

Re-open your office with care

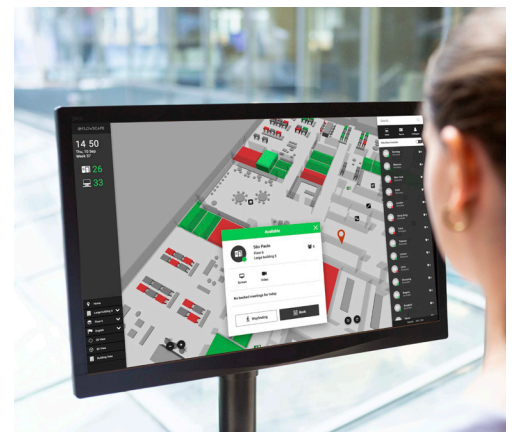


COVID-19 has forced businesses to upgrade their office resource management capabilities

2020 has been a year of huge uncertainty to for all businesses as well as for employees who have had to adapt to working at home. But in some scenarios, remote working will never be as efficient as face-to-face interaction with work colleagues, especially when creativity or brainstorming is required. Not to mention the sense of belonging and community. Only one thing is certain during these times of change – the office we left at the beginning of the year will not be the same when everyone returns post-COVID-19.

Why a technical solution?

While some businesses have introduced manual desk booking processes, they tend not to be well adopted by employees, are prone to administrative errors, and offer no reporting capabilities. An automated map-based booking solution allows employees to book desks in advance while on-the-go, with full confidence about the social distancing environment in the office. And employers would gain insight about the utilization of their desks by zone, floor, or building, and be able to obtain reports for COVID-19 compliance purposes.



Flowscape's Desk management solution

Flowscape's desk management solution is a cloud-based solution with software for the laptops, mobiles, tablets, and kiosk screens in the office. The core of the solution is our Flowmap, an interactive color 3D map displaying all the office resources, including desks, meeting rooms and points of interest.

The desk management solution not only allows employees to seamlessly book desks from several devices, but it also enables the employer to exercise control of numerous booking parameters, to conduct analytics on the booking and utilization data, and to produce specific reports for COVID-19 on tracing and sanitization. Multiple offices' data can be compared in the same portal.



Use the solution and its analytics dashboards to:

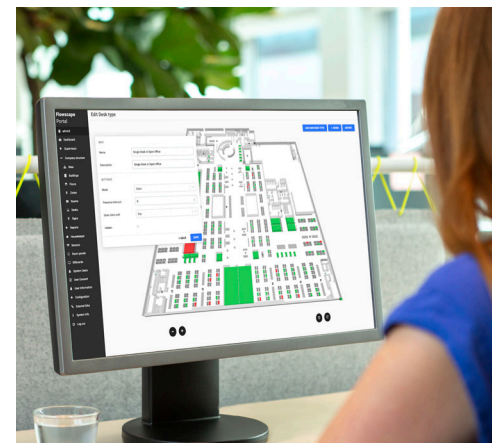
- Block desk to ensure social distancing
- Manage bookable desks
- Control the density of employees in the office
- Monitor the utilization of bookable desks
- Restrict specific zones for different teams
- Conduct contact tracing if illness reported
- Produce used desks reports for cleaning staff

The solution is a user-friendly tool to help employees follow new company guidelines and to ensure staff feel safe in the office. It is not only a short-term COVID-19 tool, but also a permanent solution that can manage the more agile workspaces that businesses will need in the future as more employees choose to work from home more often.

Social distancing in the office

The challenge to create a workspace where employees feel safe knowing that they are seated at a safe distance from other desks. The system administrator can block desks to limit the number of bookable desks available and to ensure that all the available desks are socially distanced. Once blocked, the desks are grey on the Flowmap and are not available to be booked.

Similarly, the number of seats in meeting rooms can be reduced to ensure social distancing, and the room configuration details then amended in the solution's booking system to reflect the new room capacity.



Control the density at the office

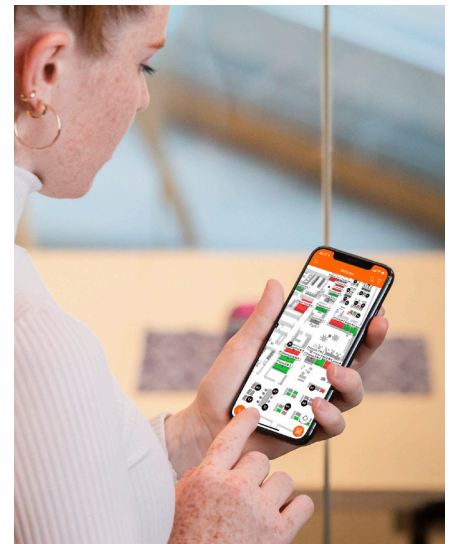
The Flowscape system is designed to create a booking experience which is both easy for employees and gives employers control over the density of people at the office.

Employees can book a desk for a specific day or for several days at the same time. A green desk on the Flowmap indicates its availability to be booked with the knowledge that it is socially distanced from the nearest desks. Once booked, it will turn red and stay red for the rest of the day to ensure that no one else uses it that day. The booking is made from their mobile phone or computers, so there are no shared surfaces involved.



The system can be configured so that only employees who have booked a desk in advance are allowed to work in the office on that day. This eliminates the risk of an employee arriving at the office to find that there is no available desk and then trying to sit at a blocked desk. The solution offers the flexibility for employees to book a desk anytime and from anywhere with Flowscape's mobile app.

The administrator can allocate specific days to individual teams or can limit the number of days for which an employee can book a desk. Flowscape's desk management solution is agile so it can be configured to match a company's business needs.



Monitor utilization of bookable desks

In the analytics portal, you can view a dashboard of booked desk statistics in a monthly, weekly, and daily view. You can use the data to monitor the pace of the back-to-the-office transition. If some employees are wary about returning to the office, the data can be helpful to engender a feeling of safety about the degree to which social distancing is being implemented in each building, or by floor or zone.

Alternatively, if your company's challenge is that too many employees want to work from the office, then this data can be used to spread the utilization and slow down the transition pace. As your business needs change and as new governmental guidelines are published, you can make instantaneously adjust the pool of bookable desks.



Restrict specific zones for different teams

If different teams sit in different zones of the office, you can use the analytics portal to monitor which uses the office more, and with what frequency. Use this information to adjust the size of teams' zones based on their relative preference for office compared with home working.





Conduct contact tracing if illness reported

If an employee contracts the virus, the analytics portal can be used to generate a contact tracing report by locating which desk the employee used over specific days, and then searching which employees sat at the close-by desks, so they can be informed and prevented from working in the office for a specific period. The administrator can also block the employee from being able to book a desk for these days.

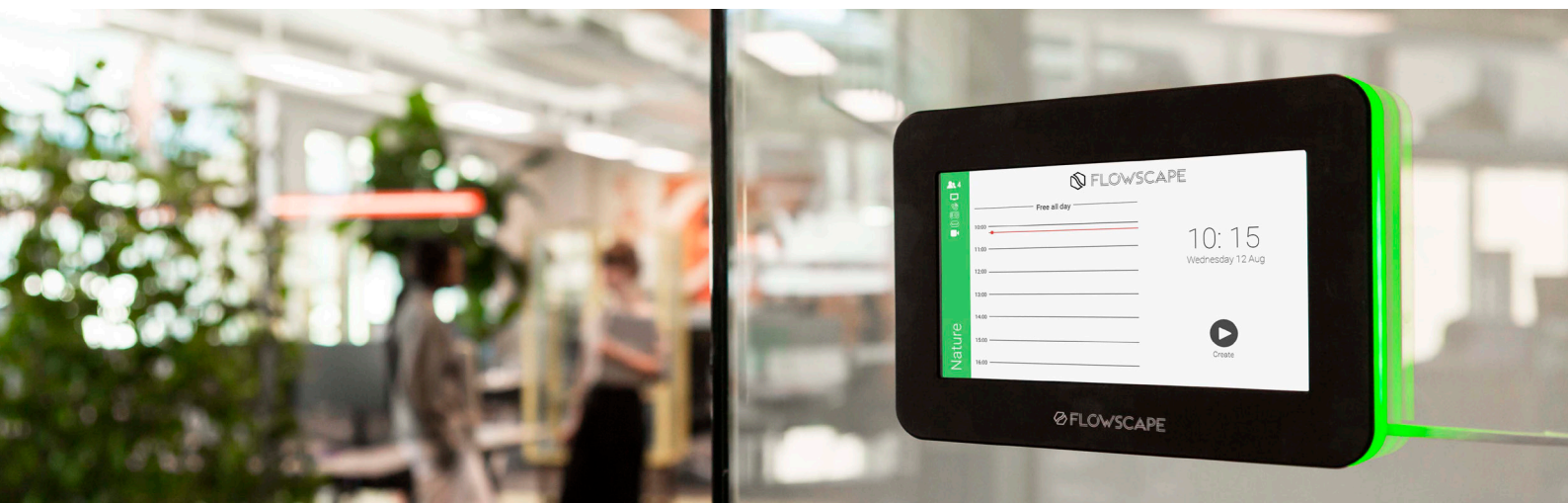


Communicate with cleaning staff

Flowscape's map visually indicates to your cleaning staff which desks were used on the day and the analytics portal can produce a report which can be emailed or printed, listing all the desks that require sanitization.

Why choose Flowscape?

Flowscape's desk management solution incorporates booking, controlling, reporting and analytics capabilities. It has a proven track record in delivering agile workplaces globally and has been deployed as an integral part of companies' COVID-19 response strategy. The solution's modular architecture enables your desk booking capability to scale up based on your future business requirements, and also to adjust to the rapidly changing pandemic guidelines being issued in any country, region, or city.



Contact us!

To find out more about Flowscape's solution or to request a demo, please email sales@flowscape.se or call +1 (415) 361 6007 (PST)