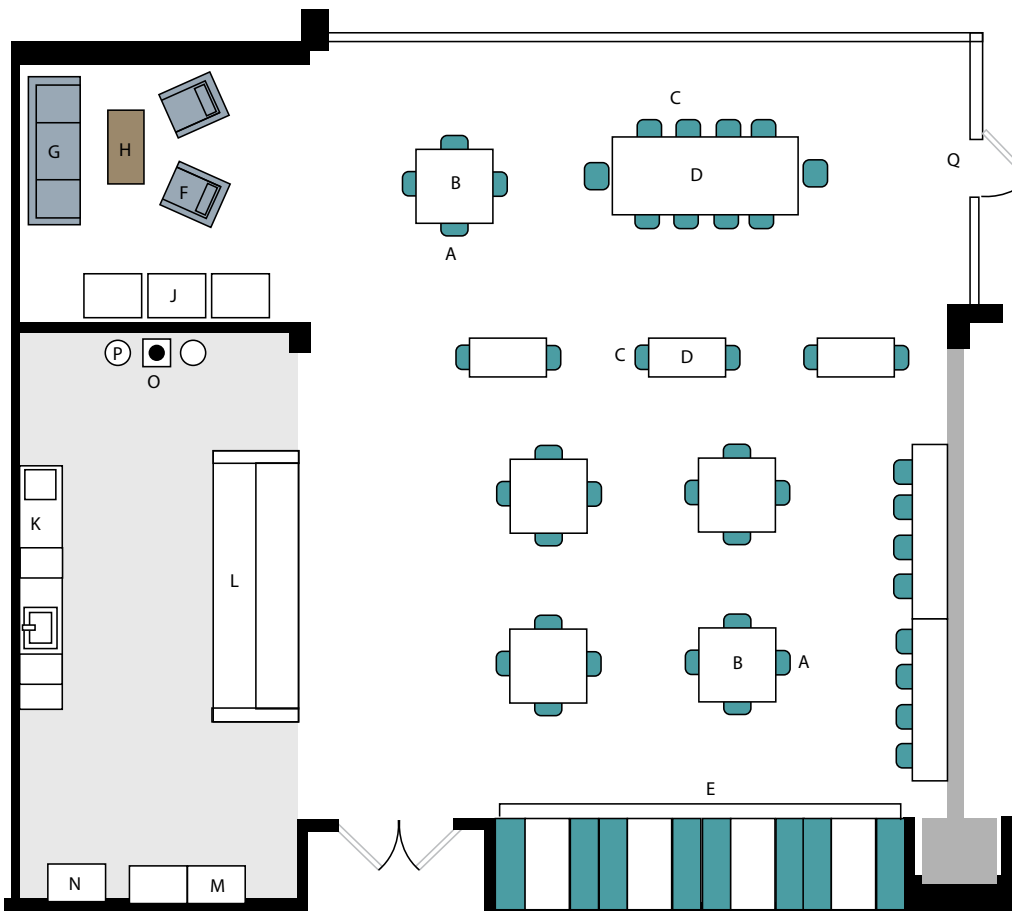


Reimagining the workplace: BREAKROOM SPACES

Whether it's for a mid-morning cup of coffee, a hearty lunch, or a quick afternoon chat, an office's most spirited gathering place is its breakroom. Whether you call it a café, cafeteria, lunchroom, or something totally different, these informal spaces drive employee engagement, encouraging the meaningful connections that help us work well together.

As we reengage with the workplace and see one another face-to-face, the breakroom becomes a hard-to-navigate place where social distancing and good hygiene is at its most important. A combination of comprehensive policies and physical adjustments allows these communal spaces to be both safe and social for everybody.



BEFORE

- Seating is arranged to fit the maximum amount of employees with many places per-table or booth
- Appliances are arranged in close proximity along counters without instructions or cleaning supplies
- Communal refrigerators store lunches and shared condiments; cabinets house communal washable goods
- Countertops are used by all for food preparation or for setting down supplies while preparing meals
- Casual soft seating is available for non-food related breaks and conversations
- Vending machines have no wipe down procedure
- Multiple entrances and exits make it hard to control in and out flow

A Chair
B Table
C Stools
D Standing-Height Table
E Booth
F Lounge Chair
G Couch
H Coffee Table

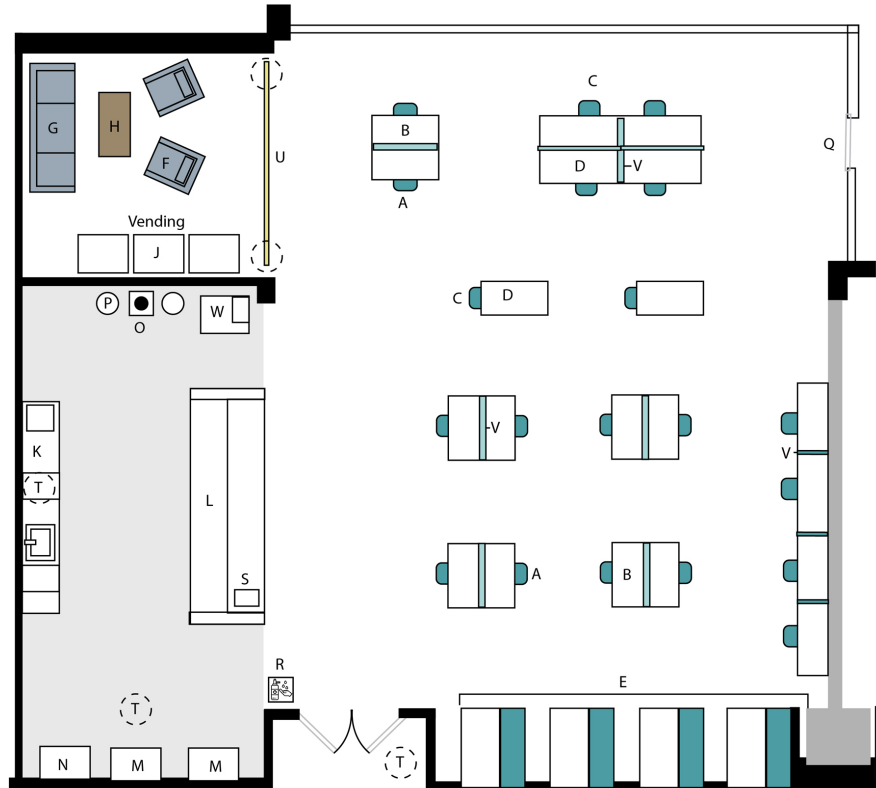
J Vending Machine
K Countertop w/
Appliances
L Island Countertop
M Refrigerator
N Ice Machine
O Recycling Can
P Garbage Can

Q Outside Door
R Hand Sanitizer Dispenser
S Cleaning Caddy
T Signage
U Crowd Control Belts
V Acrylic Dividers
W Cleaning Station



Reimagining the workplace: BREAKROOM SPACES

LONG-TERM SOLUTION



- **Seating is heavily restricted** by removing tables and chairs; half occupancy per-table with acrylic dividers to separate employees
- **Hand sanitizer is provided** at every table; centralized cleaning caddies with harsh disinfectants are to be utilized before and after every meal
- **Booths are arranged with all seats facing one direction** with single occupancy
- **Appliances are spread out** when possible, all featuring cleaning instructions and easily-accessible disinfecting supplies
- **Refrigerators are empty nightly**; employees must bring food in cleanable bags and take home every night
- **All comingled condiments, dishes, and utensils are gone**; individual condiments or wrapped cutlery may be provided, and all paper towel is in a holder to minimize contact
- **Soft seating areas are roped off**, vending machines and ice machines are turned off
- **Secondary means of egress are to be used for emergencies only**; do not lock, but use signage
- **Countertops are used by all for food preparation** or for setting down supplies while preparing meals
- **Signage is placed throughout the space to dictate**: cleaning procedures for appliances, use expectations for refrigerators, reminders to clean tables and hands before and after use, occupancy restrictions for seating, and any general-purpose guidelines that may be beneficial for casual access
- **All signage is laminated or in a holder**; no excess paper is used

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**NATIONAL BUSINESS
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Reimagining the workplace: **RECEPTION SPACES**

Return to Work Preparedness Checklist

- Tables and chairs spaced out
- All soft seating and excess seating is removed or roped off
- Seating capacity per-table posted in a central location
- Acrylic partitions on all multi-person tables
- Hand sanitizer and cleaning caddies placed throughout
- Communal dishes, utensils, and condiments removed
- Single-use dishes, utensils, and condiments stocked
- Paper towel and napkins in covered holders
- All garbage cans have a touch-free lid or restricted opening
- Cleanliness signage is clearly and prominently posted

Routine Cleaning Checklist *For Employees Cleanliness*

- Hands are washed before every meal
- Eating area wiped before and after use
- All appliances are wiped down after use
- Food is stored in washable or disposable bags
- Refrigerator is emptied out each night
- All trash is disposed of or recycled