digital id

Returning to Work

Your guide to safely managing employees and visitors in the workplace post COVID-19

UV AIR PURIFIER

FACE MASKS

PHOTO ID CARDS

DOOR OPENING CARD HOLDERS

Contents

LETS GO!

Reopening…
and reinventing

There's no doubt about it. The workplace will never quite be the same again.

As lockdown measures ease and businesses start to think about the future, they are not just reopening their offices, they will be reinventing them too.

How we commute, enter the workplace and manage tasks are just a few of the things that will adapt in the post COVID-19 world.

One thing is for certain though; work spaces not only need to be safe now; in the future they need to be clean, hygienic and assured too.

This will require planning, new policies and the adoption of new tools. Our guide examines some of the challenges leaders will face and offers some handy suggestions on how to solve them.

THE NEW NORMAL ›

Reviewing policies & procedures

Businesses will need to scrutinise current policies and protocols and adapt if they are to re-open in a feasible, manageable and safe way.

Exactly how to go about this will depend on the workspace and industry in question, but new clearly defined procedures and practices will be part of the "new normal".

Areas for employers to think about include:

Access control and entry policies
New procedures and vetting processes will be needed to mitigate the risk of bringing illness into the workplace.

Maintaining social distances
Ensuring social distance is observed will mean adapting open-plan offices and hot-desking policies.

Office equipment
The use of shared computers, printers and other items will need to be reassessed and appropriate changes made.

PPE
Some shared spaces will require the use of personal protective equipment, particularly in workspaces where social distancing cannot be maintained.

Monitoring of cleaning schedules
More rigorous cleaning of shared spaces will now be the norm, with a much larger emphasis on recording cleaning schedules likely.

ENTERING THE WORKPLACE ❯

The importance of visitor management

The problem ⊗

Ensuring everyone that enters your workplace is accounted for and showing no signs of illness or symptoms.

The solution ⊘

Visitor management technology has come a long way in recent years, with software now having the ability to "vet" people before they are granted access. Our visitor management software allows you to incorporate health related questions, site safety information and even instructional videos to the sign in process.

- COVID-19 module included
- Instant approval
- Show instructional videos relating to workplace regulations

NEXT - PHOTO ID ISSUANCE ›

Coronavirus (COVID-19) Questionnaire

Have you had a continuous cough in the last 24 hours?   YES NO

Have you had a temperature in the last 24 hours?   YES NO

As far as you are aware, have you been in contact with anyone with the Coronavirus in the last 4 days?   YES NO

Next

Photo ID card issuance

The problem ✕

Outdated photo ID cards or in the worst case scenario, no form of photo ID is being issued.

The solution ✓

ID cards should be issued to employees and visitors, and ...ID card policies should be updated, and photographic ID cards and lanyards should be visible at all times. Printing policy guidelines directly on to cards is a great way to ensure compliance as workplaces begin to adapt.

Printed information could include:
- **Social distancing guidelines within the workplace**
- **Correct entry/exit policies**
- **Rotations and shift schedules**

NEXT - WILL YOU NEED PPE? ›

2M

Keep 2m distance from colleagues at all times.

MAGICTHEATRE

Jason
GREENE

EXP. 12/21

PPE requirements

The problem ✕

The UK government has said that Personal Protective Equipment (PPE) is the responsibility of the employer, so, have you assessed the level of PPE you need to install confidence in your workforce?

The solution ✓

If your business needs PPE and is wondering how it will cope as the lockdown eases, there are solutions we can help you with. We can offer various non-medical face masks and 80% alcohol-based hand sanitiser to help keep your staff safe and minimise the risk of germs and illness spreading within the workplace.

NEXT - CLEANING AND HYGIENE ❯

Cleaning and hygiene

The problem

Daily office cleans will need to be more frequent and visible efforts shown to put employees mind at ease.
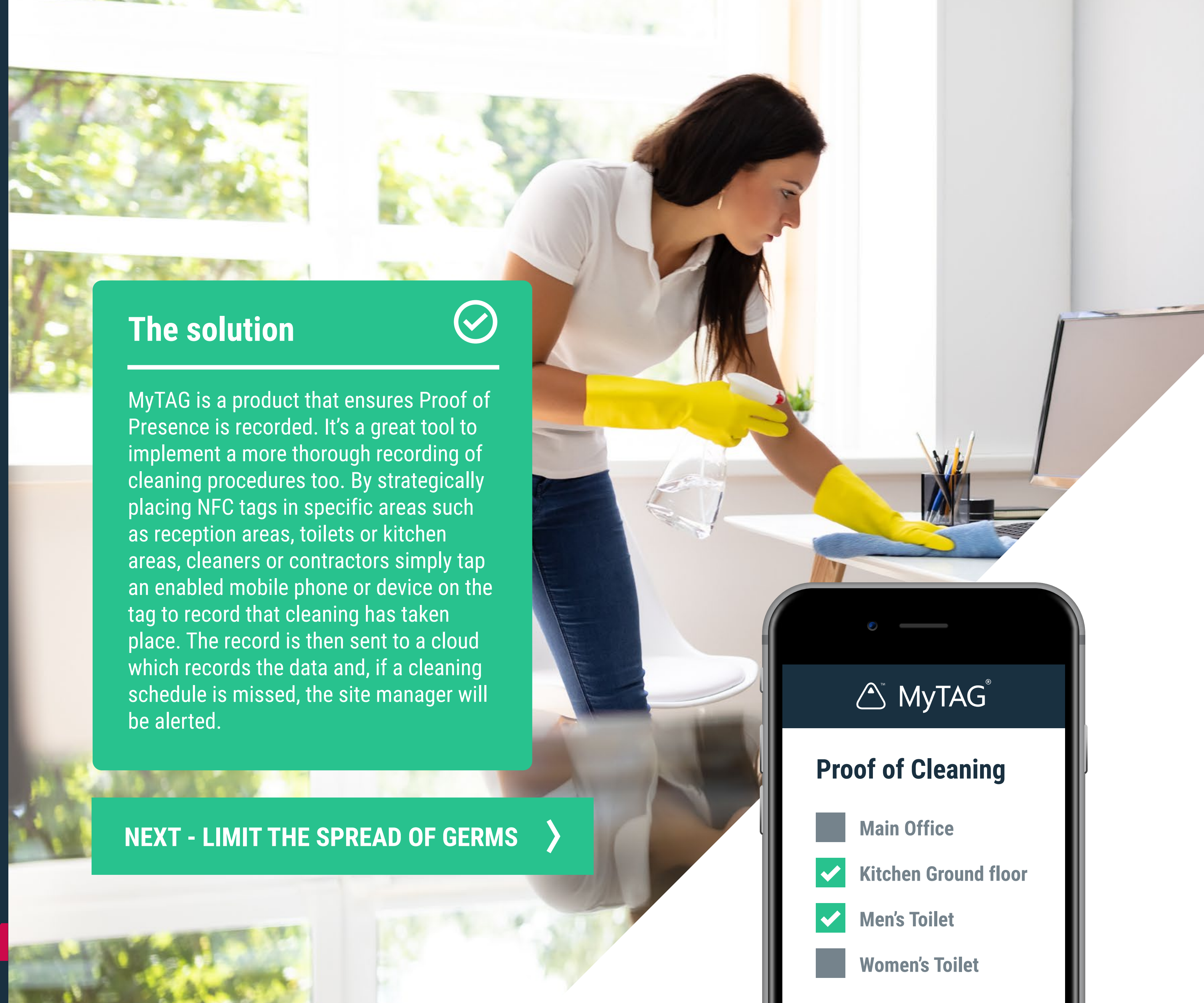
The solution

MyTAG is a product that ensures Proof of Presence is recorded. It's a great tool to implement a more thorough recording of cleaning procedures too. By strategically placing NFC tags in specific areas such as reception areas, toilets or kitchen areas, cleaners or contractors simply tap an enabled mobile phone or device on the tag to record that cleaning has taken place. The record is then sent to a cloud which records the data and, if a cleaning schedule is missed, the site manager will be alerted.

NEXT - LIMIT THE SPREAD OF GERMS ❯

⬛ MyTAG®

Proof of Cleaning

- ⬛ **Main Office**
- ✅ **Kitchen Ground floor**
- ✅ **Men's Toilet**
- ⬛ **Women's Toilet**

Limiting the spread of infection & germs

The problem ✗

Opening door's, answering phone's and using keypads is second nature, however, these familiar touchpoints are also potential hotspots for the growth of germs and bacteria that can be easily spread un-noticed.

The solution ✓

Our new innovative antimicrobial door opening ID cardholder eliminates the need to touch door handles, keypads and lift buttons and significantly reduces the risk of picking up germs and spreading microbes from surfaces. Featuring a door push/pull hook and a push-button tool, it's a fantastic tool in environments with shared touchpoints and is also tested to ISO 22196:2011 standards.

NEXT - REDUCING ILLNESS ›

Reducing Illness with an Air Purifier System

The problem ✕

Workplace settings can be limited to natural ventilation, or windows are either non-existent or kept closed during the day. This results in ultra-fine particles being blown around your office that go un-noticed.

The solution ✓

The Atmofizer One is an air purifier system that **eliminates**, not captures, 99.9% of airborne bacteria particles and viruses in the air, including small viruses like SARS-CoV-2, the virus that causes COVID-19. The result is your employees, visitors and customers can enter a setting that is safe, secure, clean and hygienic.

NEXT - CHANGES AHEAD ›

Fundamental changes ahead

The information provided in this book is intended to serve as general information that may be helpful for those responsible for photo identification, access control and general employee wellbeing in considering how to reopen the workplace safely in the midst of the COVID-19 pandemic.

With so many fundamental changes taking place in the workplace, we strongly recommend that you speak to a member of our team who will have the expertise to advise you further.

Contact us today

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