most suitable space for their work.

At this time the spaces can be for personal or team privacy, these will continue to be part of the space, but their use and the user interaction in these will be affected. The cabins will be used usually by one person, only in those cases where it is possible, only by distance or occupation more users will be allowed, the offices will be used by their habitual users, performing in external areas or more open in the space tasks that are not necessarily of a private nature, or that do not need such a high level of privacy.

We are going to find a change in personal and workplace privacy, we are going to become more responsible for our security and that is going to affect the open plan design of the space, returning to a semi-private operativeness.



Solutions



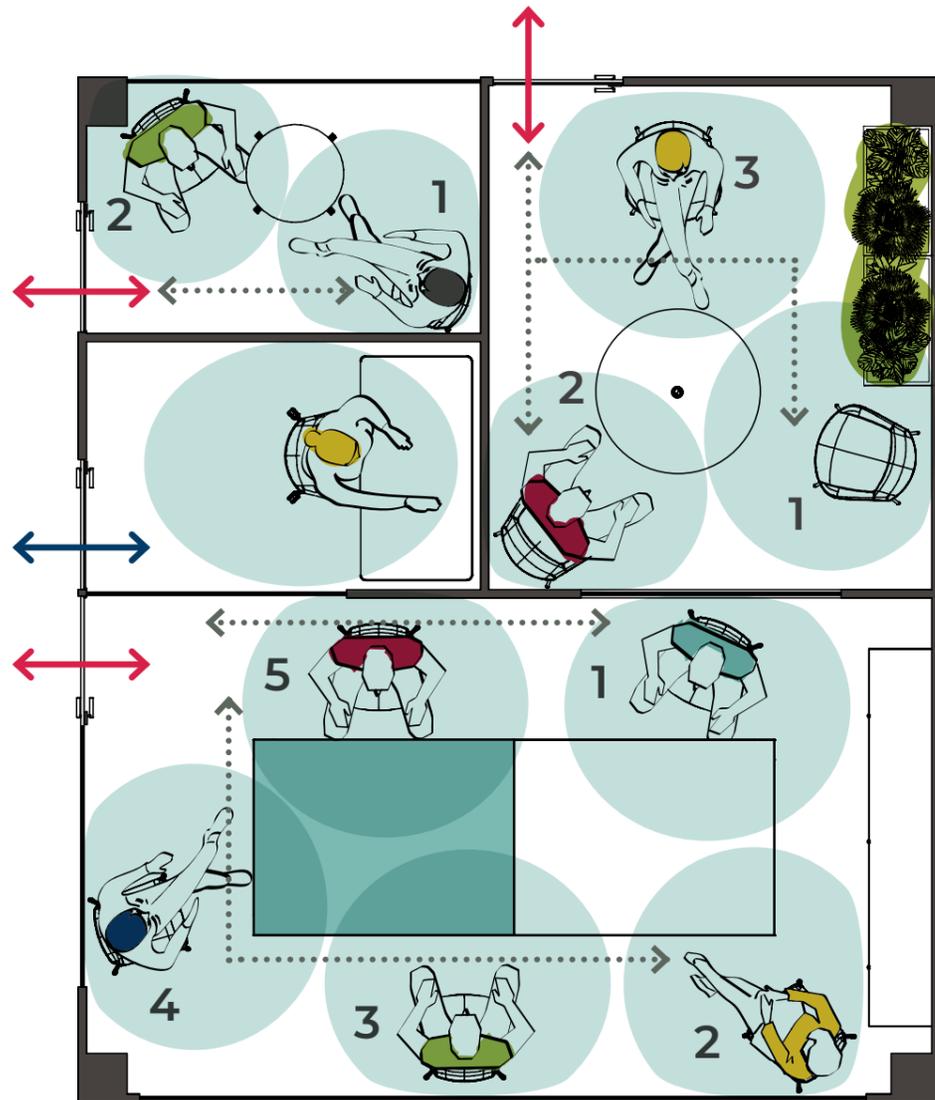
- Try to always be used by the same user or restrict their use to certain tasks punctually throughout the day.
- If you have an auxiliary meeting table, limit the capacity to 50-60%, separate chairs from the table or place front screens to carry out the meeting.
- We can also use this space for queries or as temporary confidential use since we extend the distance to the post without the need to place any dividing element.
- Limit the use of confidants to one person and always using front screens and increasing the distance between them.
- Perform outside the office all tasks that are not exclusively focused work.



- Respect shifts to enter and leave the office and carry them out in an orderly manner, when entering occupy a place to allow access to the next colleague, in the same way when leaving this one.
- Respect the minimum safety distances of 2m, using the space and placing users within it to respect these distances.



- Keep the stand or table clean and free of elements for easy disinfection and cleaning.
- Locate a hygiene point near the door or in the access for its use when entering and leaving the office.
- Perform a correct ventilation of at least 15 min before occupying it



Solutions



- Limit the capacity to 50% of capacity.
- Respect shifts to access and exit the cabins. When we use these solutions we will respect an order of entry and exit, the first user will occupy the place furthest from the exit and then the other person will access, occupying the one closest to the exit, always avoiding occupying the front place. In the same way when leaving, the person closest to the exit will leave first and then the second user located furthest inside.



- Place a front screen on the desk to improve the safety of its occupants
- Sit diagonally to increase the distance between users.



- Provide biodegradable covers or elements to cover the seat and as you leave, throw it in a recycling bin.
- Use easy to clean materials or maintain a correct cleaning of these areas since they are spaces of massive use and more frequented
- Do not leave any element on top of the space to facilitate its cleaning.
- Place hygiene points to use before and after use of the space, as it is an element that for access and exit requires you to have more contact with it.



Offices + Cabins

- 1. Offices
- 2. Cabins



CURRENT STATUS

The private spaces of a company where you can meet are, on many occasions, just as crowded as the operative positions.

Rooms of different sizes and uses, to meet different capacity needs, having a large corporate meeting room, two spontaneous collaboration booths and a more friendly third intermediate room.

Proposal A

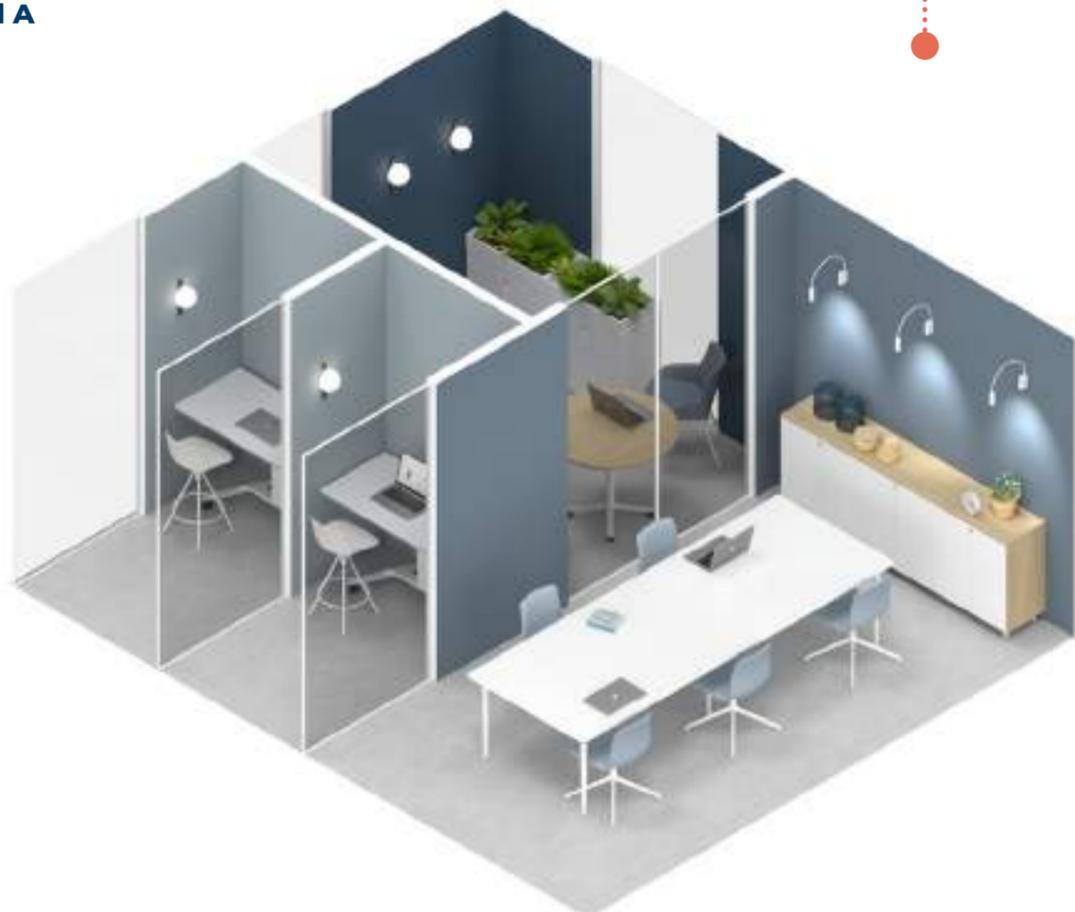
As it happens in the operative positions, we can **have 50% capacity** in the large meeting room, respecting the existing table.

In the **booths** we will be able to have **operative points** that support a greater number of workers within a time schedule, cancelling two meeting points, and in the intermediate room, we eliminate a chair leaving a space for 3 people with the indicated safety distance.

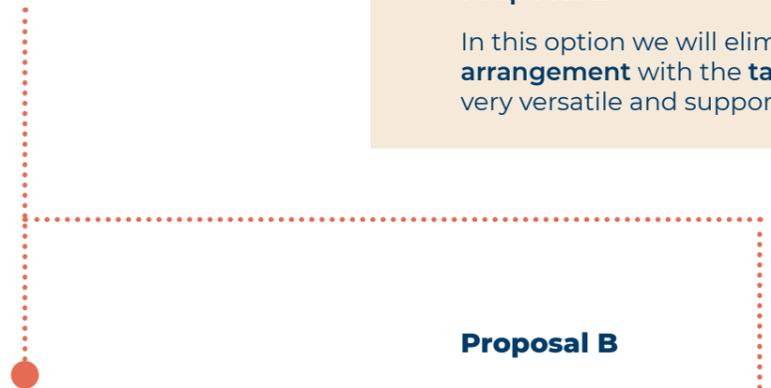
Proposal B

In this option we will eliminate the table, and we would win a position with an **"orbits" type arrangement** with the **tabula tables** in the next room, to which we would include castors, creating a very versatile and supportive product.

Proposal A



Proposal B





o Privacy zones of 1 and 2 posts, versatile for use as an operative zone. Seating modules with backrest + sound absorbing divider. Use of fixed and / or mobile tables of 74cms high.

Represented product:

- o **Table Talent 300** - h: 74 cm, melamine top, folding and with shock absorbing edge. Foot with castors (2 with brakes), which allow its mobility. Optional quick anchoring system between tables.
- o **Side Table Bend** - h: 74 cm, round surface in compact laminate. 3-legged steel structure with a pyramidal shape.
- o **Longo Pod and Longo Phone Booth** - Sound absorbing board and foam dividers, upholstered. Low back seats. Structure with aluminum profile and beech wooden legs. Optional steel accessories.



o 1 and 2 post privacy zones, versatile for use as an operating zone. Tables for individual use, adjustable in height, folding table and wheels. Melamine partition panels.

Represented product:

- o **Table Talent 500** - h: 74-104 cm, smelamine top, folding and with shock absorbing edge. Elevation by gas pump. Foot with castors (2 with brakes), to allow its mobility.
- o **D150 partition** in white melamine (possibility of optimal surface for writing). Feet with castors for easy handling and transport.
- o **Whass chair and draughtman chair.** Monoblock polystyrene shell for easy cleaning. 4-arm chair with swivel seat and gas lift. Hollow castors. Bench with 5-spoke base, swivel seat and gas lift. Reverse auto-braking castors.



Resources

At this time, social distancing and hygiene are some of the most effective measures against the spread of Covid-19, therefore, **it is very important to educate ourselves on a "new normal"**, we must provide visual measures that help us create new habits, for instance, of routes and hygiene; This way, we will be able to work and live in much safer common spaces.

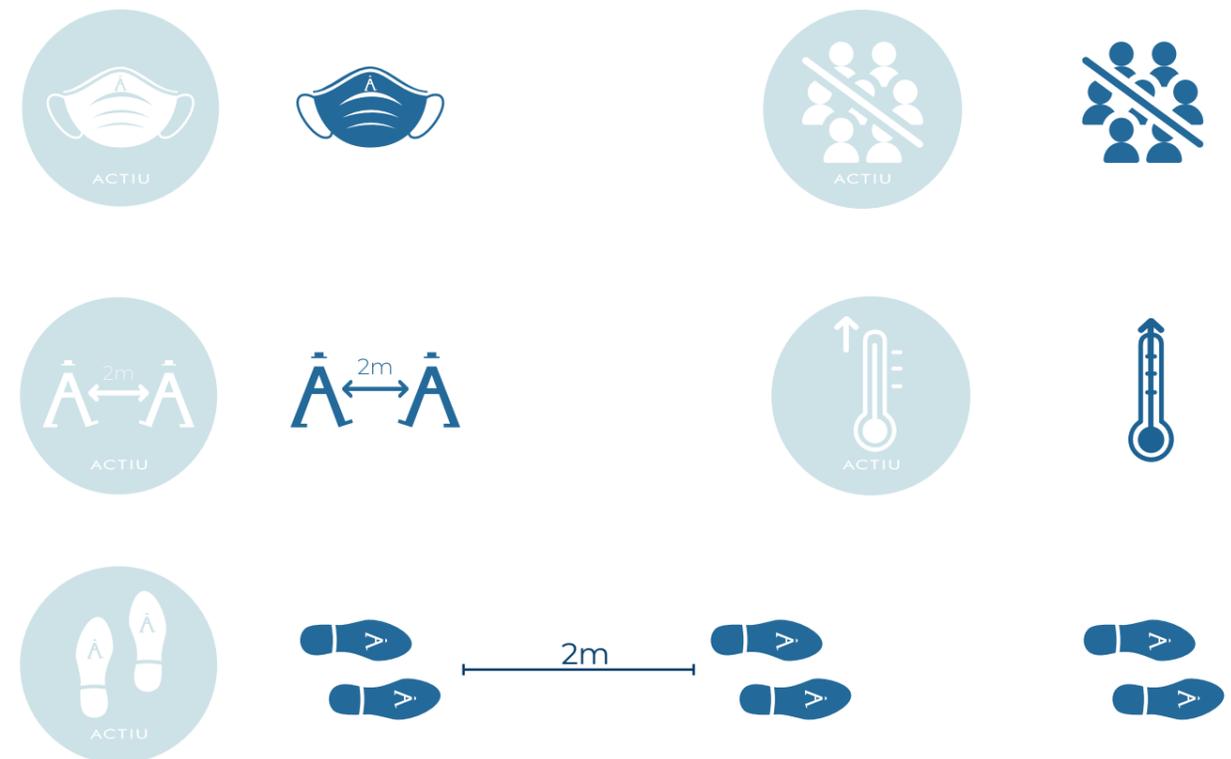
Through the **use of vinyl stickers**, we can isolate transit areas, create new routes, point out hygiene points or define waiting areas, among many other options, besides, this system solves an easy removal when the crisis is over.

A simple and attractive iconography will make the information to be transmitted more pleasant and effective, always within the same icon style. Therefore, we leave you below an example of an icon so that you can make use of it, or even creating new ones that are useful. ■

Hygiene Iconography



Iconography for Distance and safety measures



New offices for new times, Home office

**Working from home
as an ideal solution to
control density in the
company**

The 'home office' or **working from home**, have become common terms in the midst of the emergency that the world is experiencing as a result of the coronavirus pandemic.

We are immersed in a change of paradigms and mental models. The technological era, along with this global crisis, has contributed to the **transformation of social, economic and work patterns taking place at a dizzying pace**. All these changes affect both people's lifestyles and the link that the individual establishes with the organizations to which he belongs.

The trend is to implement processes and incorporate new elements that make possible to transfer to the home the same guarantees that already exist in offices and educational centres. The **choice of an ideal workplace, the use of suitable tables and chairs**, the planning of tasks or online socialization are some of the aspects that allow these spaces to maintain productive efficiency and wellbeing, while promoting cooperation and the autonomy of each user.

European businesses are getting ready to return to work after the covid-19. **Offices are one of the spaces that will undergo the most changes in the short term**. The goal is to optimize resources and ensure the health of all those who return to their physical job. But the rest must **continue working from home, in a format that has come to establish itself in our way of working**.



Advantages of working from home

Working from home has become the norm. Whether full or part-time, combined with the face-to-face role in the office, this is a formula that is spreading.

On one hand, it helps to change the mindset regarding old businesses in the way of understanding the work itself, as well as the relationships between company and employee. On the other, and above all, the development of technology, which increasingly allows a wider range of possibilities. There are not so many work related distractions, but there may be with other pending tasks

Analysing the scenario, it is worth considering, from the business point of view, whether working from home is a practice that is proving worthwhile, and pays off. For this, we tell you both the pros and cons of remote work.

Home Office

vs.

Office Work

PROS

- More tranquility and less noise 
- More freedom to organise your workspace 
- Less work related distractions, internal communication and managers 
- Easier to organise and prioritise tasks 
- There's no boss or manager checking on the person all the time 
- Less stress thanks to a more relaxed work environment 

- Social relationships with colleagues 
- Not feeling lonely or isolated helps keeping high self-esteem 
- Possibility of having face-to-face contact with rest of the management team 
- It's easier to solve problems by having the opportunity to meet or see each other in person. 

CONS

- There aren't as many work-related distractions, but there may be with other pending tasks 
- It can feel lonely and isolated. Even left out by the team or the company 
- One can fall into not smartening up for work or neglect self-care, which can affect social behaviour and self-esteem 

- More noise and distractions (calls, emails, chats with managers, long and unprofitable meetings, meals...) 
- Sometimes the employee doesn't prioritise tasks, doing what is told by management, even though it might not be the priority 
- More stress and a less relaxed work environment 
- The boss might be checking in every now and then, interrupting and altering therefore affecting productivity 
- Social relationships amongst colleagues can reduce and deplete productivity 
- Waste of time and expense in commuting from home to work and vice versa. 

Guidelines for an efficient Home Office

One of the keys to being able to work from home is **knowing how to organise yourself** so that home doesn't become an office 24/7.

It doesn't matter the size of the space, as long as you dedicate a **fixed and differentiated area to work**. If you cannot have a room in your house exclusively for this activity, you can choose to have a different area, for instance, through **colour, distribution or style** so you feel that it's part of another room

To do it at ease and comfortably, it's necessary to **creatively and intelligently condition the workspace**. To create an office space at home, it is important to have these basics: a **good internet connection**, a **computer**, an **ergonomic chair** that takes care of your health while you work, a **desk** and some **filing space** where to organise the work objects and paperwork.

The **choice of furniture will depend on the available space**, the activity you do and the hours you will spend in your home office. In any case, and whatever your situation, try to create a **working environment that is as attractive, functional and comfortable as possible** so that your creativity, wellbeing and productivity flow equally. ■

 **ACTIU'S 10 TIPS TO WORK FROM HOME**



Ergonomy & Health

User's wellbeing is essential

We spend an **average of 9h and 19 minutes at the workplace**, the vast majority, **sitting** in front of a computer. We should have a very clear concept about how **posture and the environment affect our final performance**; However, despite its importance, we do not usually give it the attention it requires and in most cases it is not usual to practice **healthy habits at work**.

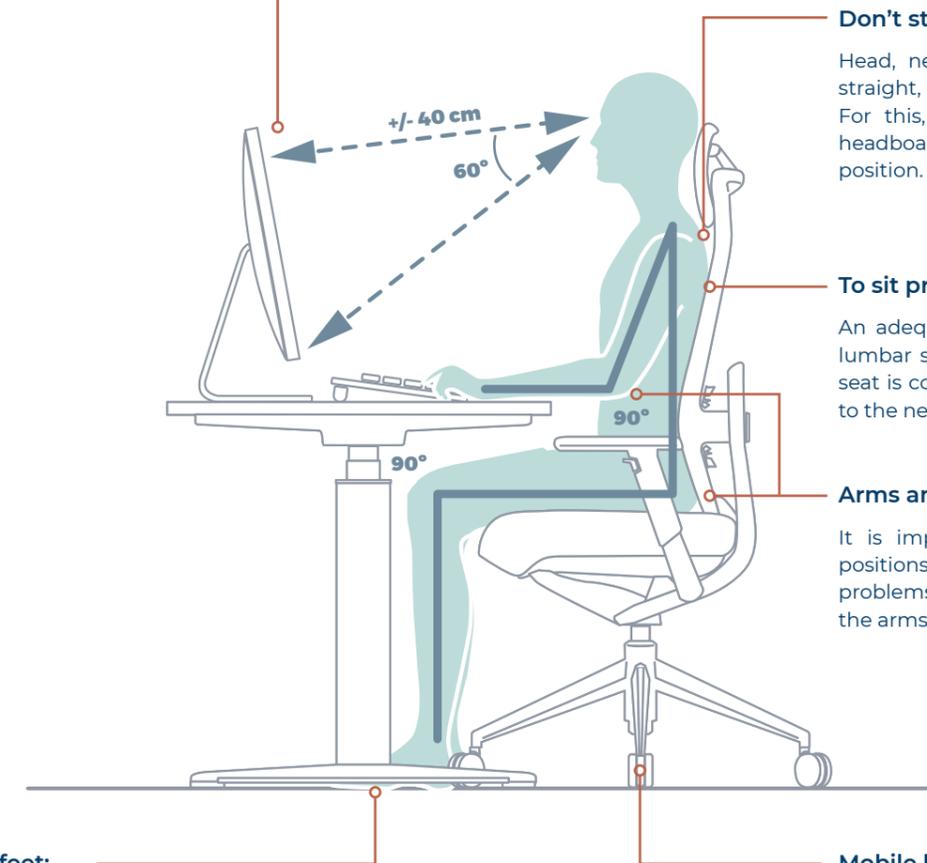
A bad posture can cause serious problems.

Sometimes **cheap can be expensive**. Choosing a good chair is proof of this. It is **important** to be aware of an **adequate selection of furniture** that we will use to work from home, especially when we dedicate more than a third of our time to work.

Next, We offer you a series of healthy habits to improve ergonomics and avoid future health problems. ■

Computer screen:

The screen should be on a slightly lower plane than eye level, about 40 cm away approximately (1 arm) and where the vision angle of keyboard and screen does not exceed 60°



Don't stoop:

Head, neck and back aligned and straight, and shoulders relaxed. For this, a good backrest, even a headboard, helps to maintain a good position.

To sit properly:

An adequate chair, where a correct lumbar support is provided and the seat is comfortable being adjustable to the needed depth.

Arms and legs at a 90° angle

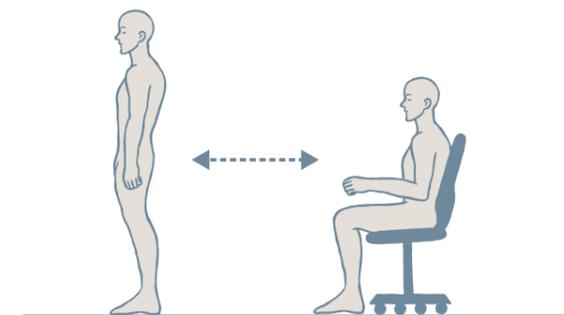
It is important to maintain these positions in order to avoid joint problems. Height and adjustment of the arms will optimise comfort.

Resting feet:

They must be resting completely on the floor or if this were not possible, on a footrest

Mobile base:

A chair with castors will allow us an easy movement without the need to provoke sudden movements to the trunk. In addition, if you have a backrest that adapts to the movement, it will reduce the possibility of muscle overload.



Vary your posture:

The same posture should not be maintained for a long time, nor should the gaze be continuously fixed on the screen. It is interesting to take a 10 min break every hour of work.



Exercises:

Do stretching exercises to tone, stay flexible and avoid pain and contractures



Furniture

It is important an adequate selection of furniture

Desk.

The work surface must be large enough to allow all necessary elements to be placed on it. We can also choose a height adjustable desk to work standing or sitting, alternating position during the day

Chair.

The chair is an essential element to maintain a good posture, therefore, it should be chosen with built-in lumbar support, height-adjustable seat and reclining function.

File.

Keeping the material organised so we have it within reach when we need it can help us during the time working from home.

Work surface: Desk

- It should be low reflective, have sufficient dimensions, and allow a flexible placement of screen, keyboard, documents, and accessory material.
- The space must be enough to allow a comfortable position
- It must be stable, with the correct dimensions, so that the posture is not forced (according to regulations - 74 cm.) And could be adjustable, allowing to alternate the position during the workday.



Vital Pro

Dimension: 96 / 120 / 140 / 160 / 180 x 80 x 74 cm

Surface:

Formaldehyde-free melamine with a thickness of 25mm
 Finishes: White, lime oak, light oak, chestnut and coco

Structure:

Legs of 50 x 50 mm with a thickness of 1.5 mm and lower section beams of 40 x 40 mm with a thickness of 2 mm, profile made of laminated steel, in black and white aluminised finishes with epoxy paint.

Accessories: cable spine, cable tray, cpu holder, desk-mounted screens, ...



Vital Plus

Dimension: 96 / 120 / 140 / 160 / 180 x 80 x 74 cm

Surface:

Formaldehyde-free melamine with a thickness of 25mm
 Finishes: White, lime oak, light oak, chestnut, coco and dark oak

Structure:

Legs of 50 x 50 mm with a thickness of 1.8 mm and lower section beams of 40 x 40 mm with a thickness of 2 mm, profile made of laminated steel, in black and white aluminised finishes with epoxy paint.

Accessories: cable spine, cable tray, cpu holder, desk-mounted screens, ...



Longo

Dimension: 132/160/180 x 80 x 74 cm

Surface:

Formaldehyde-free melamine with a thickness of 19mm
 Finishes: White, lime oak, light oak, chestnut and dark oak

Structure:

Structure formed by extruded aluminium profiles. Legs in pyramid-shaped injected aluminium, in a white and black aluminized finish with epoxy paint and a polished finish.

Accessories: cable spine, cable tray, cpu holder, desk-mounted screens, ...



Prisma

Dimension: 120 / 140 / 160 / 180 x 80 x 74 cm

Surface:

Formaldehyde-free melamine with a thickness of 19mm
 Finishes: White, lime oak, light oak, chestnut and dark oak

Structure:

Leg frame with a section of 50 x 50 mm made of laminated steel profile of 1.5 mm thick, finished in black and white with epoxy paint, wood-like and chrome finishes.

Accessories: cable spine, cable tray, cpu holder, desk-mounted screens, ...



Talent 500

Dimension: 120 / 138 / 160 x 80 x 74-104 cm

Surface:

Formaldehyde-free melamine with a thickness of 25mm and rubber edge.
 Finishes: White, lime oak, light oak, chestnut, coco and dark oak

Structure:

Folding desk top with locking/unlocking system
 Elevation system of the desk through gas lift
 Injected aluminium telescopic central column, in a white, black, aluminised and polished white finish.

Accessories: paintable surface, electrification system.



Mobility Step

Dimension: 140 / 160 / 180 x 80 x 65-130 cm

Surface:

Formaldehyde-free melamine with a thickness of 25mm
 Finishes: White, lime oak, light oak, chestnut, coco and dark oak

Structure:

Height regulation 64-130cm in compliance with EN 527-1: 2011. It incorporates an anti-collision with objects security system.
 Metal legs of steel tube of 70x70 mm and thickness 1.5mm.

Available in white and black aluminised finishes. Aluminium injection cantilever leg.

Accessories: cable spine, cable tray, cpu holder, desk-mounted screens, ...

Seating: Chairs

- It must be stable and provide freedom of movement and a comfortable posture.
- The seat height will be adjustable.
- The backrest will be reclining and adjustable in height.
- It can be complemented with a footrest for greater ergonomics and a healthier posture.



Noom 30

Dimension: Ø67,5 cm x 83,3-89 cm

Backrest and seat:

Internal steel structure. Backrest and seat injected with flexible PUR foam. Upholstered in easy to clean fabric.

Mechanism:

Swivel seat and gas lift

Base: Rotating base with 4 Ø 67.5 cm aluminum spokes. Silent hollow castors.

Base Finishes: aluminium, black or white



Efit

Dimension: Ø67,5 cm x 91-101 cm

Backrest:

Backrest made of polypropylene with fiberglass (PP + 30% FV) Two models: high backrest and low backrest. Adaptive Lumbar Support.

Seat:

Seat with AIR COMFORT SYSTEM technology upholstered in easy to clean fabric

Mechanism:

Swivel seat with gas lift and/or synchro mechanism.

Arms:

2D arm: adjustable in height and width. 3D arm: adjustable in height and width, with 360° rotation of the armrest.

Base: Rotating 5-spoke base in injected aluminium or polyamide with fiberglass of Ø 67.5 cm.

Base finishes: white, black or polished



Stay

Dimension: Ø67,5 cm x 91-101 cm

Backrest:

Backrest made of polypropylene with fiberglass (PP + 30% FV). on which a technical mesh or Tex is placed. Lumbar Support. Optional Headrest.

Seat:

Seat with AIR COMFORT SYSTEM technology upholstered in easy to clean fabric

Mechanism:

Rotating seat with gas lift or synchro mechanism.

Arms:

2D arm: adjustable in height and width. 3D arm: adjustable in height and width, with 360° rotation of the armrest.

Base: Rotating 5-spoke base in injected aluminium or polyamide with fiberglass of Ø 67.5 cm.

Base finishes: white, black, silver or polished



Trim

Dimension: Ø67,5 cm x 100,5 - 117,5cm

Backrest:

Backrest made of polypropylene with fiberglass (PP + 30% FV). Three options: Polypropylene backrest, technical mesh backrest or TEX mesh backrest. Lumbar support. Height adjustable backrest.

Seat:

Seat with AIR COMFORT SYSTEM technology upholstered in easy to clean fabric

Mechanism:

Rotating seat with gas lift or synchro mechanism.

Arms:

2D arm: adjustable in height and width. 3D arm: adjustable in height and width, with 360° rotation of the armrest.

Base: Rotating 5-spoke base in injected aluminium or polyamide with fiberglass of Ø 67.5 cm.

Base finishes: white, black, silver or polished



TNK Flex

Dimension: Ø67,5 cm x 100,5 - 110,5cm

Backrest:

Backrest made of polypropylene with fiberglass on which a technical mesh or Tex or a backrest injected with PUR foam is placed. Height adjustable backrest. Optional headboard. Lumbar support.

Seat:

Adaptive 360° tilting seat with AIR COMFORT SYSTEM technology upholstered in easy to clean fabric.

Mechanism:

Rotating seat with gas lift or synchro mechanism.

Arms:

2D arm: adjustable in height and width. 3D arm: adjustable in height and width, with 360° rotation of the armrest.

Base: Rotating 5-spoke base in injected aluminium or polyamide with fiberglass of Ø 67.5 cm.

Base finishes: white, black or polished



Cron

Dimension: Ø67,5 cm x 91-101 cm

Backrest:

Backrest injected with flexible PU foam on an internal metal frame made of Ø 16 x 1.5 mm thick steel tube. Model with integrated headboard.

Seat:

Seat with AIR COMFORT SYSTEM technology upholstered in easy to clean fabric.

Mechanism:

Swivel seat and advanced self-weighting Synchro System with gas lift.

Arms:

Fixed injected aluminium arms with black polypropylene armrests.

Base: Rotating 5-spoke base in injected aluminium or polyamide with fiberglass of Ø 67.5 cm

Base finishes: white, black or polished

Seating: Collective chairs

- It must be stable and provide freedom of movement and a comfortable posture.
- The height of the seat should allow for comfortable sitting from the ground.
- Preferably, it should have a backrest that allows a correct posture.



Wing

Dimension: 57 x 52 x 78 cm

Backrest and seat:

Made of Polypropylene (PP) with 30% glass fiber in a wide range of colors. Gas-assisted injection technology, which allows to generate volumes and sections obtaining a bonus in design.

- Anti UV treatment for outdoor use.
- Antistatic treatment to facilitate cleaning.
- Stacking protectors included.

Seat:

- Without padding.
- Optional PUR padding. Easy to clean with soap and water.
- Optional upholstered padding in a wide range of colors.



Whass

Dimension: 51,7 x 54 x 81,3 cm

Backrest and seat:

Polypropylene (PP) shell 5 mm thick with fiberglass.

Seat:

- Without padding.
- Optional PUR padding. Easy to clean with soap and water.
- Optional upholstered padding in a wide range of colors.

Structure:

Structure made with cylindrical tube in laminated steel of Ø16mm and thickness 2mm, in finishes: white, black, chrome, orange and blue.

Arms:

Model with and without arms with polypropylene armrests.



Noom 50

Dimension: 50,8 x 55,8 x 83,6 cm

Backrest and seat:

- polypropylene (PP) shell 5mm thick with fiberglass.

- Polypropylene shell model with ergonomic padding in PUR foam, upholstered in easy to clean fabric, easy maintenance and durability.

Seat:

- Without padding.
- Optional PUR padding. Easy to clean with soap and water.
- Optional upholstered padding in a wide range of colors.

Structure:

Structure made with cylindrical tube in laminated steel of Ø16mm and thickness 2mm, in finishes: white, black, chrome, orange and blue

Arms:

Model with and without arms with polypropylene armrests.



Noom 30

Dimension: 52,5 x 53,9 x 83,3 cm

Backrest and seat:

Internal steel structure. Backrest and seat injected with flexible PUR foam. Upholstered in easy to clean fabric.

Structure:

Base made of steel tube with 4 legs in Ø16mm x 2mm thick. Crossbar in steel tube Ø13mm x 2mm thick. Laminated cylindrical tubes.

Finishes: Black and White.



Noom 10

Dimension: 64 x 63,3 x 82,4 cm

Backrest and seat:

Internal steel structure. Backrest and seat, injected with flexible PUR foam. Upholstered in easy to clean fabric.

Cushion injected with flexible PUR foam. Upholstered in easy to clean fabric.

Structure:

Base with 4 conical legs in solid beech wood in natural and black finishes.

Storage: Filing Systems

- It must be stable, with anti-tip systems and with the correct dimensions. If racks or shelves are available, they must have sufficient stability to support the weight of the documents.
- It must allow us to keep the material organized to have it within our reach.
- If it is a mobile element and it has doors or drawers, it is preferable to have a safety closing system for its movement.



Buck móviles

Dimension: 41 x 55 x 56,5 cm

Structure:

Melamine formaldehyde-free with a thickness of 16mm.
Finishes: white, lime oak, light oak, chestnut, coco gray and dark oak.

- Closing with an anti-tip system. Drawer locking system for transport.
- Lock cylinder with opening and closing positioning.
- Drawers and file drawers with full accessibility.
- Surface handles made of Aluminium.
- Standard safety castors
- Availability of 5th castor in file drawer, providing greater stability and operability.



On Time

Dimension: 79 x 42 x 120 cm

Structure:

Melamine formaldehyde-free with a thickness of 19mm.
Finishes: white and lime oak.

- Module with 2 locked doors and 2 interior shelves.
- Injected aluminum handle to facilitate movement.
- Aluminum handle and key lock.
- Castors with Teflon tread of Ø 65cm.



Longo

Dimension: 240 x 50 x 85 cm

Structure:

Melamine formaldehyde-free with a thickness of 16 and 19mm.
Finishes: white, lime oak, chestnut and dark oak.

- Sliding door made of melamine 16mm thick.
- Shelves made of melamine 19 mm thick.
- Structure profiles and brackets in Aluminium in white, black or aluminized finishes.
- Injected aluminium legs, in white, black, aluminized and polished finishes, with non-slip sole.



Prisma

Dimension: 160 / 240 x 45 x 69 cm

Structure:

Formaldehyde-free melamine with a thickness of 16/19 / 25mm.
Finish: white, lime oak, light oak, chestnut, and dark oak.

- Top and base 25mm thick
- Height adjustable shelves 19mm thick
- Sides 19mm thick.
- Back 16mm thick.
- Sliding door in melamine 16mm thick.
- Lock cylinder with opening and closing positioning
- Supports with easily accessible levellers.



Cubic

Dimension: 160 x 40 x 123 cm

Structure:

Formaldehyde-free melamine with a thickness of 30mm.
Finish: white, lime oak, light oak, chestnut and dark oak.

- Structure in melamine board 30 mm thick.
- Back melamine 10mm thick.
- Sliding door in melamine 16mm thick with integrated handle made of Zamak.
- Anodized aluminium door guide with trim in the same finish as the cabinet.
- Anti-humidity foot with levellers



Armarios Modulares

Dimension: 80 / 100 x 42 x 78 / 113 / 150 / 185 / 222 cm

Structure:

Formaldehyde-free melamine with a thickness of 16/19 / 25mm.
Finish: white, lime oak, light oak, chestnut, coco grey and dark oak.

- Top, base and legs 25mm thick.
- Shelves adjustable in height.
- Sides 19 mm thick.
- Back 16 mm thick.
- Hinged doors 16 mm thick.
- Lock cylinder with opening and closing position.
- Optimized capacity for multiple DIN-A4 documents
- Zamak injection surface handles
- Anti-humidity foot with levellers

Well, more important than ever

Wellbeing is also health, safety and trust in the built spaces.

WELL certification is the first official method of space evaluation that focuses specifically on the health and wellbeing of people inside buildings.

WELL contemplates ten elements: Air, Water, Food, Lighting, Movement, Thermal Comfort, Sound, Materials, Mind and Community. Each concept refers to different aspects of health and wellbeing.

In this moment of pandemic, it is increasingly necessary to take care of each of the elements mentioned above, so that people have a healthy environment and wellbeing.



10 Well concepts



Air

Air quality analysis.
Total smoke restriction.
Automated manual ventilation.



Virus safe

Increase ventilation flow.
Do not recirculate, promote outdoor air ventilation.
Audit and sensorized air monitoring.
Separation of sensitive spaces with self-closing doors.
Purifying filters.
UVA irradiation lamps (*to eliminate microorganisms in ventilation systems*).
Exterior separation with double or revolving door (*barrier*).



Water

Water quality analysis.
Pollution auditing and monitoring.
Purification filter.
Sources at 30 mt.
Hydration messages.



Virus safe

Automatic taps (*to reduce contacts*).
Loose measures of the sink and water fall (*to avoid contamination by pathogens*).
Paper towels in toilets.
Automatic soap dispensers.
Selection of anti-humidity materials (*no growth of pathogens*).



Nutrition

Free daily fruit.
Nutritional information of the offered foods.
Substitution of unhealthy products.
Healthy eating messages.
Dining space for > 25% users.



Illumination

> 70% of workstations at <7.5 mt. from a window.
Promotional messages on lighting quality.
Measurement of natural and artificial lighting (> 215/300 lux), EML and candles.
Automatic blinds to control glare.
Exterior views.
No significant luminance changes.



Movement

Adjustable monitors.
> 25% of users can work standing up.
Ergonomic chairs.
Passing spaces and attractive reception areas.
Sufficient showers and changing rooms.
Guided physical activity programs.
Specific space for practicing sports.



Virus safe

Messages promoting movement, use of stairs, before the elevator.
In a 800mt radius there are streets to access on foot.
Cycling stations and facilities.
Green and recreational spaces.



10 Well concepts



Calefacción

Satisfaction questionnaire twice a year.
Thermostats in operative and meeting areas.
Radiant heating.



Virus safe

Optimal temperature range.
Humidity within the optimal range (30-60%)
Humidity control systems (*these points facilitate that the virus does not spread easily*).



Materials

Recycling waste.
Ecological and neutral cleaning products.
Low emissive furniture: formaldehydes, retardants of halogenated flame, VOC's, COSV's (ANSI / BIFMA regulation e3-2011)



Virus safe

Cleaning protocol for surfaces of frequent contact.
Bins without contact.



Sound

Noise measurement between 30-45 Db.
Correct reverberation RT60 and NRC.
Sound absorbing dividers and panels.



Mind

Wellness library.
Biophilic design.
Educational programs.
Outdoor spaces for relaxation.
Green spaces around.
Green spaces landscape.
Promotion of productivity with focus hours.



Community

WELL coordination and communication team.
Space satisfaction questionnaire.
Guided tour in facilities.
LEED Platinum.
WELL AP.



Virus safe

Extra benefits for individual health (*such as health insurance*).
Vaccination programs.
Promote and facilitate remote work if there is flu or virus symptoms.



Maintenance and Hygiene

Now more than ever, the correct conservation and cleaning of the surfaces and materials of any work environment is key to preserving health

In order to avoid possible infections and maintain a state of wellbeing and health of people, it is advisable to reinforce cleaning and disinfection tasks in all rooms, with special emphasis on surfaces that are touched more frequently, such as windows or door knobs, as well as all appliances commonly used by employees, from machinery controls to desks and computers.

We propose some guidelines for maintenance, cleaning and disinfection in the different materials of the workstations, in order to be able to comply with hygiene measures.

└ Maintenance of Actiu surfaces

Melamines, metals and plastics

To proceed with disinfecting these surfaces, you can use products such as bleach diluted in water according to the manufacturer's instructions (active ingredient Sodium Hypochlorite), 70° alcohol (active ingredient Ethanol) or soapy disinfectant solutions for domestic use in the proportions recommended by the manufacturer. After leaving it to work, it should be rinsed with clean water.

**** In plastic we have as an exception the abs of the PLEK chairs, which must be cleaned with soap and water.*

Methacrylates and glass

To proceed with disinfecting these surfaces, you can use products such as bleach diluted in water according to the manufacturer's instructions (active ingredient Sodium Hypochlorite), 70° alcohol (active ingredient Ethanol) or soapy disinfectant solutions for domestic use in the proportions as recommended by the manufacturer. After leaving it to work, it should be rinsed with clean water. Taking into account not to apply these products on porous areas or edges, as it could result in material fractures. ■



Maintenance of Actiu Upholstery

Fabrics

To proceed with disinfecting the different upholstery used in products such as seating, soft seating, dividers, etc..., we indicate a series of guidelines and / or tips for proper cleaning:

Polyester and Trevira

These can be cleaned with Ethanol in a 1-10 proportion

Napel and Leathers

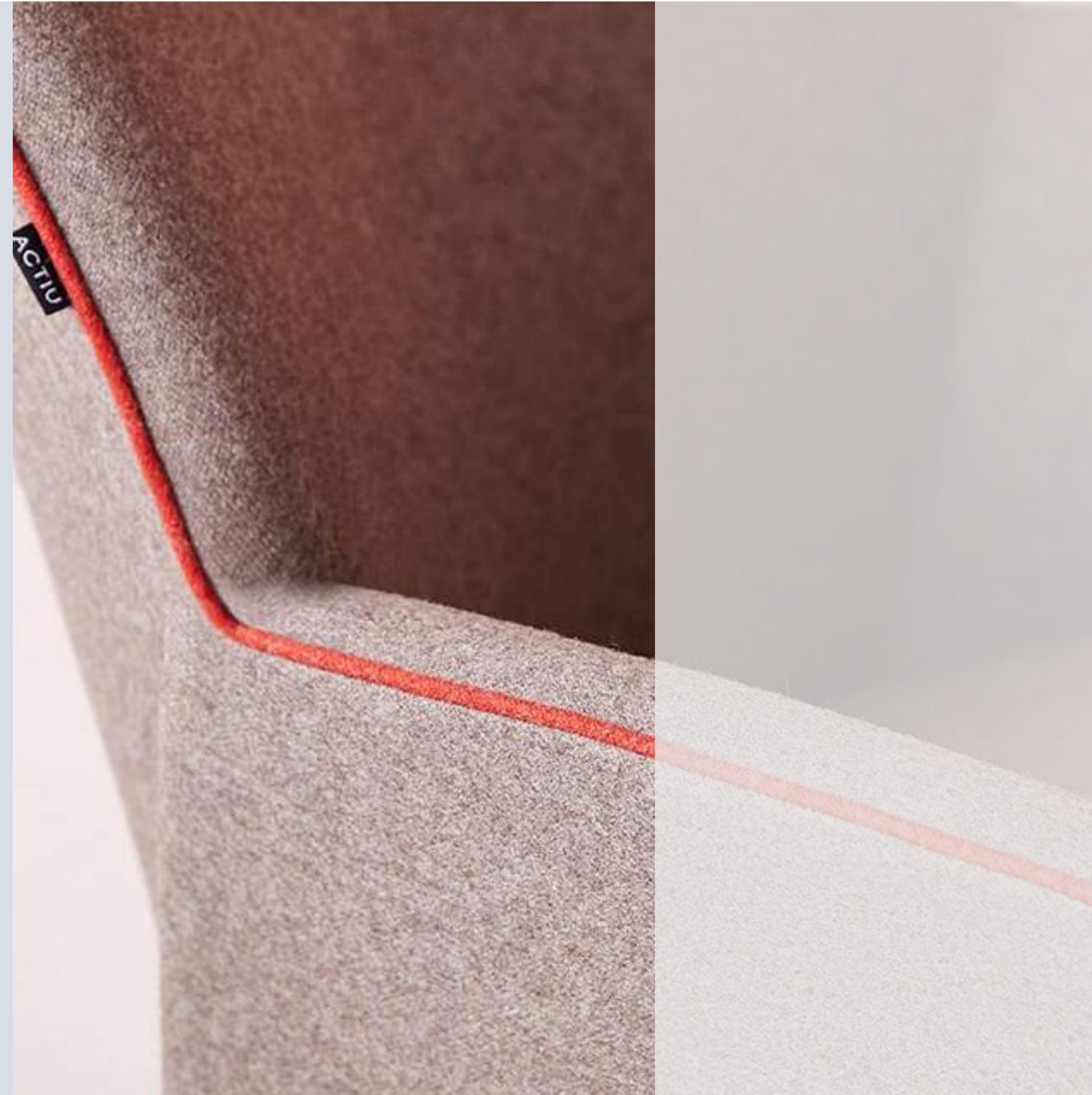
These can be cleaned with diluted neutral soap and a damp cloth.

Valencia

It is an antibacterial product in itself, therefore, initially it can be cleaned with a 10% solution of homemade liquid soap in hot water, applied with a soft damp cloth. Rinse with clean water and pat dry. Do not use alcohol-based cleaning agents.

Wool

Vacuum clean regularly. Dry clean or wash with a damp cloth. In case of contamination, the furniture upholstered with wool fabrics should stop being used for a minimum of 48 hours to avoid possible contagion. ■





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