

# RETURN TO OFFICE





## Products and services for a safe office environment

Some of the changes affecting life and the world of work since spring 2020 have been fundamental. However, much as we hope to see an end to the COVID 19 pandemic as quickly as possible, companies need solutions to organise work both now and when the crisis is over. Here at Assmann, we are determined to contribute our expertise and accompany our customers through this period: with clear solutions, highly practical approaches and innovative services and products that make a return to the office Corona compliant.



**Consulting**



**Service**



**Products**



**Strategies**

## Contents

<b>1</b>	<b>Planning and building office worlds for the future</b>	<b>3</b>
<b>2</b>	<b>Consulting: We accompany your return to the office</b>	<b>4</b>
2.1	Fast Forward workshop	<b>5</b>
2.2	Infrastructure	<b>5</b>
2.3	Zoning	<b>5</b>
2.4	Workplace change	<b>6</b>
2.5	Occupation analysis	<b>6</b>
2.6	Clean desk	<b>6</b>
<b>3</b>	<b>Service: Full support, from planning to customer care</b>	<b>7</b>
3.1	Hygiene	<b>8</b>
3.2	Planning	<b>9</b>
3.3	Furniture solutions	<b>9</b>
3.4	Support	<b>9</b>
<b>4</b>	<b>Products: Creating added safety</b>	<b>10</b>
4.1	Hygiene screen for the Viteco room divider AS44	<b>11</b>
4.2	Hygiene screen AS05	<b>12</b>
4.3	Viteco partition walls	<b>13</b>
4.4	Syneo Soft I Lounge Work	<b>14</b>
4.5	Office@home delivery programme	<b>15</b>
<b>5</b>	<b>Successful return-to-office strategies</b>	<b>16</b>
5.1	Deutsche Bahn	<b>16</b>
5.2	Fressnapf	<b>17</b>
5.3	Assmann	<b>18</b>
5.4	if5 GmbH & Co. KG	<b>19</b>
5.5	Eitco	<b>20</b>
5.6	Contacts	<b>21</b>



# 1 Planning and building office worlds for the future

We analysed current working practices in light of future requirements and have created a conceptual framework. Social distancing was equally important as switching from working at home to work in the office. After all, mobile and centralised work still need to be coordinated. The findings of these analyses have now been incorporated in new consultancy packages, services and product solutions. We have assembled a Return to Office Team that will assist you in discussing new workflows and to offer and implement practical solutions for the future design of your working environment. Included in this as a matter of course is the furnishing of home offices, as well as our active support in the installation of all necessary items in the homes of your employees.





## 2 Consulting: We accompany your return to the office



### Our consultancy services for you

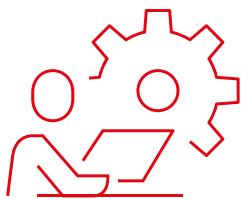
Some or all of the employees in many companies have already returned to the office. Social distancing and hygiene regulations are not the only relevant factors in this process. We want to address them with you, identify their individual importance and coordinate suitable measures. After all, many executives are gradually realising: it will take radically innovative concepts to return to the office. We will team up with you to manage this process, develop a sequence of steps and deliver practical solutions for your tailored concept.

2.1	Fast Forward workshop	5
2.2	Infrastructure	5
2.3	Zoning	5
2.4	Workplace change	6
2.5	Occupation analysis	6
2.6	Clean desk	6



## 2.1 Fast Forward workshop

We hold a workshop with you to design your new work environment and accompany you step for step as you proceed towards implementation. The workshop is used to compile and discuss all relevant aspects, to define the details and structure our approach, to ensure that we can put them into practice quickly and with the necessary degree of planning certainty.



## 2.2 Infrastructure

We analyse all future workflows in order to satisfy their individual requirements. In this process, we consider current social distancing rules and the structural requirements such as the ventilation system, air conditioning and electrical circuitry.



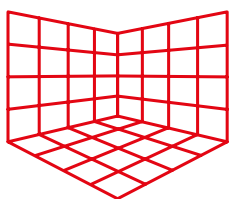
## 2.3 Zoning

We zone your office space to meet the current hygiene and social distancing requirements and define the maximum occupancy level for your office and corridor spaces.



## 2.4 Workplace change

It takes time and a sensitive touch to change corporate culture. We shine a critical spotlight on your processes and accompany you together with our network partners in the creation of flexible working worlds.



## 2.5 Occupation analysis

The occupation analysis is used to consider the use and staffing of workplaces and communication zones. Its result is a documentation of all vacant spaces, as well as an overview of occupancy and utilisation levels for each department and function. This evidence-based knowledge concerning user habits and occupancy permits conclusions on the available space in the office, necessary measures and cleaning cycles.



## 2.6 Clean desk

We support you in the establishment of standardised workplaces that are designed for their specific functions and that enable sharing.



### 3 Service: Full support, from planning to customer care

3.1	Hygiene	8
3.2	Planning	9
3.3	Furniture solutions	9
3.4	Support	9

Before getting started, we apply a holistic consultancy approach to identify priorities, define goals and develop bespoke solutions together with our client. Downstream planning is built on this foundation. Planning involves fleshing out the initial ideas and designing office zones for individual requirements. It takes us just a few days to create layout plans and assess your furnishings in regard to hygiene and cleaning options.



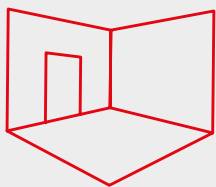


### 3.1 Hygiene

Returning to the office is a process that consists of short-term and long-term steps. People are the top priority for ASSMANN. We adhere to this principle and offer practical solutions to enable compliance with the new requirements and to allow an efficient return to the office. Simple measures are enough in many cases.

- Identification of areas where wearing a face mask is mandatory
- Ideal positioning of disinfectant dispensers
- Short cleaning intervals, e.g. in the conference rooms
- Definition of areas where office employees can work in shifts
- Creation of offset workplaces on 4-seater benches
- Use of disposable table runners for workplace sharing
- Use of door handle protectors
- Implementation of intuitive signage and navigation systems



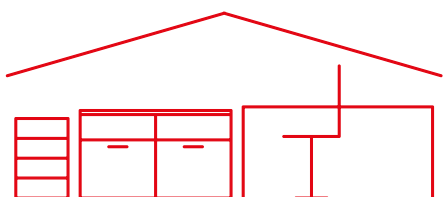


### 3.2 Planning

The Corona pandemic has revolutionised the process of planning work environments: nine-to-five models are being replaced with emerging team structures, while storage space is becoming increasingly digital and working from home a common practice. We will assist you with all the necessary planning.

### 3.3 Furniture solutions

We provide a wide variety of furniture solutions that help to align your world of work with current requirements and to design office zones and home office spaces for individual requirements. From height-adjustable and ergonomic desk systems to stylishly attractive lounge furniture and seats, acoustically effective partition walls, hygiene screens and storage space systems – we deliver the right solution for any requirement or room.



### 3.4 Support

Good work means great service: As your reliable partner, we provide a full range of assistance and services to accompany you before, during and after our collaborative project. A return-to-office strategy can only be successful if your employees are protected. It is equally necessary to take action that makes everyday office routines safer and the working environment as convenient as possible. Current furniture and products need to be modified in order to comply with social distancing requirements.

- We plan social distancing
- We convert furniture
- We apply stickers to the floor
- We implement navigation systems
- We set up home office spaces and provide the necessary support (for 10 and more workplaces)



## 4 Products: Creating added safety

4.1	Hygiene screen for the Viteco room divider AS44	<b>11</b>
4.2	Hygiene screen AS05	<b>12</b>
4.3	Viteco partition walls	<b>13</b>
4.4	Syneo Soft I Lounge Work	<b>14</b>
4.5	Office@home delivery programme	<b>15</b>



Besides our familiar ASSMANN product programme, we have also developed new solutions that are designed specifically to prevent droplet infections with COVID 19. And quite apart from their stylish look, our Syneo lounge furniture is ideal for ensuring that communication zones can be designed in accordance with the social distancing requirements. The modern room-in-room solutions offer open-plan or closed spaces to work alone for shorter periods or to share undisturbed office space that is entirely compliant with social distancing rules. Create added safety – with the incredible variety and flexibility of our innovative and high-quality furniture solutions.



#### 4.1 Hygiene screen for the Viteco room divider AS44

ASSMANN offers a hygienic tabletop screen made of high-quality acrylic glass (Plexiglas®) to protect against droplet infection with the coronavirus. The tabletop screen can be retrofitted to the Viteco wall system AS44 (AS40) and is available in different sizes. With the high-quality and hygienic tabletop screen, the Viteco wall systems contribute not only to better room acoustics, but also improve hygiene protection at the workplace. The transparent design of this hygiene screen does not inhibit normal office communication.





## 4.2 Hygiene screen AS05

This hygiene screen provides effective protection against droplet infections and reduces the risk of office transmission. It is quick and easy to mount on desks and conference tables, and can also be fitted to reception desks in the lobby. The screen is freely positionable and available in various designs, either with or without a cut-out.





### 4.3 Viteco partition walls

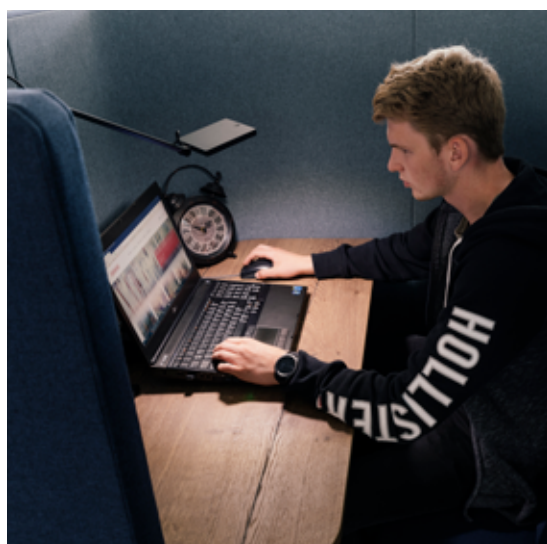
Installed in modern worlds of work, partition walls provide versatile options – as privacy screens, to ensure social distancing in office environments or to improve the room acoustics. What's more, they reduce the risk of transmission due to droplet infection when combined with a hygiene screen.





#### 4.4 Syneo Soft I Lounge Work

The Syneo Soft lounge furniture systems allow concentrated work in a comfortable and relaxing atmosphere. At the centre of things, and yet secluded – whatever you like. You can create a relaxed working atmosphere and improve the room acoustics at the same time.





#### 4.5 Office@home delivery programme

People working from home, either temporarily or permanently, will also need professional and, above all, ergonomic office furniture solutions. With its various express delivery ranges, ASSMANN provides a broad selection of high-quality furniture systems for the quick and professional installation of ergonomic home office workplaces, enabling users to work productively and with concentration within their own four walls.





## 5 Successful return-to-office strategies



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**Deutsche Bahn CEO Richard Lutz** spent several days in quarantine and gave the Wirtschaftswoche weekly (12 April 2020 edition) an interview on the following question: How do you run a company from afar?

“I really admire people who have children at home right now. They will need nerves of steel to get on with their work, and I wouldn’t be surprised if some of them are secretly longing to seek refuge in the office!”

“It works! Actually better than we originally thought.”

“And you really notice the lack of personal contact and the human touch when you are working from home . . . . I have never spent so much time on the phone or sharing text messages!”

“It’s not just me . . . but I am also noticing real progress in regard to Work and Collaboration 4.0. I am convinced that a lot of these things will remain part of our routines, even in the time after corona.”



“However much the whole 4.0 stuff may be hyped, it is still nice to notice: As people, we are social creatures and need each other, also and especially in personal communication. And we are determined to hold onto this human touch, even in a digital world. It will happen!”





# Fressnapf

**Jens Berger, Senior Vice President People, Fressnapf Holding SE,** met with Jan Ollig, co-owner of the remote work consultancy firm New Work Life GBR, for an interview on the topic of “Working from home at Fressnapf under corona restrictions”. Here are a few selected quotes:

## “ Our solution: Flex Office

“We started expanding the Flex Office concept last year already. Our employees can work in their Flex Offices two days each week after coordinating with their supervisors.”

“Some metrics indicate that we have become more efficient in this time of corona and Flex Offices. But there are people who disagree completely and miss the social contact.”

“We gave our staff the following tip: Start to establish rituals. You need a rhythm at home, the same way that you get up in the morning and drive to work.”

“We also accompanied the process using our staff app and prepared FAQs: As you can probably imagine, there is no shortage of questions if you tell your staff that they can now work the whole five days a week in their Flex Offices.



# ASSMANN Office Furniture



**Dirk Aßmann, Managing Partner of Assmann Büromöbel GmbH & Co. KG, Melle,** on the topic of prioritising people during the return to the office.

“We are a family business. This means that people are always the number one priority in everything we plan and undertake. These words apply all the more in a pandemic crisis like this one.”

“As a company, we will work hard to create the necessary environment and invest whenever necessary, for instance in even more digitalisation – video conferencing and other things – and in redesigning workspaces to include significantly more communication zones. We will also establish an online booking system to share workplaces and rooms.”

“We introduced sweeping measures right at the start to protect the safety of our staff. For instance, we instructed most of our administrative employees to work from home. And we noticed: With the necessary discipline, working from home is no problem at all!”

“We assume that around a quarter of our employees will work from home on at most two days per week. They will spend the rest of their time in the office to make sure that they do not lose contact with their colleagues.”



“The less we travel, the better it is for the environment. This means that sustainability is becoming even more important for us!”



# if5 GmbH & Co. KG

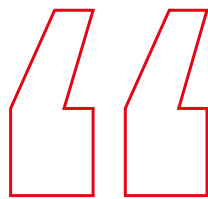


**Verena Hassels,**  
**consultant at if5 GmbH & Co. KG in Wolfsburg,**  
shares her thoughts on future developments in  
work organisation during the COVID 19 pandemic.

“The recent weeks – months, actually – have been turbulent. Now we are returning to what is at least a semblance of normalcy. It’s a ‘new normal’ that is radically different to what appeared almost hewn in stone just a short while ago.”

“But we have established some experience and are therefore able to assess the scenarios and approaches quite well. For instance, we are not only noticing what we have and need in the way of technology to enable working from home. What (new) working cultures and mean and what they imply. We are also noticing which areas of our organisation and work culture still need to be addressed. Last but not least, we are questioning the wider significance of keeping our offices and how they should be used, both now and in the future.”

“Every day we are finding out what we can manage and where our boundaries are. The things we want and the ones that just don’t fit. So why will we need offices in the future if we are increasingly familiar with – and appreciative of – other places to work? If work is so smooth and convenient, even without the conventional layouts? And what needs to be considered in order to create safe working environments?”



“We should tackle the issues constructively and positively. We must also perceive this period as an opportunity to reflect on ourselves, our organisation and work culture. If we do so boldly, we will create the freedom we need to strike out in a new direction.”



# Eitco



**Thomas Malessa, Market Relations Manager at Eitco, a leading digitalisation consultancy firm from Berlin,** sees many of his views confirmed in our Return-to-Office strategy. After all, corona merely speeded up what had often been held back before:

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“Digitalisation is inevitable, as everything that can be digitalised, will be digitalised.”

“A small virus is proving to be the major driver, bringing lasting change to the world of work and showing how things that had seemed impossible in many sectors suddenly work perfectly well.”

“The digitalisation of work and workflows is no longer a technological development. It has become a social process that places the individual at its heart. Embracing a deeply humane corporate culture is therefore more crucial than ever before.”

“More and more, we are hearing from employees and supervisors an astonished: ‚Wow! It works!‘”

“It only takes a short time working with digital files, a few video conferences and the transfer of paper-based business processes into digital workflows and you start to scratch your head and wonder why it wasn’t done this way much sooner ...?!”



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