New reality. Make it a benefit.

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New or old office reality?

Returning to normalcy, moving to a new reality, or going back to what is long behind us? Will it be better or worse? Easier or harder? What will our offices be like? We know one thing - it will be different, but it will be GOOD. This is not a question of over-optimism, but of faith in the ability to adapt our society to new conditions and to get creative in any situation.

The currently observed changes aimed at optimizing office space are a process that began before the pandemic. The events of recent months have only accelerated this trend.

What matters now?

The position of leaders will be gained by those who adapt to new requirements the fastest and thus increase the sense of security and comfort of their employees.

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Comfort of work

Employee safety is not only about ensuring an adequate (minimum 1.5 meters) distance or limiting physical interactions, but also the concern for their mental and emotional health and well-being. When people are worried about their own health, their ability to concentrate and become involved significantly decrease. A sense of belonging and identification is also very important for employees with customers. System solutions will benefit from being mindful of individual needs and work styles.

Office plan reorganization

We do not need to replace the furniture or surround it plastic partitions. It is time for creativity and smart solutions. To ensure safe distances, rearrange the interior using our or your own ideas. It won't be difficult.

Organizational culture

The company is made up of people who create it and who work for it. It is their interaction that brings results in the form of good results. Care should be taken to ensure that the ties between colleagues are not loosened. Common concern for the welfare of another human being should become a priority for all members of the organization.

Reorganization, not a revolution

Remote work

It turned out that we can work remotely. Let's take advantage of this and put in our calendars work from home when possible. We will reduce the density of offices and save time on commuting. Our environment will also benefit from it - CO_2 emissions will improve significantly.

Human interactions

Meetings support identification with the company, support a healthy spirit, and facilitate the exchange of ideas and creativity.

Social distance

Consider the possibility of a rotational / shift work system. In the office, take care of safe distances between workstations and proper preparation and marking of all common places (corridors, conference rooms, canteens).

Flexibility

Provide employees with a variety of workstations so that they feel safe and at ease: mobility that allows for quick rearrangement of the workplace, flexibility allowing the choice of work from home or the office, the possibility of personalizing the conditions of returning to the office (gradual returns).

Technology

Use the achievements of technology to develop your business. Thanks to programs and applications, we can hold effective meetings while limiting trips and reducing the frequency of face-to-face meetings. The time has come that we make sufficient use of the achievements of technology, the creation of which required many sacrifices, including environmental ones. Now, in a way, we are paying off our debt to the environment, thanks to the reduction of exhaust pollution that we have been pumping into the atmosphere while moving.

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Hygiene

An obvious issue that should still be communicated. Take care of the cleanliness in your organization and inform the team about the reasoning of their use.

Security

This is also a learning for the future to identify possible threats faster (building protocols, paradigms of the future, predicting behavior).

Change is a must. Make it a benefit.
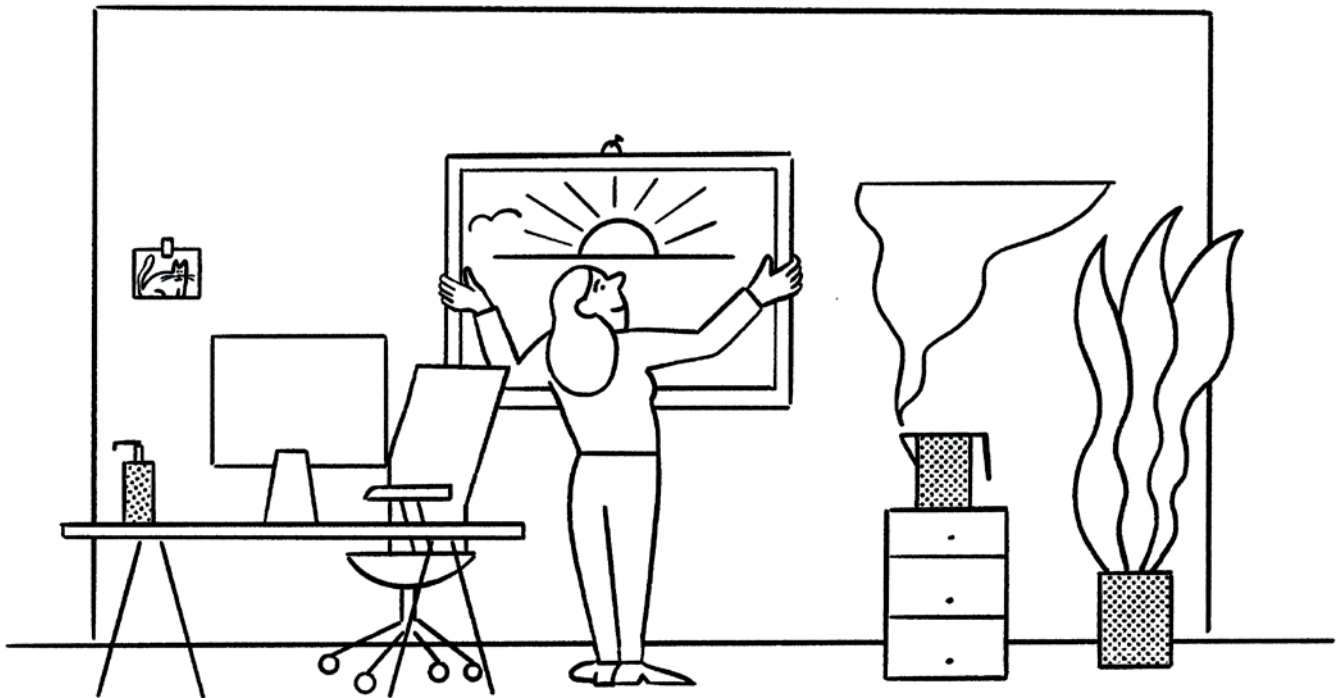
The reorganization of office space which aims to increase employee safety may also affect the quality of their work. Prepare people for what awaits them when they return to their headquarters. If you increase the number of breaks in order to avoid crowds of people in the canteens - send appropriate announcements in advance. If you limit the number of seats in conference rooms, also inform all users in advance. Awareness of the upcoming change, and above all, articulating the benefits that the change is supposed to bring, is an essential element for the efficient conduct of the process.

Look for the benefits that flow from the changes you make. Each new solution serves the overriding goal - which is the health and safety of people. This gives you the chance for further business development and building a good working atmosphere. The positive change regarding, for example, the separation of desks with partition walls - not only increases security, but it can be e.g. the separation of space for greater concentration; creating a place for sticking on notes, giving the space a more modern and completely new form, etc. The more positives you find, the faster you will convince your employees to change.

Motivate positively

Be honest and learn to listen. Changes bring a lot of limitations and often take away some of the amenities or privileges from employees. Do not lie about reality - tell it as it is. Do not be afraid of questions, because by listening to them you will be able to see new solutions and opportunities. Your employees will appreciate your honesty and the possibility of discussion.

Do not forget to check whether, after introducing the planned changes to the arrangement of desks, space division, etc., you will also allow for free and safe movement. Your people need to be able to work not only at the desk, try to provide them with a space to cooperate, focus and relax.

Remember one more important aspect - people create your company, their commitment and attachment. It is greatly influenced by the work atmosphere and interpersonal contacts. Switching to rotational work mode and determining when individual departments or their representatives can work in the office do not serve meetings and integration. Think how to remind your team that you remember and care for them - that they are part and a necessary link of the whole - that is the company.

Hygiene culture

New reality. Make it a benefit.

Build a new hygiene culture
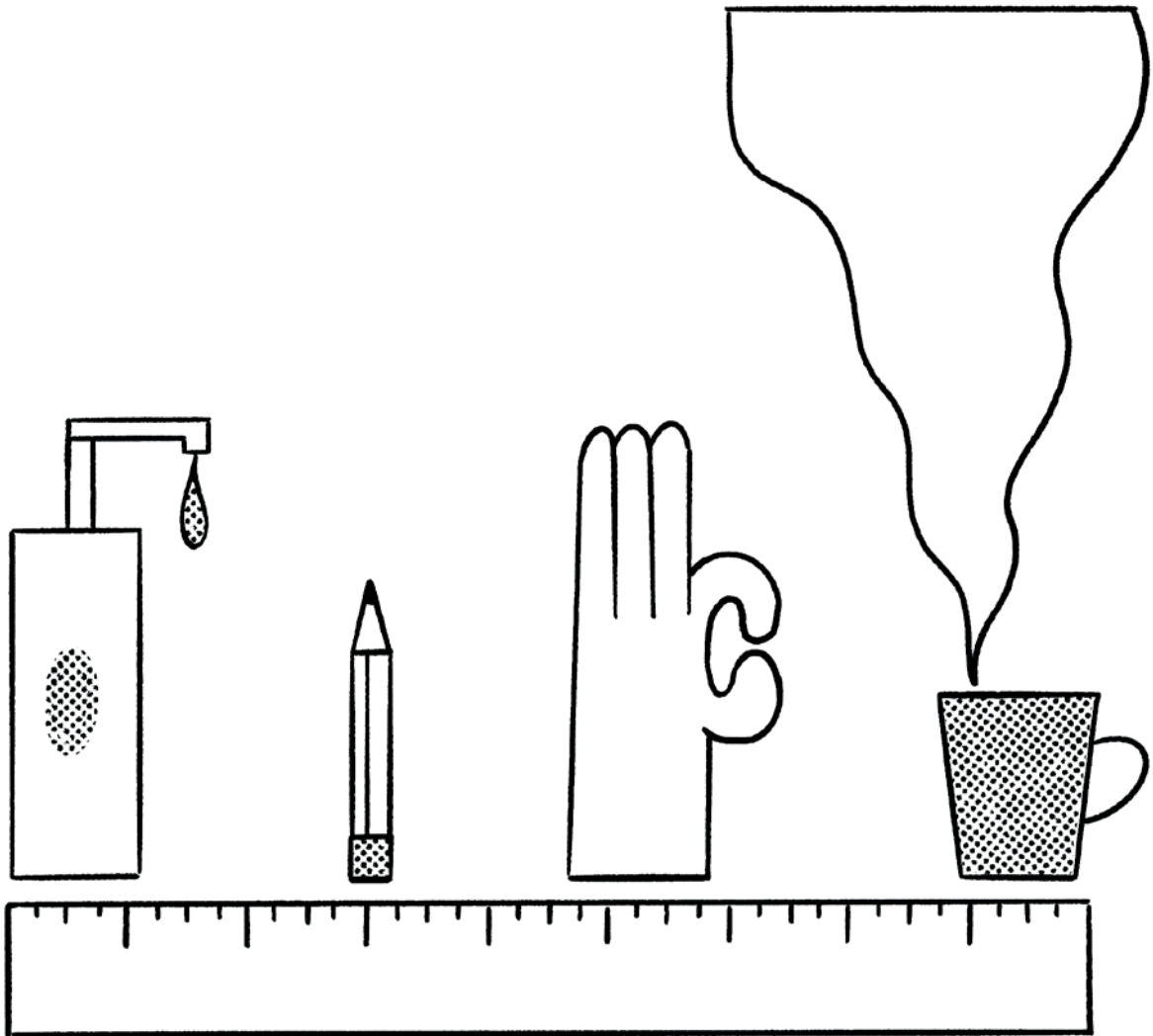
1 Keeping the common space clean is the responsibility of every employee, not only the cleaning team. Employees should disinfect the space they used before leaving it - especially in conference rooms.

2 Conduct interviews monitoring the activities of your team - find out what advantages and disadvantages they see in the situation they find themselves in. Part or most of your employees have been working from home for the past few weeks. Do you know how they are doing? We are not only talking about the effects of their work, but above all about how remote work affects their well-being, health, and resistance to stress. It may turn out that part of the team can stay in homes and work for your own benefit and that of your business from there. Others will benefit from returning to the office environment. Whichever option you choose in your business - take care of employees. If you delegate work from employees at home, take care of their home workstations – technical background, ergonomic facilities and a comfortable chair.

3 Returning to work to the office should be done gradually. If you manage to introduce a combined rotational work system which consists of remote and stationary work, it will turn out that the reduced number of workstations when changing the arrangement of furniture is sufficient!

Build a new hygiene culture

4 It is worth using the patio as a meeting place in the fresh air.

5 Determine the number of people who can be in common spaces simultaneously and communicate this information.

6 Graphical marking of movement zones - determining the directions of movement flow in narrow spaces will help to build greater clarity of new rules. Strategically placed visual cues can also act as a reminder of the principles of hygiene and disinfection of communal areas. If possible, you can also mark safe zones (distance) with graphics on the floor or carpet.

7 Consider designating a zone completely free from contacts with people outside, or vice versa - designate a zone where such meetings may take place (couriers, suppliers, etc.). The purchase of air filtering devices will also increase the sense of security of people in the office.
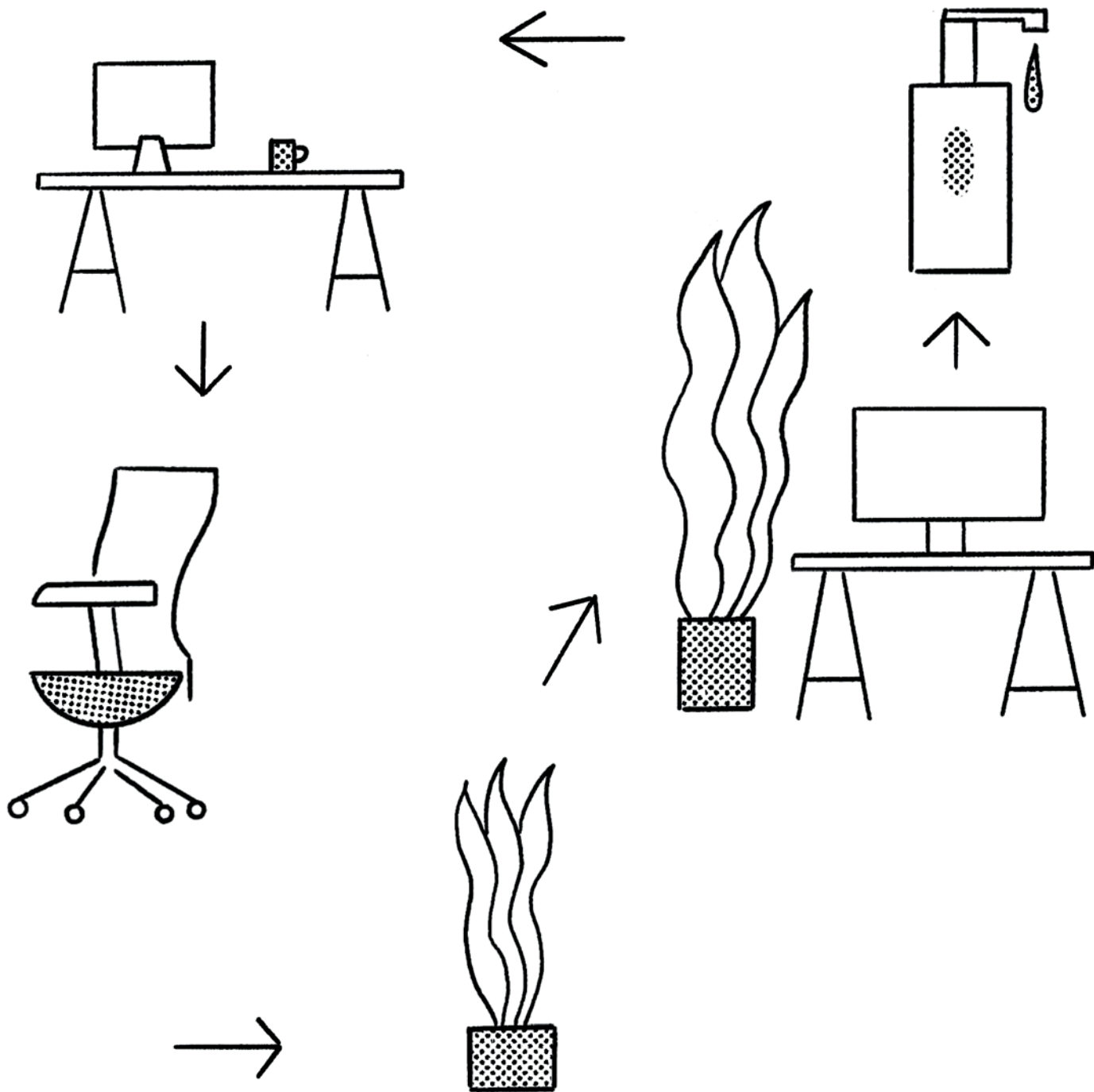
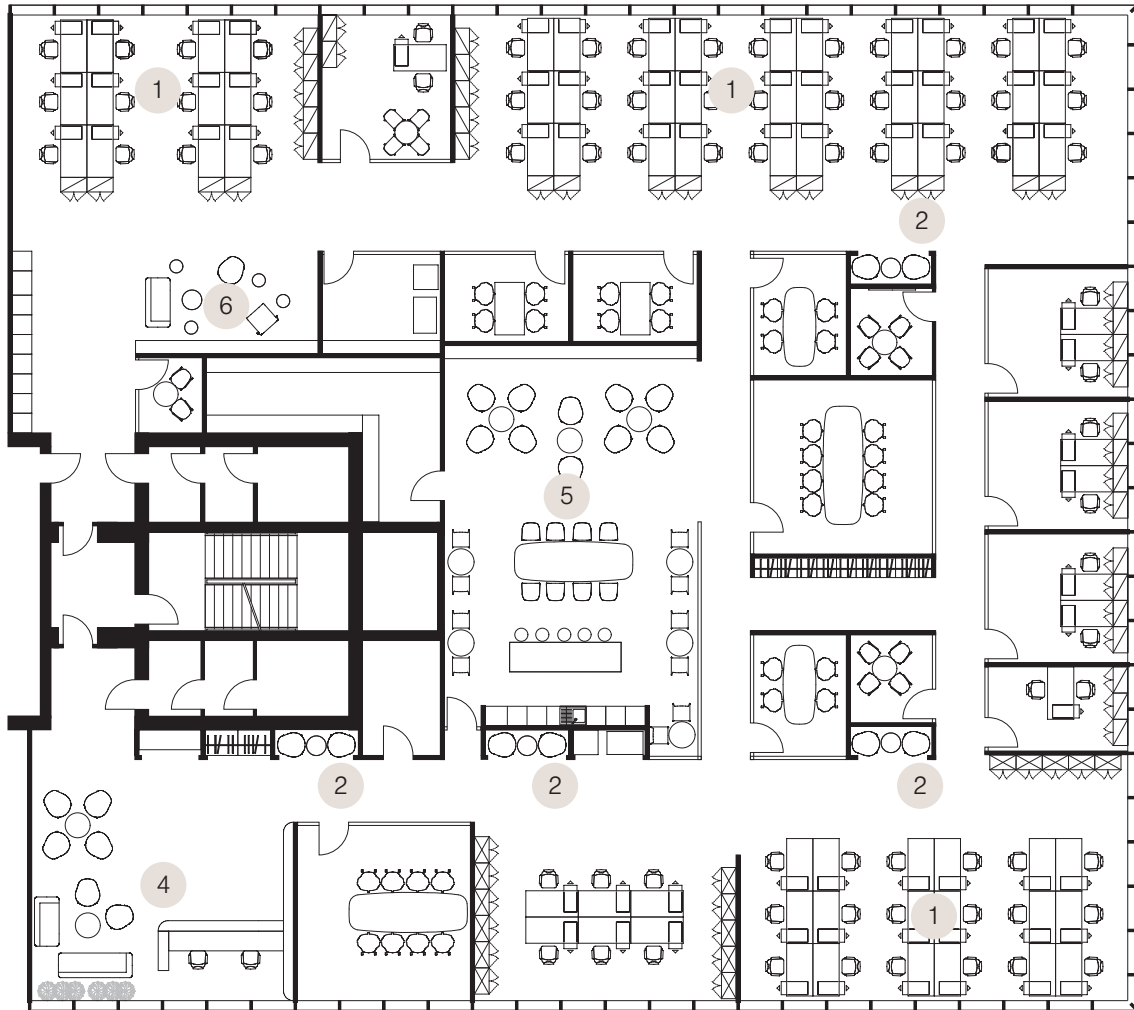# (Not) so long and (not) quite new

New reality. Make it a benefit.
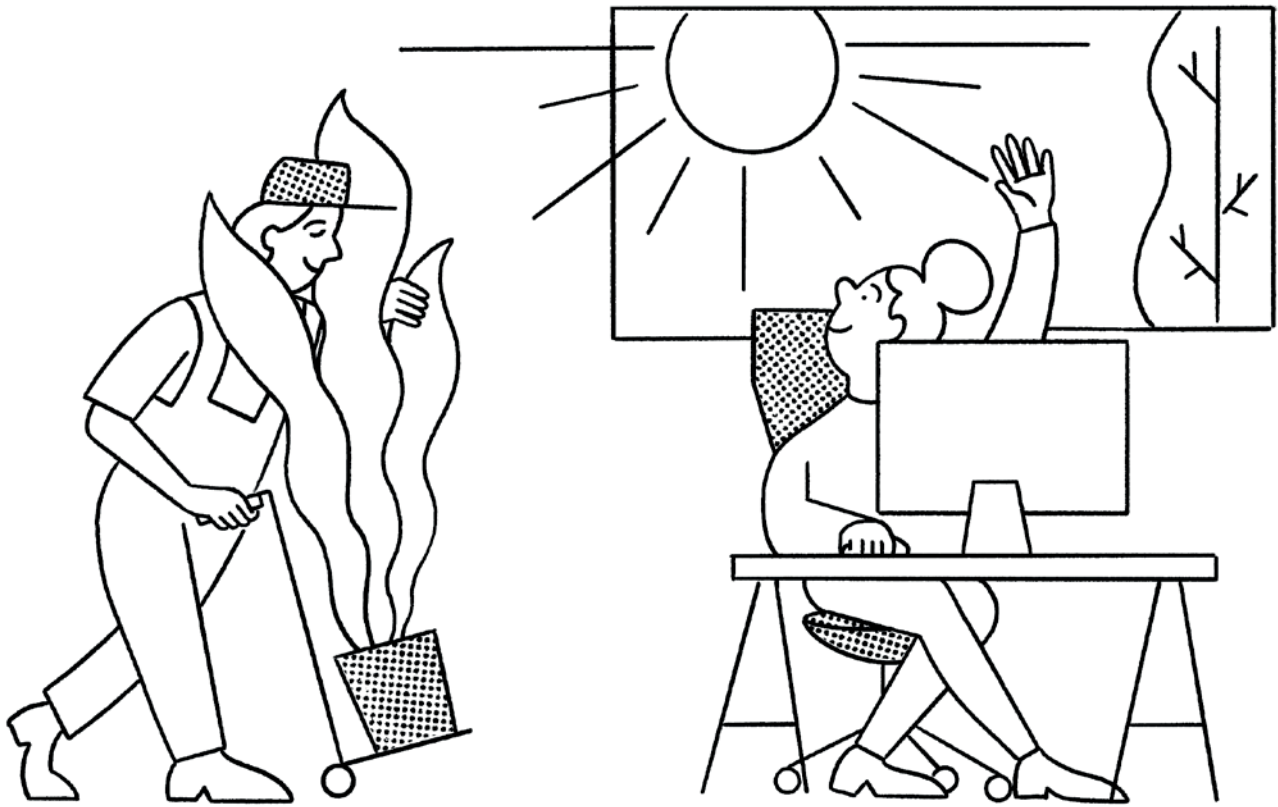
We don't know how the offices will change yet. The pandemic situation is a catalyst for changes that are slowly taking place globally. Work models have been searched for a long time that will reduce communication disruptions and allow for greater efficiency. Modern companies create not only a work environment, but communities. Office space already play various roles - and the employer should provide conditions for both individual and team work. Time for variety and flexibility - these are new trends that are already building new standards for work and office organization.

The reorganization of office space to increase employee safety may also affect the quality of their work. Prepare people for what awaits them when they return to the office. If you increase the number of breaks to avoid crowds in canteens - send appropriate messages in advance. If you reduce the number of seats in conference rooms, then also inform them of this in advance. Awareness of the upcoming change, and above all, articulating the benefits that the change is to bring is an essential element for the efficient conduct of the process.

The rest of the publication was created in cooperation with the architectural studio mode:lina ™. The results of the joint activities are projections and visualizations that prove that creative change, apart from safety, can give a space great visual effect.
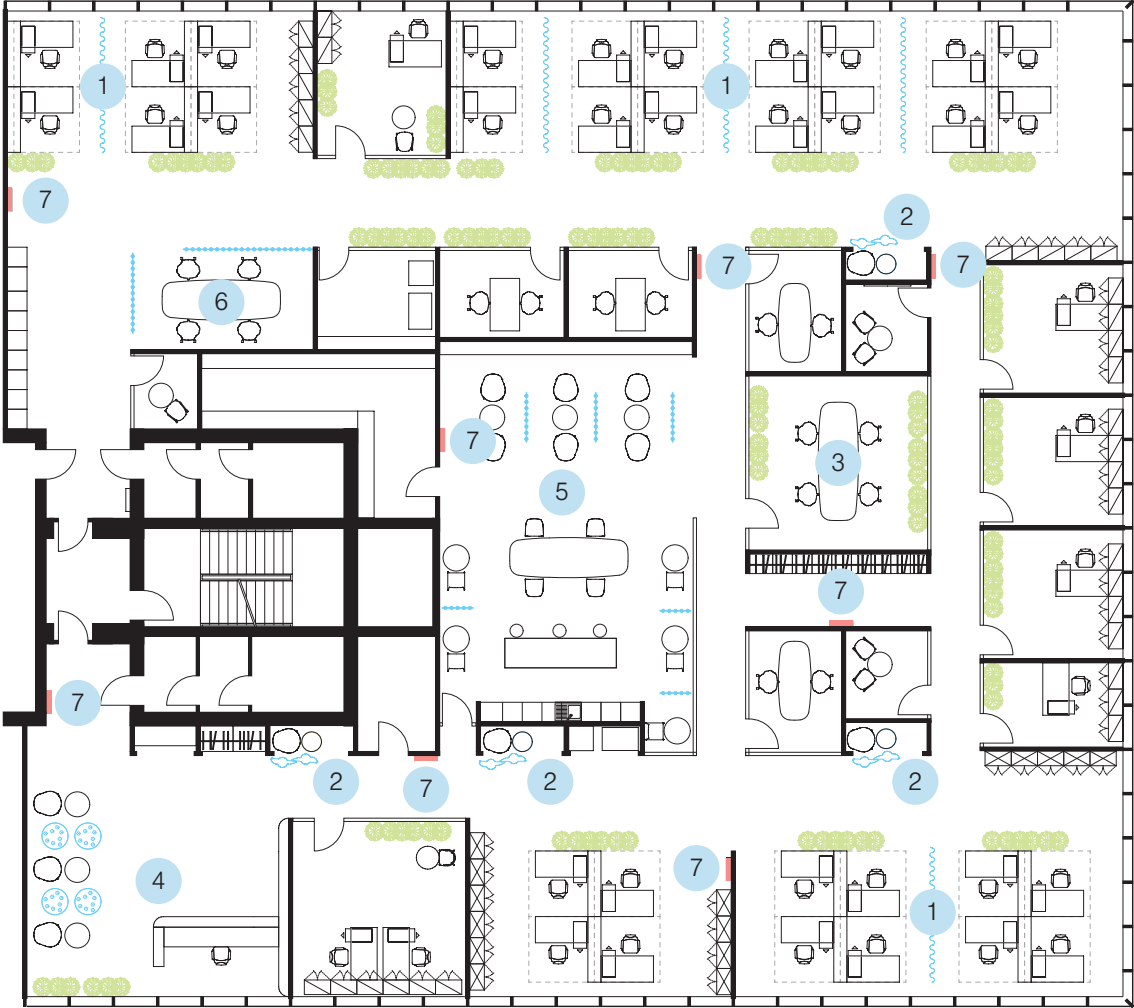
(Not) old reality
Layout before changes

|			
1	Open office	5	Kitchen and relaxation area
2	Phone booth	6	Small relaxation area
3	Conference room	7	Sanitary point
4	Reception		

New reality
Layout after changes

profim

1 Open office

2 Hot desk

3 Conference room

4 Reception

5 Kitchen and relaxation area

6 Small relaxation area

7 Sanitary point

Open Space
(Not) old reality

Traditional open space favoring openness, accessibility, no barriers will change its appearance and character. Contrary to appearances, this ubiquitous and popular in recent years method of space arrangement was not very employee-friendly. Ringing phones, sounds of incoming messages, loud conversations caused communication noise and an excess of stimuli unfavorable to concentration.
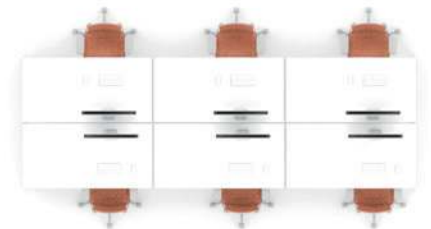
Open Space
New reality
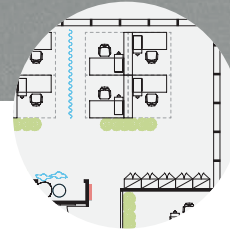
Ensure work comfort and a safe distance. Arrange the desks in a checkerboard pattern and separate them, for example, with created from metal shelves and perforated partitions. Eliminate the situation of employees sitting face to face with each other. If you can, rotate the desks by 90 degrees, setting their fronts in different directions. In spaces where desks cannot be set up, use partitions made of easily disinfected and smooth surfaces. The use of shelves to divide the space will also increase the space for storing things and cleaning products.
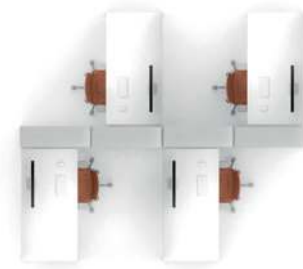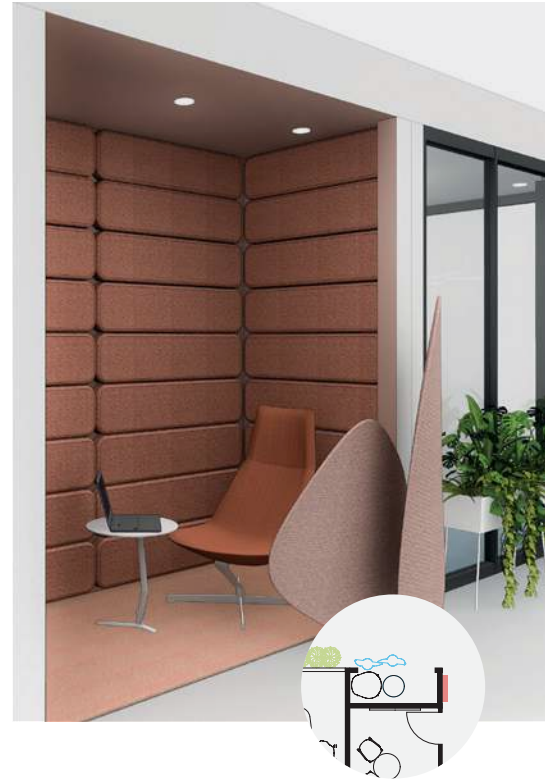
Phone booth
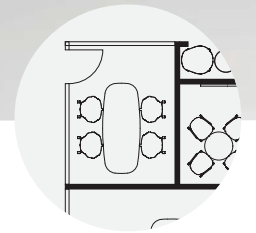## (Not) old reality

The principle of social distance applies in all spaces. Small rooms from mini-rooms will transform into their original purpose - a place for independent and nomadic work.

Hot desk
New reality

Decide if you prefer a more or less formal space. A place to relax or to work regularly at a desk.
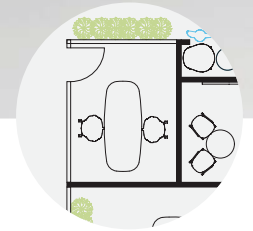
Conference room
(Not) old reality

We got used to conference rooms densely
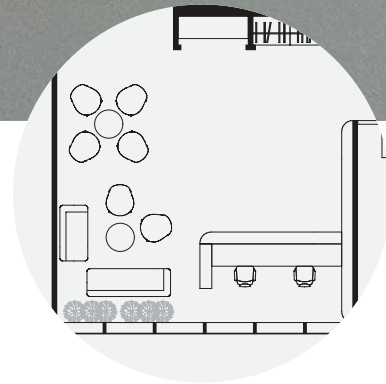filled with seats - time for a change.

Conference room
New reality

In conference rooms, consider reducing
the number of chairs to keep your distance.

Reception
(Not) old reality

Reception desks are often used as mini waiting rooms and are the most representative part of the office. It is here that we form our first opinion about the company. The dense but also cozy arrangement of furniture was a standard until recently.

Reception
New reality

Think creatively. In open areas, use barriers that subtly create a distance and an atmosphere of privacy - pots with plants, screens or acoustic panels.
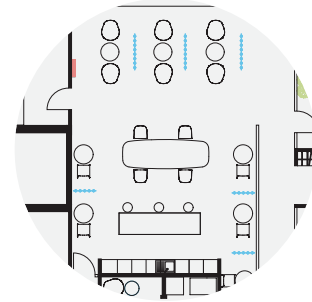
Kitchen and relaxation area
(Not) old reality

Meeting areas for a joint breakfast or coffee are one of the most crowded rooms. This is where we feel most free and this is where we integrate the most. Everywhere (in all companies) and always (before and after Covid19).
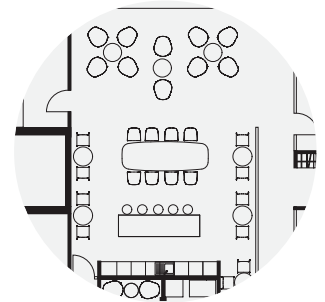
Kitchen and relaxation area
New reality

People tired of isolation wait for the opportunity to talk directly, meet and solve problems together. Common spaces also need to be reorganized. Perhaps it is enough to place the furniture further away and introduce several barriers, such as acoustic panels or tall flower beds. The setting of these types of obstacles forces separation and increases psychological comfort. In addition, the acoustics in the office and the atmosphere are significantly improved thanks to green accents.
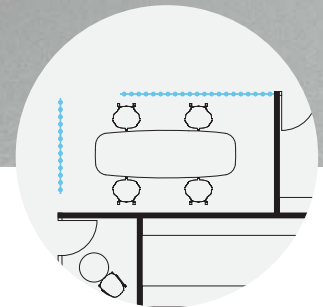
Small relaxation area
(Not) old reality

Sometimes we need a moment for ourselves. A breath from ringing phones or a quick focus to send an email. Sometimes we need to talk about difficult topics in a pleasant atmosphere. Sometimes we just sit there.

Small relaxation area
New reality

You don't have to, and you shouldn't change the nature
of this zone, because our needs have not changed.
Only limit the density of the seats. Allow for relaxation.

Sanitary points
New reality

Well-marked and described sanitary areas are one of the biggest changes and responsibilities of the employer. Take care of it - for your physical health and mental comfort. This is important.

Knowledge pill about disinfection

It's impossible to avoid sitting and touching chairs and armchairs, so it's worth learning about cleaning methods and disinfection.

All the upholstery we use are extremely durable and wear-resistant. They offer excellent lightfastness and are very easy to clean. Most fabrics can be washed in warm water (the temperature depends on the type of fabric) and can be dry cleaned with ethylene perchloride and an aqueous solution of fluorine carbonate. In addition, the safest method that can reduce the risk of virus presence on the surface of the furniture is isolation for 48 hours.

All other elements of our furniture (powder coated, chrome-plated, glass tops, plywood and plastics) can be disinfected with colorless ethyl alcohol.

We do not recommend colored alcohols, UV radiation or ozonation due to the possibility of discoloration or damage.
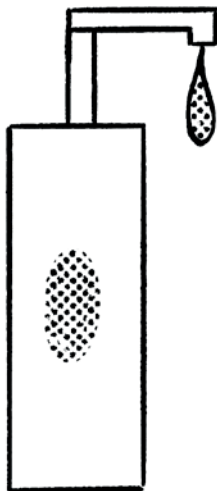
Profim is a local brand in a global world

The company has been building its position on the European market for almost 30 years and has been a member of the Flokk Group for two.

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We believe that beautiful interiors can be created within any budget.

We are a Polish company created by brave people who believed that a local company could become a global partner famous for high quality. Profim is one of the largest employers in the region. Most members of staff are long-term employees which are committed, experienced and highly identify with the factory - this is our strength and value.

We do most of our work in a small town in Greater Poland, but our clients are spread all over Europe. Resourcefulness combined with rationality and a practical approach to design are the secret of our success.

Our world
is changing

We felt surprised, although this is nothing new. Everything is slowly stabilizing, and we are getting used to the new rules and requirements. We wear masks, we pay more attention to hygiene and disinfection. Let us remember that each change also brings a chance to improve our everyday life. It is up to us how we approach these transformations.

We recommend that you try to turn it into a benefit.
The above brochure contains some tips for both taking care of employees and business, as well as ways to rearrange space. We are in it all together and we will overcome every turbulence together.

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