



IFMATM

International Facility Management Association

Empowering Facility Professionals Worldwide



Return to Business Guide:
4 Steps Every Workplace and Campus
Needs to Know and Do Before Reopening

Return to business safely in 4 steps:

In order to safely return to offices and campuses, management needs to embrace technologies that integrate with existing architecture and furniture, facilitating an environment that builds protected spaces, reduces face-to-face interaction where possible, employs a minimal shared-touch environment for all staff and creates a positive, informative atmosphere.

For remote teams, deploying technology that is accessible through cloud-based platforms enables devices that can be monitored, managed, configured, and updated remotely, retaining the best possible workflow productivity.



STEP 1

Maintain a Protected Space – Facility Safety Policies

Workplaces have the responsibility to implement policies that addresses worker’s safety and wellbeing and improve the physical environment where possible.

- **Live Occupancy Monitoring:** Regulate building entry based on occupancy level
- **Self Service Body Temperature Screening:** Detect and limit entry for individuals exhibiting a high temperature before they enter the building
- **Social Distancing Layout:** Desk management system that prevents active desks’ adjoining seats from being used



STEP 2

Prepare for The New Normal – Bi-Modal Working

Balancing in-office and remote working arrangements helps organizations retain safe workplace occupancy levels with adequate social distancing and sufficient resource allocation to keep the offices clean.

- **Desk and Room Booking via Smartphone:** Reserve workspaces before entering the office, allowing the desk and room management systems to organize safely distanced layouts
- **Remote Device Support Services:** Enables off-site teams to assist in monitoring and managing of all in-field devices, while also issuing COVID awareness notices displayed alongside meeting information



STEP 3

Avoiding Shared Surfaces – Creating a Touchless Experience

Systems that can manage resource availability, direct equipment distribution, and leverage data to modify policies, helps workplaces improve the quality of the working environment.

- **Touchless Resource Management:** Minimize the potential for common working area transmission by enabling booking, check-in, and –out of rooms and desks with ID badge, QR code, or mobile app
- **Automate Resource Sharing:** Workspace efficiency improves when desk and room management systems automatically release these resources when ghost meetings and no-shows are detected



STEP 4

Boosting Awareness – Internal Communication System

Regular communication about the importance of new office policies helps empower workplaces and employees with a sense of safety and communal respect for social responsibility.

- **Rotating Room Info / Health Awareness:** Meeting room digital panels and signage can rotate info about meeting room use and health awareness to remind attendees of personal safety procedures in a confined space
- **Info Rich Smart Signage:** For public mass communication systems, remotely deployed signage content can rotate between wayfinding guides, public service notices, health and safety instructions, and facility announcements

Return to business safely with a managed Workplace

Solutions for Complete Workplace Management

Promote safety policies, instructions, and reminders in busy areas

Keep visitors and staff up-to-date with rotating display information about the latest company announcements, health and safety policies, public newsfeed and much more.

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Minimize potential contamination by reducing the need to touch shared meeting room devices

Enable staff to book, check in, and check out of the meeting rooms by using in panel ID badge readers, QR code scanners or by smartphone app, avoiding the need to press a button on the device itself.

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Enforce health checks at entrance points

Screen incoming visitors and staff at entrances with self service body temperature detection to avoid allowing unwell people inside.

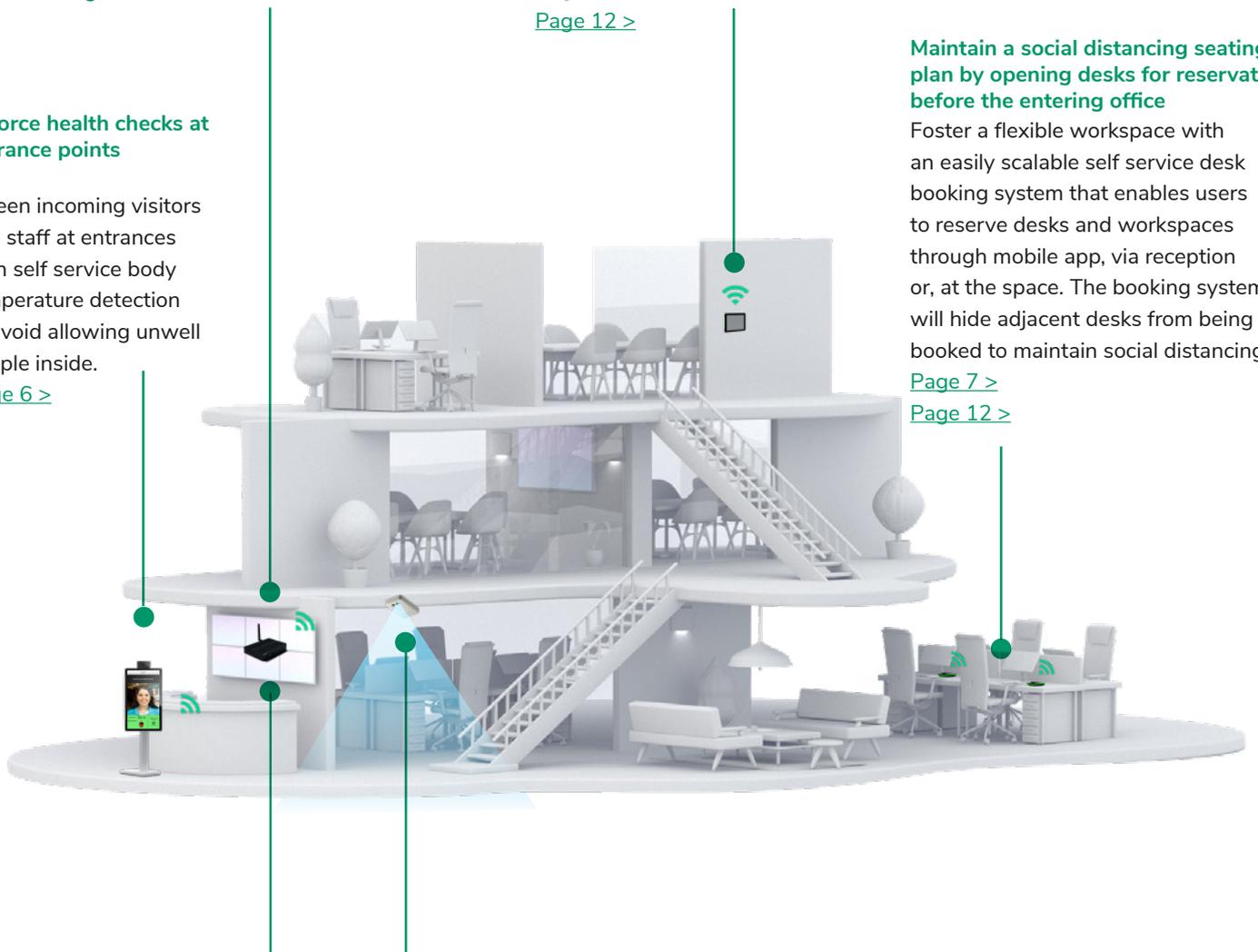
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Maintain a social distancing seating plan by opening desks for reservation before the entering office

Foster a flexible workspace with an easily scalable self service desk booking system that enables users to reserve desks and workspaces through mobile app, via reception or, at the space. The booking system will hide adjacent desks from being booked to maintain social distancing.

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Remotely create, update, and manage health awareness content

Even if you're a beginner, choose solutions that easily enable users to create, schedule, deploy, and manage media playlists, as well as schedule automatic on/off times for digital signage.

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Ensure social distancing in public spaces by regulating foot traffic

Integrate people counters with digital door signs to show whether it is safe to enter a room or area and maintain social distancing. This is particularly important in high traffic areas, common facilities and amenities.

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Enable device admins to remotely track in-field devices and prevent signage downtime

Remotely monitor deployed devices, assess real-time connectivity and up time status. Make basic device configurations, including license management.



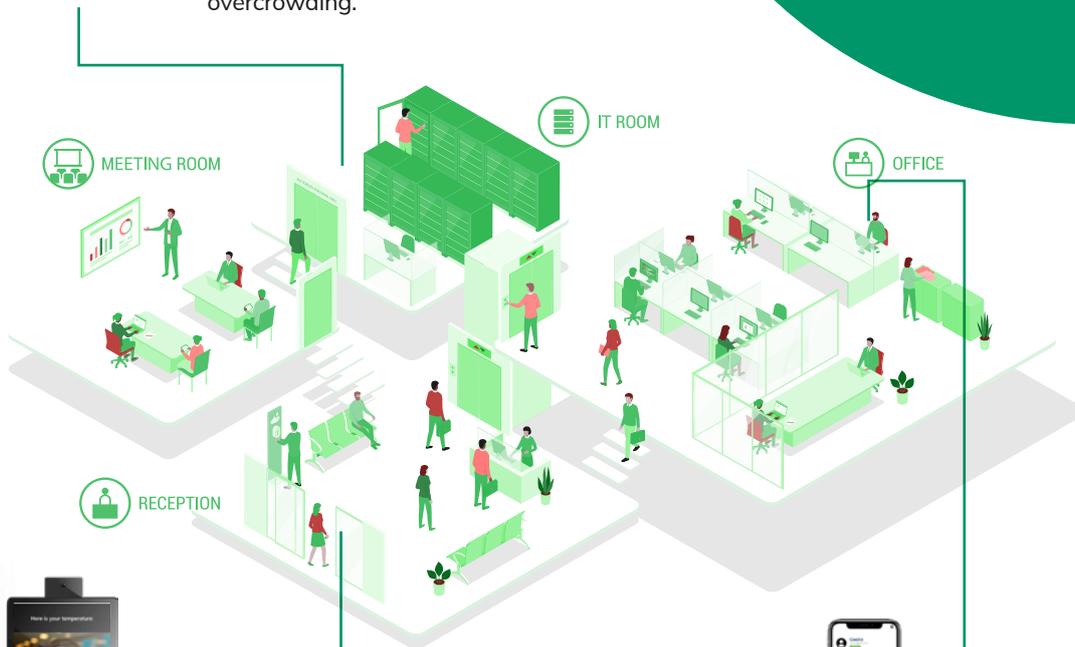
STEP 1 Maintain a Protected Space – Facility Safety Policies



Protecting facilities starts at their entrances. Workplaces can deploy body temperature checking stations and people counting monitors to mitigate potential health risks. In addition to protecting other facility-goers from virus transmission, the use of sensors integrated into digital signage also protects individuals by displaying valuable health information on-screen for them to track and assess whether they require medical assistance.

Live Occupancy Status Sign

Digital signage that shows “Safe To Enter” and “Do Not Enter” outside entrances of communal spaces, washrooms, and other shared services effectively prevents overcrowding.



Self-Service Thermal Detection

Implementing a body temperature checking station at workplace entrances is a useful first line of defense; identifying potentially symptomatic individuals to prevent them from entering the building.



Socially Distanced Seating

Reduce crowding at work desks with a management system that deploys a chessboard seating arrangement, ensuring each desk occupant maintains a suitable social distance to others by hiding adjacent and opposite seats from being reserved.

Regulate Room Occupancy and People Traffic with an Effective Live Occupancy Monitoring & Entry Control Solution

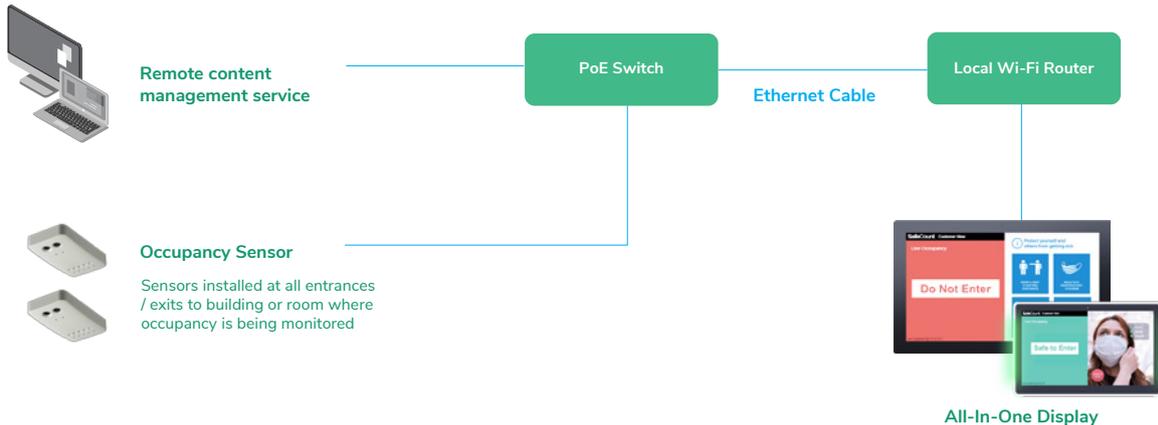


Many office spaces are reducing and regulating the number of people inside at any given time. This helps prevent overcrowding of spaces and ensures social distancing at work.

While displaying occupancy status and entry control notices, the other half of the screen can showcase a media playlist including public health notices, reminders to wear masks, sanitize hands and social distancing, facility announcements and office hours, and tutorials about what to do when you start to show symptoms.

The media playback and playlists are easily arranged and deployed using remote content managers.

Integration Diagram



Self Service Screening Station with in built Thermal Detection



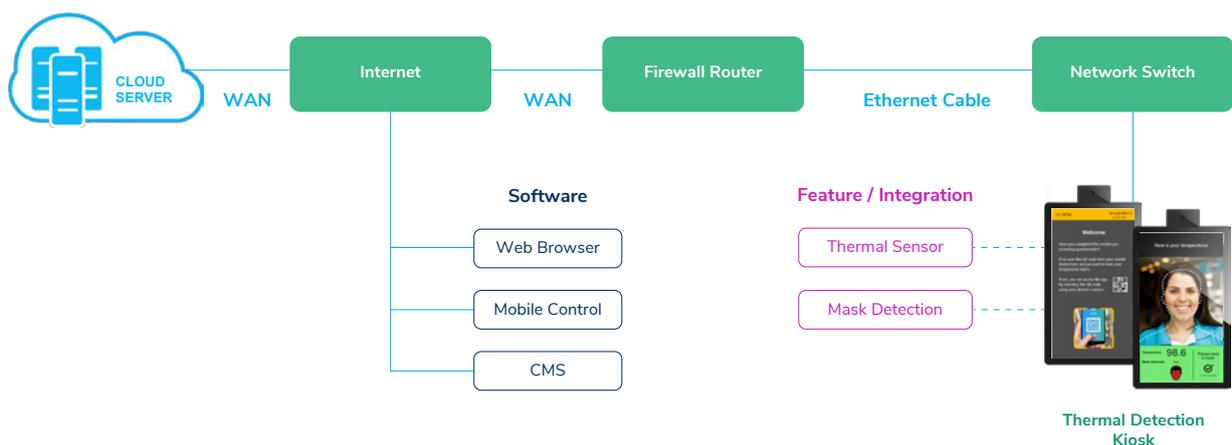
22-inch non-touch smart displays can be partnered with thermal cameras to provide a complete solution that serves as a self-service body temperature detection station.

Placed at the entrances of offices and workspaces, it can be used as preliminary screening to alert people with elevated temperatures or remind people to use masks before entering the facility. These pre-entry actions help keep everyone safe and healthy.

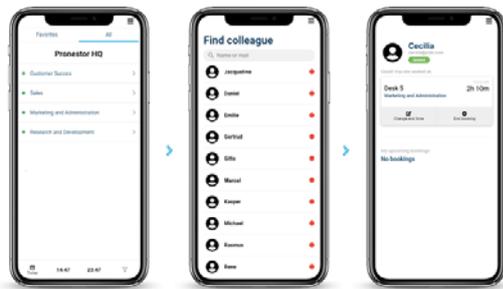
Workplaces can choose from a variety of deployment options such as floor stands for standalone stations in spacious lobbies and waiting areas, a table stand for reception temperature checkpoints, or wall mounting outside hallway entrances.

* This is not a medical device. Statements regarding this temperature device have not been evaluated by the FDA. This temperature device should not be solely or primarily relied upon to diagnose or exclude disease or health condition. Elevated body temperature in the context of use should be confirmed with secondary evaluation methods.

Integration Diagram



At-Desk Social Distancing with this Desk Management Solution

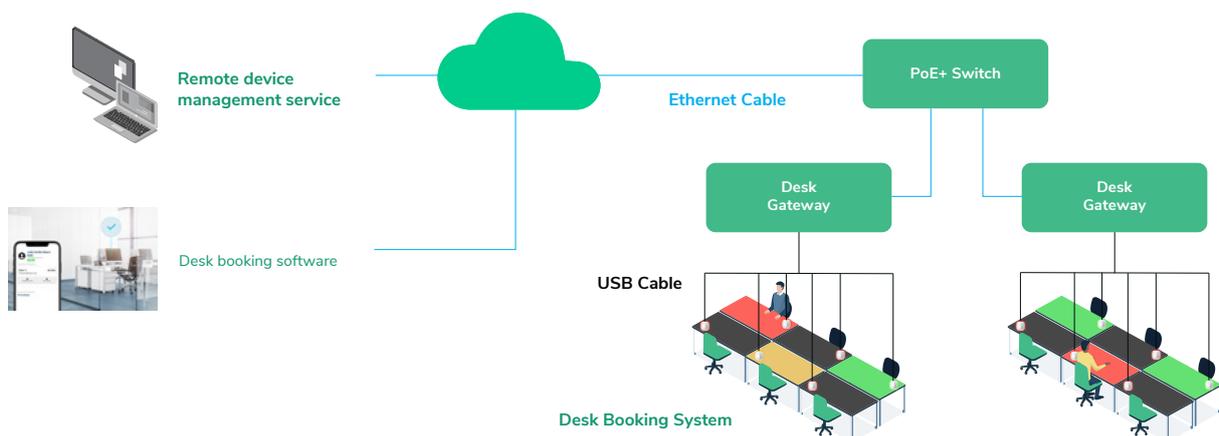


Desk booking system enables the workplace to implement a social distancing seating plan that separates staff by ensuring empty desks adjacent and opposite.

Mobile app offers staff the convenience of checking seating plans across different floors and locations to find their own and their colleagues' seats. Management can easily create and modify seating plans to accommodate rotating work schedules. For staff that require a quick visit to the office for conference calls, photocopiers, or to check in with team members, they can select available seats allocated for them in the seating plan.

At the end of each workday, the cleaning service can disinfect only seats reported used, saving time and effort.

Integration Diagram



STEP 2

Prepare for The New Normal – Bi-Modal Working



Maintaining adequate social distancing (interpersonal space) is a significant concern for the post-pandemic workplace. Businesses will likely open offices to staff that need access while keeping the rest of the workforce off-site. Workplaces can leverage people management technology bundled with remote management services to enable remote teams to assist office staff with monitoring devices, reporting malfunctions, updating digital signage content, analyzing space usage, and supporting a safe office environment.

Support Remote Device Access



With remote services, off-site IT staff can monitor in-service devices to avoid device malfunctions, while the content management team can keep display media up-to-date with the latest health awareness messages and facility announcements.



Directly Book A Work Space In Person

Workspaces can adapt to a more flexible work style granting access to office resources, like desks, rooms, and utilities, on a need-by-need basis. Quick bookings with ID badges enable a frictionless workplace that minimizes crowding in the office.

Reserve Work Space for Future Sessions

Letting staff make future reservations on desks and meeting rooms allow the booking system to generate a seating plan that's appropriately social distanced, giving staff a better idea on how to plan their in office workdays, and for managers to coordinate their team schedule.

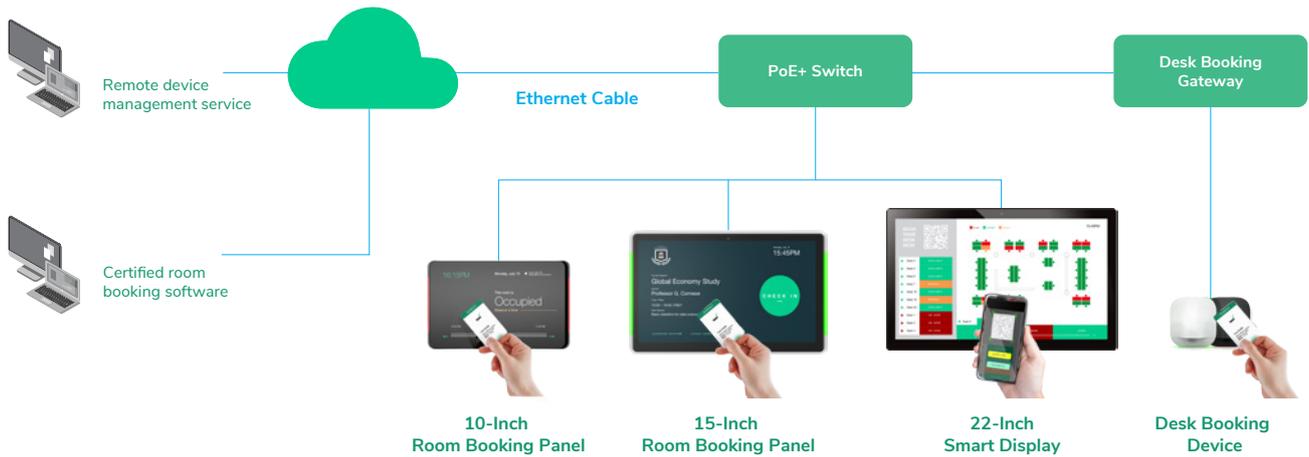
Forge a Frictionless Workplace using this Room and Desk Booking Solution



The pandemic has led many companies to reconsider ways in which they can optimize their office spaces and employee efficiency. An effective tool, now widely accepted, is to use digital signage displays outside of meeting rooms. In combination with certified scheduling software, these room booking systems are proven to streamline the use of spaces efficiently and safely.

Room and desk management solution allow on-site and off-site staff to reserve meeting rooms, work desks, and other office resources, on an as-needed basis, empowering productivity. Touchless check-in/out using an ID badge, occupancy sensor or via mobile app means staff minimize potential touch-points.

Integration Diagram



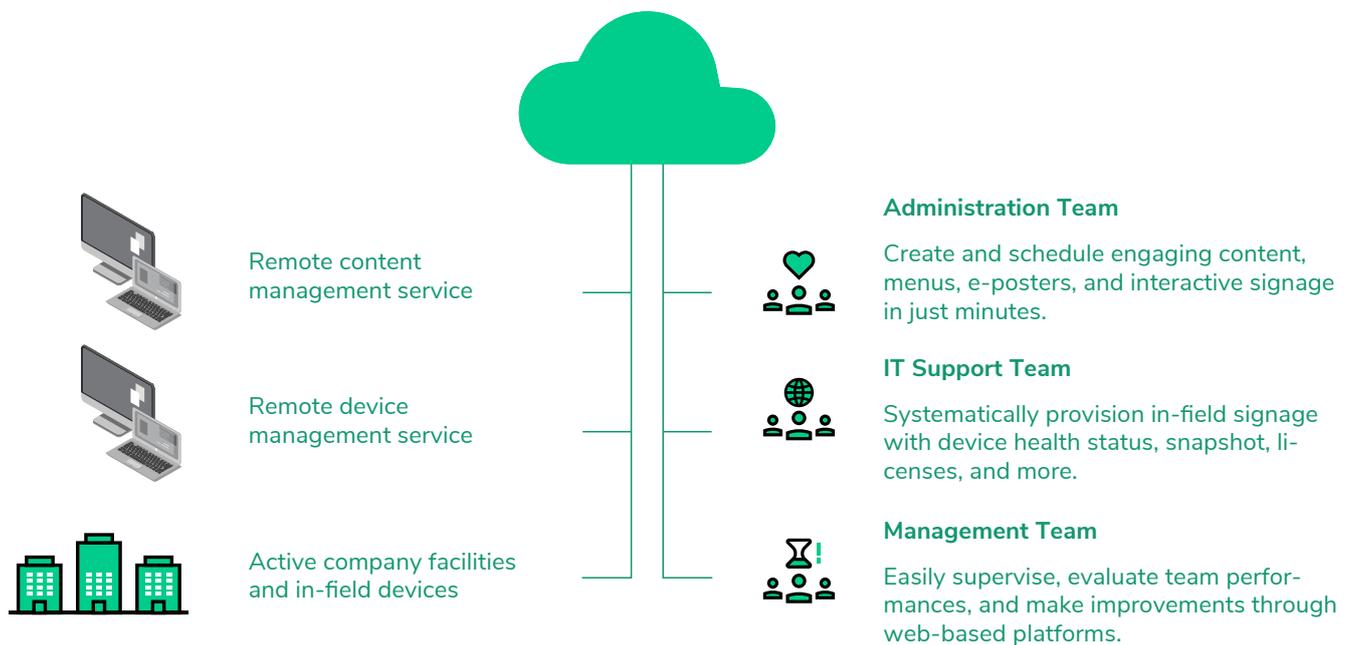
Streamline Facility Operations with this Remote Management Solution



A reliable remote content management service offer content managers a platform to create signage playlists that can include vital information such as live occupancy status, health awareness reminders, public health announcements, company news, and brand videos. Refreshed playlists can easily be issued to any number of deployed displays throughout the building to help staff stay safe and up-to-date.

Remote device management service makes it easy for IT managers to remotely monitor and perform basic device configuration updates to reduce admin resource use, reduce unexpected device downtime and staff disruption during office hours. Managers can efficiently assess, configure, and customize alerts targeting the performance, health, and security certificates of their deployed devices through essential functions such as system playback snapshots, real-time connectivity, uptime status, and license management.

Integration Diagram



STEP 3

Avoid Shared Surfaces – Creating a Touchless Experience



Reducing shared touch points in the workplace reduces the potential for cross-contamination. It can also be more convenient and improve productivity!

By using touchless technologies to limit surface-to-surface contact on essential office tools like meeting room signage, desk plates, and workspace stations, staff can freely use office resources with a peace of mind.

Workplaces using touchless booking solutions can also arrange clean services between bookings of shared resources like meeting rooms and desks.

Auto-Release Rooms and Desks for Reservation No-Shows

When no-shows and ghost meetings are detected, the system will automatically trigger the release of the desk or meeting room back into the system.



Book Rooms using an On Screen QR Code

Rooms can be booked for immediate use by scanning the on screen QR Code with a smartphone, then simply enter the meeting details via webpage. Staff can also confirm their attendance by scanning the same QR Code when entering the room.

Check-In Reservations using an ID Badge

Staff can reserve desks and rooms before going into the office using the smartphone app. Once they reach their destination, they can simply check-in at the desk or via digital panel using their ID badge.

Touchless Booking Solutions

10-Inch room panel featuring QR Code overlay option, can be integrated with industry-leading room booking software to offer a completely touchless meeting room booking and check-in process.

Each meeting room panel has a unique QR Code that is displayed on screen for staff to scan using smartphones. This loads a webpage that provides options for booking, modifying, checking in and out of meetings.



Desk booking system supports workplaces with an easy-to-use desk booking system that's also a truly touchless exercise.

The complete solution allows staff to reserve desks before entering the office and navigate to it using the in-app map. This enables staff to reserve desks only on days they are needed in the office, also known as desk-hoteling. The desk overview function allows staff to find available desks and to see desks booked by other colleagues, ensuring teams can work together for more better productivity.

Staff that want to book desks on an as-needed basis, also known as hot-desking, can simply scan their ID badge on the desk booking device to check-in. The built-in, full-peripheral LED status light allows staff to easily see if a desk is being used (red), already booked (yellow) or available (green). System management can also program different colors to indicate various device behaviors.



LIMIT STEP 4 4 PEOPLE

Boost Awareness – Internal Communication System



Mutual trust between employers and their workforce is essential in maintaining a sustainable workplace, especially in a time where public health guidelines, civil service announcements, and executive decisions around the working environment are frequently updating. Aside from displaying general health reminders and occupancy status overviews, a synchronized digital signage network enables facilities to mass broadcast emergencies like lockdowns and evacuations, keeping staff calm, informed and able to respond rationally.



Media Players

Large displays with customizable zoning, powered by media players, are ideal for high traffic areas where people can be reminded about public health awareness between reading faculty news and event schedules.



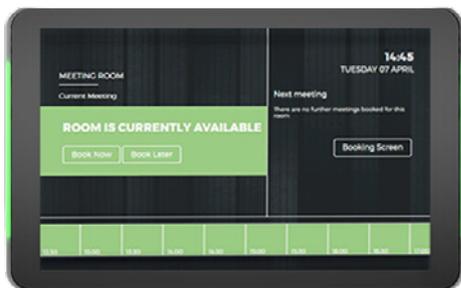
Smart Signboards

Clear and concise messages to teams and customers throughout facilities is critical to workplace safety. Smart Signboards with LED light bars easily attract attention to inform about information updates and public health awareness messages.

Smart Displays

Smart displays in hallways, cafeteria and eceptions are effective in promoting messages to remind people about social distancing, wearing masks, hand washing, symptom awareness, and shared disinfecting surfaces after use.

Show Room Status and Health Awareness Info with this Room Booking Solution



10-inch room booking panels with built in programmable LED light bars can integrate with room booking and calendar apps to effectively manage meeting spaces. With the ability to connect to either Office 365 or Google Calendars, these room booking panels can display upcoming meeting information in a daily or weekly format.

Room booking solutions that can support COVID-19 notice-board apps help workplaces communicate health and safety messages more efficiently throughout a facility. The app allows signage management to create layouts, compile playlists, and publish awareness signage that rotates with the room booking information.

Become A Communication Master with this Digital Bulletin Solution



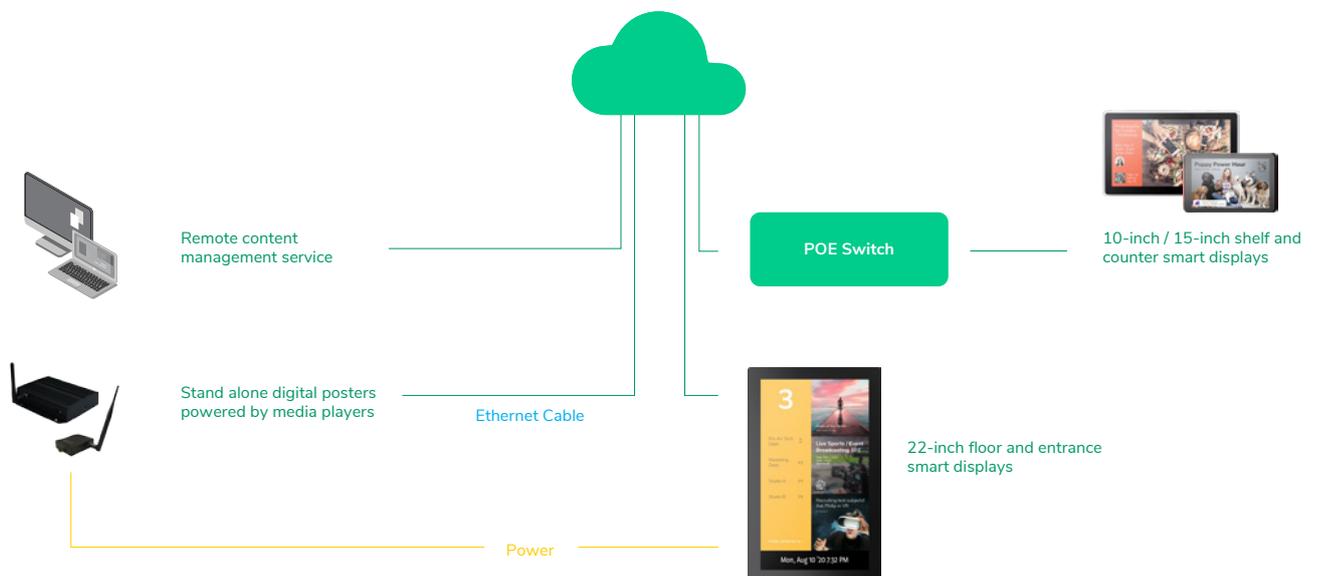
Digital signage becomes even more flexible when deployed with a remote content management service.

Administrators and faculty managers can leverage this signage creator for beginners to edit zones, add media to play and assign playlists, and schedule screen on/off times of multiple devices at once from a central computer. Busy administrators can easily publish information rich bulletin boards using PowerPoint presentations, images, videos, and even direct URLs into the customizable zones, with an overlaying brand logo to officiate the look.



For hallways, receptions, and cafeterias, the 22-Inch non-touch smart display is perfect for showing COVID awareness content and company messages that reaches many staff or visitors effectively. Large and spacious areas like lobbies and waiting rooms can leverage media players to power large screens that display multiple sources of information

Integration Diagram



Take a quiz to receive a customized Return to Office Guide



Product questions:
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Technical assistance:
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