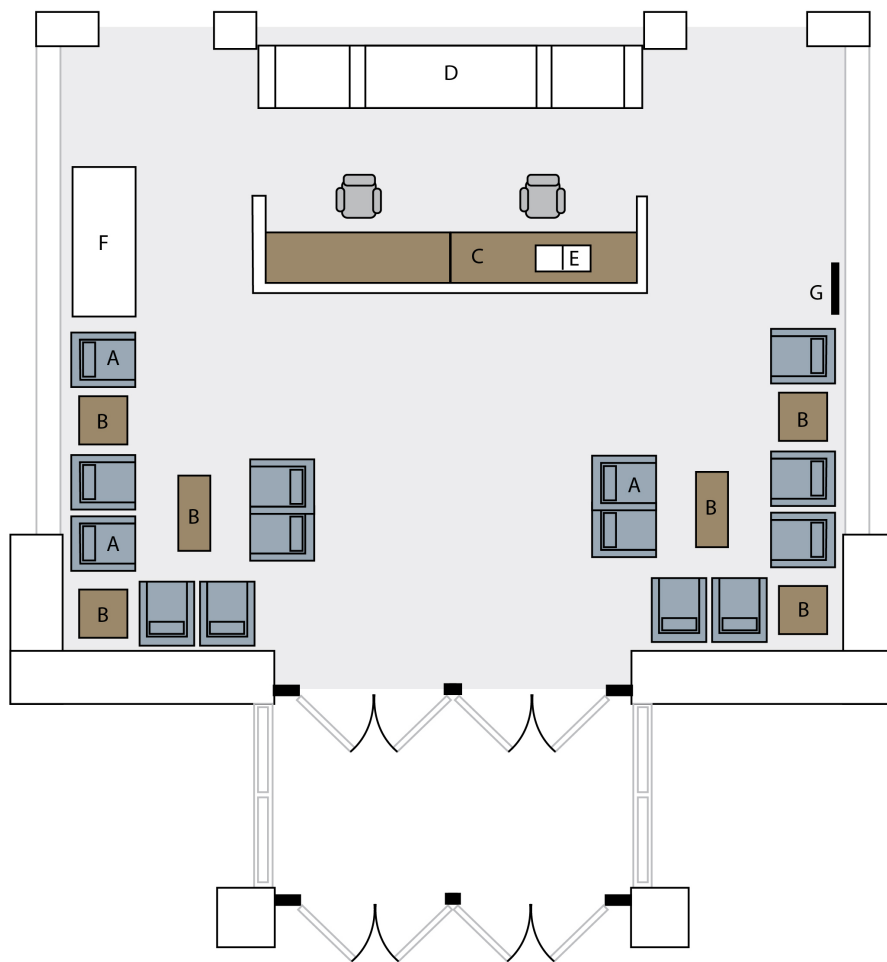


# Reimagining the workplace:

# RECEPTION SPACES

A great reception area should make a great first impression and now it sets the tone for your workplace's safety and cleanliness. These spaces see the widest variety of visitors, from clients to vendors, interviewees to repair staff, and everybody in-between.

It's no coincidence that they need the highest attention to detail for safe social distancing. Using your existing furniture along with some new normal must-haves, it's time to change your space to keep everybody happy and healthy.



## BEFORE

- Reception spaces often include ample seating, including multi-person sofas and benches
- Seating often includes untreated fabrics
- Amenities often include beverage stations, magazine racks, and even toys in child-friendly spaces
- Paper sign-in sheets or log books are common
- Hand sanitizer, if any, is in a discrete location

A Seating  
B Table  
C Reception Desk  
D Credenza  
E Log Book

F Beverage Station  
G Magazine Rack  
H Hand Sanitizing Station  
J Cleaning Caddy  
K Sneeze Guard

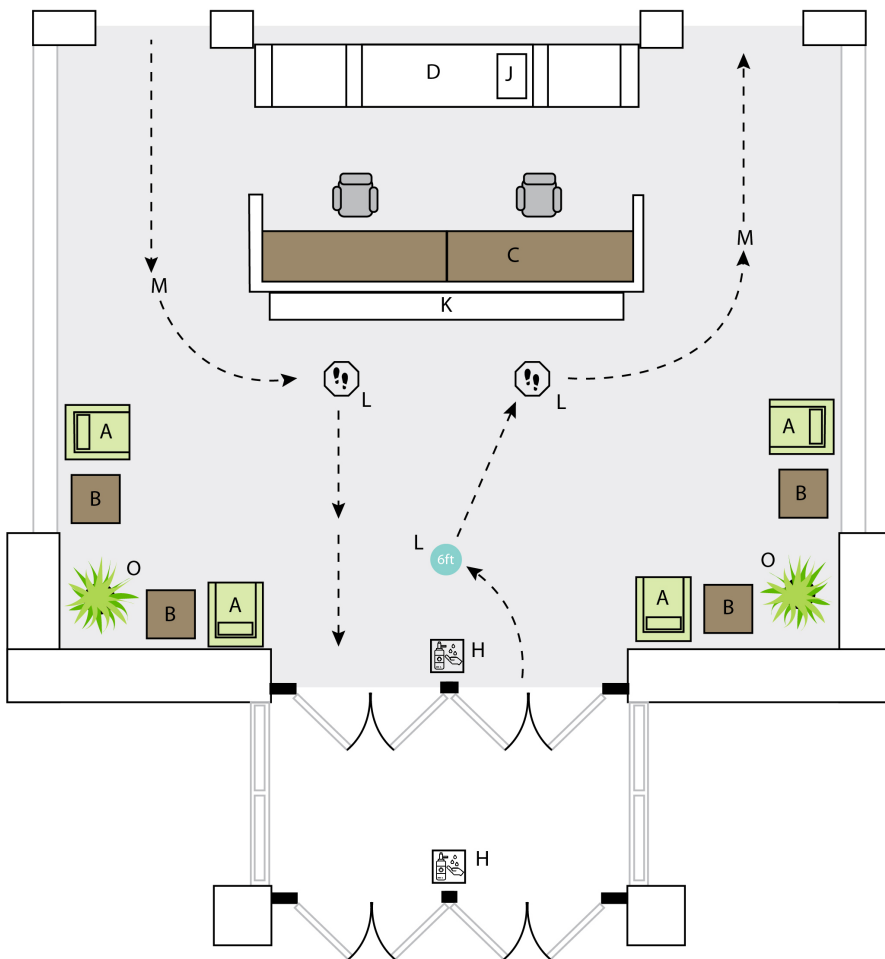
L Wayfinding Decals  
M Directional Path  
N Tablet Sign In  
O Artificial Plant  
P Compact Chair



**NATIONAL BUSINESS  
FURNITURE**

# Reimagining the workplace: RECEPTION SPACES

## IMMEDIATE CHANGES



- **Add acrylic sneeze guards** to the desk, opting for wrap-around designs, and cleaning caddies behind the reception desk
- **Implement a tablet-based sign in system**
- **Eliminate all unnecessary touch points** and client amenities
- **Seating should be reduced dramatically**, eliminating all multi-person options
- **Use physical barriers** to separate seating, including easy-to-clean end tables and broad-leaf artificial plants that can be sterilized
- **Place hand sanitizer stations** at the entrance, in the vestibule, and at any other hallways leading back into the space
- **Create one-direction walkways** using guide ropes, signage, and floor decals

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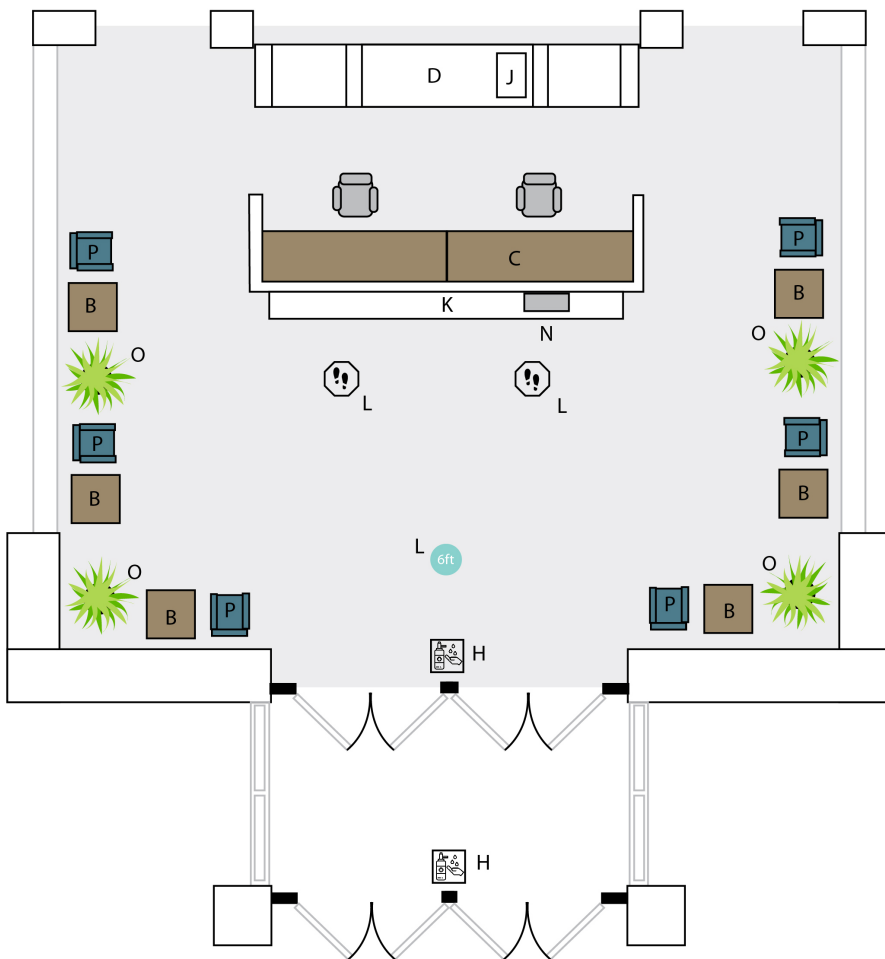
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# Reimagining the workplace: RECEPTION SPACES

## LONG-TERM SOLUTION



- As restrictions ease, **add more seating with ample space** while keeping natural barriers between seats
- **Opt for more narrow seating** to increase chairs while maintaining distance
- **Make purchases with materials in mind**, including durable vinyl upholstery and high-pressure laminate
- Consider stylish options in **healthcare-grade furniture** for its cleanability
- Purchase **heavy-duty hand sanitizer and sanitary wipe dispensers** that can stand up to rigorous use indefinitely
- Maintain **floor decals, tablet sign-in, sneeze guards, and cleaning caddies**
- **Avoid high-touch amenities indefinitely**

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Reimagining the workplace:

# RECEPTION SPACES

## **Return to Your Reception Space Checklist**

- ☐ Tables and Chairs Spaced Out
- ☐ Unnecessary Furniture Removed
- ☐ Sneeze Guards Installed
- ☐ Fully-Stocked Disinfecting Caddy
- ☐ Disinfecting Wipes Stocked, Wipe Holders
- ☐ Hand Sanitizer, Sanitizer Dispensers
- ☐ Fully-Stocked Disinfecting Caddy
- ☐ Social Distancing Floor Decals
- ☐ Crowd Control Belts Installed
- ☐ Cleanliness and Distancing Signage
- ☐ All Paper Signs Laminated
- ☐ Single-Use Pens or Pencils
- ☐ Digital Sign-In System Installed
- ☐ Magazines or Beverage Carts Removed