

OFFICE ADJUSTMENTS

ILLUSTRATIVE



Dedicated desks

Every employee has its own desk



No meeting rooms

Only digital meetings and rooms were used as offices



Separate restrooms

Allocated in the same area and defined rules



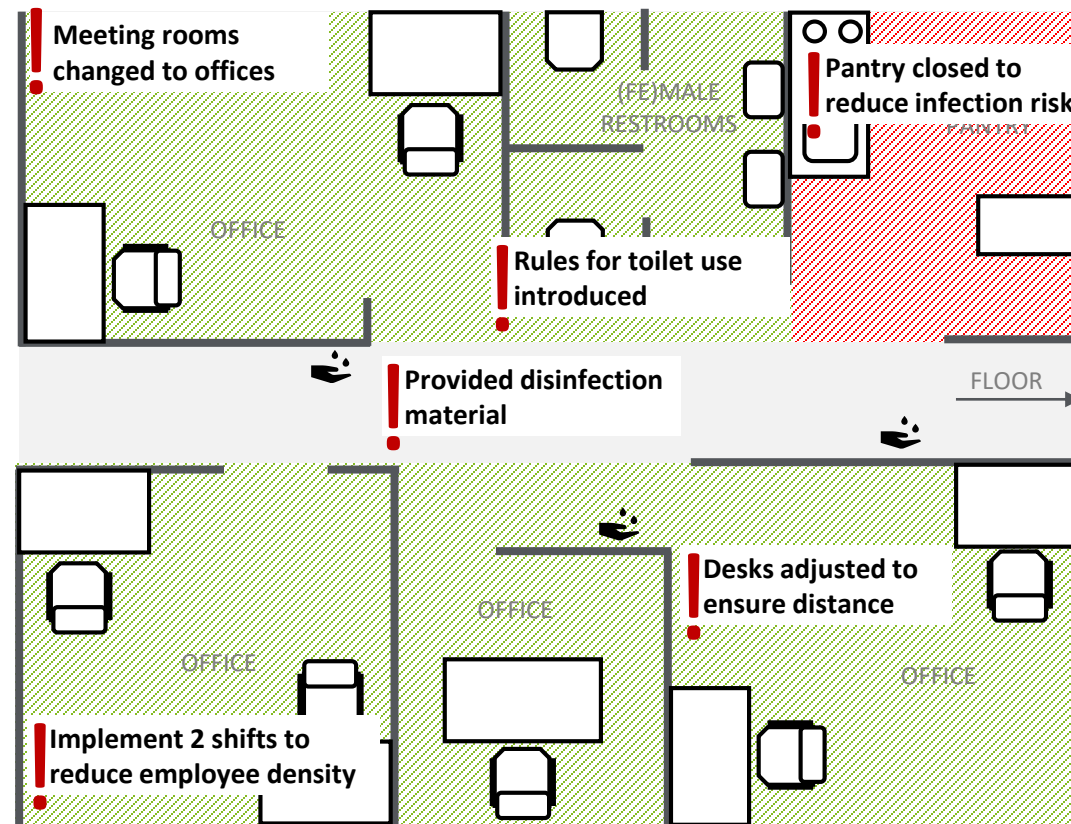
Closed pantry

To reduce infection risk



Reduced workforce

e.g. 12 FTE working in 2 shifts



Daily health checks at the entrance of building

Shift plans in place with 10 minutes slots in-between to disinfect the office areas

Enhanced Cleaning and Maintenance schedule

Stagger lunch break plans in place with 10 minutes slots in-between to disinfect the tables