

Social Distancing in Working Environments

spacing guidance
v1.2

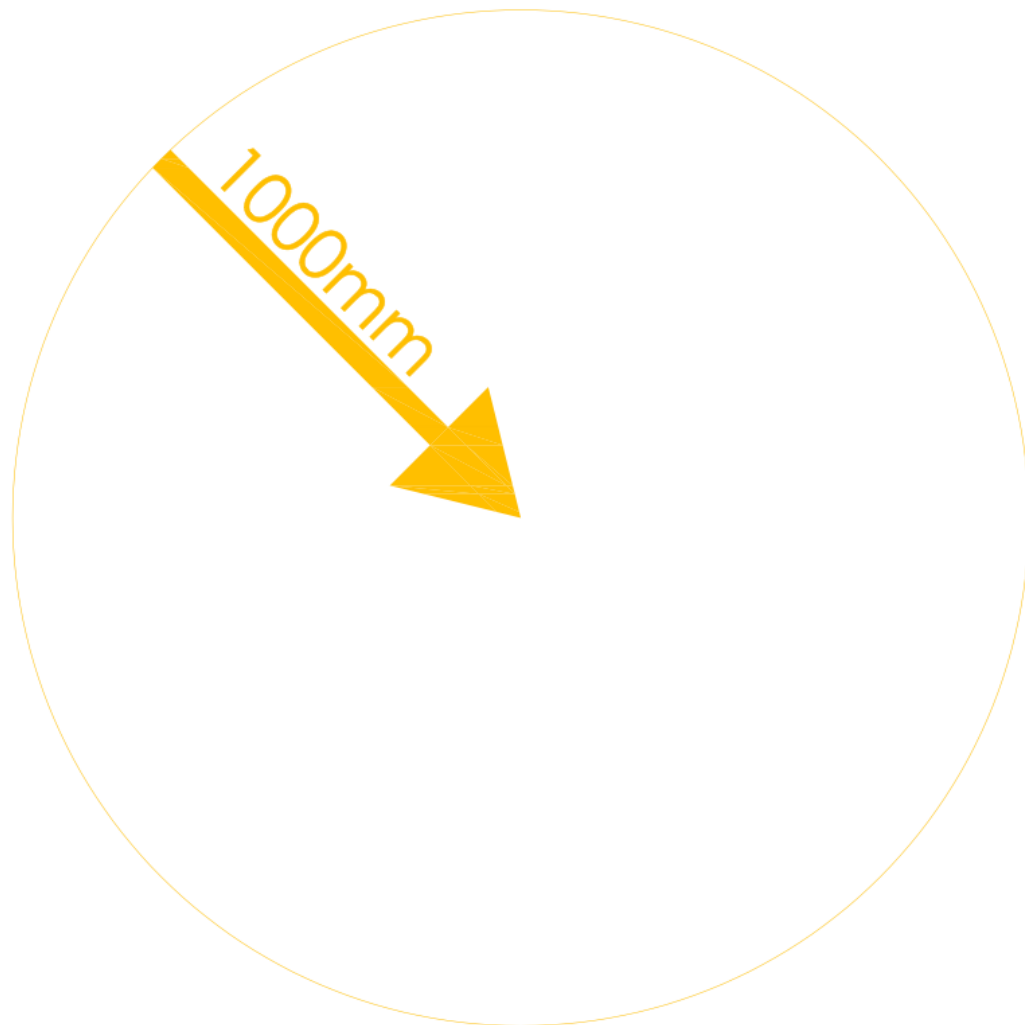


At Chart Area Seating we have used our in-house space-planning facilities to produce a quick guide to assist our clients with managing the impact of HM Government's Social Distancing guidelines on the work space.

The spacings shown are purely indicative, reflecting only our interpretations and are intended as a simple aid to visualising how additional space/reduced capacity may need to be considered to staff to maintain social distancing in your working environment.

We are of course happy to discuss providing more detailed plans based on your specific spaces.

The CAS Design Team



We have created dimensioned bubbles with 1000mm and 2000mm diameters to assist with visualising the additional space required to maintain the 2000mm distancing guidance.

Clearly, interpretations will differ as will company's execution of the reconfiguration of their working environments and teams' working arrangements.

Happily, people are free to choose routes for themselves, stand-up and sit-down at their discretion and cannot be expected to conform to prescribed pathways without deviation and therefore these layouts are only intended as a visual aid and high-level suggestions as to possible areas where reconfiguration of work spaces may be required.

In this document we have created indicative layouts to show the potential impact of maintaining social distancing on seating capacities.

Whilst the focus on mitigating the threat of Covid-19 has largely fallen on social-distancing it is acknowledged that it will not always be practical to maintain the 2.0m spacing between people targeted by the guidance.

In these instances other measures should be deployed to support the protection of team members.

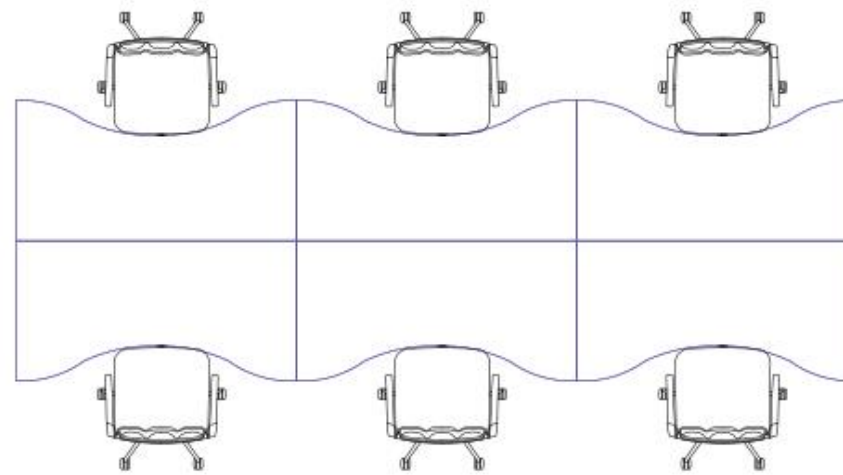
Indeed, even where 2.0m spacing is achieved this should only be viewed as one part of the response which should be augmented by all other measures including but not limited to heightened focus on hygiene and frequency of cleansing of the workplace, provision of hand-washing facilities at the ingress and egress points and the staggering of arrival and departure times for staff.

The introduction of varied shift-patterns, creation of separate work teams to restrict social-interaction and the use of physical barriers between individuals as well as the use of PPE where appropriate are examples of other methods for managing the risk.

Consideration can be given to placing team members in 'back-to-back' or 'side-by-side' working positions rather than 'face-to-face.'

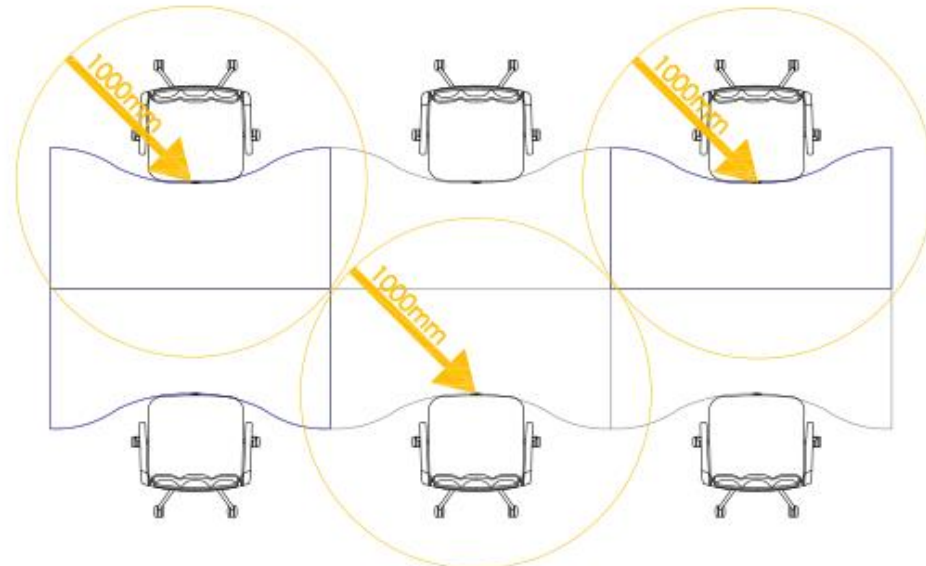


Indicative layout to show potential impact of HM Government's Social Distancing guidance on desk capacity

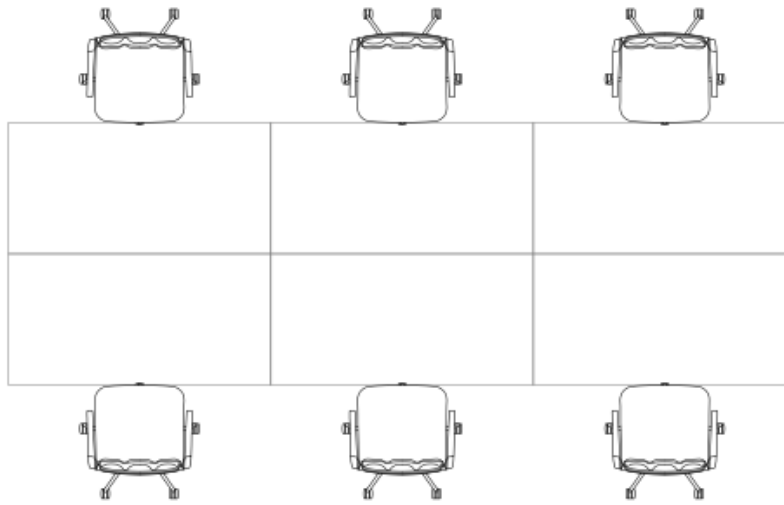


Cluster of 6 Desks

- 1 600mm x 800mm Wave Desk
- Task Chair

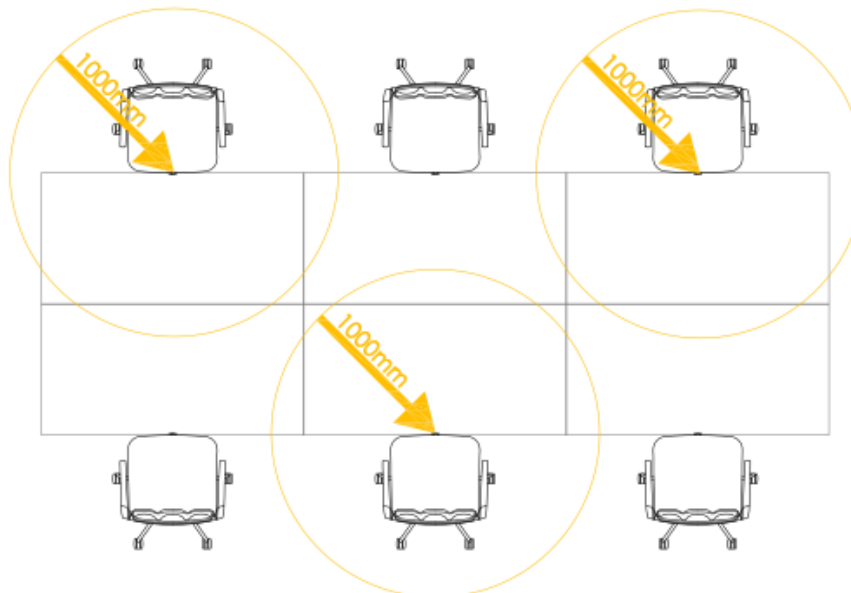


“Home-working can help mitigate reductions in workspace capacity.
Perspex screens between desk positions may increase protection and capacity”



Cluster of 6 Desks

- 1 600mm x 800mm Rectangular Desk
- Task Chair

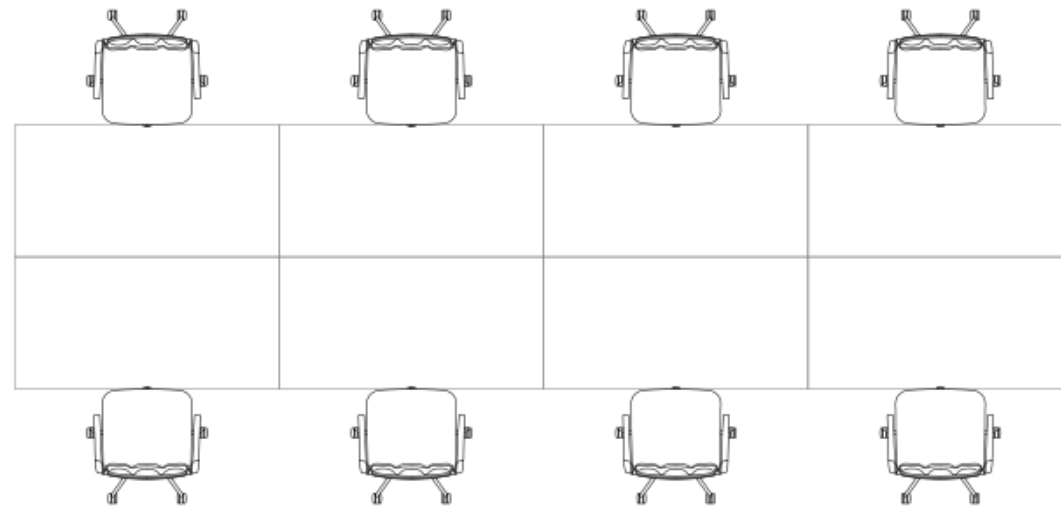


“Home-working can help mitigate reductions in workspace capacity.
Perspex screens between desk positions may increase protection and capacity”

Indicative layout to show potential impact of HM Government’s Social Distancing guidance on desk capacity

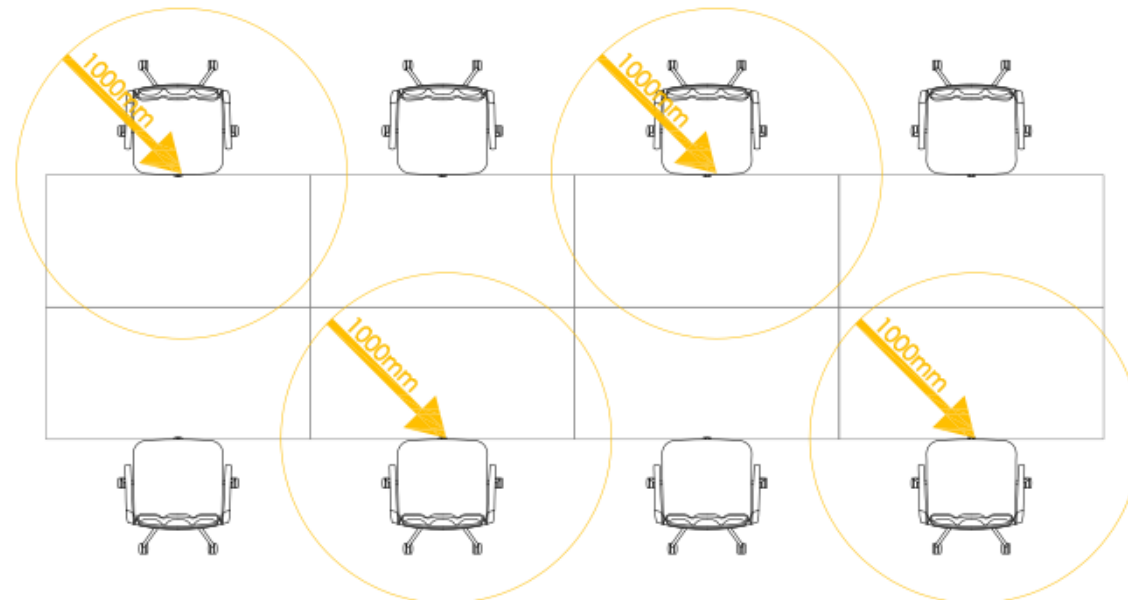
“Home-working can help mitigate reductions in workspace capacity. Perspex screens between desk positions may increase protection and capacity”

Indicative layout to show potential impact of HM Government's Social Distancing guidance on desk capacity

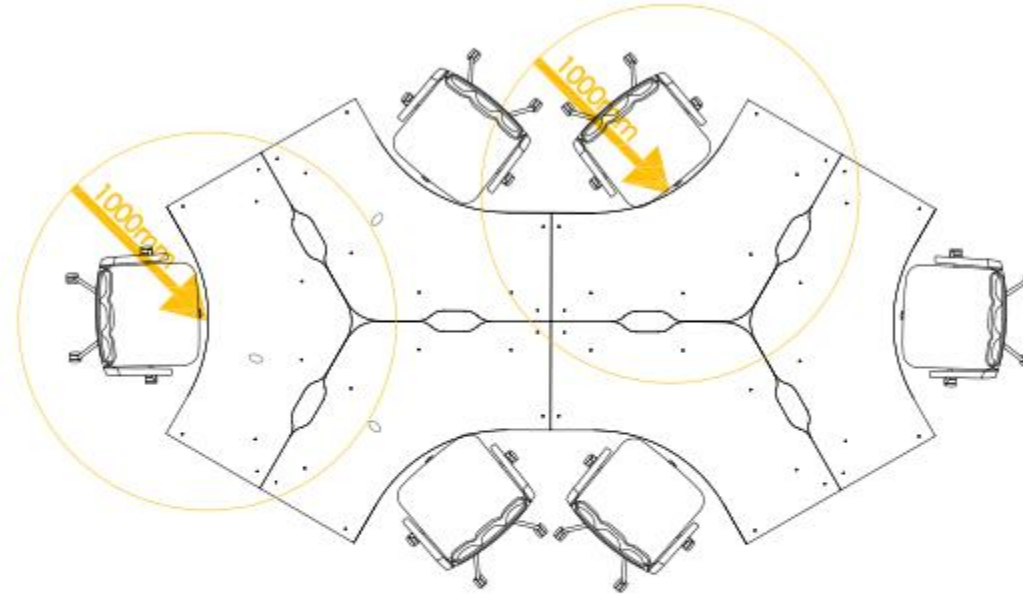


Cluster of 8 Desks

- 1600mm x 800mm Rectangular Desk
- Task Chair



Indicative layout to show potential impact of HM Government's Social Distancing guidance on desk capacity

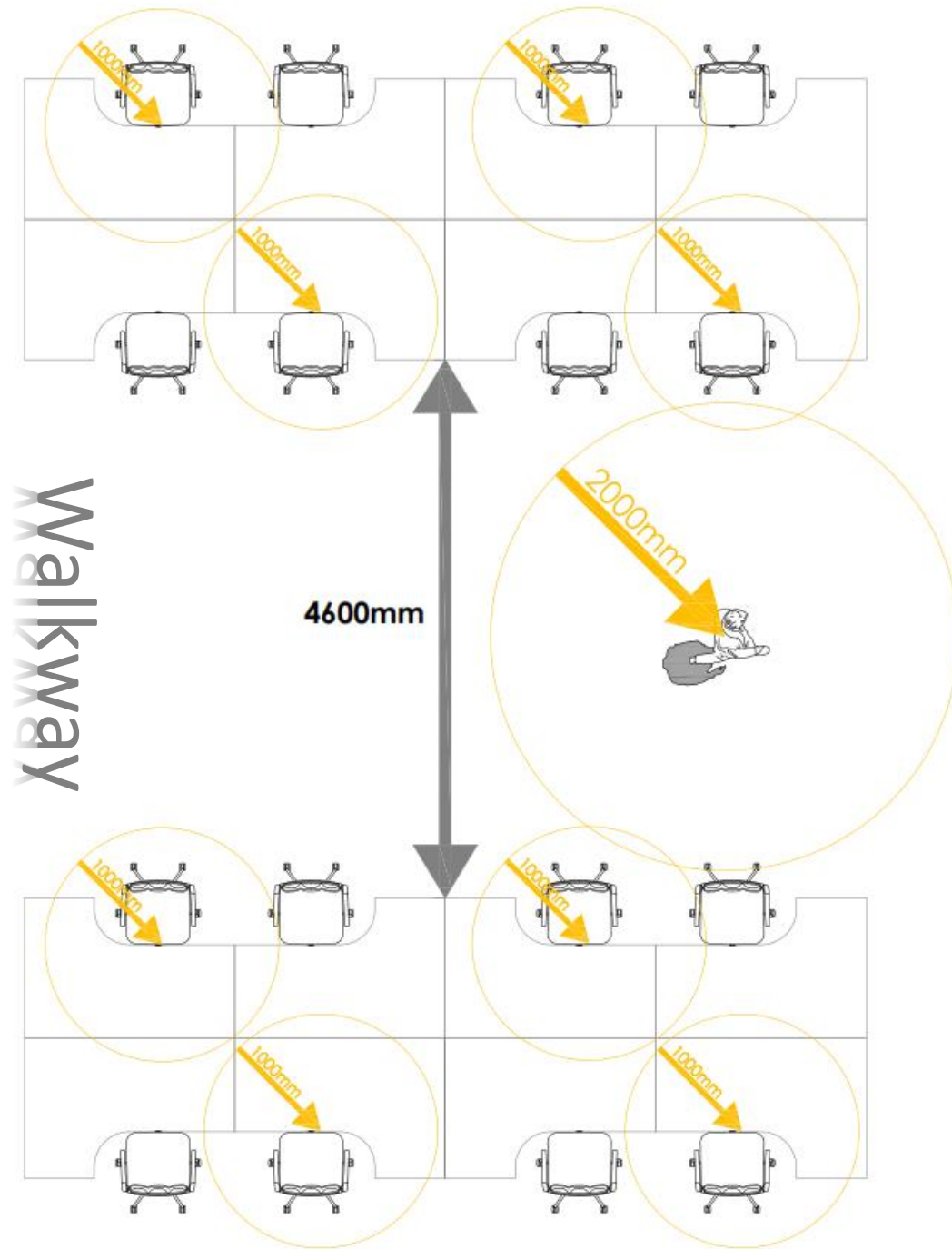


“Home-working can help mitigate reductions in workspace capacity.

Perspex screens between desk positions may increase protection and capacity”

Cluster of 6 Desks

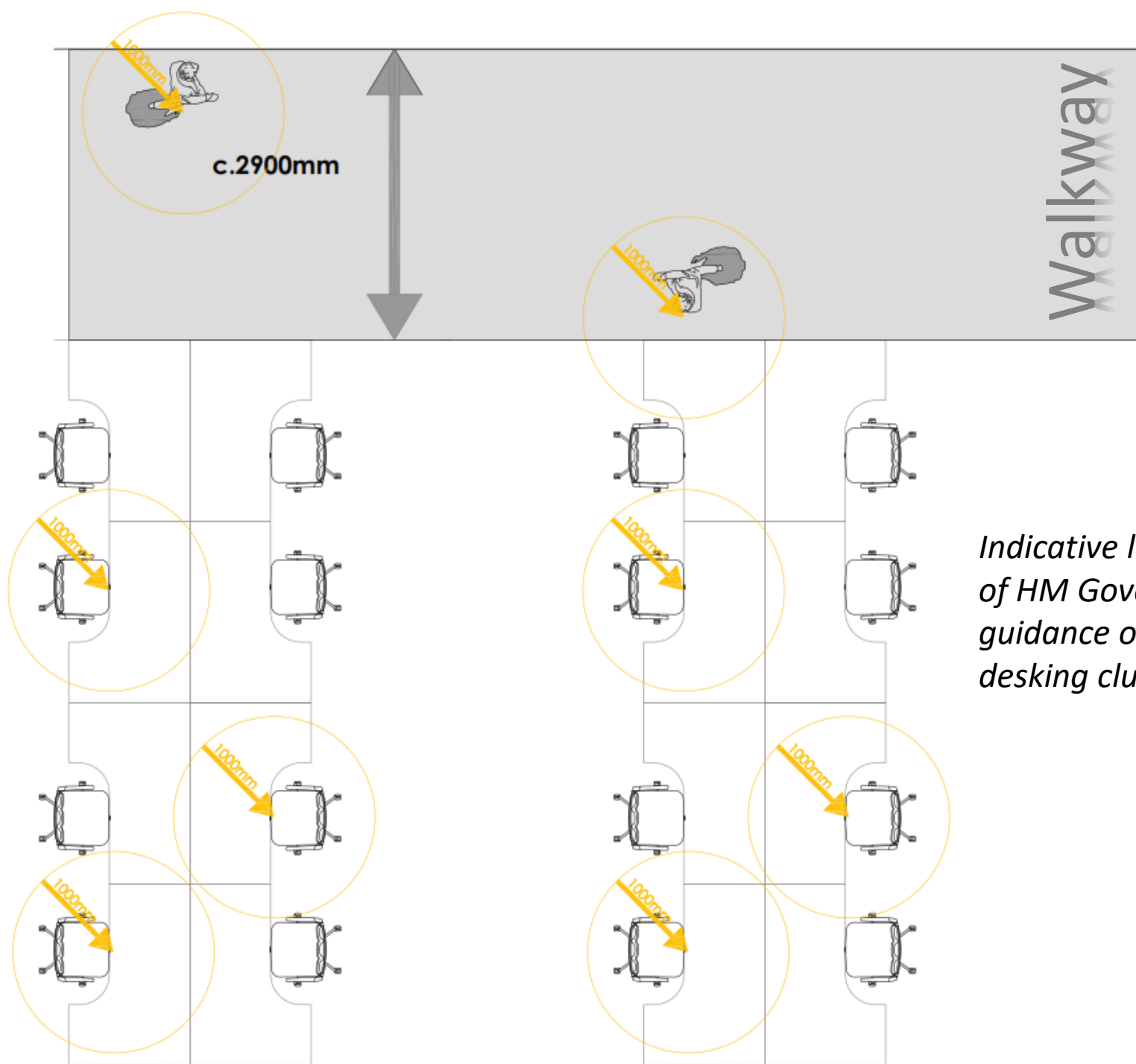
- 120° Desks
- Task Chair



“Floor markings can help guide staff to utilise circulation spaces effectively maintaining social distancing.”

Indicative layout to show potential impact of HM Government’s Social Distancing guidance on desk layouts and adjacent walkways

“One-way systems can help to create distance between team members where existing walkways may not allow 2.0m distance to be retained.”

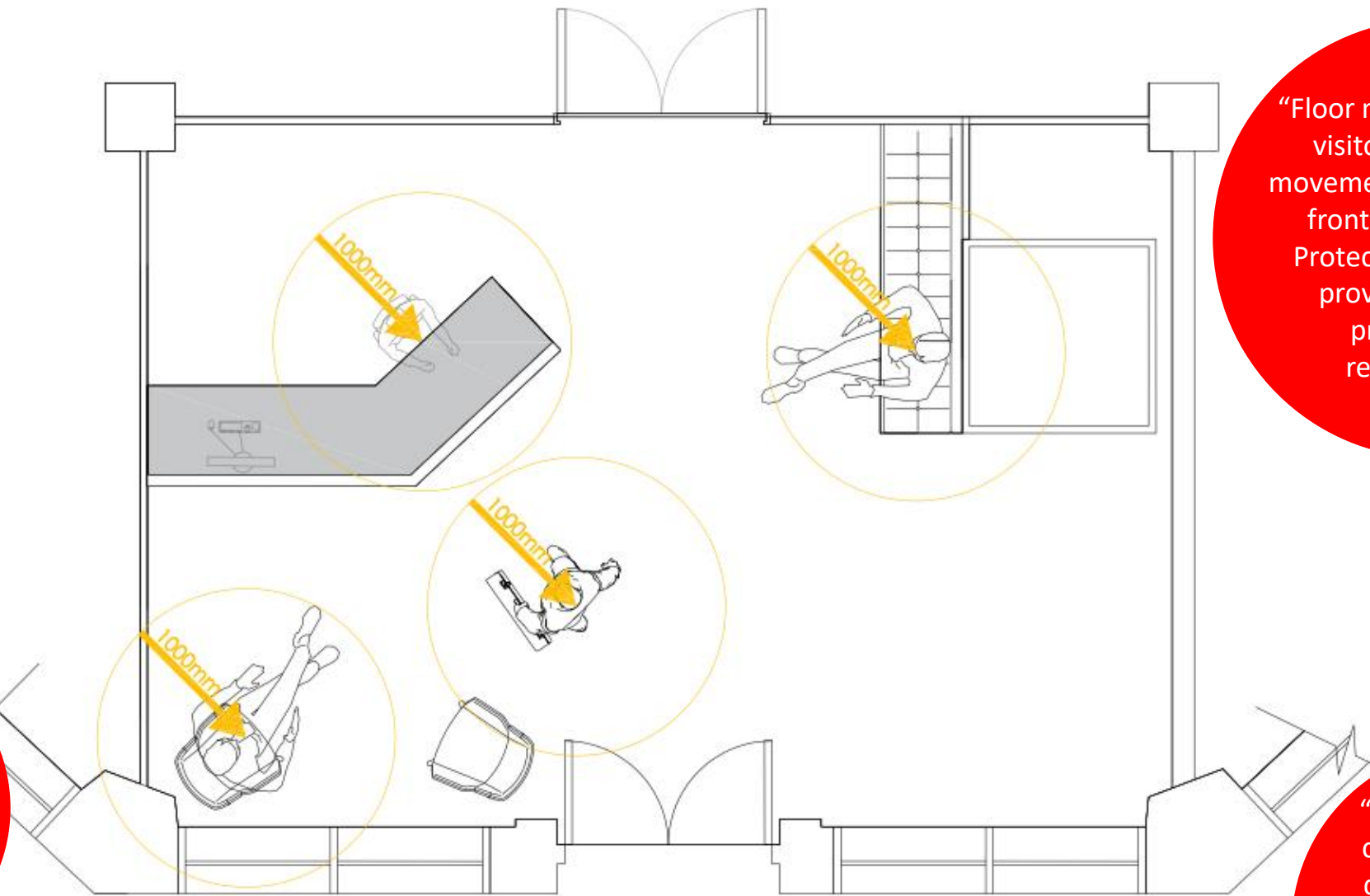


Indicative layout to show potential impact of HM Government's Social Distancing guidance on walkway widths and adjacent desking clusters

"Floor markings can help guide staff to utilise circulation spaces effectively maintaining social distancing."

"One-way systems can help to create distance between team members where existing walkways may not allow 2.0m distance to be retained."

Indicative layout to show potential impact of HM Government's Social Distancing guidance on reception spaces



Indicative Reception Area 1

“Floor markings can help visitors adjust their movements to protect the front-of-house staff. Protective screens can provide additional protection to receptionists”

“Removing chairs from reception spaces can reduce the risk of breaches to social distancing.”

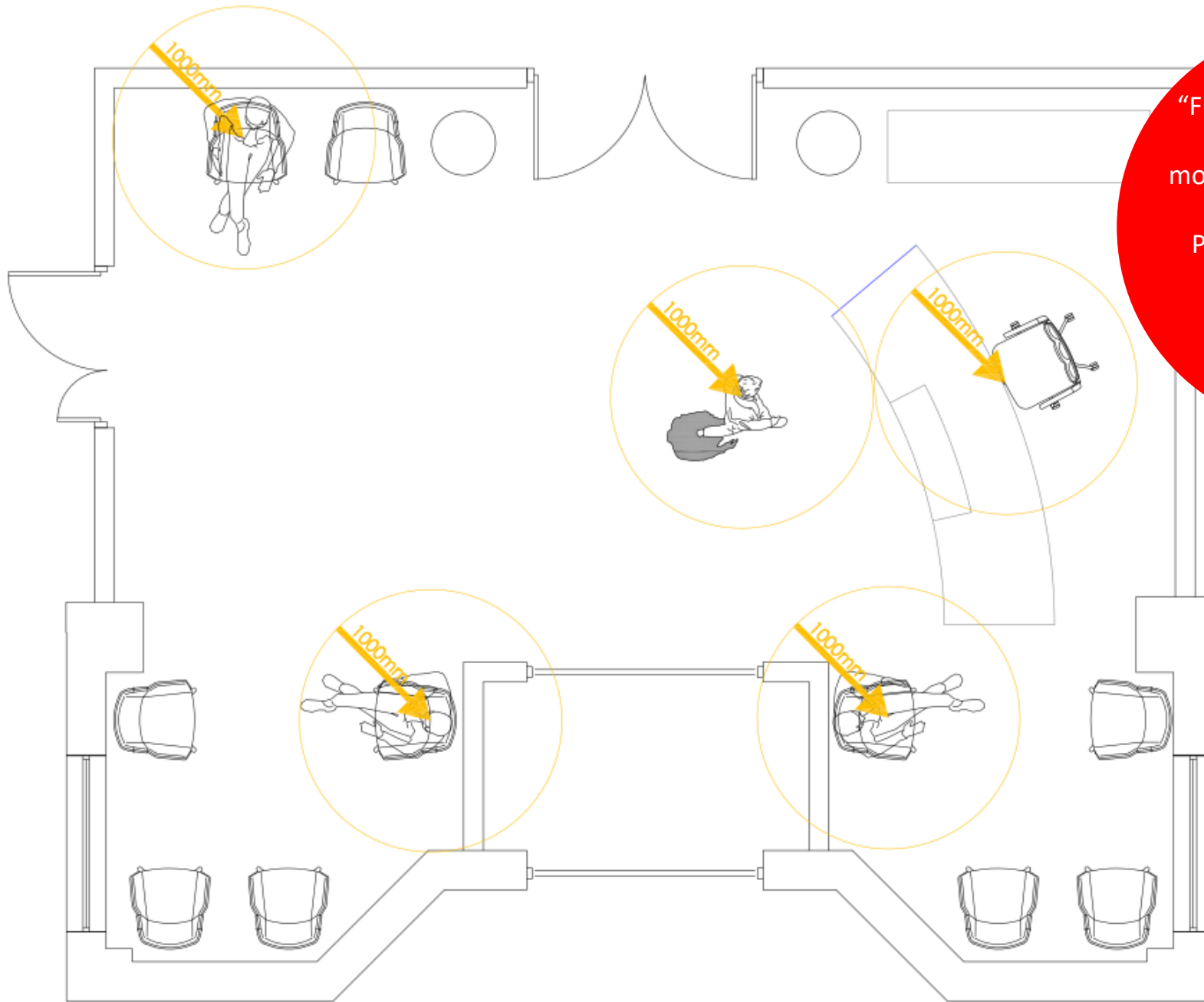
“One-way systems can help to create distance between team members where existing walkways may not allow 2.0m distance to be retained.”

Indicative layout to show potential impact of HM Government's Social Distancing guidance on reception spaces

"Removing chairs from reception spaces can reduce the risk of breaches to social distancing."

"Floor markings can help visitors adjust their movements to protect the front-of-house staff. Protective screens can provide additional protection to receptionists"

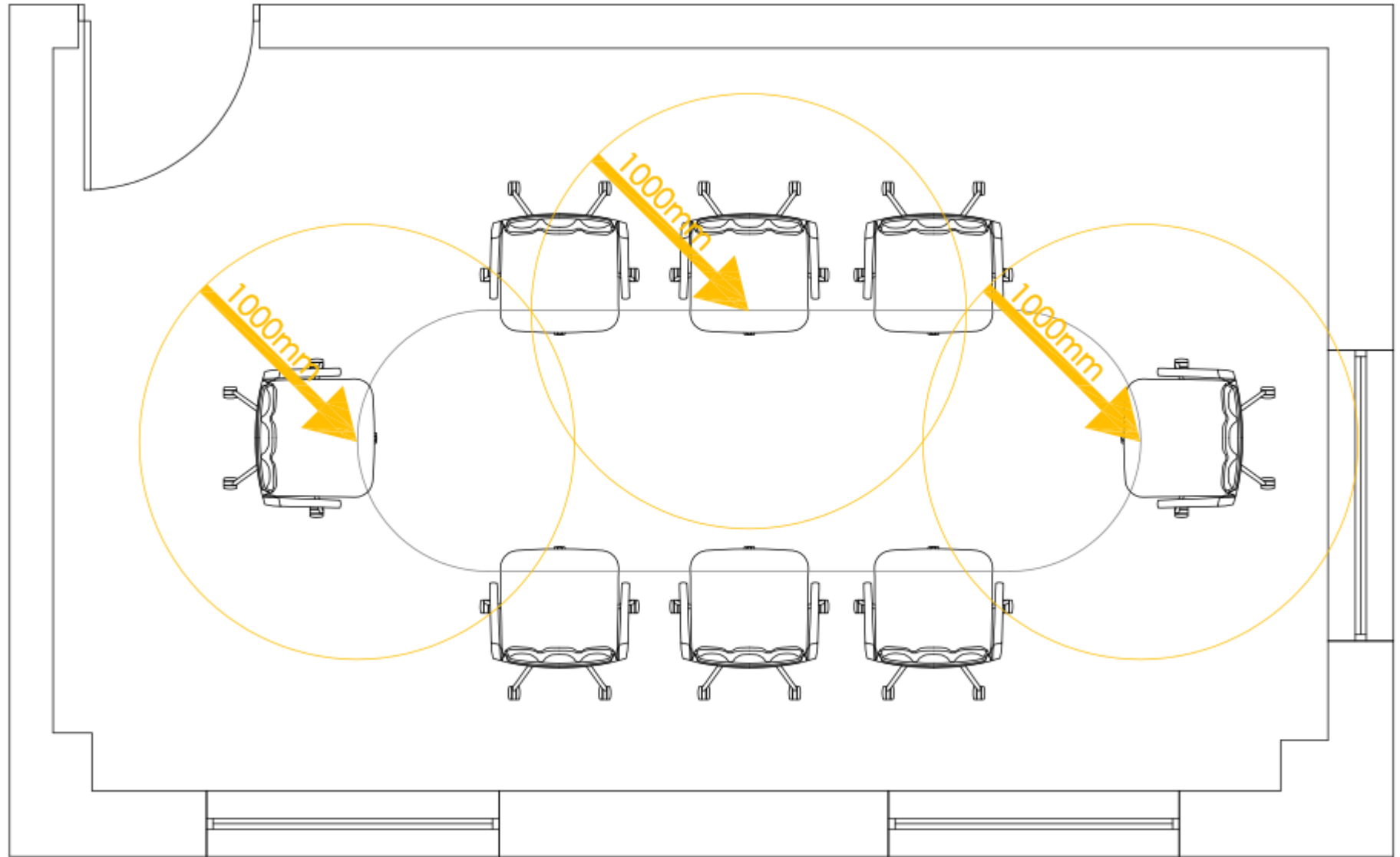
"One-way systems can help to create distance between team members where existing walkways may not allow 2.0m distance to be retained."

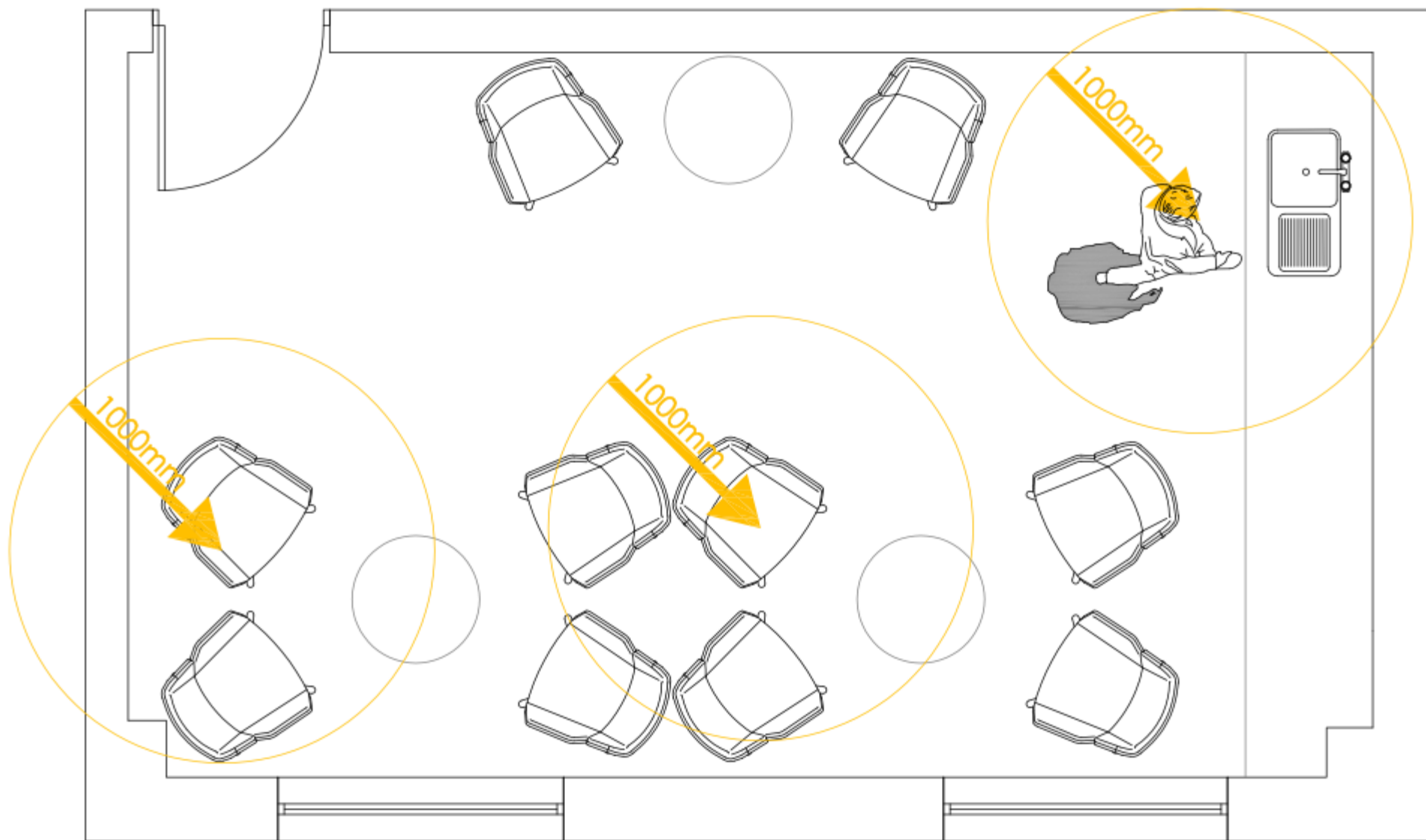


Indicative Reception Area 2

Indicative layout to show potential impact of HM Government's Social Distancing guidance on meeting rooms

"Removing chairs from meeting rooms and break-out spaces can reduce the risk of breaches to social distancing."





“Staggering break-times can help to reduce contact between team members.”

Indicative layout to show potential impact of HM Government’s Social Distancing guidance on tea-points/break-out areas

“Removing chairs from meeting rooms and break-out spaces can reduce the risk of breaches to social distancing.”

If we can assist with your current task list to:

- reconfigure your workspace to maintain social distancing
- establish team members with home-working furniture

please get in touch at
info@chartareaseating.com to discuss how
we can help further

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V1.1 Issued 29-Apr-20

New illustrations

V1.2 Issued 05-May-20

General update

Please note this document is intended to serve as a high-level reference point providing some initial areas which may require consideration when configuring working environments to support social distancing.

It is by no means an exhaustive study of the issues and does not claim to cover all aspects of this significant challenge to employers.

Guidance and information is frequently updated and revised and we would strongly recommend consulting with relevant parties prior to commencing work under socially-distanced regulations.

Valuable resources are available from, amongst others Public Health England

<https://www.gov.uk/government/organisations/public-health-england> and the Health and Safety Executive <https://www.hse.gov.uk/>

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