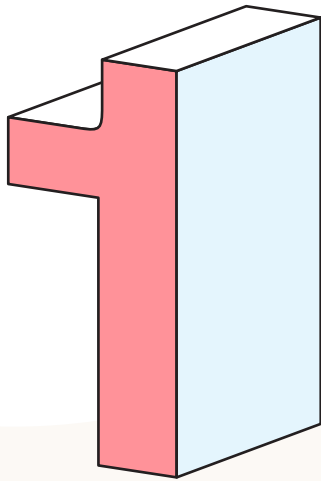


Guide

4 practical steps to reopen your office

Returning to the workplace
after COVID-19



Calculate your office capacity

Calculate a safe capacity based on your preferred social distancing rules.

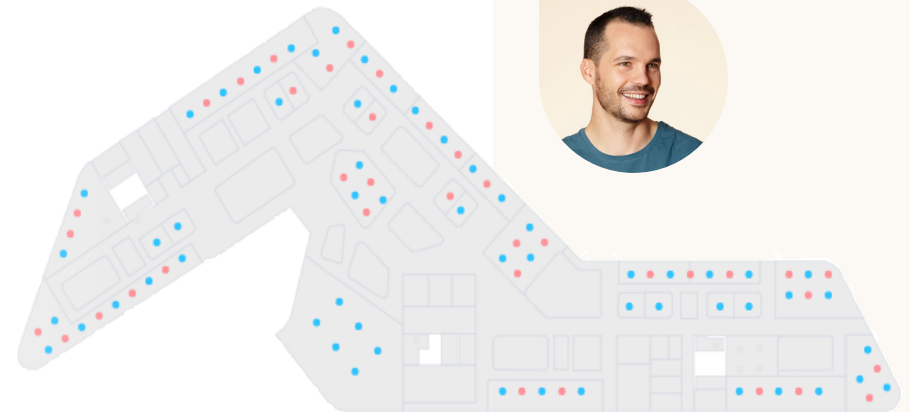
Visualize your new floorplan

The first step to return to your office safely is your office capacity. But finding out your new office capacity can be a challenge. What desks can you use? How many people can be in one room? How can you maintain the 1.5-meter rule? An office capacity calculator allows you to set a capacity within minutes. Based on your preferred social distancing rules, you can picture different scenarios.

"Don't waste time calculating your office capacity manually in Excel sheets. An office capacity calculator will not only save you time, but it also visualizes exactly which desks can be used or not. Next to that, you can quickly adjust your capacity when rules and regulations change."

Bram Durieux

Data Scientist at Mapiq



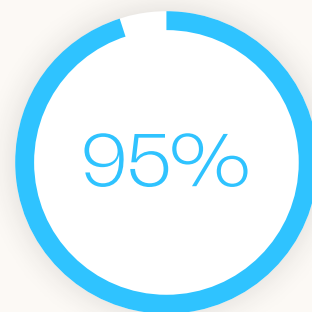
Customer case

As soon as the pandemic hit us, PwC wanted to ensure a safe work environment for their employees. They had to change the floorplan and decrease the number of workplaces to make sure people could keep enough distance from each other. But which workplaces should be unavailable and what is the best way to do that for a building with thousands of desks?

PwC gave Mapiq their preferred social distance, and our office capacity calculator did the rest. This way we were able to quickly provide PwC with a suitable floorplan.



The accuracy of Mapiq's office capacity calculator at PwC turned out to be +95%.



Office Capacity Calculator

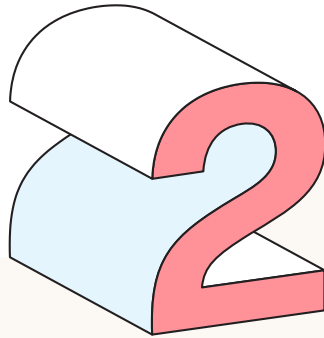
New workplace capacity

57 / 94

57 of 94 workplaces (**61%**) can be used on this floor.

39,36%

39% of the workplaces on this floor is currently unavailable.



Assign access profiles to your employees

Decide which groups of employees can return to in-person work.

Working-from-home facilities



“The happiness of someone working from home depends on character, job, responsibilities, and their home office. Not everybody has a suitable space to work at home. Some people might prefer to return to the office earlier and more frequently than others.”

Gideon van der Burg

Managing Director Benelux at Leesman



41.2%

A dedicated work room or office

H-Lmi 78.9



30.6%

A dedicated work area (but not separate room)

H-Lmi 74.8



28.1%

A non-specific home location (e.g. dining table)

H-Lmi 67.0



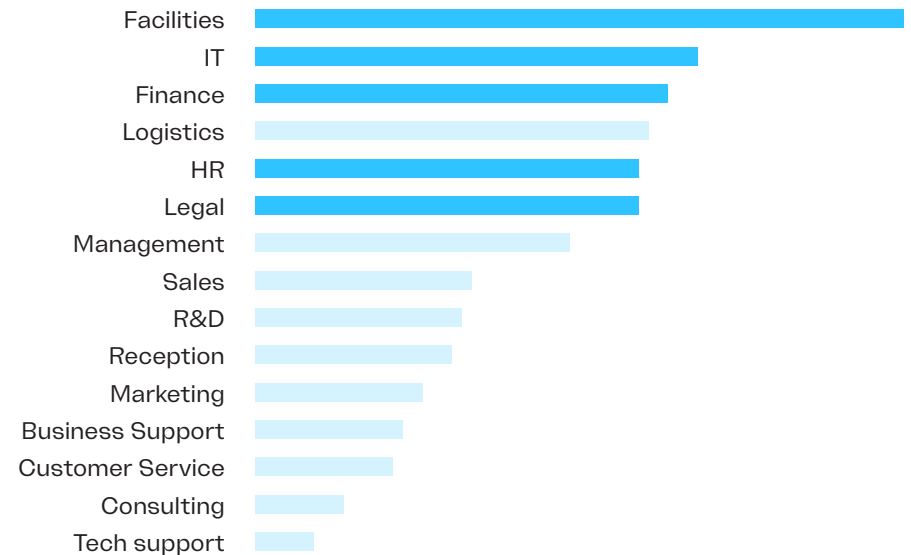
Business-critical departments

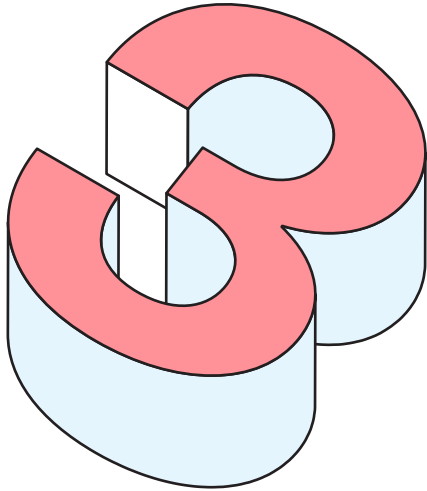
You can guide employees back to work by applying structure in the available days and areas people can book shifts. Our tools give you the flexibility to assign different groups to different profiles. This way

business-critical departments – such as IT or HR– can come back to the office for more days. The actual day someone from IT wants to go to the office, they can still choose themselves.

Mapiq data

Departments present at the office





Define your capacity layout

Set up your capacity based on departments.

Segment your capacity layout

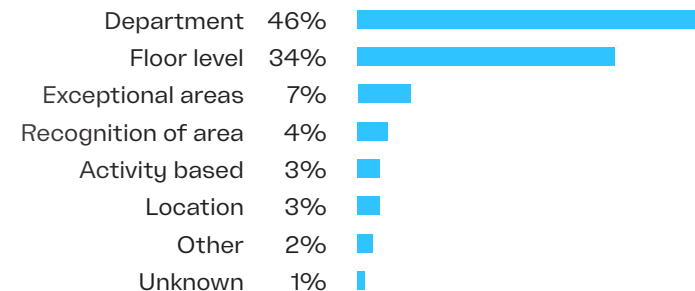
Every company has a different workplace strategy. Some work activity-based, others agile and some may be used to an assigned seating concept. It's important to remain flexible in your capacity as well as your employees' behavior.

Looking at our data, we see that many companies choose to have their workplace strategy based on the department. This way, you

can maintain a safe office capacity, while keeping the flexibility of your employees on a floor instead of to a specific desk.

Mapiq data

Area types implemented in buildings



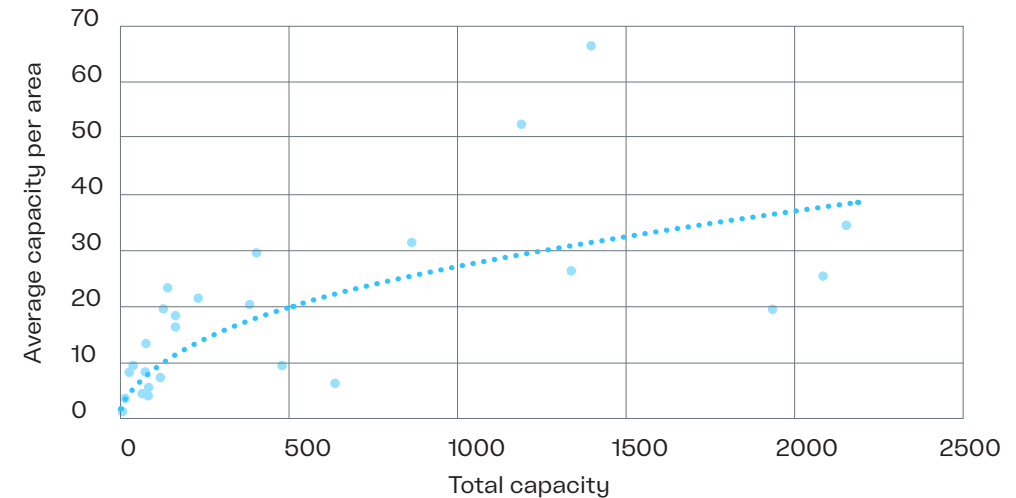
Capacity trends

Large companies implement bigger areas to create more flexibility for employees. People tend to go to the same area when they are at the office. If the area is small, it has a high chance of being fully booked. The result can be that the employee will choose to stay at home instead of booking in another area. Our data shows:

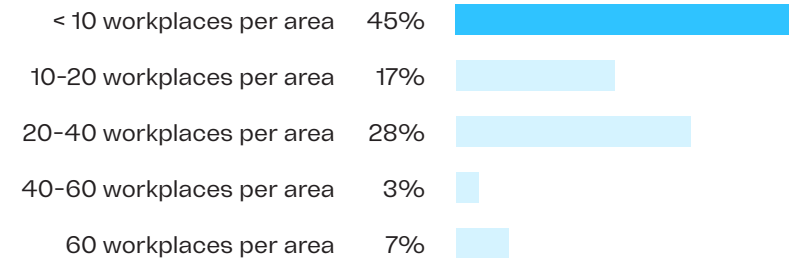
- Almost half of our customers implement small areas (<10 workplaces) in their capacity layout.
- The total capacity of those customers is 400 workplaces on average.
- The average capacity per area is 12.
- There is no direct relation between average area capacity and average adoption rate of Office Shifts.

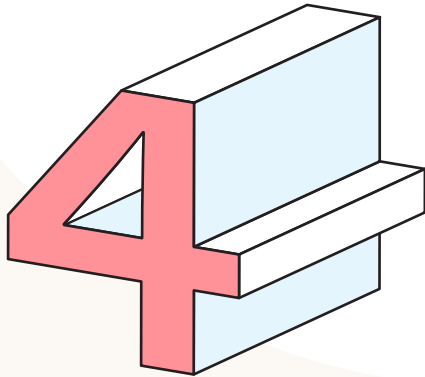
Mapiq data

The average capacity per area is larger for customers with many workplaces



Average capacity per area





Communicate clear guidelines

Give clear, understandable
instructions to employees.

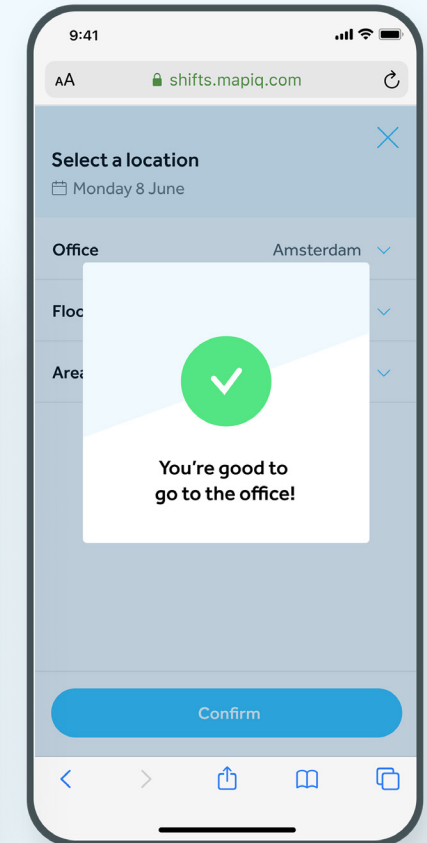
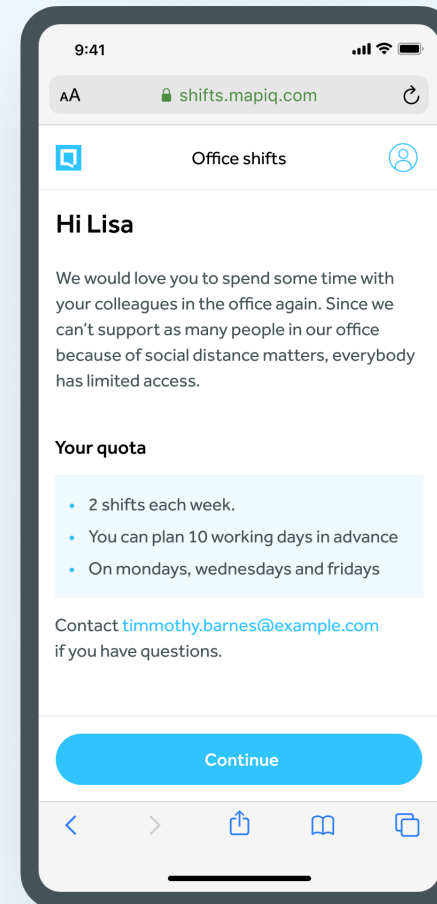
**'Sharing our office
space must become
unbiased, fair,
enjoyable and above
all safe.'**

Jip Eilbracht
Head of Design at Mapiq

Provide structure

Returning to the office should be a fair and enjoyable process. It's important to make sure employees understand the new way of working, the number of days they can come to the office, and which areas are available to them.

A simple welcome message and explanation can help bring clarity to employees. After explaining, they can choose how often they want to come back to the office within the existing quotas.



Anticipate change

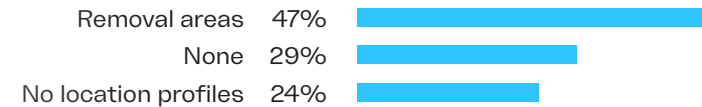
When we designed Office Shifts, we focused on supporting different types of companies and workplace strategies. Office Shifts had to be easy to use and offer the right amount of flexibility to make quick changes.

One example is the multiple steps you can take when you need to decrease capacity. Office Shifts allows companies to quickly decrease the capacity by:

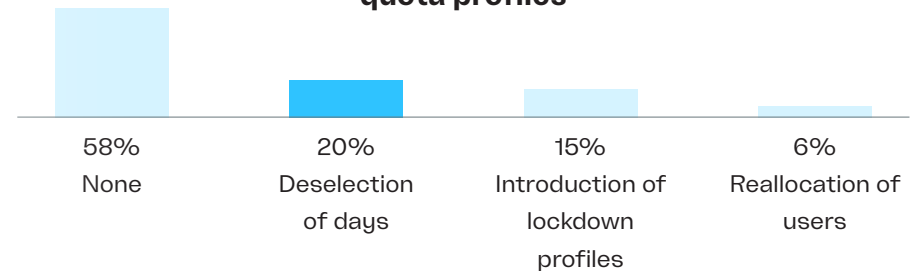
- Removing areas – this makes it impossible for people to book a shift in their department area or even all areas.
- Disabling booking availability on certain days.
- Reallocating users to a more limited profile.
- Introducing lockdown profiles to only allow your business-critical teams to go to the office.

Our data confirms that customers used the different tactics we designed when they had to go back to lockdown. 47% of companies removed areas where the other half used the quota profiles to disable booking availability, reallocate users, or introduced lockdown profiles. When the Dutch government announced a lockdown, immediately 14.000 shifts were deleted, in comparison to 1.000 on a regular day.

Customers' location profile changes in lockdown



Popular measurements quota profiles



"Adapting quickly to a lockdown situation can be a challenge. Our customer success team can help you to think of a strategy in advance. Think about removing areas from the location profiles or deselecting days in quota profiles."



Floris Welman

Customer Success Manager at Mapiq

Get in touch

Find out how you can build the smart office of the future with Mapiq's simple, smart, and social tools.

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