

▲●American Office®

Moving Forward

Resources to help get you back to the workplace





We're anxious to get back to normal but understand that the way we all work may change.

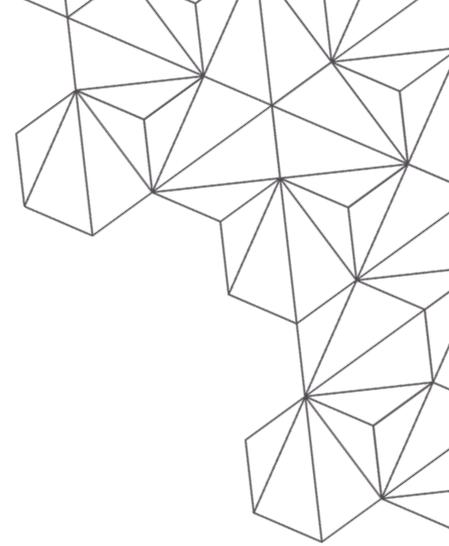
We're here to help you navigate new workplace challenges and make your space safe and productive.



We can help!

American Office can help you find solutions to adjust your workspace and maintain safety standards:

- Spatial division (via dividers, mobile screens, marker boards, pods), signage, hand sanitizing and cleaning stations
- Determine hand sanitizing station locations
- review and revise density based on existing furniture and social distancing recommendations
- Order furniture for remote employees
- Strategize a long term floor plan that encourages safety, flexibility thoughtful use of technology



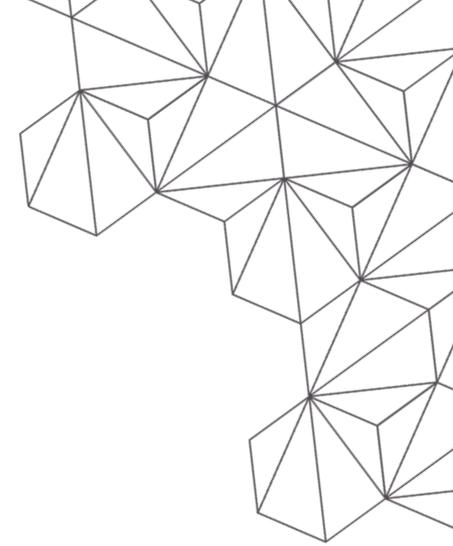
Factors To Consider

Work-from-Home Checklist

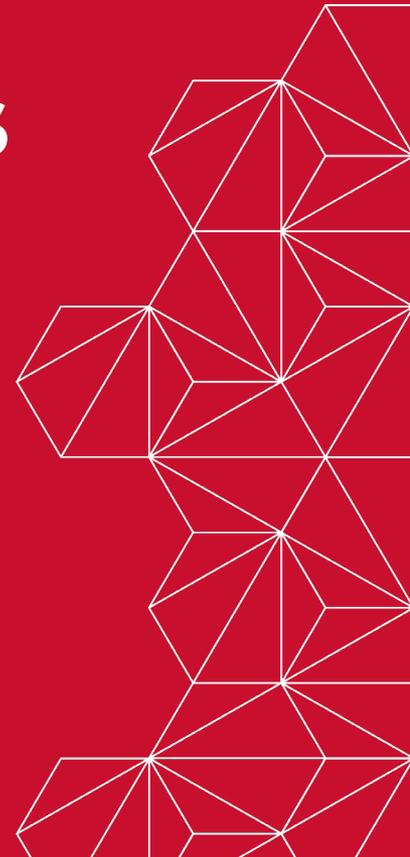
- Understand the challenges of helping everyone stay connected and engaged.
- Rely on technology tools that keep you connected throughout the day.
- Make sure important conversations and decisions include all team members.
- Get creative with ideas for socializing digitally. Regularly check in with team members.
- Establish outcome-driven performance metrics.
- Ensure that all people working remotely have the right technology and connectivity tools to efficiently accomplish their work.
- Regularly gauge the effectiveness of work-from-home employee experiences.

Return-to-Workplace Checklist

- Implement a no-contact temperature screening station prior to entry.
- Reduce in-person interaction. Limit or stop desk sharing.
- Implement a rigorous reservation or desk cleaning regimen.
- Make it mandatory for people to wear cloth masks.
- Allow people to work from home as much as possible.
- Require people to wash hands.
- Require that people stay home when sick.



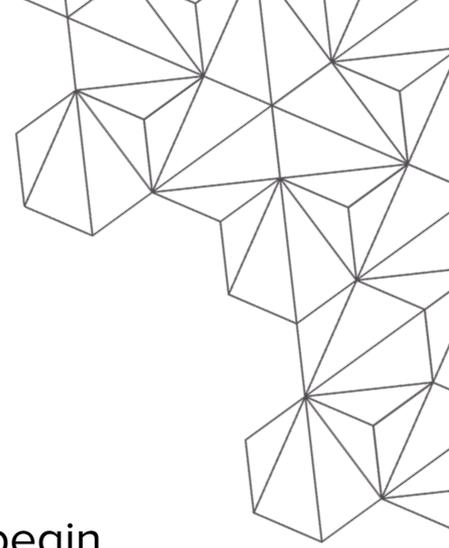
How Workplace Settings Could Adjust



Workstation Scenarios

While every situation will be different, these layout examples begin to look at seat proximity studies that give you options to consider for keeping people six feet or two meters apart as they work.

The following explorations include staggered reentry, reduced density, or shifts in workstation orientation scenarios.

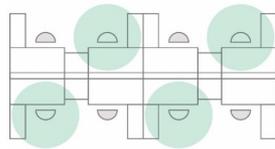


Physical Distancing

Staggered Desk Assignment

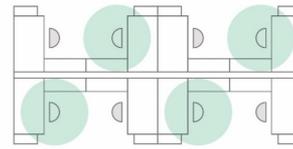
- Alternating days
- No desk sharing
- Less density per day

 Seat can be occupied - 6' diameter



Benching

8 person to 4 person



Alternating Outbound Orientation

8 person to 4 person

Ancillary Space Example

- Shift to an overflow workpoint
- Alternate spaces for video conferencing



Collaborative Space

Shift to individual workpoint
10 to 3 seats



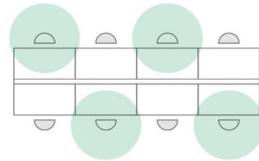
Physical Distancing

Staggered Desk Assignment

- Alternating days
- No desk sharing
- Less density per day

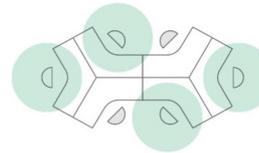


Day 1 User



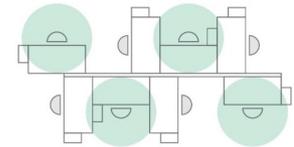
Benching

8 person to 4 person



120 Layout

6 person to 4 person



Alternating Orientation

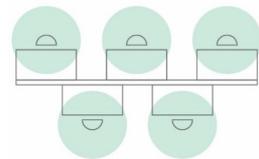
8 person to 4 person

Dedicated Desk Assignments

- Furniture adjustments required
- No desk sharing
- Increased density per day

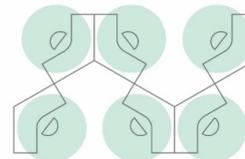


Dedicated Daily User



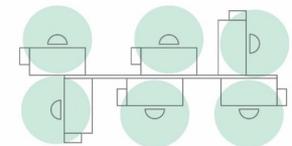
Benching

5 person



120 Layout

6 person



Alternating Orientation

6 person

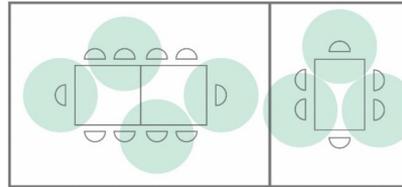


Meeting Rooms

Reduce Occupancy of Enclosed Spaces

- No furniture changes
- May require chair storage

 Seat can be occupied - 6' diameter



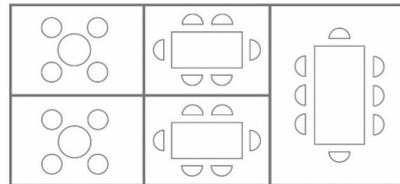
Meeting Room A
10 to 4 seats



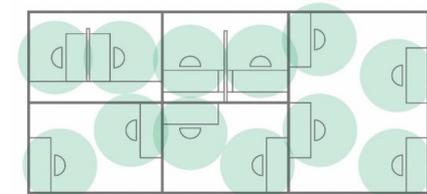
Scheduled Cleaning Protocol
Between each meeting

Alternative Applications

- Furniture adjustments required
- Add quick-ship tables and chairs
- Increased floor density per day



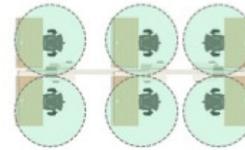
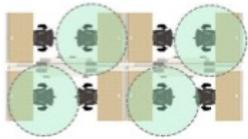
Existing Meeting Rooms



Convert to Workpoints
12 seat exploration



Example - Desk Setting



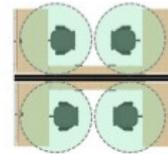
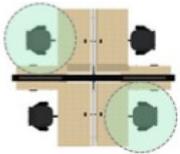
What Changed?

- Removed 2 desks
- Increased spacing between seats to 6'
- Preserved 2 seats



Example - Desk Setting

Dedicated Users



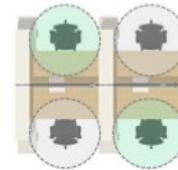
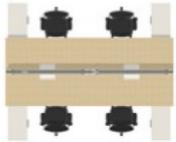
What Changed?

- Turned desks outbound
- Increased screen height
- Preserved 2 seats



Example - Bench Setting

Alternating Users



What Changed?

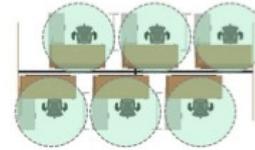
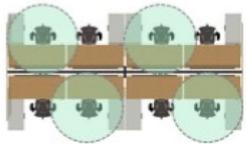
- Added gallery panels for circulation boundaries
- Added storage cubbies for increased boundaries

● Day 1 user

● Day 2 user



Example - Bench Setting

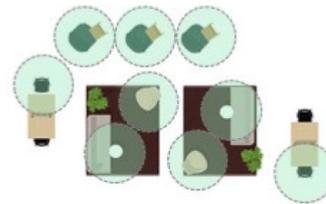


What Changed?

- Increased spacing between seats and staggered desks
- Added boundary screens
- Preserved 2 seats



Example - Collaborative Setting

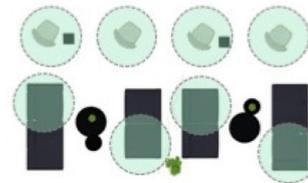


What Changed?

- Removed lounge and side seating
- Increased spacing between high back sofas
- Changed position of seating at tables to increase spacing

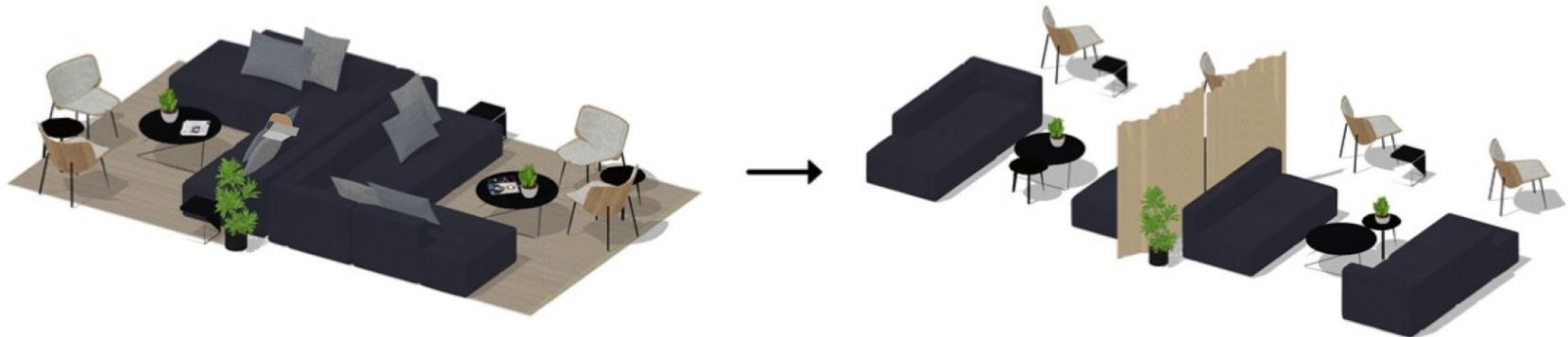


Example - Collaborative Setting



What Changed?

- Removed pillows and accessories
- Separated modular sofas to increase spacing
- Added boundaries
- Moved lounge chairs to create individual focus settings

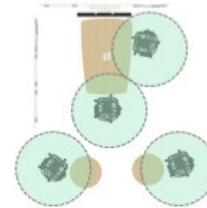


Example - Collaborative Setting

What Changed?

- Adjusted quantity and spacing of chairs
- Added standing height tables

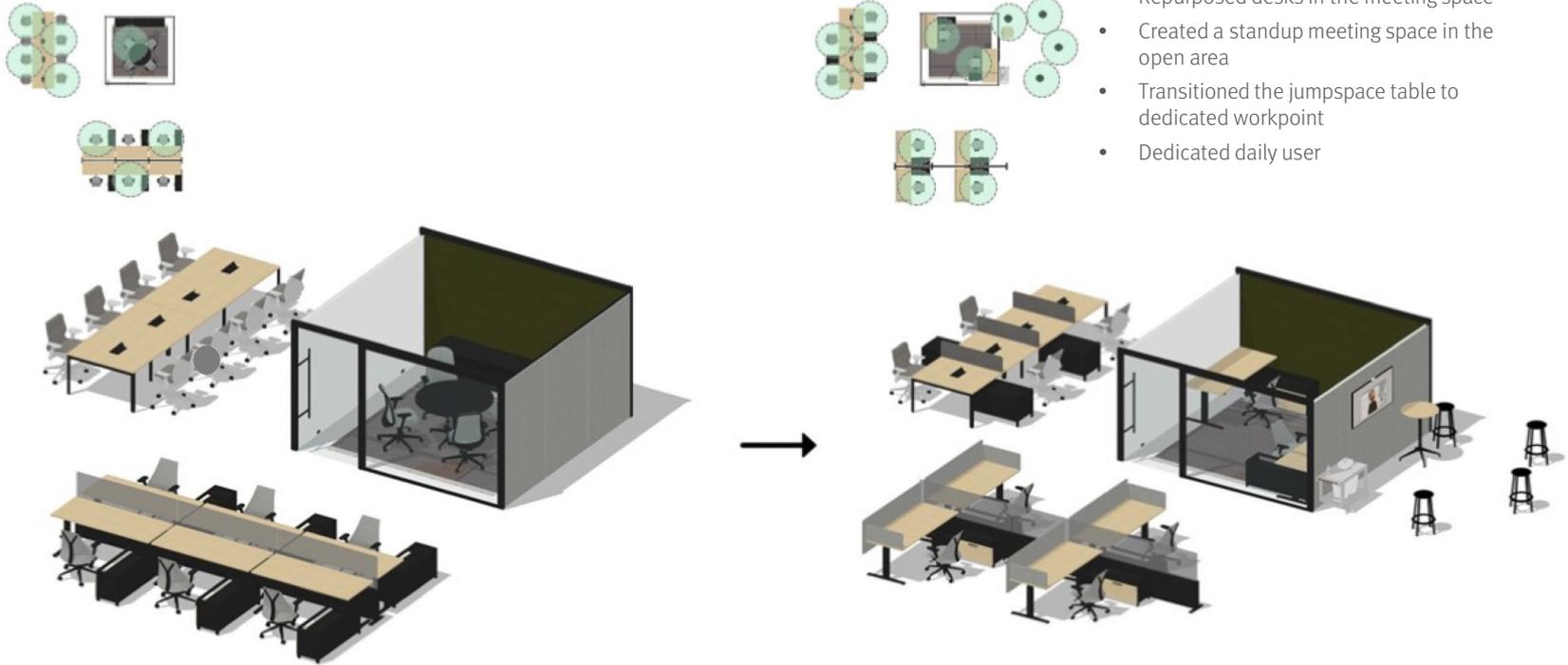
6' spacing



Example - Neighborhood

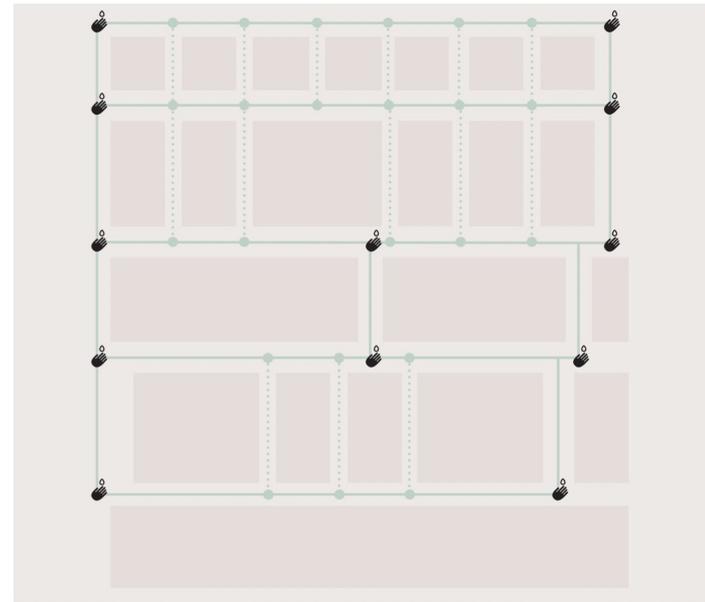
What Changed?

- Reoriented desks
- Repurposed desks in the meeting space
- Created a standup meeting space in the open area
- Transitioned the jumpspace table to dedicated workpoint
- Dedicated daily user



Circulation Space & Sanitizing Stations

Reassess your circulation space. Identifying major intersections will help to define best locations for sanitizer stations. Also consider studying the traffic flow through gathering spaces such as reception areas, breakrooms, and cafes to eliminate bottlenecks. Direct circulation with intention to decrease close contact.



Circulation Space & Sanitizing Stations



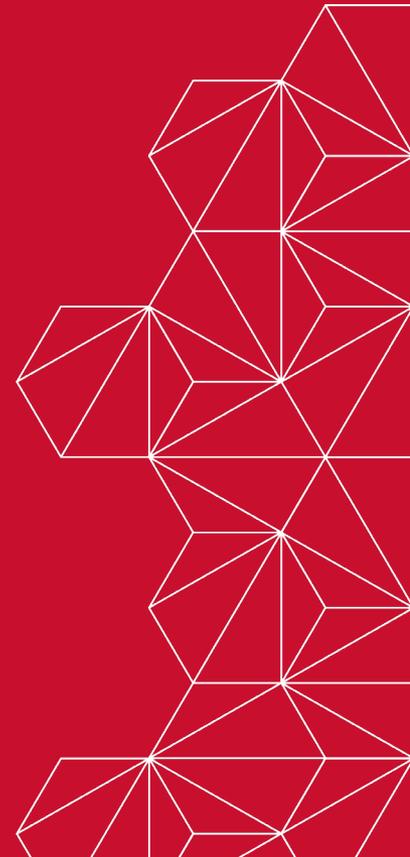
Herman Miller | Mora Rail for Sanitizing Supplies

Lead time: 6-8 weeks

- 18" rail
- 48" rail
- Rail clamp
- Soap bracket
- Towel bracket

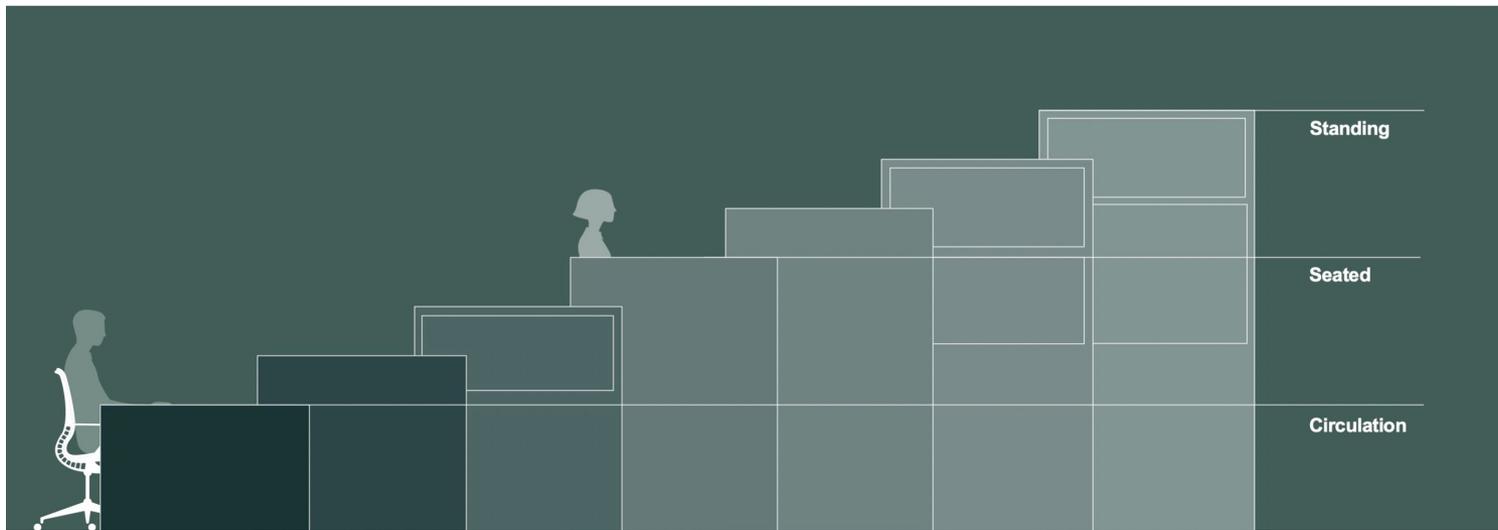


Setting Boundaries



How will you create boundaries?

Creating physical and perceived boundaries in your space will be critical to maintaining people's safety as they come back to work. You can think about boundary at three levels: standing, seated, and circulation (the edges of a space that define pathways throughout the workplace).



Keep in mind that screens, panels, and anti-microbial surfaces aren't proven to be effective against transmission of viruses but can make people feel psychologically more comfortable.



Dividers and Screens



Enwork | Harbor Screen

Lead Time: Ships in 24 hours

- A heavy-duty, multi-ply, double-wall corrugated cardboard construction with structurally enhanced skin material.
- Ships in 24 hours.
- Thickness of Harbor screens is 1/4".
- Quick Install. Folds into Place. No tools or fasteners required to construct screen.
- Double-stick tape is used to secure screen to surface. Available by the roll.
- Includes a 1.5 x 3" perforated knockout that user may remove for cords and/or monitor arms.



Dividers and Screens



Mergeworks | Enclave Panels

Lead Time: Ships in 2-3 weeks

- Frameless Desk dividers available in several materials and colors including clear and frosted acrylic, fabric, TruBrite whiteboard and Echoscape.
- 2 Permanent and 7 Removable mounting options available
- Customization available



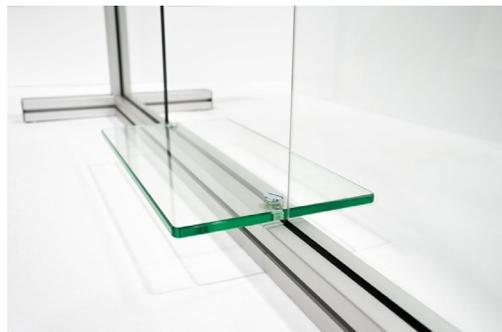
Dividers and Screens



CARVART | Countertop Shield

Lead Time: Ships in 2-3 Weeks

- Self-standing unit
- includes a transaction opening below the screen.
- Made with 1/4" tempered glass with polished edges that is non-porous and easy to clean.



Dividers and Screens

Safco | Hideout Privacy Panels

Lead Time: 48 hours

- Stand-alone privacy panel and connectors can be used on any table or desktop for quick and easy space division
- Can be used on any work surface to separate space with no need for a tabletop edge to clamp on to
- Durable steel connectors with black powder coat finish
- PET fiberboard panels provide both visual and audible privacy
- Two connector shapes and two kit options allow for a multitude of configuration options to suit any space
- Available in gray or tan
- Perfect for open office spaces, shared workspaces, libraries, education environments, computer labs
- Mounts to any surface



Dividers and Screens

LoftWall | Shelter

Lead Time: 10 - 12 business days



- Aluminum hardware clamps
- Assembles in less than 5 minutes
- Cleanable with healthcare-grade cleaners
- 2 Side Panels
- 30" w x 24" h each
- Clear Acrylic



Dividers and Screens

LoftWall | Counter Shield

Lead Time: 4 to 5 businessdays

- Multiple screens can be linked together
- Can anchor to a surface or be free standing
- Product can be assembled in less than 5 minutes
- Product can be cleaned with healthcare- grade cleaners
- Frame made from up to 75% recycled content
- Panel options meet indoor air quality standards
- Small dimensions: 28" w x 28" h x 6" d
- Large dimensions: 59" w x 28" h x 6" d



Dividers and Screens

Global | Wellness Screens

Lead Time: 2 weeks

- Acrylic wellness screen with different optional mount
- Starting size: 36" x 36"
- Acrylic glazing is clear and support rails are painted Designer White
- Aluminum extruded posts



Dividers and Screens

LoftWall | Hitch

Lead Time: 4 - 5 business days

- Designed for 29" tall work surface
- Clear acrylic floor panel with dry erase desk panel
- Satin aluminum interlocking modular frame
- Assembles in 10 minutes
- Cleanable with healthcare-grade cleaners
- Frame made from 75% recycled content
- Frame and panel can be recycled



Dividers and Screens

LoftWall | Framewall

Lead Time: 5 to 7 business days

- Anodized silver frame and white
- Laminate infill
- Wipeable surface
- Fully customizable and removable panels
- Translucent and opaque panel options
- Connect multiple walls with Link
- Frame is made from 75% recycled content



Dividers and Screens



Clarus | Flex Wall

Lead Time: 2 weeks

- White frame with glass board
- M dimensions (40" w x 78" h x 22" d)
- XL dimensions (60" w x 78" h x 22" d)
- Available magnetic or non-magnetic
- 5/32" Clarus tempered safety writing glass
- Non-staining writing surface
- Compatible with any marker, even permanent



Dividers and Screens

LoftWall | Split

Lead Time: 7 - 10 business days

- Break Style
- Available in various sizes, up to 76" w x 78" h in clear twinwall
- Aluminum interlocking frame
- Assembles in less than 10 minutes
- Cleanable with healthcare-grade cleaners
- Caster and base plates available



Dividers and Screens

Safco | Rumba Collaboration Screens

Lead Time: 48 hours

- Identical, double-sided full panel magnetic whiteboard design
- Ganging connector set connects screens (optional)
- Aluminum base with gray powder coat finish for durability
- Mobile on four casters (two locking) for easy portability across the workspace
- Optional tablet hooks and eraser tray
- Complements entire Rumba™ line of product solutions



Dividers and Screens

Safco | Impromptu Screens

Lead Time: 48 hours

- Identical, full panel magnetic whiteboard design
- Comes with accessory hooks for easel pads
- Includes magnetic accessory tray for dry erase markers and eraser
- Mobile on four casters (two locking) for easy portability across the workspace
- Metallic gray or black steel frame
- Complements entire Impromptu® line of product solutions



Dividers and Screens



Clarus | Go! Mobile

Lead Time: 2 weeks

- White frame with glass board
- Available with 2 or 3 wheels
- Available magnetic or non-magnetic
- 5/32" Clarus tempered safety writing glass
- Casters

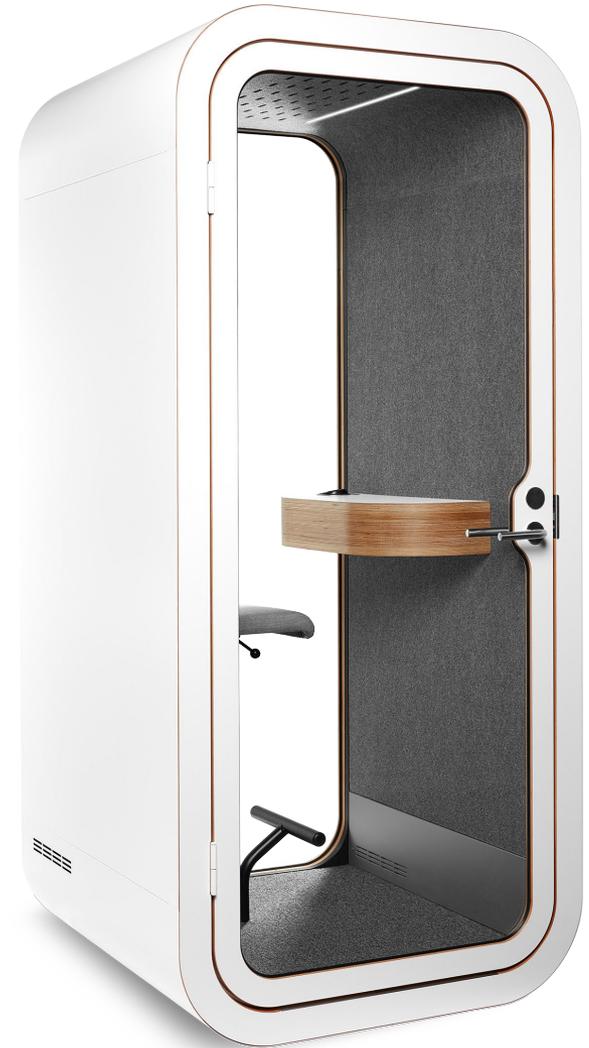


Phone Booths

Framery | Framery O

Lead Time: 2 weeks

- Ventilation: Active ventilation system that functions 24 hours a day provides airflow that is 9x times greater than the current requirements for air circulation in commercial office buildings.
- Exterior: Painted sheet metal or brushed stainless steel.
- Pods are ventilated at all times.
- Glass: Sound control laminated glass.
- Frame: Formica laminate on birch plywood with varnish trim.
- Finishes: White
- Solid walls and roof: A sandwich element of sheet metal, birch plywood, recycled acoustic foam and acoustic felt. An anti-static and stain resistant low loop pile carpet for interior floor.
- Table Formica laminate on birch plywood with varnish trim.



Thermal Scanning Screens



Clarus | TherMobile

Lead Time: 2 weeks

- Glass shield available with or without cutout
- Non-porous, non-staining writing surface
- 4 caster base
- Frameless glass
- Elegant, large radius corners
- Shield: 40" w x 1/2" d x 70 1/16" h
- Cutout: 2" w x 14" h
- Base: 38" w x 21" d



Body Temperature & Facial Recognition Scanner



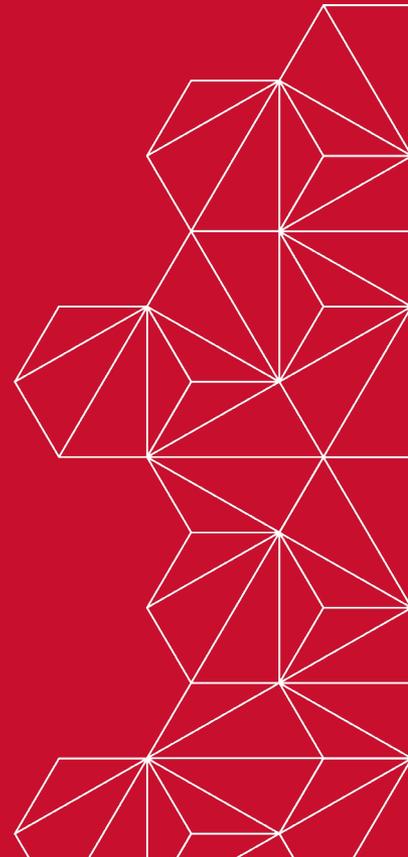
OneScreen | GoSafe

Lead Time: 2-3 weeks

- 8-inch IPS full-view LCD display.
- Industrial-class appearance, waterproof and dustproof design.
- Supports 30,000 faces in database.
- Standing, desktop and wall mounted models available.
- The 1:1 comparison recognition rate is more than 99.7%, and the live detection accuracy rate is 98.3%. Face recognition pass speed is less than 1 second. (with mask on)
- Snapdragon processor with strong performance
- Supports human body temperature detection and temperature display.
- Supports various peripheral



Air Purifiers



Air Purifiers – The Big Picture

The average person inhales 3,000 gallons of indoor air every day, which may include viruses, bacteria, allergens, germs, and pathogen particles. Making changes to your HVAC system can often have little effect on the air quality with a big price tag. Adding professional grade air purifiers in a room or throughout a building will help to ensure a clean, safe, and productive environment.

American Office offers two air purification solutions: AeraMax and Safe -T. Both are available in different sizes, speeds, looks, and price-points to meet your specific needs. Let American Office help you create a clean air plan for your workplace.



Aeramax Pro Air Purifiers

Fellowes
Brands

Improve your air with this line of professional grade air purifiers that are a proven leader to effectively eliminate up to 99.97% of contaminants. Surface cleaning only goes so far. This sophisticated technology tackles the toughest germs for a healthier environment.



AeraMax™ Pro AM II



AeraMax™ Pro AM III



AeraMax™ Pro AM IV

FOUR STAGES OF FILTRATION

Carbon Filter

Reduces odors, chemical vapors (VOCs or volatile organic compounds), and captures large airborne particles

True HEPA Filter

Captures 99.97% of airborne particles and impurities as small as 0.03 microns, including mold spores, germs, viruses, pollen, dust, mites, most airborne particles, and allergens

AeraSafe™ Antimicrobial Treatment

Built-in protection from the growth of odor causing bacteria, mildew and fungi due to the True HEPA Filter

PlasmaTRUE™ Technology

Safely reduces airborne particles at the molecular level, instantly neutralizing germs and viruses in the air



- Allow American Office to help you select the best product based on room size, ceiling height, and office density
- Wall-mounted or freestanding options due to its compact design
- Integrate with movable walls for a seamless, flexible solution
- 5-year warranty (except AeraMax 2 which has a 3 year warranty)
- Clean Air Delivery Rate (CADR) or Cubic Feet per Minute (CFM) is 100, 220, and 440 (for the II, III or IV model, respectively)



Safe-T Air Purifiers



This medical grade air system offers superior air purification through sophisticated filtration systems, high volume airflow capacity, and lower sound levels than any other premium air purifier on the market today and is capable of filtering the air three times an hour.



SCA Model



SCA-X Model

SIX STAGES OF FILTRATION

HEPA-Rx Filter

Captures ultra-fine particulates removing 99.998% of particulates 0.1 microns in size

Activated Carbon Filter

Absorbs gases and VOCs (volatile organic compounds)

Germicidal UV-C+

UV Light destroys viruses and bacteria (254 nm wavelength UV light)

Photocatalytic Nano-TiO₂

Destroys viruses and bacteria

Hydroxyl Radical Reactivity Chamber

Destroys viruses and bacteria

Revitalizing Negative Ion Chamber

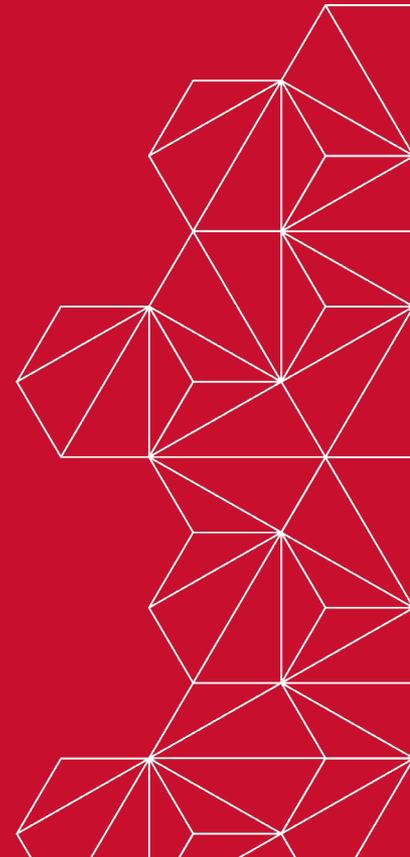
The air that is output is now recharged with negative ions which increases oxygen to the brain resulting in alertness, less drowsiness, and more mental energy



- Allow American Office to help you select the best product based on room size, ceiling height, and office density
- Contemporary exterior with sophisticated technology inside
- Includes hands-free touchless controls
- Integrate into open floor plans, enclosed rooms, & phone booths
- 1-year warranty (or 5-year warranty with filter replacement plan)
- Clean Air Delivery Rate (CADR) or Cubic Feet per Minute (CFM) ranges from 153-406 (depending on speed)



Materials



Materials



When designing new spaces or replacing furniture, consider the cleanability of the material. Good examples include coated materials, polyurethane or silicone, or bleach cleanable woven fabric

The following are Herman Miller resources to assist you in making the best decisions related to materials and sanitization choices for your company.

[COVID-19 Cleaning Protocols Guide](#)
[Suggested Cleaner and Disinfectants](#)
[Performance Textiles Overview](#)

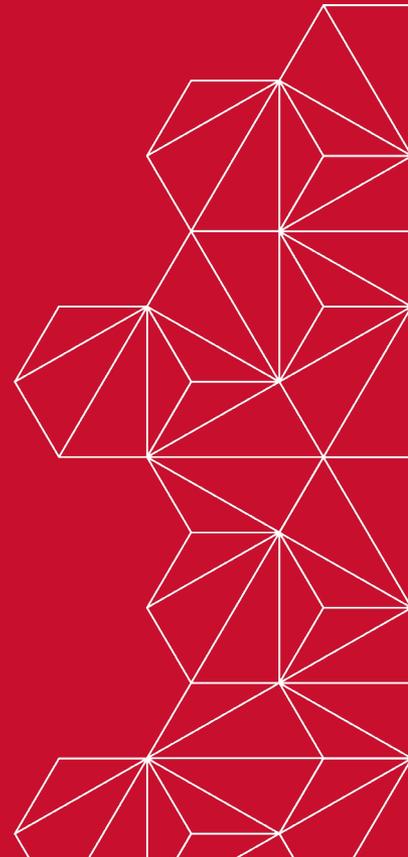
Antimicrobial Treatments



Herman Miller offers MicrobeCare as an antimicrobial option for select products for customers that want additional protection against germs and viruses.

MicrobeCare is an antimicrobial coating that eliminates harmful microbes. When microbes come into contact with a product protected with MicrobeCare technology, the product destroys the cell wall of the microbes, disrupting the growth process and making it unable to reproduce. MicrobeCare is standard on various Nemschoff products and can be applied to other Herman Miller products through Options.

Additional Resources

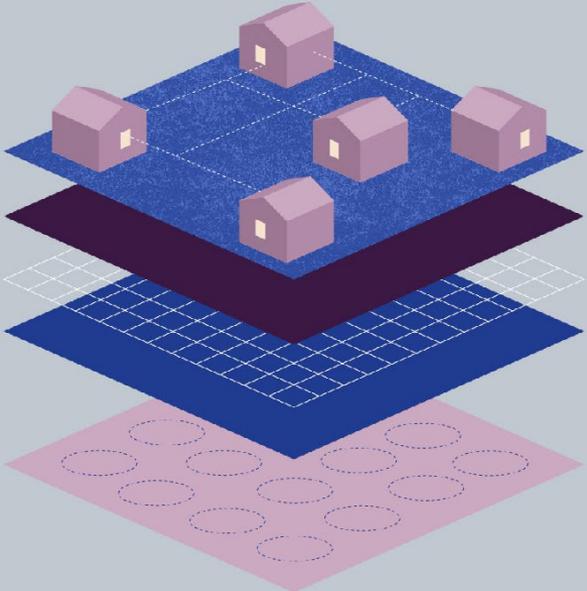


Research

 Herman Miller

Embracing a New Reality

Workplace strategy insights for COVID-19 and beyond



What We've Learned
insights from the COVID-19 crisis p 4

Short-Term Tactics
How to shape your return-to-workplace plan p 7

Long-Term Strategies
Why taking the long view will help your business and people thrive p 14

Design Considerations
How to rethink your workplace design for employee well-being p 17

Thought Starters
Application ideas for physical distancing p 27

The environment can be a significant catalyst for changing behavior but environment alone cannot keep people safe. Download [Embracing a New Reality - Workplace strategy insights for COVID-19 and beyond](#) to learn more.

[LEARN MORE](#)



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