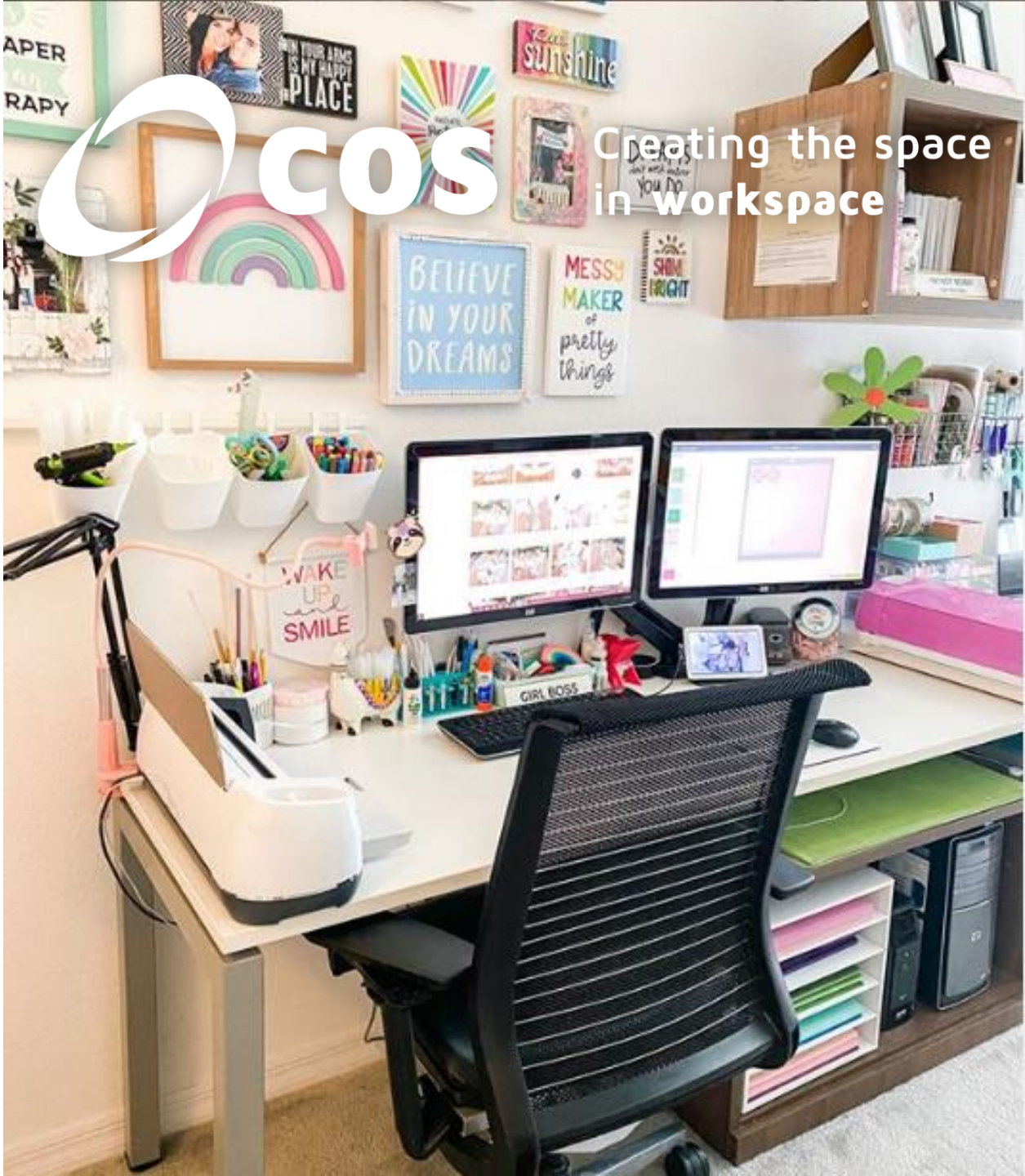




Creating the space
in workspace

Steelcase®
2020 Platinum Partner

Interface®



ERA 2.0 - ReAct

HomeWork



Shaping #workfromhome

The **change** has been sudden, in a sustained moment of **uncertainty**, and has disrupted employee routines and support structures. People who are used to **working from home** are not necessarily used to their homes being a coworking facility for the whole family. People who are used to living alone are not necessarily used to being alone all week, around the clock.

Creating the right environment for work activities at home is crucial for work life balance. This environment is defined by several layers that influence our perception, **state of mind** and **wellbeing**.

In support in support of business continuity plans that include work from home arrangements, below are some **guidelines** to assist managers and employees with establishing and maintaining work from home arrangements.

Current work from home arrangements are a direct result of a response to the covid-19 emergency declaration.

A work from home arrangement should maintain an employee's **regular hours** of work, any shifts in hours of work or **availability** should be discussed with your manager in advance.

Working from home does not change the basic terms and conditions of employment under the applicable collective agreement, employment contract, policies and law. All employees are expected to continue to comply with **policies** while working remotely.



Employees are expected to:

- Ensure a **suitable remote work space**, taking into consideration safety, **ergonomics**, privacy and confidentiality.
- Ensure internet connection is available.
- Guarantee **regular check-in** of work voicemail and/or have calls forwarded to a home, or cell phone device.
- Use teleconferencing, skype for business or office 365 to hold and attend **meetings** as necessary.
- Log into email and calendar **regularly**.

Managers are expected to:

- Establish agreed upon hours of work and method of communication e.g. telephone, email, etc.
- **Communicate** specific **expectations** to individual team members based on each person's needs, circumstance and job responsibilities.
- Ensure that the telecommuting assignment is **mutually beneficial**. Planning and communicating expectations as soon as possible is essential.
- Communicate expectations for the day, and as appropriate, request a report from staff at the end of the day with respect to work accomplished.
- **Utilize technology** to support connection and virtual meetings as appropriate. This may include emails, telephone calls, teleconferencing, skype for business, office 365, VPN, etc
- **Be flexible** and support employee needs to manage childcare, etc.

Read the full article [here](#):



**Quick Fixes
to Make
Working From Home
Hurt Less.**



Pioneering Workplace Design & Build in Romania since 1998

Until a few weeks ago, we thought we knew everything about working from home because many of us have been doing it for years — but this is entirely different and it's not by choice.

We can't go to a coffee shop for a change of scenery and we're collaborating online almost constantly, trying to figure out the right pace. For a lot of us, living on video all day is mentally and physically exhausting.

Steelcase has researchers who've spent years learning how people do their best work — not only can they explain why we're so tired, but they can give us **ideas** about what to do about it. So, they invited a panel of **experts** to join them on a webinar named: ***Making Distance Work: How to keep your body, mind and emotions healthy when you're suddenly remote.***

Our Bodies

*Suggestions from Kevin Butler,
Steelcase Certified Professional Ergonomist*

Be intentional about movement and set a goal

Sitting is a reality and it's okay. Sedentary, stationary and unsupported postures are what can really wreak havoc on our physical wellbeing.

The fix: Use your **calendar** to remind you to **move and walk**. Think about what activities you can do (either work or home) that allow you to move. Also, set **movement goals** for yourself.

Simple fixes will add to your comfort at home

Your comfort at home is all about what **postures** and what **equipment** you have available. **The fix:** Add a few cushions to your chair to raise yourself up and get your shoulders in a better position. Grab a sweatshirt or small pillow and put it behind your lower back to bolster your lumbar. Put your laptop up on a box or a book so that it's near eye level.

“Your next posture is your best posture.”

Maximize transitions. “Your next posture is your best posture.”

Our habits aren't the best whether we're at work or at home. So, we have to be especially thoughtful about adopting **good habits** at home.

The fix: Kevin talked about the power of **maximizing transitions** — that time when you shift from seated to **standing** and then **seated** again. Take extra steps, do some squats, walk in circles, find a way to extend those moments at home.



Our Minds

*Suggestions from Patricia Kammer,
Principal Researcher, Steelcase WorkSpace Futures*

Consider new rituals, habits and practices

Remote work is disrupting the three C's of collaboration: **communication, cadence and connection**.

The fix: Talk to your team about how to establish new communication practices now that you're remote. Consider channels for **formal** and **informal communication**. Use **digital tools** to make thinking visible across team members.

Maintain focus by establishing boundaries

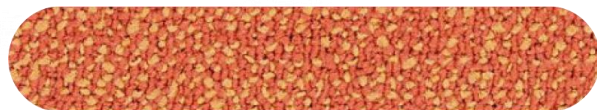
We tend to think about noise and what's going on around us as **distractions** that prevent focus. The Coronavirus pandemic is likely impacting your ability to pay **attention**.

The fix: Take a cue from people who practice meditation. Commit to moments of **mindfulness** throughout the day and **recenter** yourself to help regulate your **emotions**.

Enhance remote serendipitous interactions

Serendipitous encounters we normally have in our work environment don't happen when we're remote. But, there are a variety of ways to creatively cultivate those **social bonds**.

The fix: When we think of **serendipity**, we tend to think of it happening **informally**, but now that we're remote, we have to build in more formal structures to connect this way.



Our Emotions

*Suggestions from Dr. Tracy Brower,
Principal, Steelcase Applied, Research + Consulting*

Keep perspective and focus on the future

It can be hard to **stay positive** when so much uncertainty surrounds us. But, **keeping perspective** is a key component.

The fix: Stay **focused** on the **future**. Remind yourself that this is temporary, and things will return to a new normal.

Nurture relationships and support others

Work is fundamentally **social**, yet we tend to think about our **technology** primarily as a way to support our tasks and our **productivity**.

The fix: We need to expand how we think about technology so that it can serve us and **enhance our relationships** with others. We can **connect virtually** for coffee or happy hour.

Ensure mental and emotional distancing

Social distancing is so critical right now.

The fix: It's important we take healthy **mental** and **emotional breaks**. You can do that by taking a walk, reading a book or trying a new hobby. And be mindful of **gratitude** because it contributes to **happiness** and **fulfilment**. Finally, don't forget the impact of really **great sleep** physically, cognitively and emotionally. **Good habits** can help us escape and feel healthier during our workday.

Read the full article by [Steelcase here:](#)





**When you #WFH,
Pick Places
that
Work for You**

Pick Places that Work for You

FIND FOCUS

Not everyone has a home office, so think about establishing a territory that clearly signals “I’m at work.” Discuss protocol with other members of your household to signal when you’re “on at work,” even if you’re reading on the sofa. And, if acoustics are an issue and you can’t shut a door, headphones may be your new best friend.

VARY YOUR POSTURE

A risk of working from home is becoming more sedentary. **Look for ways to vary your posture and the spots where you work throughout the day.** Sit, stand, perch, go for a walk — activating the body, activates the brain and can keep you from going stir crazy.

CONSIDER PROXIMITY

Look at the physical distance between you, your furniture and your technology to make sure it’s comfortable and effective. Residential furniture isn’t always designed to be optimal for work. Is your laptop easy to reach? Can you avoid “text neck” and slouching over a coffee table? If you spend the day typing at your dining room table, for example, you may feel like your shoulders are in your ears.



Pick Places that Work for You

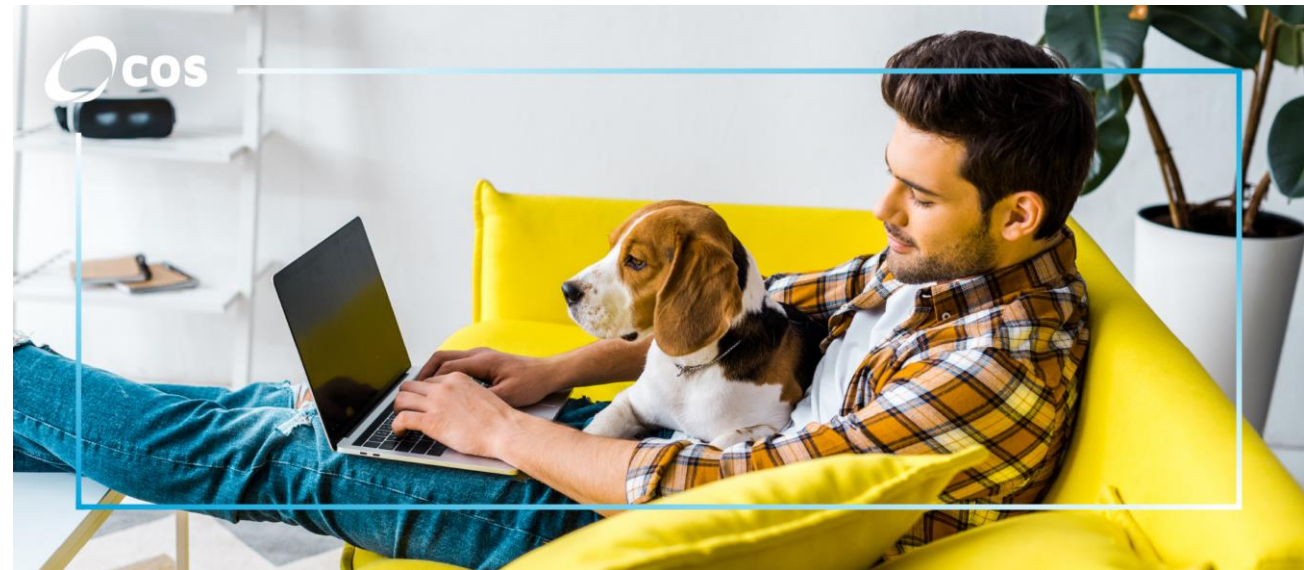
SHOW PERSONALITY

Joy is one of our six primary emotions and research shows experiencing joy actually makes you more productive. Surround yourself with things that make you smile like a bright colored coffee cup, inspiring pictures or silly tchotchkes.

If you or someone on your team suddenly needs to work from home, it will take time to establish new rhythms and practices. Working from home sounds simple enough, and even desirable. But when you've been working alone for days or weeks at a time, it can feel isolating and be difficult to stay connected with your teammates and engaged in your work.

When you create a healthy routine, an effective place to work, and use technology to get work done and also maintain relationships, you'll be more productive and feel good while doing it.

Read the full article by [Steelcase here:](#)





Create
POSITIVE SPACES,
using
BIOPHILIC DESIGN



BIOPHILIC Design - Overview

Biophilic Design is a **human centred approach** aimed at improving our **connection to nature** and natural processes in the buildings that we live and work. This improved connection can benefit our **wellbeing** by reducing stress and improving recuperation – helping to cut costs and improve outcomes in the built environment.

More than just a new design trend, Biophilic Design should be seen as a universal design ethos – after all, at some point in our lives we've all had **positive experiences of nature**.

So, implementing it is about recognising the many ways that we can connect to nature through the **culture** and **design** of the **spaces** that are so important to us. Through this design guide we hope to inspire **creativity**, **productivity** and **wellbeing** at a range of scales to enhance our connection to nature, for the benefit of all.

OLIVER HEATH, Director of Oliver Heath Design
author of the Biophilic Design Guide for [Interface](#)

For more inspiration visit [Oliver Heath Design](#)

Biophilic Design Pattern

1. Visual Connection with Nature

View to elements of nature, living systems and natural processes.

2. Non-Visual Connection with Nature

Sounds, touch, smells, or tastes that engender a positive reference to nature.

3. Non-Rhythmic Sensory Stimuli

Objects or materials in consistent yet unpredictable motion as found in nature (e.g:grass swaying/ripples on water/leaves in a breeze).

4. Thermal & Airflow Variability

Changes in air temperature, humidity, airflow across the skin and surface temperatures that mimic natural environments.

5. Presence of Water

Seeing, hearing or touching of water.

6. Dynamic and Diffuse Light

Varying intensities of light and shadow that change over time to mimic natural patterns and cycles.

7. Connection with Natural Systems

Awareness of natural processes such as seasons and temporal Changes.



Biophilic Design Pattern

8. Biomorphic Forms & Patterns

Contoured, patterned, textured or numerical arrangements that mimic nature.

9. Material Connection with Nature

Materials and elements from nature that reflect local ecology/ geology to create sense of Place.

10. Complexity and Order

Rich sensory information that adheres to a spatial hierarchy similar to Nature.

11. Prospect

Unimpeded view over a distance for surveillance and planning.

12. Refuge

Place for withdrawal with protection from behind and overhead.

13. Mystery

The promise of more information using partially obscured views to entice an individual to go further into the environment.

14. Risk/Peril

Identifiable threat to create tension paired with reliable safeguard.





Creating the space
in workspace

Work From Home? Here are some boundaries you need to adopt:

- ✓ Schedule time to respond your messages.
- ✓ Manage Social Media disruption.
- ✓ Choose your territory.
- ✓ Block visual distractions.
- ✓ Control noise.
- ✓ Respect your calendar.
- ✓ Identify burnout.
- ✓ Practice mindfulness.

Read the full article by [Steelcase here](#)



HIGH MOBILITY

Having the possibility to change position and setup for activities throughout the day is beneficial to physical and cognitive wellbeing. Choice and control over workstyles and postures.



Kalidro – 8 years warranty

1400X800 fixed Desk

- Dimensions:W1400xD800xH720;
- Laminated top 25 mm thickness;
- Metallic legs & frame;
- Cable grommet on top and cable tray fixed under top, for easy cable access.

LEVEL 01



Reply Air - 8 years structure & 5 years fabric

Reply air (Mesh version)

- Lumbar support: With lumbar support;
- Base type and color: Black;
- Adjustments: With multiposition backlock;
- Seat impact absorber: With seat impact absorber;
- Arms type: height adjust plain;



Nova Wood - 5 years warranty

1400X800 fixed Desk

- Dimensions: 1400x800, H=740;
- Melamine top 25 mm ;
- With rectangular metal desk.

LEVEL 02



Eva II - 5 years warranty

EVA - Task chair with mesh back and upholstered seat:

- Dimensions: W680xD680, H=930-1060, SH=400-530;
- Task chair with lumbar support;
- Plastic chair body in black;
- D (two directions) adjustable armrests with soft polyurethane pads;

HIGH FLEXIBILITY

With restricted access different setups for activities throughout the day having the option to change your posture is beneficial to physical and cognitive wellbeing.

Choice and control over workstyles and postures.



LEVEL 01



Migration - 8 years & 2 years electrical components warranty

- 1400X800
- height adjustable desk
- Dimensions: W1400 x D800 x H650-1250 - electronic height adjustable, laminated top 25mm; cable
- Tray and grommet;
- With fixed top;
- Height adjustment: Lift H650-1250 mm;

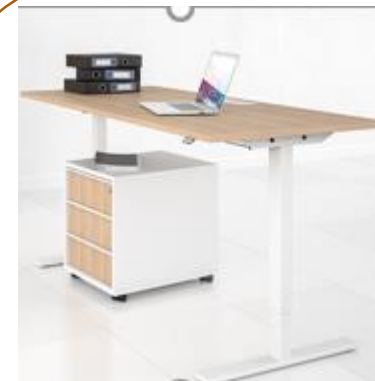


Reply Air - 8 years structure & 5 years fabric warranty

Reply air (Mesh version)

- Lumbar support: With lumbar support;
- Base type and color: Black;
- Adjustments: With multiposition backlock;
- Seat impact absorber: With seat impact absorber;
- Arms type: height adjust plain;

LEVEL 02



One - Rectangular single desk with electric height adjustable legs;

5 years warranty

- Dimensions: 1400x800, H=705-1185;
- Melamine top;
- Painted metal part - I or W type;
- With rectangular metal desk.



Eva II - 5 years warranty

- EVA - Task chair with mesh back and upholstered seat:
- Dimensions: W680xD680, H=930-1060, SH=400-530;
- Task chair with lumbar support;
- Plastic chair body in black;
- D (two directions) adjustable armrests with soft polyurethane pads;

Packages



Migration

1400X800
height adjustable desk



Reply Air



ONE

1400X800
height adjustable
desk



Eva II



Kalidro

1400X800 fixed Desk



Reply Air



Nova Wood

1400X800 fixed Desk



Eva II

Singles



Gesture Task Chair
Steelcase



Think Task Chair
Steelcase



Series 1 Task Chair
Steelcase

Ancillary



Optima – Pedestal,
Narbutas



Mobi –Laptop Table,
Narbutas



Giro – Stool,
Narbutas



Buoy – Stool,
Steelcase



Monitor Arm
Steelcase



**Free stand/laptop
table**
Coalesse



IMPLICIT
Steelcase



**Lagunitas
Personal Table,**
Coalesse



Creating the space
in **workspace**

Steelcase®
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Thank you!

For pricing and logistic details,
please contact **COS Sales Team**
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