

SPECIAL REPORT



How Do I Reopen My Office? COVID: Changes & How to Meet Them



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804.550.0003



How Do I Reopen My Office?

COVID: Changes & How To Meet Them

In an ever-changing arena there are some basics that are available for consistent use during this time. In addition to the use of masks, social distancing, and working remotely, Office Interiors of Virginia is here with solutions that can be customized to your business' needs.

- Reconfiguration of your workspaces in preparation for a returning workforce by providing for social distancing and meeting any health recommendations.
- Decommissioning an office, floor, or entire building.
- Disinfecting Solutions to clean your facility now and on an ongoing basis to provide maximized disinfection efforts.

1

RECONFIGURATION

Preparing For A Returning Workforce.

Are you preparing for your workforce to return to the office?

In responding to COVID-19 concerns, there have been changes in both safety measures and the way that employees work since the pandemic began. It can be an anxious time as employees begin returning to the office after working from home, a reconfiguration of the office space can reassure them that keeping them safe is a priority.





A reconfiguration or redesign of the workspace can improve the office by providing additional technology; conversion of large conference rooms into smaller more informal meeting spaces; creation of additional smaller private spaces; and provide employees with break-out zones where they can recharge.

Whether you are reconfiguring the workspace, renovating, or preparing for a complete redesign, changes in work habits will need to be considered. Our expert team, certified and licensed in CAD and Revit, can evaluate your existing furniture configuration and provide strategic recommendations to ensure safe distancing between workspaces and maximize the use of your current office space.

Reconfiguration strategies for your office can include:

1. Arranging the space differently.
2. Re-purposing existing assets.
3. Adding adjustable walls or barriers.
4. Removal of cubicles and long-term storage.

Our specialists will perform all the professional services required to safely and securely reconfigure or relocate your entire office operation. This includes packing, label and inventory, and all ancillary services – and applies to your FF&E, files, storage systems, as well as the take-down and setup of all forms of information technology equipment by our certified technicians. Our team can work around your normal business hours, including early mornings, late evenings, and weekends.

2

DECOMMISSIONING

Is your workforce (some or all) going to continue working remotely? What does that look like and what are the impacts to my real estate footprint?

Decommissioning an office or even a whole floor or more is one way to cut expenses as your workforce continues to work remotely. An entire floor or just an individual office can be packed, inventoried and stored until such time as your employees are able return to the site.

We can help you with all your office decommissioning needs. Our highly trained staff of professionals can disassemble or dismantle furniture, inventory your office furnishings, photograph products to be decommissioned, pack and load furniture and equipment for transportation.

Decommissioning is a viable option to those with a large percentage of their workforce continuing to work remotely. It allows you to refocus the investment from real estate to other areas of your business while keeping your business humming along remotely.

If you move into a new office, or your company downsizes or even if total liquidation is necessary, you must do something with your excess office furniture. Office Interiors of Virginia can help you with all of your office furniture decommission needs.

Facility Decommissioning Services Include:

1. Disassembling or dismantling the furniture to be decommissioned or moved into storage.



2. Completing an inventory of your excess office furnishings. Know what you have to dispose of or put into storage.
3. Photographing all products to be decommissioned. No need to guess what the that description really means.
4. Disposal of assets that will not be retained.
5. Furniture & equipment packing and loading for transportation. Sell, donate or discard we can handle the details for you.
6. Warehousing and storing off site.
7. Broom-cleaning of the decommissioned space. Leave your space ready for the next tenant or for your return at a later date.
8. File storage and shredding.



We have the capability to dispose of furniture that is new or gently used, we don't want to see it end up in a landfill. Instead we will help you sell it, store it, or even donate it to a worthy charity for re-purposing.

What happens to the excess assets? Based upon your plans we are able to facilitate:

- A. Donation of under utilized assets to charitable organizations.
- B. Provide long-term storage (at minimal cost) of valued assets.
- C. Decommissioning provides you with Cost-Savings and Certainty.
- D. Minimization of discards in the landfill. If disposal is necessary, we will recycle as much of the product as possible and then use environmentally sound landfills.

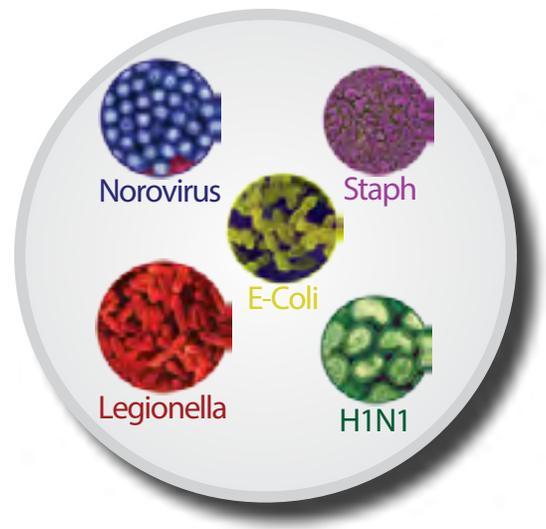
3

DISINFECTING SOLUTIONS

Keeping Office Personnel Safe From Exposure.

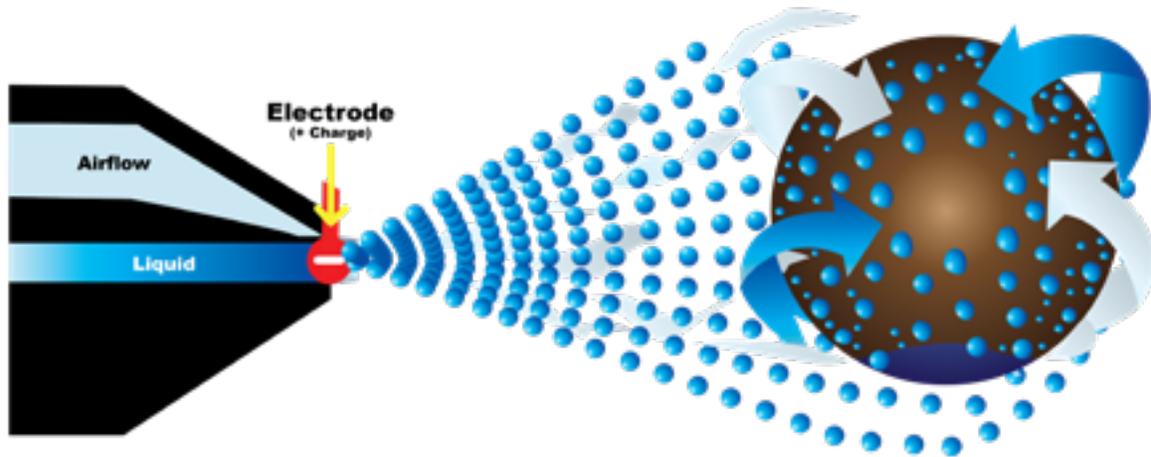
The use of Electrostatic Spraying is an option that can be used as a stand alone solution and in conjunction with both reconfiguration and decommissioning of a workspace. Allowing you to not only evaluate space needs of your business but also the safety of your personnel.

Office personnel exposed to COVID-19? We can provide a disinfection solution option. Utilizing electrostatic spraying units that provide facilities with a proven superior process to kill a wide range of viruses and bacteria such as C-Diff Spores, MRSA, Norovirus, Listeria Hepatitis B and C, HIV, E. Coli, Staphylococcus, Aureus, Pseudomonas Aeruginosa, and many more while eliminating odors. Our Broad Spectrum Disinfectant and Liquids won't contribute to the formation of mutating "super bugs," is non-irritating to the skin and non-corrosive to treated articles.



What is Electrostatic Spraying?

Air and liquid enter the rear of the nozzle separately. The air moves through the nozzle under pressure and meets the liquid at the nozzle tip, causing the formation of spray droplets that are 30 to 60 microns in diameter. At the tip of the nozzle is a tiny electrode which applies an electrical charge to the spray. The attraction to the target's surfaces relates to Coulomb's Law, which states that any two charged objects will create a force on each other. The charge on the droplets, though small, pulls the spray towards the target at 75 times the force of gravity. The spray droplets can reverse direction, moving against gravity, to coat all sides of an object.



Touchless infection control enables businesses and healthcare professionals to quickly and safely disinfect work surfaces and patient care surfaces without being exposed to toxic fumes or liquids representing superior best practices of infection control protecting staff and patients from the most virulent microorganisms and unsafe chemicals.

- **Less Chemical Waste** - Testing by four major universities show 300% better spray penetration and coverage onto hidden areas of dense foliage reaching the underside of the target and other hidden areas.
- **Kills viruses and bacteria** 1,000 times better than UV light, and 300 times better than bleach.
- **Environmentally Sound** - Reducing chemical waste and using low “0” toxicity chemicals making your spray environmentally safe and effective.

Leading healthcare institutes now choose touchless infection control solutions to maximize disinfection efforts.

Whether you are reconfiguring or decommissioning an office, entire floor, or entire building Office Interiors of Virginia is here to handle the heavy lifting for you.

Let us customize a solution for your needs.

Call one of our experts today

804.550.0003

**to schedule a complimentary
space planning consultation.**

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