



**The next day:**  
A manual for going  
**back-to-business**  
**safely** and **efficiently.**

# What is happening?

## What is COVID -19?

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting many countries globally.

## What steps should we take for our workplaces?

A variety of measures and guidelines have been issued by local, national and regional authorities. As the situation is new and evolving some are still changing and being updated. There is no doubt, however, that workplaces are being impacted immensely. Required changes go far beyond just buying ready made plexiglass partitions and supplying disinfecting gel. How you rise up to the occasion will impact in return your people, how they operate, how they perceive your organization, how they engage with it and perform for it, your brand reputation, profitability and sustainability.

Source: [The World Health Organization](#)

## How does COVID-19 spread?

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. People can catch COVID-19 if they breathe in these droplets from a person infected with the virus. This is why it is important to stay at least 1 metre (3 feet) away from others. These droplets can land on objects and surfaces around the person such as tables, doorknobs and handrails. People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

[More Q&A on COVID-19](#)



**Humans**

**Matter.**



# Humans matter.

**In these unprecedented times, a positive change has also happened. We have come to re-evaluate what matters. As societies, as businesses, as families, as persons. And it seems we all agree. Humans matter. Life and all the wonders we co-create while living, sharing, creating, working, believing together.**

STIRIXIS Group envisions a safe and secure working environment, where all, can work effectively and efficiently, creating emergent values of prosperity through high performance and active engagement and collaboration.

To this end, we are now more than ever called to prove our commitment and support organizations. HUMANS MATTER has been created to offer a step-by-step, fully-customized service, for all the tools to successfully transform their business environment to reflect the new conditions formed by the COVID-19 pandemic. Different services are created for Workplaces, Hospitality and Retail.

We combine global experience, local knowledge, a proven track record, a clear business understanding, expert sources for real-time information on new regulations or guidelines and special teams following trends and social changes as they form. We use all these to truly support you and your operations to face the challenges of COVID-19 today while planning the best way for the next day.

**Because humans matter to us.**



# 8 Clear steps to go back-to-business.

Our combined services aim at providing practical advice on the actions required for organizations to go back-to-business safely and efficiently. Based on current legislation and directives, we take organizations seamlessly through process by performing the following steps:

**1.**

Collect and record important information about your company, strategy, culture and operations to better understand your needs and customize solutions to them.

**2.**

Perform an audit and survey of your physical environment, its main functionality characteristics, layout, mechanical installations and record them on drawings, photographs and technical reports.

**3.**

Create a gap-analysis for the areas which need improvement and additional advice based on your health and safety protocols, your strategy and business objectives.

**4.**

Design all needed changes with an initial budget for all works and supplies and a corresponding timeframe for the implementation of the required changes.

**5.**

Upon approval, tender the required works and supplies to ensure the fastest and cost-efficient implementation.

**6.**

Supervise and manage the execution to ensure compliance to the designed action-plan. This step includes all services required for a seamless, successful delivery of the project.

**7.**

Handover the project, validate that all works and supplies as well as the final workplace specifications conform to your Health and Safety protocols.

**8.**

Ensure the long-term success of the implemented changes by monitoring, reporting, fine-tuning and consulting real-time.



# 6 Vital Control Areas.

Our combined services are based on National and International guidelines and legislation as well as our long experience on how to ensure the maximum Return on Investment for our clients. As the guidelines and legislation evolve, we update the standards and focus on the below areas:

**1.** Health and Safety at Workplace, protocols processes and procedures needed for the new era, in alignment with your Occupational Health and Safety Consultants.

**2.** Safe access to your workplace, thermal cameras and temperature rooms, isolated incident rooms, access control, monitoring and security.

**3.** Layout and functionality, seating arrangements, one-directional flow of personnel and visitors, allowed density, break-out areas and waiting areas re-defining.

**4.** Technology, common use equipment, presence detectors, touchless devices, HVAC systems, Air purification, devices for disinfection.

**5.** Health and Safety Signage, Floor graphics for distancing and flow signage, colour coding, branded signage, inspirational graphics and communications.

**6.** Wellness at Workplace and elements boosting psychological safety such as enhanced lighting design, colour study, biophilic design, art installations, sensorial elements.



# 8 Notes on mid-term planning.

Despite the need to adjust to new rules of the game today, organizations need to plan for the next period. Our combined services support organizations in understanding what new trends form, how they impact business performance and what are the required steps to face the challenges successfully. After the immediate implementation of the required legislations and directives, this is what to do next.

- 1.** Understand Health, safety and wellbeing trends forming and how they impact your business model.
- 2.** Record proposals on how your organization can adapt and proactively address the new reality.
- 3.** Create an initial cost-benefit analysis on proposed scenarios, renovate, relocate or sublease.
- 4.** Upon approval, proceed to design your new workplace ensuring a high performing environment.
- 5.** Tender and assign works and supplies in order to ensure the fastest and cost-efficient implementation.
- 6.** Supervise and manage the execution to ensure compliance to the designed action-plan.
- 7.** Handover the project and certify that works and supplies conform to the Health, Safety and Wellness protocols required.
- 8.** Ensure the long-term success of the implemented changes by monitoring, reporting, fine-tuning and consulting real-time.



# 7 steps to start preparing now.

These are the next steps to follow until we meet. Be prepared in order to better communicate your current status and needs.

**1.** Find your current workplace layout and mechanical electrical drawings. If you don't have them, don't worry, we will do a survey and create them again. It will just take a bit more time.

**2.** Record the way you operated before COVID-19. This will be a benchmark for the changes needed and will also give you a better understanding of the changes effected at the end.

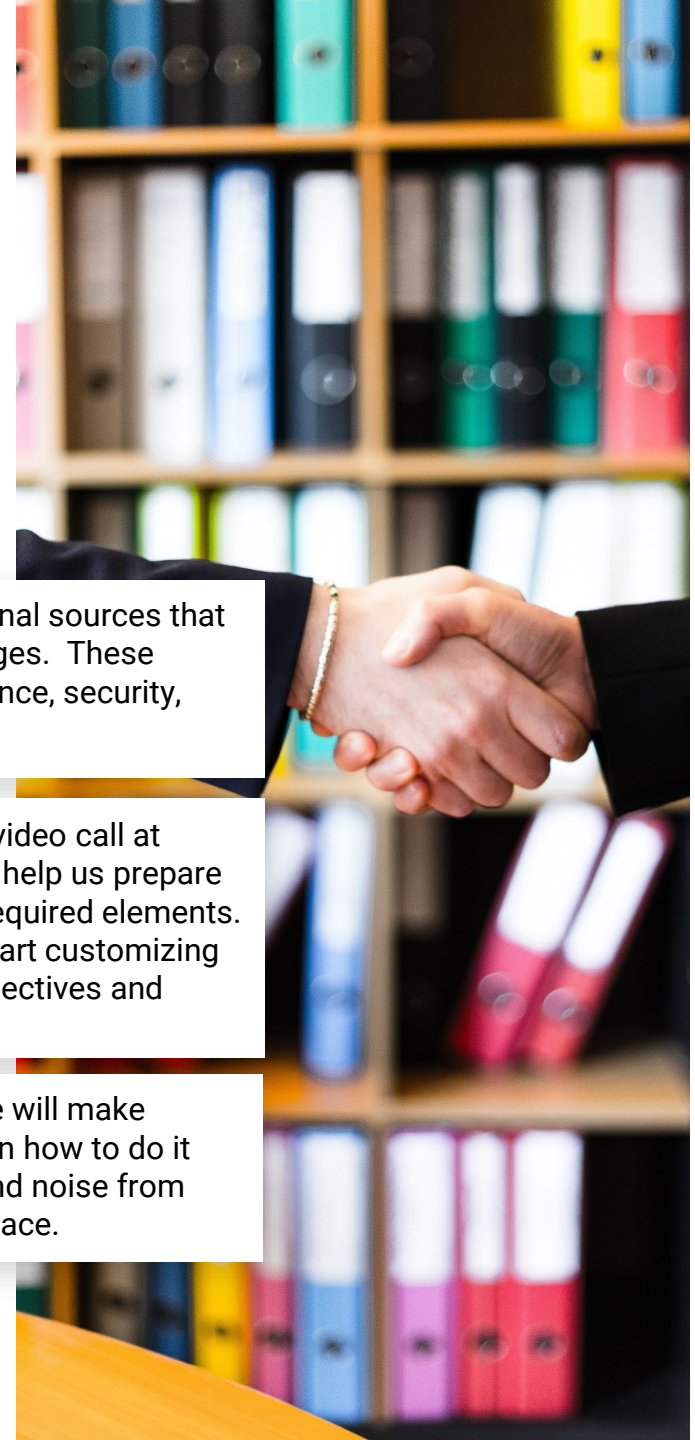
**3.** Map your current human resources needs. How many people will come back to the office? Departments, positions, levels and how they best collaborate and operate.

**4.** Prepare your COVID-19 team that will manage the changes required and how they will be communicated to your people. Think about internal influencers and brand ambassadors.

**5.** Collect all needed information on external sources that might be needed for the required changes. These include facility management, maintenance, security, cleaning, health & safety.

**6.** Give us a call or email us to arrange a video call at [humansmatter@stirixis.com](mailto:humansmatter@stirixis.com). This will help us prepare for the first steps and confirm all the required elements. We will also discuss your needs and start customizing the services to your specific needs, objectives and constraints.

**7.** Start thinking about your business. We will make sure you will have the ability to focus on how to do it the best way, minimizing complexity and noise from the impact of COVID-19 on your workplace.



**We make  
businesses grow.**

**STIRIXIS** >  
Imagine more.

## **About Stirixis Group.**

Imagine a company that turns your business idea into your ideal business. Imagine a company that merges design with business planning, value engineering with implementation, and strategy with project management, creating immense emergent values. And then delivers it all seamlessly to you.

### **Imagine Stirixis.**

Globally awarded for its strategy-through-execution design and consultancy services which ensure your long-term prosperity, STIRIXIS Group creates, designs, delivers and manages business concepts globally in Workplaces, Retail, F&B, Hospitality, and Leisure industries. And it bring to you valuable experience and unrivalled capabilities gained from 700 projects in 25 countries in more than 20 years.

STIRIXIS Group's systemic approach in creating sustainable growth strategies for each individual client ensures your success. From strategy to design to execution to evolution. All managed seamlessly and efficiently as one.

**Delivering more. That's our promise. That's our passion.**



**Contact us today to arrange for  
a free video call.**

**Email us at  
[humansmatter@stirixis.com](mailto:humansmatter@stirixis.com).**

**Forward HUMANS MATTER to a  
friend who matters!**

STIRIXIS, HUMANS MATTER and their logos are registered trademarks and trademarks of STIRIXIS SA.