

HAWORTH

Maintaining Safe and Healthy Environments



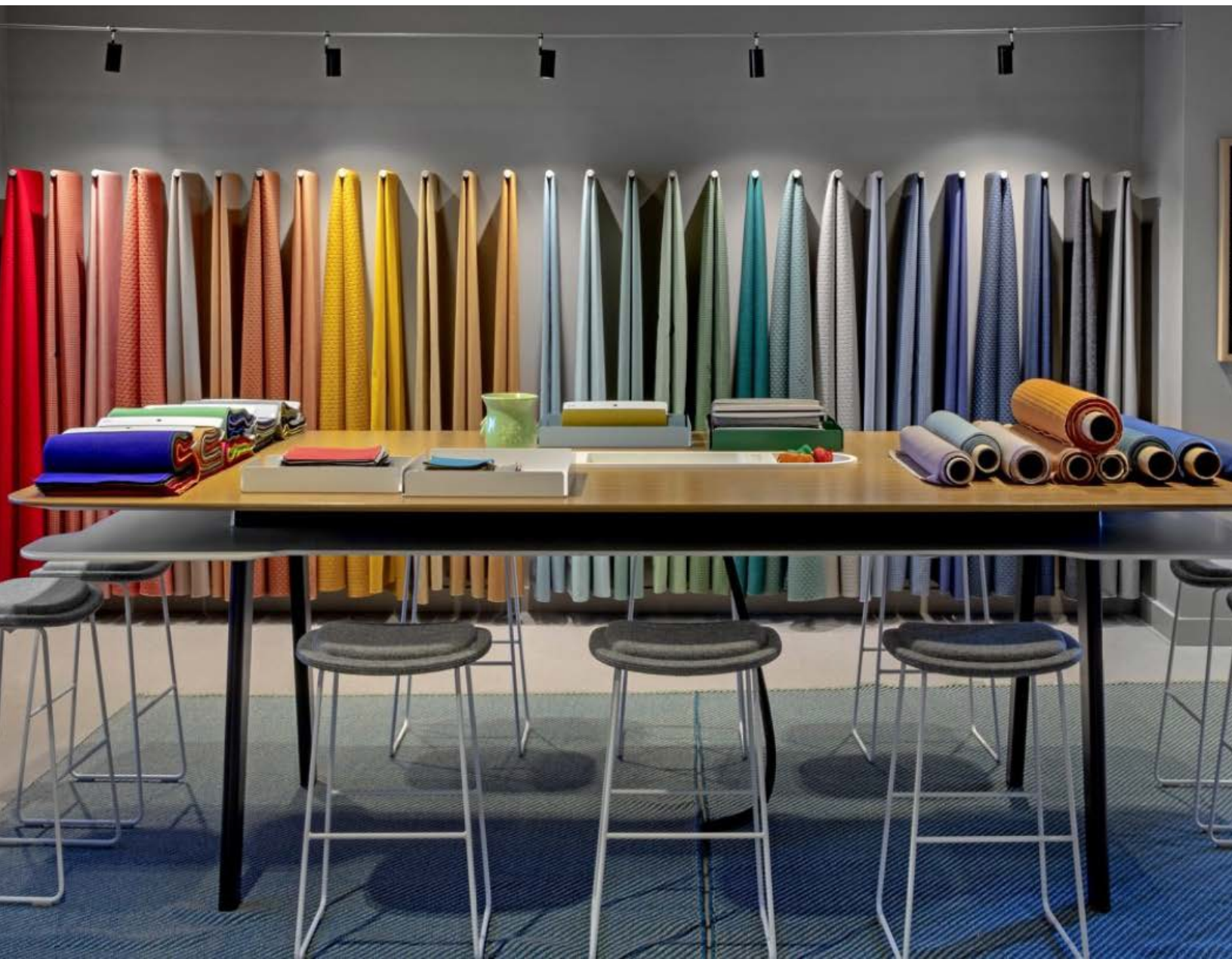
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Introduction

We appreciate your proactive stance in seeking additional information during this unprecedented time. Although the COVID-19 pandemic has propelled questions to the immediate forefront of businesses around the world, discussion relating to the use of antimicrobials - along with the dilemma of viruses developing strains of resistance - has been ongoing since the 1930s. We want you to have the assurance that we are fulfilling our commitment to keeping you, your members, and your customers comfortable, safe, and healthy in all your facilities.

The information that follows includes answers to "frequently asked questions" and provides additional resources to clarify the abundance of information flooding our industry.



Return to Work Considerations

What we all regarded as familiar and normal has been disrupted. The prospect of returning to the workplace may be met with a combination of elation and trepidation. The weight of the crisis that has kept most of us at home is impossible to disregard. Members will be eager to see peers and colleagues, but there may be concerns about close collaboration.

Legible buildings are shown to reduce stress.

We know your priority is the health and safety of your members and customers. Developing a legible environment that "nudges" people toward healthy behaviors and social connections is one way to lessen stresses that can take a toll on mental and physical well-being.

- Consider signage to remind healthy habits like handwashing and access to hand sanitizer.
- Signage can also be used to inform how spaces within the facility should be used, especially if they have been re-purposed" for lower density.
- Interior "landmarks" improve legibility and can be used to help people orient themselves within the building and indicate areas for safe gathering.
- Consider using sensor occupancy technology to offer users updates on the density of areas for active avoidance.
- Implement internal communication programs on cleaning protocols and changes to workplace and policy.
- Stress the necessity to not come to work if not feeling well. Follow local regulations regarding screening for fever as individuals enter the building. This policy will increase people's confidence in their safety.

Communication

Communication about new ways of working plays a critical role in helping employees have a positive work experience and strengthening culture.

1. Plan a regular communication program to the organization to preserve health, reinforce culture, and drive effective space use.
2. Support employee mobility and choice of individual work points and interaction spaces to increase the sense of control.
3. Reinforce your company culture: since you communicate more when virtual, use the chance to reinforce your company values.
4. Leverage group work technologies that emphasize sharing and co-development of visual material, beyond shared storage technology.



Return to Work Considerations

Reduce the Density of Your Space to Lower Health Risks

Density is a concern for members and customers. In the office, there will be areas that don't work as well as they used to, while other areas become popular due to density concerns. Six-foot spacing is believed to be the maximum distance that viruses can be communicated via cough or sneeze before it drops to the ground or onto a surface. This protocol is probably a reasonable initial separation for return to the workplace. Wearing a mask if you have symptoms, could be a huge difference for risk reduction when paired with screens.



- Manage safe density overall and for meeting/social spaces using what you already have.
- Reconsider the density of benching by lowering to 50% and/or add screens.
- Be conscious of health concerns around shared spaces like private offices and shared workstations; examine your cleaning practices.
- Add to unassigned seating to let employees establish boundaries and pick a seat that actively gives them control of safe distancing.
- Consider going to a four-day workweek and staggering teams across five days to reduce density by up to 20% on any given day.
- Reorient work points, so individuals do not directly face each other.
- Consider adding screens that move with height-adjustable tables to reduce risks from sneezes and airborne viruses.

Cleaning

- Budget for cleaning services required to handle a higher level of disinfection.
- Keep the indoor air clean by adjusting your HVAC to increase the rate of fresh air exchange, especially in lobby areas, and invest in HEPA air-cleaning systems and/or sensors for long-term air quality solutions.
- Extend the use of outdoor workspaces (multi-season) as reasonable.
- Introduce plants for an inexpensive way to clean the air.
- Implement a system such as signage to indicate when a surface is clean.

Minimize risk of touching

- Install touch-free technology (motion/light-sensing) to open doors.
- Frequently clean and disinfect high-touch surfaces.
- Prop open doors and close non-essential amenities to reduce touch.

Return to Work Considerations

These are remarkable and uncertain times, yet we remain confident in the knowledge that we will get past this and come together globally to develop solutions to treat and prevent COVID-19. We are acutely aware. However, other viruses and hazards face us in the future. We know that the collective future of our global economy, our families, and our very health and happiness is dependent on our ability to anticipate and prepare.

Throughout Haworth's history, two of the most persistent characteristics of its value system are understanding our customers and a focus on continuous improvement. Both are prominent in our core values. Our commitment to continuous improvement drives us to be proactive in leading research to develop products and solutions that help our customers thrive, so that their customers may as well.

- We are prepared to offer the resources of our entire organization to help you develop a plan that ensures your team members are prepared to return to the workplace, and your customers are confident in their safety when they visit your facilities.
- Our research team is already studying how work in this new era will impact workplace design and management. We will share research findings as they are developed.
- Both short and long-term options and solutions are in development, and we are happy to discuss them with you or answer any other questions you may have.
- To arrange for a Client Consult Session with one or several of our experts, please contact your Haworth Representative.



What Industry Leaders have to Say

[Cushman & Wakefield](#): The Six Feet Office.

[CBRE](#): The Future of Furniture

COVID 19 + THE FUTURE OF FURNITURE EXISTING FURNITURE ADD, RETROFIT, REPLACE	
Short-Term Now	Mid-Term By August
<ul style="list-style-type: none"> Add 24"H hard surfaced stacker on all panels or center beam and around 3-side of the adjustable or fixed table Increase size of primary workspace or rotate desks to create distance Replace workspaces with non-porous material and seamless edges Retrofit adjustable handset on height adjustable tables to hands-free Replace soft seating collaborative areas with hard surface tables and chairs that can be cleaned easily or with antimicrobial, vinyl, crypton, copper infused textiles already in market Add free-standing, hard surface space dividers in high density areas Add tall laminate gallery panels to workstations or benching stations Add additional storage or divider on top of 21" or 29"H storage to create a higher barrier Add a drawer for keyboard and mouse when station is not in use Sanitation caddies and stands for wipes, hand-sanitizers in every work setting 	<ul style="list-style-type: none"> Laminate open storage caddy for personal contents Replacement arm caps on task and conferencing chairs which are easy to clean and antibacterial Protective covers for task chair adjustment levers

CBRE

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FAS | COVID 19 + THE FUTURE OF FURNITURE

COVID 19 + THE FUTURE OF FURNITURE | FORECAST

- Products which create division + social distancing
- Quick-ship + easy assembly home office packages
- Materials – easy to clean, bleach cleanable, non-porous hard surfaces, anti-bacterial and antimicrobial
- Anti-bacterial technology integrated into products and materials - Silver Ion, UV/Blue Light, Nanotechnology, Copper Infused
- Sanitation products integrated into all work settings
- Agile furniture for flexibility in the open plan and in conference and meeting rooms
- Leasing vs buying furniture
- Hands-free adjustment features

INCREASE

DECREASE

- Benching workstations
- Open workstations with no screens
- High density meeting rooms + spaces
- Soft + porous materials
- Products with a lot of seams or metal folds
- High contact unassigned spaces
- Shared storage and unassigned lockers
- Personal belongings and bags set on floor

CBRE

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FAS | COVID 19 + THE FUTURE OF FURNITURE

COVID 19 + THE FUTURE OF FURNITURE | WHATS YOUR LAYOUT?

If the workstation has:

- Panel based
- L or U shaped

Remove tool rail and office supply holders and replace with a hard surface tile.

Higher glass is good! Add this or increase panel height on shorter panels as well.

Replace exterior fabric panels with laminate, metal or closed pore veneer tiles.

Add a drawer to hold keyboard and mouse for when station is not in use.

Add panel or screen to end of the desk in laminate/hard surface, or cleanable fabric.

Add sanitation caddies/stands for personal use – wipes, hand sanitizer.

CBRE

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FAS | COVID 19 + THE FUTURE OF FURNITURE

What Industry Leaders have to Say

Additional resources:

From Contract Magazine, 2016

<https://www.contractdesign.com/practice/healthcare/designing-for-health-demystifying-added-antimicrobial-chemicals-in-interior-products>

Healthier Hospital

<http://www.healthierhospitals.org/hhi-challenges/safer-chemicals>

Kaiser Permanente Environmentally Preferable Purchasing (EPP) Standards for Furniture & Fabrics
(see sections 8 and 9)

[Furniture & Fabrics EPP Stds](#)

Kicking Toxic Chemicals in Furniture

https://www.ceh.org/wp-content/uploads/2020/01/Flame_Retardant_EGuide_May_2017.pdf

Antimicrobial fact sheet

<http://npic.orst.edu/factsheets/antimicrobials.html>



CDC Cleaning Recommendations

[Click here for CDC Website](#)

Clean:

Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces.

High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect:

Wear disposable gloves to clean and disinfect.

Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant. Recommend use of EPA-registered household disinfectant.

- Diluted household bleach solutions can be used if appropriate for the surface. Unexpired household bleach will be effective against coronaviruses when adequately diluted.
- Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
- Leave the solution on the surface for at least 1 minute.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- 4 teaspoons bleach per quart of water
- Or alcohol solutions with at least 70% alcohol.

For soft surfaces such as fabrics, carpeted floor, rugs, and drapes:

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Or disinfect with an [EPA-registered household disinfectant](#). These disinfectants meet EPA's criteria for use against COVID- 19.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

Haworth Cleaning Recommendations

With all cleaning products, refer to cleaning product manufacturer's label for application, specific product detail, and use. It is critical to read and follow the safety instructions on any cleaning product you use. Below are the most important safety guidelines when using sanitizing products:

- Never mix bleach with ammonia or any other cleaner
- Wear rubber or other non-porous boots, gloves, and eye protection
- Do not breathe in product fumes. If using products indoors, use in a well-ventilated area and open windows and doors to allow fresh air to enter.

Important!

Improper cleaning and maintenance of any surface or material may result in the voiding of that product's warranty. A small, inconspicuous area should always be tested before large scale cleaning.

In addition to care and maintenance standards for our fabrics and finishes, Haworth has compiled the following cleaners that may be used on the surfaces of your Haworth products.

Instructions for cleaning various types of surface materials are below:

Trim (Metal - Smooth, Textured, Metallic) - panel frames, desks, storage, walls, accessories, tables

- Clorox disinfecting wipes without bleach

Plastic Trim (Polymer Trim) - panel frames, desks, storage, walls, accessories, tables

- Clorox wipes without bleach
- Lysol disinfecting spray without bleach

Nylon (Polymer Trim) - Very task chair back frame, Zody task chair back frame, Soji task chair back frame

- Lysol disinfecting wipes no bleach
- Clorox Pro Total 360 disinfecting cleaner
- Lysol Heavy Duty cleaner and disinfectant concentrate

Nylon (Polymer Trim) - Maari seat shell

- Lysol Neutra Air 2-in-1 Disinfectant spray
- Purell Professional Surface Disinfectant

Haworth Cleaning Recommendations

Polypropylene (Polymer Trim) - Very side chair seat and back, Very Wire Stacker seat and shell

- Ecolab Peroxide multi-surface cleaner
- Clorox Commercial Solutions
- Hydrogen Peroxide Cleaner/Disinfectant
- Lysol Disinfectant wipes without bleach
- Clorox Pro Total 360 Disinfecting Cleaner

Electrical (panel installed and surface mounted)

Power should always be disconnected to panels and power units before cleaning. Power units should never be cleaned with a spray, but with a rag lightly dampened with the appropriate cleaner.

- Clorox wipes without bleach
- Purell Professional Surface Disinfectant

Laminate (Solid, Wood Grain, Patterned) - worksurfaces, tables, desks, panels, walls

- Clorox disinfecting wipes without bleach
- Lysol disinfecting spray without bleach

Edgeband (for laminate surfaces) - worksurfaces, tables, desks

- Clorox disinfecting wipes without bleach
- Lysol disinfecting spray without bleach

Paint on Wood - accessories, desks, seating, tables, walls

- Clorox disinfecting wipes without bleach
- Lysol disinfecting spray without bleach

Wood (Anegre, Beech, Cherry, Maple, Oak, Walnut, Double Cut)

- Clorox disinfecting wipes without bleach

Glass (clear glass only)

- Clorox wipes without bleach
- Lysol disinfecting spray without bleach

Transluents (acrylic)

- Clorox Healthcare bleach germicidal disinfectant
- Pharmacy grade hydrogen peroxide
- 30% isopropyl alcohol

Haworth Cleaning Recommendations

Metal door hardware - (architectural walls)

- Wash with antibacterial soap and water, rinse, then wipe dry being careful not to get any in locking mechanisms

Seating Upholstery

Woven Upholstery – Tellure (3A), Twist (MM)

- Lysol disinfecting spray without bleach

Woven Upholstery – Dottie (ME), Jewel (MN), Dots (6K), Big Arrow (4D), Big Diagonale (1K), Pixel (2A), Leef (ML), English Tweed (4E), Diagonale (4N), Align (4F), Tangram (LV), Tech (MV), Element (4Z), Virex 256, Oxivir TB, Dispatch

- Clorox disinfectant wipes without bleach

Faux Leather - Brisa (XG)

- Clorox wipes without bleach
- Lysol disinfecting spray without bleach

Leather - Nature leather (XE), Plains leather (XP)

- Clorox wipes without bleach
- Lysol disinfecting spray without bleach

Mesh - X99 seating (MO)

- Clorox wipes without bleach

Mesh - Lively task chair (3G)

- Lysol disinfecting spray without bleach

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