



# 6 Steps to a Safer Space

Protect your team, create an efficient space, and boost productivity

01

## Reevaluate Your Office

Identify areas that do not accommodate appropriate social distancing, and reconfigure the furniture/layout where necessary.

02

## Update Workspaces

Separate employees' work areas with items like spacers, workstation dividers, and room dividers.

03

## Guide Traffic Flow

Establish a flow of traffic (one-way where possible) to prevent bottlenecking in busy areas or possible contact in tight spaces.

04

## Establish Etiquette

Review best practices for preventing the spread of germs, like covering coughs/sneezes, washing hands regularly, and using gloves and face masks. Make sanitization essentials readily available for your team.

05

## Assign a Prevention Leader

Identify a person within your company responsible for communicating updates and safety procedures, and ensuring preventative measures are understood and followed by the team.

06

## Stagger Scheduling

When possible, split your team's schedule between working in the office and remotely to minimize the amount of people in each area of the office at the same time.

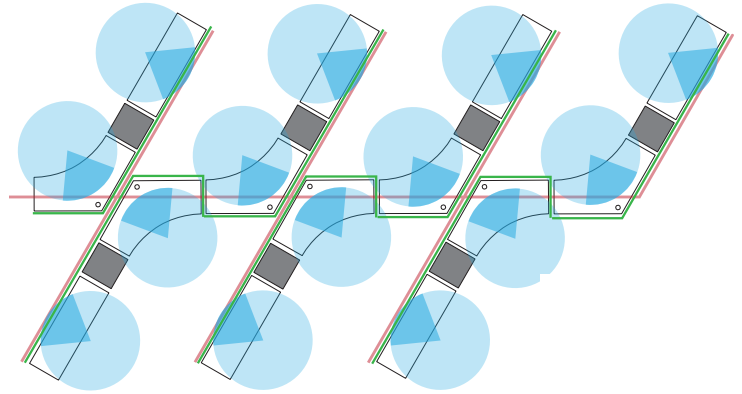
Contact us to schedule your free consultation.

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

# REEVALUATE YOUR OFFICE

for team health and well-being

Aside from standard preventative measures like hand washing and mouth covering, it's important to provide enough space for your team to practice social distancing and continue to work productively. Creative benching solutions will still make the most of your square footage while providing each employee with enough space to work safely.



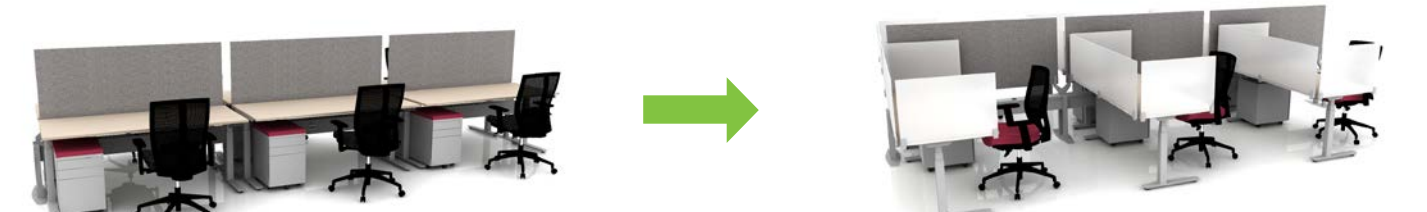
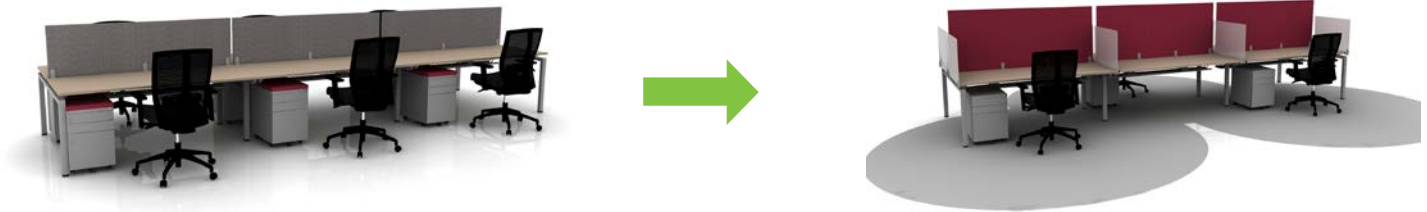
Contact us to schedule your free consultation.

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

# UPDATE WORKSPACES

for safe spacing between employees

If you already have an open-office setup, we can reconfigure and retrofit your existing workstations to accommodate social distancing and division. Items like storage solutions, dividers, and return surfaces can provide boundaries between areas to keep your team safer.



Contact us to schedule your free consultation.

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

**Most individuals surveyed mentioned “division of workspaces” as a top concern for returning to the office.**

High glass dividers allow light to flow and collaboration to happen with a safe barrier between coworkers. Tall room dividers create safe separation between pods.



### FEATURED PRODUCTS

- 120-Degree Laminate Surface
- 30"-High Dry-Erase Frosted Glass Divider (also available in 20")
- 78"-High Acoustic PET Room Divider

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

**Employees are eager to get back to work, but concerned about keeping a safe distance from their coworkers.**

Adding new items like tall dividers, wing panels, and room dividers creates division while keeping the space open enough for communication and collaboration.



### FEATURED PRODUCTS

- 72"-Wide Laminate Surface
- 30"-High Dry-Erase Frosted Glass Divider (also available in 20")
- 57"-High Acoustic PET Wing Panel
- 54"-High Acoustic PET Room Divider

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

### Companies need reasonable solutions for creating division and safe spacing.

Flexible PET room dividing panels provide a simple but effective way to protect employees and create a sense of security. Not only do they act as a physical barrier, but they also provide sound-absorbing acoustic benefits to minimize noise and distractions



#### FEATURED PRODUCTS

- 72"-Wide Laminate Surface
- 55"-High Acoustic PET Wing Panel
- 30"-High Acoustic PET Divider (also available in 20")
- 30"-High Clear Acrylic Divider (also available in 24")
- 54"-78" Acoustic PET Room Divider

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

### Employees are looking for easy-to-clean and antimicrobial workspaces.

Vinyl dividers are antimicrobial and easy to wipe down, and high-quality laminate work surfaces are easy to keep clean as well. (Cushion toppers for storage pedestals are also available in vinyl).



### FEATURED PRODUCTS

- 72"-Wide Laminate Surface
- Laminate Open-Shelf + Box/File Combo Storage
- 30"-High Vinyl Divider (also available in 20")

Contact us to schedule your free consultation.

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

### Businesses can make the most of their existing furniture with add ons.

Freestanding frosted glass divider panels can create division between workstations without sacrificing natural light. Keep your open office feeling open with light materials that don't make your team feel confined or boxed in.



### PRODUCT SPECS

- Aluminum interlocking frame assembles in less than 10 mins
- Cleanable with healthcare-grade cleaners
- Casters and case plates available
- Break and Open Style Designs
- 53"-78" heights and 40"-100" widths available

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)





### Tie privacy to any workstation.

Glass divider systems can be added to fixed-height benching systems without sacrificing natural light. The floor panel provides a barrier between seated employees and the attached desk panel adds protection between work surfaces.



### PRODUCT SPECS

- Designed for 28"-30" tall worksurfaces
- Aluminum interlocking modular frame that assembles in less than 10 mins
- Cleanable with healthcare-grade cleaners
- Made from 75% recycled content

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)



### Employees will feel safer with barriers.

Adding clear screens around desktops or reception desks help protect employees without changing their view by providing a nearly invisible barrier between them and anyone else.



### PRODUCT SPECS

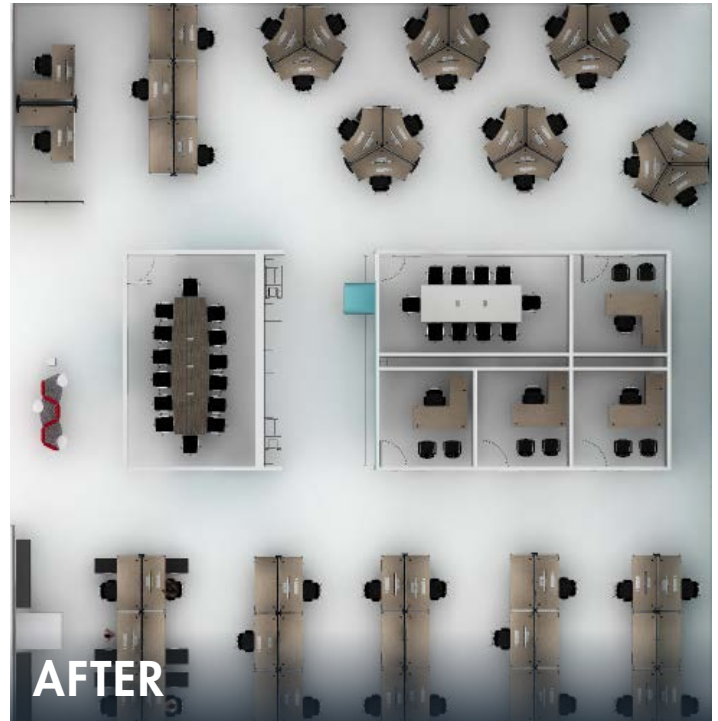
- Available in clear or frosted acrylic
- Aluminum interlocking modular frame that assembles in less than 5 mins
- Cleanable with healthcare-grade cleaners
- Frame made from 75% recycled content, and can be recycled

**Contact us to schedule your free consultation.**

866-238-5111 | [inspire@cbi-office.com](mailto:inspire@cbi-office.com) | [www.cbi-office.com](http://www.cbi-office.com)

# LET US MAKE YOUR SPACE SAFER.

Our team is ready to evaluate your workspace and provide recommendations to give your team peace of mind and a sense of security as you return to the office. We have many options for adapting your furniture and can move very quickly.



**Contact us today for your free consultation!**

**866-238-5111**