

# Adapting and specifying Global products to the new normal

Rebooting the workplace

global



# Adapting and specifying Global products to the new normal

It's time to return to the office and you need a plan to keep everyone safe, comfortable and connected. We have added simple, affordable elements to our product portfolio to help you adapt your Global furniture to the workplace new normal.

Our commitment to making well-made, well-designed, performance-driven furniture ensures our products have the built-in flexibility needed to support change - today, tomorrow and the day after. All the ideas outlined in this guide can be easily integrated into your existing or planned furniture solution.

So, let's get started on the future of your space.

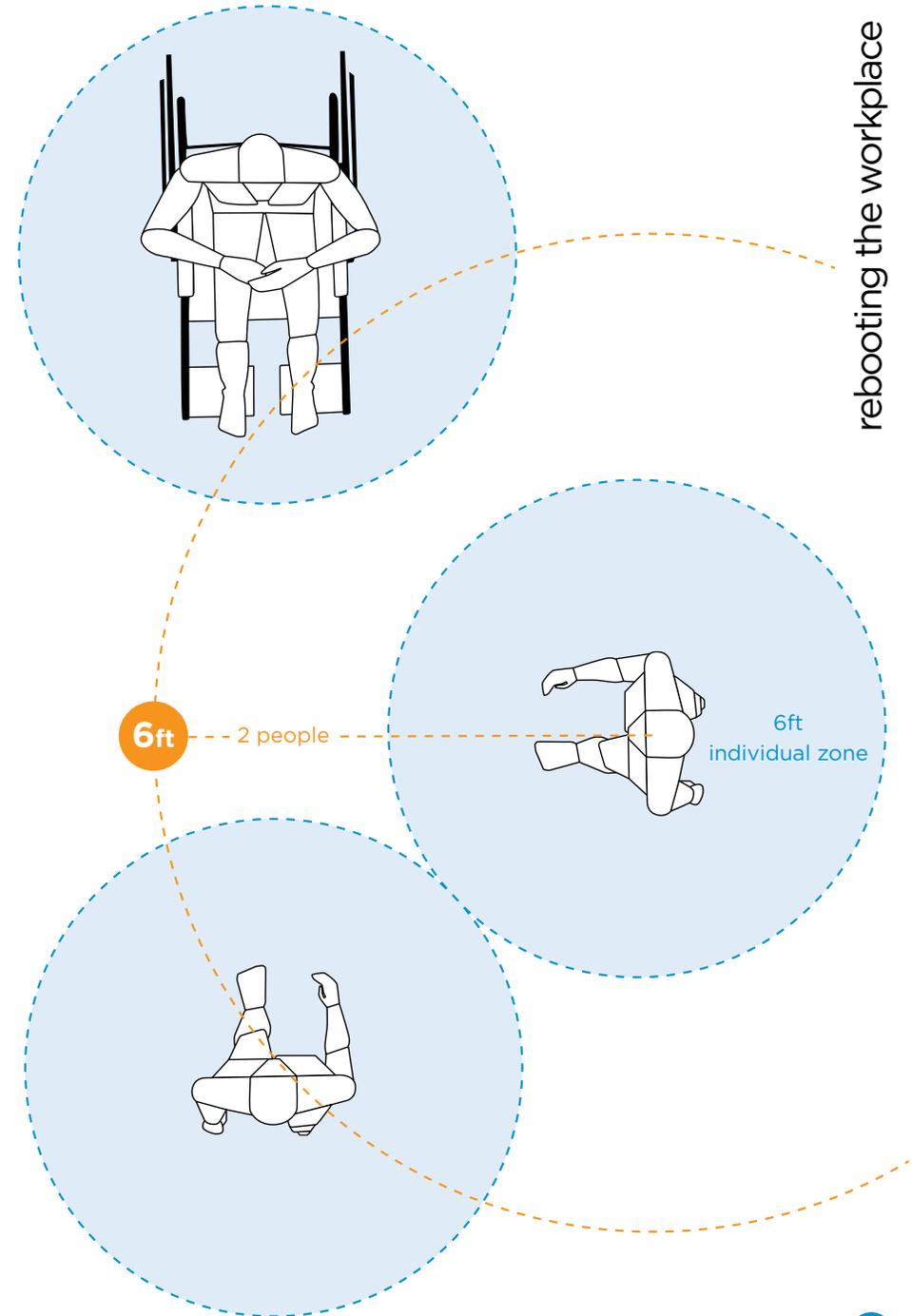
Planning note: The workstation elements highlighted in Blue identify where you can add to or adapt existing product to meet social distancing guidelines.



# Lateral distancing: six degrees of separation

The distancing protocol to maintain 6ft between yourself and another person represents one of the greatest challenges in safely bringing employees back to the workplace. The distancing protocol is a challenge to how we move about the office, how we engage and collaborate with colleagues and how we are fundamentally wired to socialize. If we look back over 60+ years of the modern office, everything that has been considered, analyzed, documented, designed and built into the current state of our workplaces has absolutely nothing to do with keeping 6ft away from the next person. On the contrary, our most recent design focus in the workplace has been to bring people closer together.

In our recommendations for 'Rebooting the Workplace' we have presented Global product solutions that support the 6ft lateral distancing protocol. In the illustration below, and throughout this document, we have defined the 'individual zone' as a 6ft diameter centered on each person or their intended location in the workstation or office plan. The 'individual zone' remains with a person at all times whether they are stationary or moving, standing or sitting. Provided the Blue 'individual zone' does not overlap another 'individual zone', the lateral distancing protocol of 6ft will always be respected. The dashed Orange circle in the illustration below demonstrates how this works. One should consider these dimensional schematics as a minimal recommendation knowing that people do move within their workstation and more than 6ft may be required.

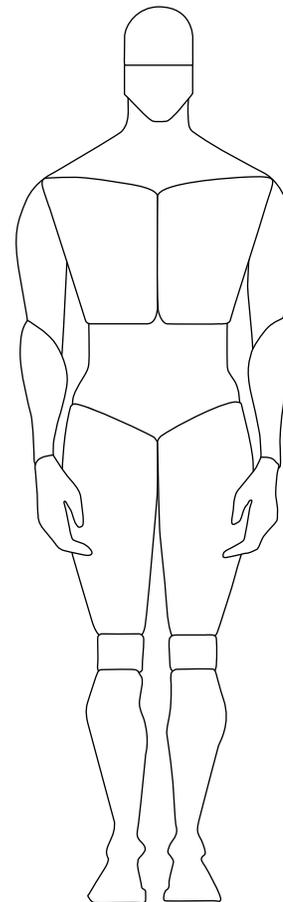
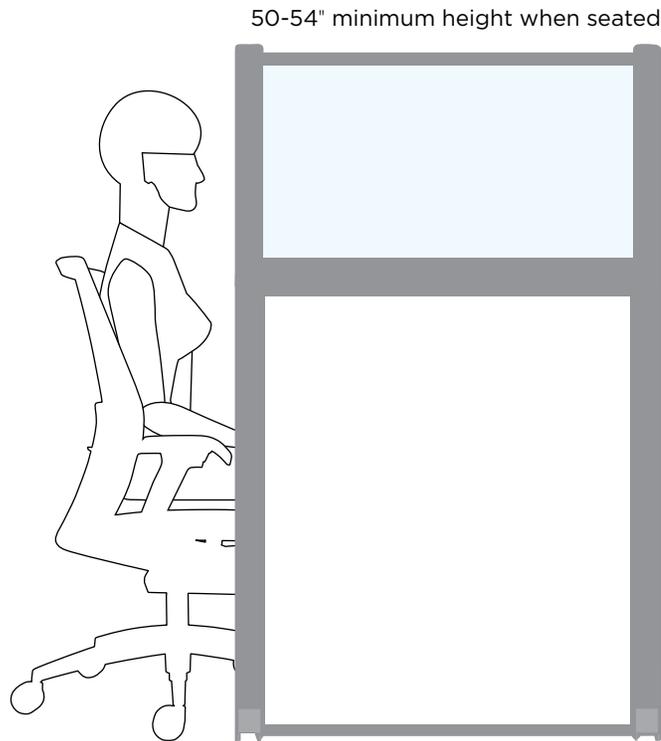


rebooting the workplace

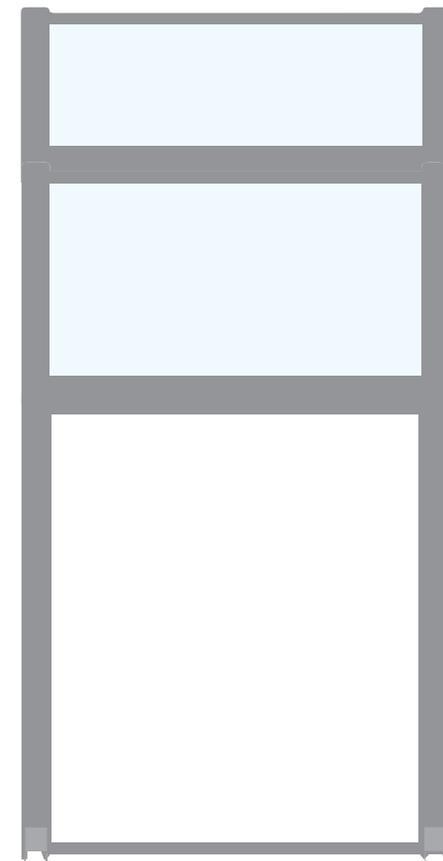
# Vertical distancing: panel and partition heights

The workplace has a mix of people standing and sitting, stationary at times and in motion at other times. We are highly kinetic creatures and the products of the modern office have been designed to support a continuous state of movement. On the contrary, the infection control protocols and recommendations from governments and health organizations would prefer that we limit our natural tendency to move and engage with others in close proximity. To support this change, we must consider the effective height of screens and partitions in and around the areas that we work.

In the illustration below we have shown our recommended minimum height of 50-54" for panels, screens and storage to support vertical distancing when a person is seated. The 50" minimum height recommendation corresponds with the top of a person's head providing a front barrier between one person's face and the next. The illustration below shows the recommended minimum height of 66" for panels, screens and storage vertical distancing when people are standing. This is an important consideration for workstations that border aisles and the movement of people through the office. It should also be considered in situations where height adjustable tables are being used.



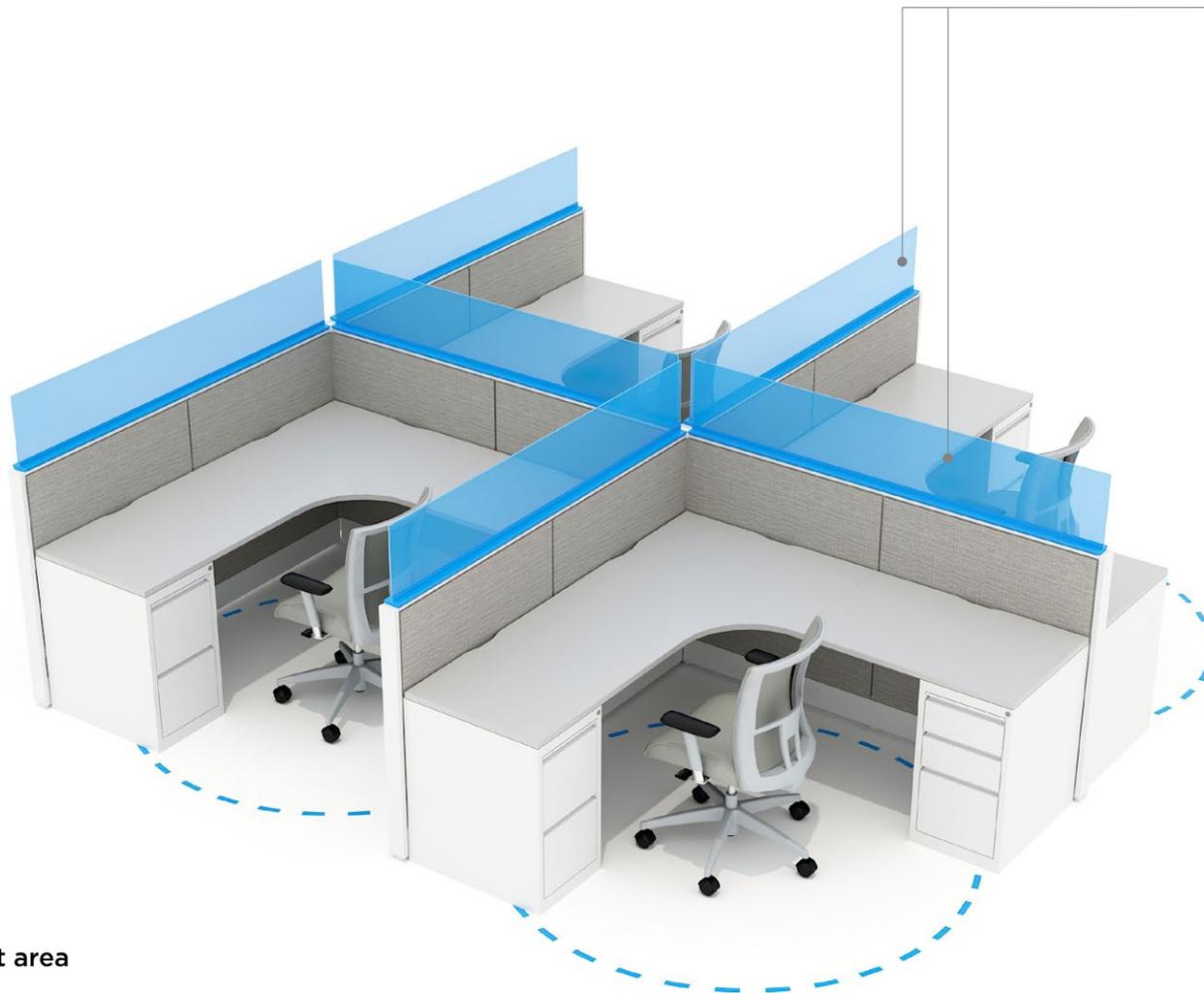
66" minimum height when standing



# Solutions: Evolve

**4-person workstation** This familiar Evolve workstation layout is comprised of 36" w x 42" h panels to provide lateral distancing of 6ft between each person. Add Panel Mounted Privacy Glass (shown) to increase the overall height of the panels to 54" for better vertical distancing while maintaining sight lines between people. Tempered Glass Panel Extension Modules at 12" or 18" and 24" can also be used (not shown) to further increase the vertical spacing up to 66" h for standing-height protocols. Applicable to single stations or 6-person, 8-person or greater layouts of a similar type.

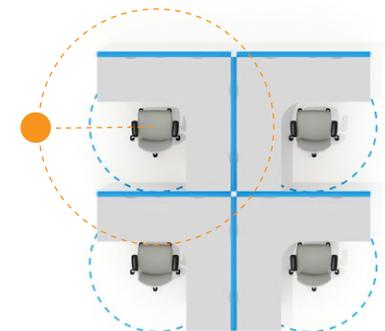
- Vion seating
- Evolve systems/surfaces
- Evolve metal storage
- Evolve glass



Increase the overall panel height from 42" to 54" with Panel Mount Privacy Glass maintaining sight lines between people

Increase the overall panel height from 42" to 60" with Panel Mount PET Felt Divider (not shown) to close sight lines between people

Increase the overall panel height from 42" to 66" with 24" Tempered Glass Panel Extension Modules for maximum vertical distancing



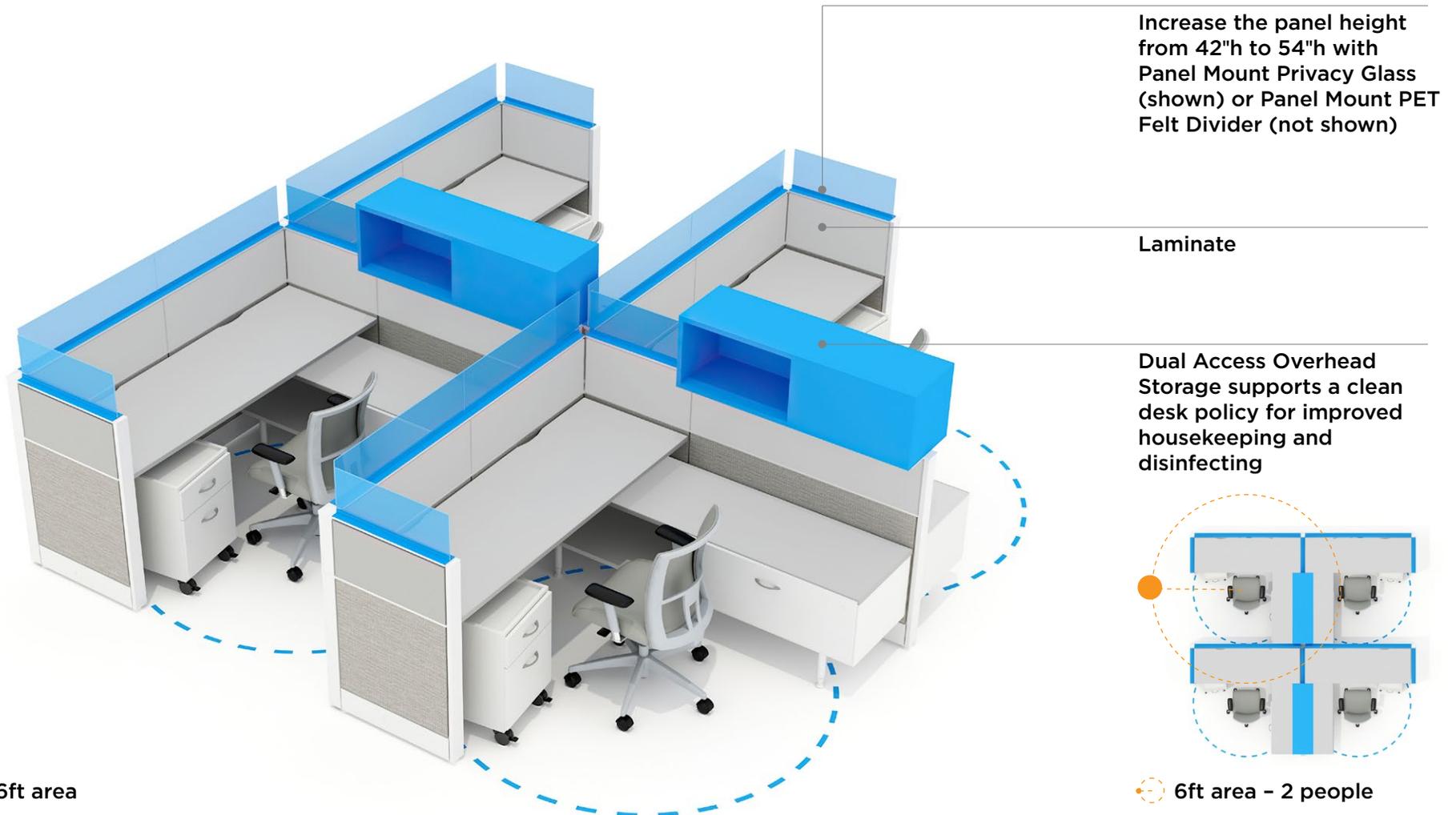
 6ft area

 6ft area - 2 people

# Solutions: Evolve

**4-person workstation** This popular Evolve layout is comprised of 36" w x 42" h panels at the primary surface and 24"/48" wide panels at the support surface to create a 6x6ft footprint for proper lateral distancing between people. To provide proper vertical distancing between people in a seated position, add Panel Mounted Privacy Glass (shown) to increase the overall height of the panels to 54". Dual Access Overhead Storage continues vertical distancing and provides additional storage to support a clean desk policy for enhanced housekeeping and disinfecting. Applicable to double workstations and greater of a comparable configuration.

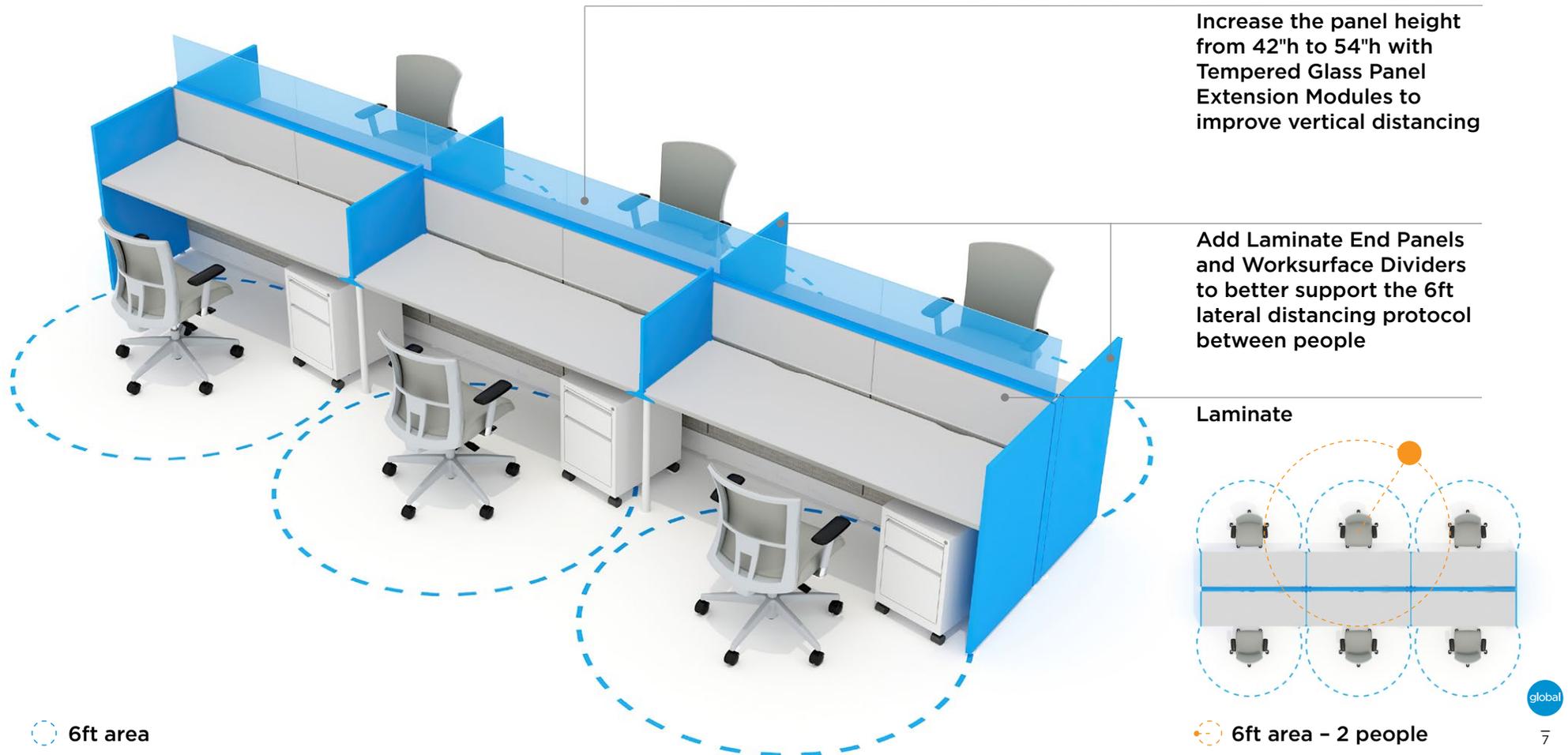
- Vion seating
- Evolve systems/surfaces
- Sidebar storage
- Evolve glass and overhead storage



# Solutions: Evolve

**6-person workstation** This bench-style Evolve layout is comprised of two 36" w x 42" h panels and a corresponding 72" w surface for each person to maintain the proper 6ft lateral distancing between people. To enhance the vertical distancing to the recommended protocol, add Panel Mounted Privacy Glass on the main run between opposing sides of the bench to increase the panel heights from 42" to 54" or greater. Tempered Glass Panel Extension Modules can also be used for this purpose (not shown). At each end of the bench, apply a Laminate End Panel and Worksurface Dividers between people to better support the 6ft lateral distancing protocol.

- Vion seating
- Evolve systems
- 1200 series storage (or Evolve mobile ped)
- Bridges side-to-side divider
- Evolve laminate end panel and glass



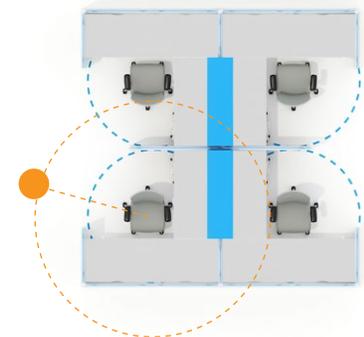
# Solutions: Compile

**4-person workstation** 42" h workstations have become a popular part of the open plan in recent years; however, they do not provide the necessary vertical distancing protocol of 50-54" when people are seated. Each workstation in this 4-person layout has a 6x6ft footprint and a divider panel between workstations for proper lateral spacing. The addition of 12" h Privacy Glass to the tops of the panels increases the overall panel height to 54". The shared Center Mount Overhead further supports the vertical distancing requirement and provides additional storage space so that surfaces can be kept free of materials for enhanced housekeeping and disinfecting. Similar additions can be made to comparable 2-person layouts or larger 6- and 8-person layouts to achieve the same results.

- Vion seating
- Compile systems/surfaces
- Sidebar storage (mobile)
- Compile glass/overhead
- Zira worksurface supporting pedestal

Increase the panel heights all around from 42" to 54" with Privacy Glass mounted to the top of the existing panels to better support vertical distancing when seated

Add shared Center Mount Overhead storage to increase the vertical distancing and to support a clean desk policy for improved housekeeping and disinfecting



6ft area - 2 people

6ft area

# Solutions: Power Beam

**4-person workstation** This compact Power Beam layout for collaborative and open plan spaces quickly adapts to the new distancing protocols. Lateral distancing protocols of 6ft between people is already addressed in the existing layout as indicated by the dashed Blue circles around each chair. Vertical distancing protocols are achieved with the addition of a 24" h glazed panel between facing workstations and the addition of a 12" h Double Sided Laminate Extension Module to the beam with a Privacy Glass divider mounted above.

- Vion seating
- Evolve Power Beam systems
- Princeton storage and tables
- Divide screens
- Evolve Power Beam glass

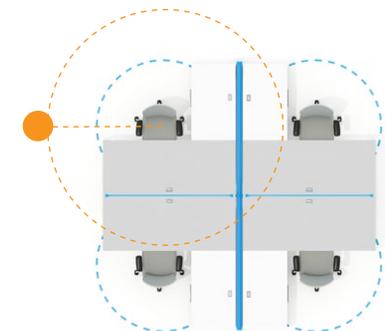


## Divide

Add vertical distancing at 54" h to facing workstations on each side of the beam by adding a surface-mounted 24" h glazed panel

Improve the vertical distancing between people when seated by increasing the beam to 54" h with an Extension Module and Privacy Glass divider above

## Laminate



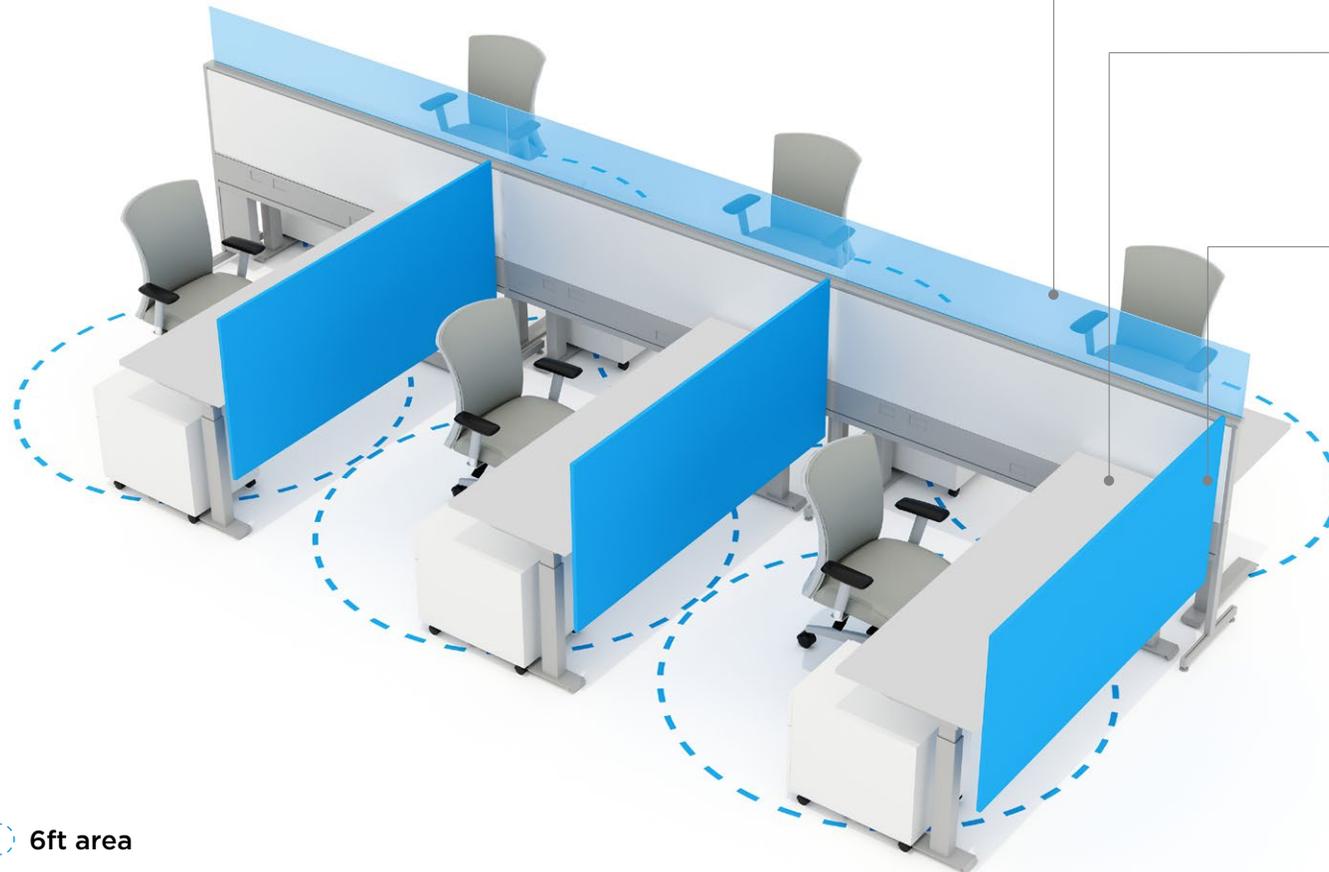
6ft area - 2 people

6ft area

# Solutions: Intelli Beam

**6-person workstation** How do I make my benching comply with the new distancing protocols? Turn the tables, add some additional vertical separation and you can make it work. On the far side of the beam is the conventional benching configuration that aligns the worksurfaces, in this case Height Adjustable Tables, parallel to the Beam. In the foreground, the Height Adjustable Tables have been turned 90 degrees to the Beam to provide the necessary 6ft lateral spacing (Blue dashed circles). Table Mounted Dividers have been added to the Height Adjustable Tables to provide the vertical distancing between each workstation. A 12" h Privacy Glass panel is added to the existing Beam bringing the overall height up to 54" to ensure vertical distancing from one side of the bench to the other.

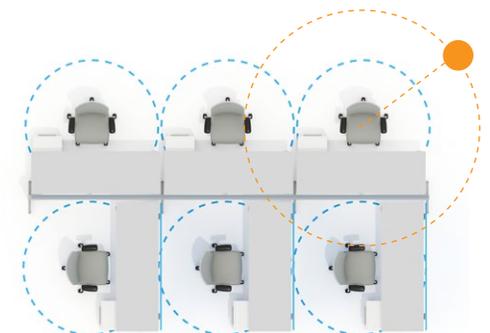
- Vion seating
- Foli height adjustable tables
- Princeton storage
- Intelli Beam systems/glass
- Bridges screens



Add 12" Privacy Glass to bring the overall height of the beam up to 54" while retaining sight lines between people

Turn the Height Adjustable Tables 90 degrees to the Beam to achieve the 6ft lateral distancing requirement between people

Add Table Mounted Dividers to the Height Adjustable Tables to achieve the vertical spacing between people



 6ft area

 6ft area - 2 people

# Solutions: Bridges

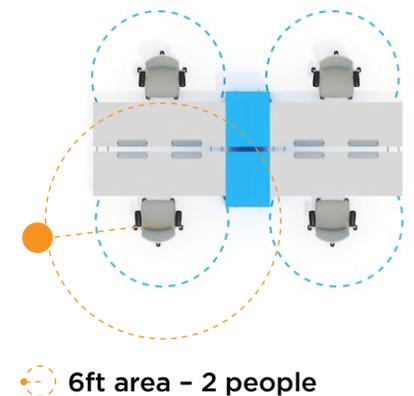
**4-person workstation** This layout is adjusted to meet the 6ft lateral distancing requirement with the addition of left and right handed FreeFit Pantry Storage on each side of the layout. Pantry Storage increases both the lateral and vertical distancing between people in addition to facilitating a clean desk policy for enhanced housekeeping and disinfecting. Glass Table Dividers increase the vertical distancing. A Glass or Laminate Perpendicular End of Run Table Divider (not shown) could also be added to either end of this layout depending on traffic patterns in the overall office plan.

- Vion seating
- Bridges table
- Bridges glass dividers
- FreeFit storage



Improve lateral and vertical distancing and support a clean desk policy by adding FreeFit Pantry Storage

Improve vertical distancing between opposing workstations with Glass Table Dividers while maintaining visual contact



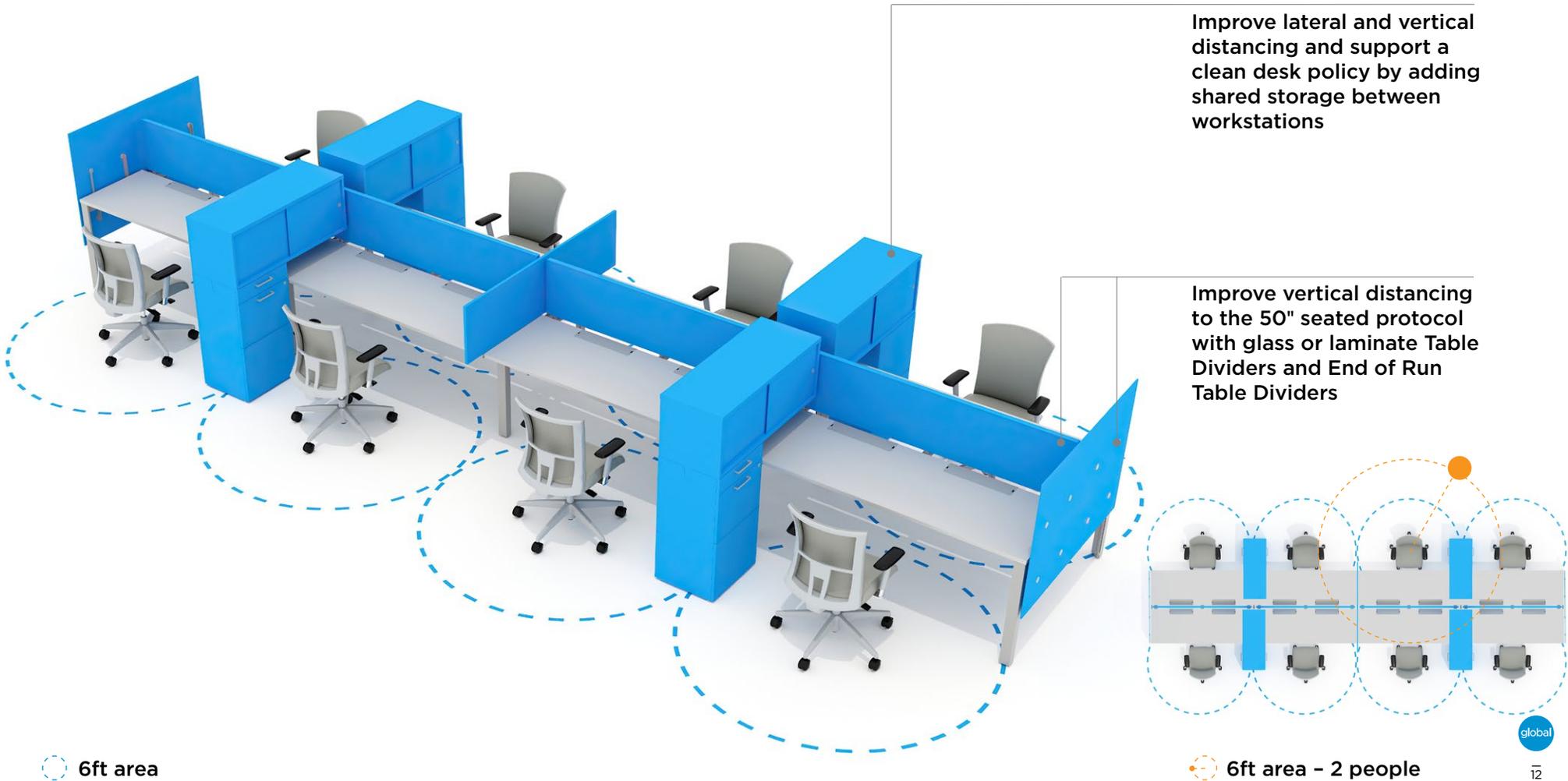
 6ft area

 6ft area - 2 people

# Solutions: Bridges

**8-person workstation** This familiar 8-person benching layout in Bridges is easily and quickly enhanced to comply with distancing protocols. Four Shared Storage Modules enhance both the lateral and vertical distancing between people and support a clean desk policy for enhanced housekeeping and disinfecting. Glass or Laminate Table Dividers further support vertical distancing when people are seated. The End of Run Table Divider in either glass or laminate provides closure based on traffic patterns in the overall office plan.

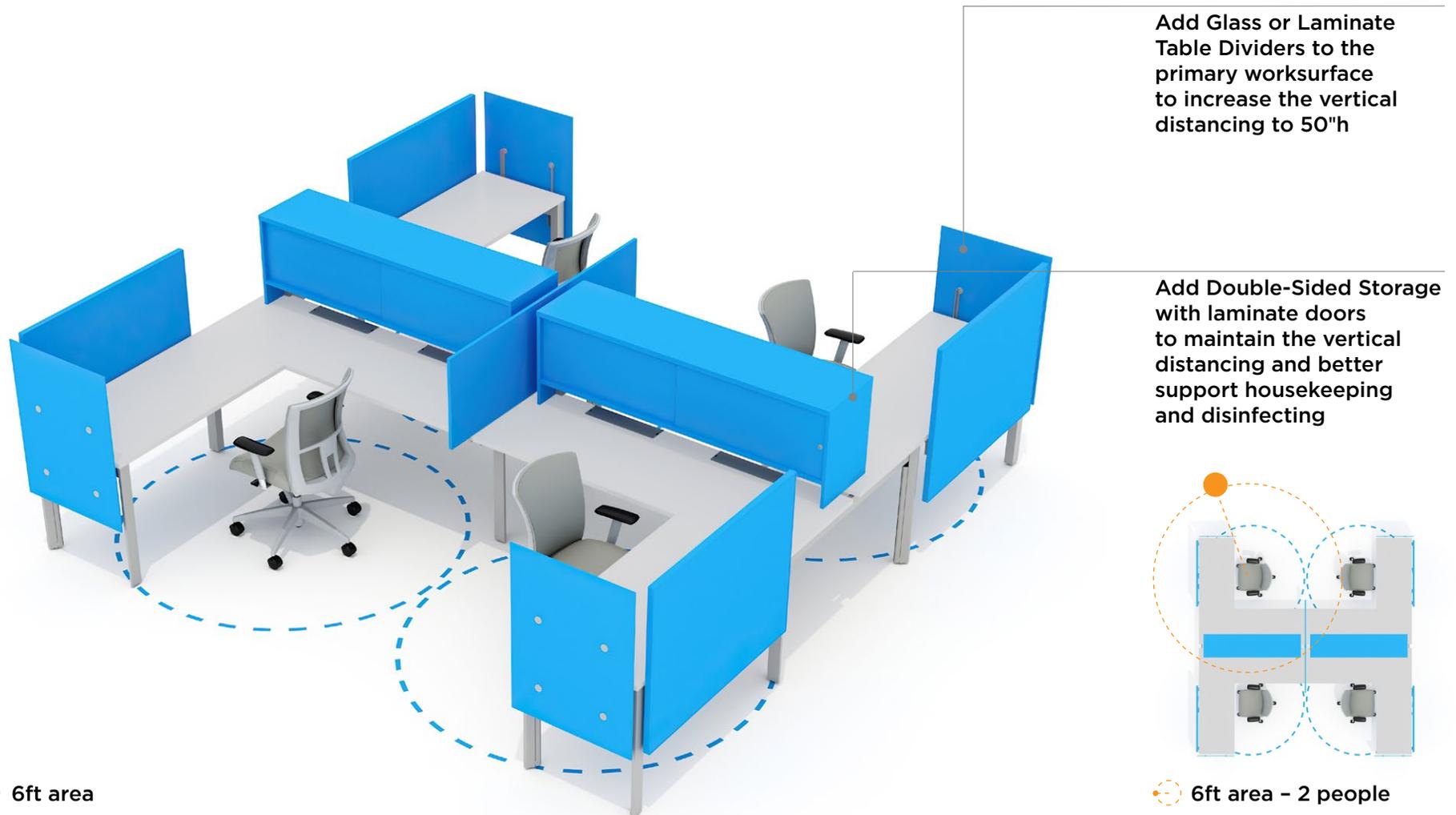
- Vion seating
- Bridges tables, dividers, screens and storage



# Solutions: Bridges

**4-person workstation** This collaborative 4-person workstation is characteristic of the open plan. The layout does support the 6ft lateral distancing requirement; however, it requires modification to fulfill the vertical distancing protocol. Glass Table Dividers or Laminate Table Dividers (shown) can be added to the end and front of the primary worksurface to increase the vertical distancing to 50" h. Double-Sided Storage with laminate doors complement the Table Dividers and support clean desk policies that enhance housekeeping and disinfecting.

- Vion seating
- Bridges tables, dividers, screens and storage



# Solutions: Bridges

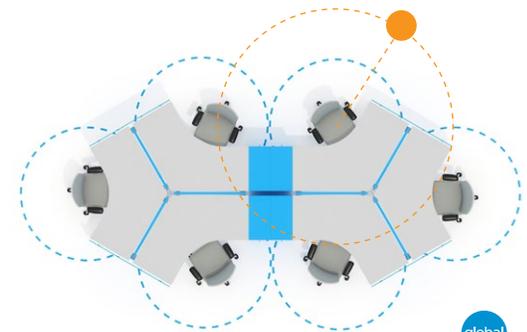
**6-person workstation** 50" h Pantry Storage has been added to this 6-person, 120 degree layout to effectively realize the 6ft lateral distancing protocol that is required, otherwise the 4 center stations would not comply. Laminate (shown), Fabric or Glass Table Hung Dividers and Perpendicular End of Run Table Dividers bring the balance of the workstation up to the 50" vertical distancing minimum for people when seated.

- Vion seating
- Bridges tables, dividers and screens
- FreeFit storage



Add two right and two left 50" h Pantry Storage to achieve the minimum vertical distancing requirement for people when seated

Add Laminate Table Hung Dividers and Perpendicular End of Run Table Dividers to continue the 50" h vertical distancing solution



6ft area

6ft area - 2 people

# Solutions: FreeFit Height Adjustable Tables

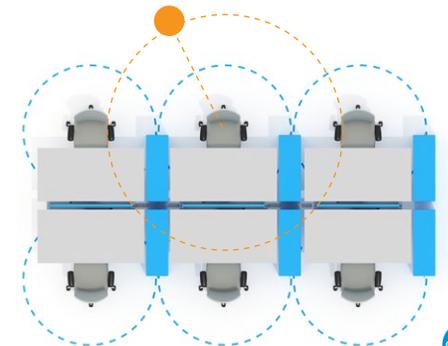
**6-person workstation** Considering options for freestanding Height Adjustable Tables that support the new lateral and vertical distancing requirements? In this 6-person layout, 50" h Pantry Storage has been added to each station to better define individual boundaries and to support a clean desk policy for improved housekeeping and disinfecting. Table Mounted Dividers in either laminate (shown) or glass have been added to the freestanding Height Adjustable Tables to continue the vertical distancing protocol. When the table is adjusted to a standing position the Table Mounted Divider moves in kind to maintain the correct vertical distancing between people when standing.

- Vion seating
- FreeFit tables, dividers and storage



Add Table Mounted Dividers to the surface of each Height Adjustable Table to maintain the vertical distancing protocol when seated or standing

Add 50" h Pantry Storage to each Height Adjustable Table to better define individual boundaries and to support a clean desk policy



6ft area

6ft area - 2 people