



# CITY OF ALEXANDRIA: WORKPLACE GUIDELINES

2021 UPDATE

# Key Considerations

## Introduction

The 2021 Workplace Guidelines Updates are based upon the 2015 City of Alexandria workplace guidelines. Since 2015 many workplace practices and standards have continued to evolve. Additionally, the 2020 COVID-19 pandemic has required a reexamination of workplace operations, layouts, and practices. As of this update in March 2021 impacts of the pandemic on the workplace continue to evolve. These 2021 Workplace Guideline Updates offer guidance that incorporate aspects of the 2015 guidelines, consider the evolution of the workplace design from 2015-2020, offer the current thinking on workplace design that incorporates lessons learned from the pandemic, and offer broad ideas of a forward looking vision for the City of Alexandria workspaces.

The 2021 Workplace Guideline Updates will require further review and adjustment to meet the specific needs of each team. Prior to any application of these guidelines a needs and operations analysis of the department or team should be performed to coordinate an effective and proper response to the requirements of that specific team or department's workplace.

## Developments in the Workplace

Workplace environments have continued to develop from 2015 in varied ways that have changed the work environment, tools used in the workplace, and how work is performed. The way in which workspaces are used has continued to developed with the continued advancement of technology and the ability to "work from anywhere". These developments were rapidly accelerated and redefined during the pandemic as workers were required to work from home. This included the real-time examination and redefining of where work is performed, when work is done, and how work can be accomplished in new ways.

## Technology and the Workplace

Technology continues to be a key driver in the evolution of the contemporary workplace and work practices.

- **Remote Working:** Technology has facilitated the flexibility to work from anywhere and has allowed for more flexible daily work schedules (eg. "windowed work"). Remote working (from home or elsewhere) has continued to increase from 2015-2020. The pandemic forced remote working to be the norm for many and based on this shift it is anticipated that future employees will expect remote working opportunities as part of the typical workplace. Access to the technological tools of smartphones, video conference capable laptops, wireless headphones/microphones, and internet access will be central to the workplace of the future.
- **In-Office Working:** The technologies within the office workspace will need to support a new model of collaboration that anticipates hybrid teams composed of both remote employees and in-office employees. Technology can assist in addressing this "location flexibility" through providing video conferencing capabilities in all collaborative workspaces within the office. This supplements and enhances employee based technologies (eg. laptops and smartphones) and could include large displays with screencast capabilities, laptop plug and play connections, multiple video conferencing cameras, room based microphone systems, acoustical treatments, and lighting systems for video conferences.

## 2021 Workplace Guidelines

# Key Considerations

### Employee Health and Wellbeing

Workplace environments and working practices have a direct and discernible impact on employee health, wellbeing, morale, and performance. Key aspects of a healthy workplace include access to natural daylight, thermal comfort, views, acoustics, lighting controls, ergonomics, and choice of workspace environments. The evolving workspace has seen the benefits to employees by introducing biophilic design to increase occupant connectivity to the natural environment through the use of natural materials, plants, and access to both direct and indirect nature. As a result of the 2020 pandemic there is an increased emphasis on indoor air quality, air movement, and HVAC systems zoned for each individual work space. In a post pandemic office environment employee awareness and expectations for a safe and healthy workplace will include equipment for filtration, plentiful supply of fresh air, and cleaning of indoor air. Remote working and flexible work schedules will be a future component of increasing an employee's health and wellbeing. "Windowed working" policies allow employees to structure their work days as they see fit for a better "work-life balance". Some of these investments in employee well-being may require new approaches to employee management and collaboration with the results being happier, healthier, and more engaged employees.

### Resilience and Adaptability

The need for resilient and adaptable workspace environments allows flexibility to address future changes, new requirements, and opportunities in a timely manner with minimal disruption. Flexible, mobile furnishings allow for updating of spaces to accommodate new collaborative technologies, adjust as needed to any health concerns or separation requirements, and afford the opportunity for easier departmental or space reorganization as needed. Adaptability can extend beyond furnishings to include construction methods that include demountable partitions that can be reconfigured and reused as need to suit the changing needs of a department or adapt to future workplace requirements.

### Space Allocation Considerations

As the balance of remote working and in office working continues to evolve it is anticipated that need for collaborative spaces of varied sizes will increase within the workplace whereas the individual private offices assigned to a single individual will decrease. The open work environment will provide workstations for focused, "head down" work with collaboration spaces providing needed support for in-office team meetings, use for hybrid team collaboration, or video conferencing space. Dedicated collaborate spaces of varied sizes (2 persons - 15 persons) will also provide the acoustical separation and technology required for a new way of working and collaborating.

### Hybrid Working

A hybrid working model is evolving that splits an employee's time between multiple locations (eg. office and home). This model of working encourages autonomy, flexibility, collaboration, and effective work habits. A hybrid approach requires establishing protocols and policies for when an employee will be working remote and when an employee will be in the office. Protocols may include "flex-desking" (reserving desk space prior to arrival at office), designation of teams based on function that require more in office hours or that can work more remote hours. The anticipated benefit, beyond employee satisfaction, will be an opportunity to reduce the physical footprint and the carbon footprint of the City workspaces.

# Architectural Guidelines

## Space Environments

### 1. Offices

- All enclosed offices need to be based on function not rank and allows enough flexibility and reconfiguration. Using demountable walls, discussed in a later section, could aid in achieving this goal. Where the staff function includes a ceremonial aspect or very frequent small meetings, an adjacent collaboration room may be considered. This allows the team room to be easily converted to shared usage if the function or incumbent changes.
- Wherever possible, offices should be located in the interior of a floor, so as to not obstruct views or access to daylight. They should be provided with glass walled fronts to maximize the transmission of light, whether from daylight or internal lighting.



OFFICE SPACE

### 2. Open Office Area

- The re-imagined open office setting should include built in collaboration areas for team brainstorming sessions and loose conversations. This will lead to an organic flow and openness in the current workplace, which is usually more structured and axial.
- All circulation routes should be open, clean, and clear.
- Size will vary based on location but should make up a large percentage of the workplace floor while maximizing ceiling height. The typical meeting or focus room spaces should primarily be reserved for confidential conversations or remote teaming sessions.



OPEN OFFICE COLLABORATION SPACE

### 3. Lobby/Greeting Area

- Primary greeting area for employees to meet customers and the like that range in size based on departmental need.
- Contain soft, yet supportive lounge seating for visitors and guests. Finishes should be inviting, and include department signage to identify its location. There should be an adjacent meeting or team room to house private conversations.



LOBBY/GREETING SPACE

### 4. Copy/Print Rooms

- To minimize energy use, copy and printing stations should be provided in lieu of personal printers.
- Copy/printing rooms should be provided sparingly throughout the work areas to encourage staff to get

## 2021 Architectural Guidelines

# Architectural Guidelines

up and walk around. These rooms are meant to be occupied briefly, do not need daylight, and may be located in interior or irregularly shaped spaces that do not accommodate other functions.

- Emphasis on utilizing touchless/touch-free equipment and ID activated follow-me printing. Antimicrobial finishes should be considered to maintain clean work surfaces.
- Copy/print rooms should not accommodate coffee and food, whenever possible.

### 5. Break Rooms

- This informal gathering and support space should be utilized to promote healthy and hygienic environment. This may be achieved by designing it as an open area, to not crowd the staff, and with antimicrobial materials.
- In order to provide a healthy break space, these rooms should be located near an outdoor space for direct daylight and views. Incorporate biophilic design, natural elements, to promote wellness and productivity.
- Access to daylight and appropriate tables or benches and chairs permits these spaces to do double duty as meeting spaces.

### 6. Outdoor Space

- Accessibility to an outdoor environment should be considered when planning future office spaces. It should be a priority to incorporate at least one type of outdoor space per facility, whether it be an patio, courtyard, or garden. This will help expand employee options and wellness priorities of the office.

### 7. Mother's Room

- The mother's room should include a sink, counter, soap & towels, storage (cabinets or shelving), refrigerator, phone, indirect lighting and comfortable soft seating. Walls and doors need to provide privacy and security.
- Antimicrobial finishes should be used to maintain and promote clean and hygienic surfaces.
- For additional information see Section 7 of the City of Alexandria Fair Labor Standards Act.

### 8. Storage

- Paper storage on-site should be minimized and technology used to store documents electronically.



BREAK ROOM SPACE



BREAK ROOM /OUTDOOR SPACE



OUTDOOR SPACE



MOTHER'S ROOM SPACE

## Architectural Guidelines

- Where hard copies are required, storage for them should be limited to copies required for active work, with other copies sent to of-site storage that permits retrieval on short notice.
- Workstation and office furnishings should provide sufficient storage for immediate hard copy needs. Where storage for large items, such as construction drawings, is required, it can be provided in **mobile** filing units inserted between or adjacent to workstation settings
- **The mobile filing units on casters** should be no higher than table height, may serve as plans layout surfaces. **The casters provide flexibility to the employee to move around the workplace.**
- Personal storage at personal workspaces should be sized to accommodate a change of clothes and personal effects.



MOBILE STORAGE

### 9. Restrooms

- **Motion sensor, antimicrobial surfaces, automatic plumbing fixtures and equipment** should be a standard for all restrooms and single-user toilet rooms. **Install permanent hand washing signage as a reminder to employees and schedule daily cleanings by maintenance staff. All of which, will help maintain and promote a clean and hygienic working environment.**



MOTION SENSOR SINK

### 10. Specialty Spaces

- Within the departments of the City of Alexandria there are many specialized spaces that are not addressed by this workplace guideline document. Such as spaces with unique needs that will require additional attention and analysis to ensure all functional needs are met **like meditation, rest, or fitness spaces.** Questions should be directed to the Department of General Services (DGS) for any specialized space needs.

### 11. Mechanical/ Air Filtration

- **Central air filtration will need to be prioritized to maintain a healthy office environment. Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.**
- **Schedule filter checks to ensure they are within their service life and appropriately installed.**
- **It is recommended that an annual review take place of the buildings' HVAC systems and existing air flows by a licensed Mechanical engineer**



MECHANICAL & AIR FILTRATION

# Architectural Guidelines

## Interiors

### 1. Color Palette and Finishes

- The interior palette should be inviting and use calming color tones, simple patterns, and comforting textures to help transform the office space into a place to be.
- Floor finishes generally should be carpet tile with coordinating base at offices and meeting rooms. Hard surfaces like heavy duty luxury vinyl tile or color-body porcelain tile at high traffic/wet areas (i.e. restrooms, break rooms, etc.). Open office and lobby area floors should be determined based on departmental needs. If a solid surface, like sealed concrete is used acoustical treatments will need to be considered in order to reduce noise travel.
- Ceiling tile or drywall finishes should have a high NRC rating with a flat finish and color coordinate with the overall design. If an exposed ceiling is considered everything above the plenum will need to be evaluated, including mechanical placement, and painted one color
- Base colors in the office environment—wall surfaces and panels on workstations—should be neutral, set off by exciting accent colors. The colors of all elements in the environment, furniture included, should be carefully coordinated.
- Color may be used on an accent wall, a moment of color as interest in a personal workspace or on a departmental logo. Color **should** be used to enhance way-finding and identification of departmental areas. **Custom vinyl wall coverings** could be utilized to achieve this goal.
- Large facilities should use one color scheme throughout, for ease of maintenance.
- **Department related** artwork on the walls is encouraged as a way to personalize and enliven the work environment.

### 2. Furniture

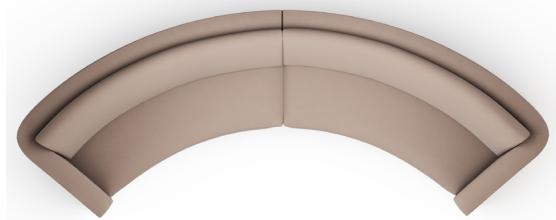
- Furniture depicted in the workplace component drawings in these Guidelines are for illustrative purposes only.
- Offering non-traditional furnishings like soft lounge seating to powered standing desks will provide the employee with variety of choice. Design, clean-ability, and durability should be held paramount when selecting the fabric, texture, and material of all furnishings.



INTERIORS & FURNITURE



INTERIORS & FURNITURE



MODULAR FURNITURE

## Architectural Guidelines

- Ergonomic desk and chairs should be used to enhance the performance of the employee.
- Flexibility is key, by using modular furniture which could be readily re-configured to meet varying office layouts and the needs of specific individuals.
- Modular furniture that incorporates power outlets and cabling in its spine or under-surface for interlocked workstations is preferred to maximize ease of integrating IT needs with the workplace layout.
- Furniture in each given location should, to the maximum extent possible, be products from the same manufacturer.
- Office furniture ordinarily has a useful life of around fifteen years. If, as part of an office relocation or renovation, consideration is going to be given to re-using existing furniture, the decision should be made after a comprehensive furniture survey is completed. The survey will indicate whether the existing furniture's remaining life and functionality allow it to meet or to be economically altered to meet these Guidelines.
- The furniture should provide a simple structure, easy to assemble and disassemble, that grows or contracts to support a variety of work settings.
- The City will need to do an assessment of employee workspaces at home to make the remote working environment as healthy and productive as possible. They could be improved by checking out barcoded (for tracking) computer equipment and furnishings, like ergonomic chairs



POWERED FURNITURE & PRIVACY PANEL

### 3. Demountable Walls/Movable Partition

- Demountable wall systems offer dependable flexibility by being movable and reusable for the overall office size and workplace. Walls could be setup on top of carpet and grid so it speeds up construction with easy installation compared to drywall.
- Should be utilized with a variety of finishes like laminate, vinyl and glass. Acoustic mitigation should be comparable to drywall.



DEMOUNTABLE WALLS

### 4. Privacy Panels

- Solid panels between workstations should not exceed 42" in height from the floor. That height provides visual privacy while the occupant is seated but does not obstruct light.



## 2021 Workplace Guidelines

# Architectural Guidelines

- Panel finishes should have acoustical properties and provide additional tackable surfaces for the occupant.
- A transparent panel could be added on top of the solid 42" panel in coordination with privacy panel/furniture vendor.

### 5. Acoustical Privacy

- Studies show that acoustic privacy requires both quiet and sound—enough quiet to be able to be heard in a conversation and enough ambient sound that a conversation cannot easily be overheard.
- Acoustic privacy in glass-front offices and meeting rooms should be provided by paying attention to insulation between glass panels and floor to ceiling connections.
- Acoustic privacy in open office settings depends on the sound-transmitting qualities of the building and fit-out materials. White noise generators should be installed if ambient sound levels are insufficient to mask conversations.
- Acoustical ceiling tile used should have a high NRC (noise reduction coefficient ) rating to aid in sound absorption.
- Soundproof curtains could be utilized in the open office or along glass front meeting rooms and offices to absorb noise pollution.
- Team and focus rooms are provided to accommodate confidential conversations and extended phone calls.

### 6. Lighting

- Overhead LED lighting should be installed due to their reliably long life, brightness, and energy efficiency.
- Task lights for individual workstations should be used to the maximum extent possible.
- Daylight sensors should be used to provide a sustainable and balanced lighting solution allowing overhead, ceiling-mounted lighting to be reduced.
- Access to daylight should be promoted and enhanced wherever possible.

### 7. Universal Design & Accessibility

- All workplaces, areas, meeting rooms, technologies and components will meet current ADA standards and will ideally meet universal design guidelines.



ACOUSTICAL FINISHES AT OPEN OFFICE



ACOUSTICAL PRIVACY CURTAINS



LED AND NATURAL LIGHTING

# Architectural Guidelines

## Technology

### 1. Equipment & Network

- Technology provided will be coordinated with departmental budget and City's IT department
- Wifi coverage should be provided throughout each City workplace. This allows for maximum flexibility and accommodating current workplace needs. As required this should include dedicated Public wifi as determined by the City IT department.
- Video conference capable laptops and docking stations are the preferred computer technology for individual employees to maximize their use of alternate work settings. Supplemental docking stations or power supplies for remote working should be coordinated with the City IT department.
- Headsets should be provided for use by staff to improve audio clarity and privacy as needed.
- Any tasks and network access protocols still requiring hardwired connections or desktop PCs should be identified with DGS.
- Remote working will be initiated with the employee survey form, reference (form name) for more information.
- VPN access should be provided for remote working capabilities and coordinated with City IT.
- Offices and workstations should accommodate landline phones with conference and speaker capabilities.
- Each employee may be provided a smart phone for remote working needs and capabilities.
- Focus, team and meeting rooms should be equipped with mixed reality capabilities including: conference speakerphones, TV monitors, with virtual meeting capabilities, and connectivity to facilitate meetings in which documents and plans are the subject of the meeting.
- Meeting rooms should have either built-in whiteboards, smart boards, writable wall or glass surfaces (or access to mobile whiteboards or smart boards), in order to foster collaboration. All needed equipment electrical need to be planned ahead so that wires are hidden for a clean look.
- Departments with multiple meeting rooms and drop-in offices should be made available and reserved by employees when needed by deploying an online reservation system.



REMOTE WORKING



TECHNOLOGY & EQUIPMENT

## 2021 Workplace Guidelines

# Architectural Guidelines

- Remote working is anticipated for employees in-line with current workplace practices. Remote working policies may vary based on departmental policies, operations, and needs.

### 2. Touch-less Solutions

- Implementing touch-free surfaces and equipment are highly encouraged to elevate safety measures and the wellbeing of employees. Proactively consider technologically advanced measures like entry points that incorporate motion sensors or facial recognition, touch-less locker systems, improved cleaning of common areas using robotics, thermal temperature cameras, and guest check-in through cellphone barcodes.



TOUCHLESS SOLUTIONS

## Health, Wellbeing, and Sustainability

### 1. Support Spaces

- Focus on the well being of the individuals mental and physical health is a centerpiece of the contemporary workplace. Investment in the employee leads to higher morale, performance and innovation in the working environment. Including outdoors spaces, green walls, and fitness rooms within the footprint are potential solutions for this to be achieved.



HEALTH & WELLNESS

### 2. Work Environment

- Sustainability should be a primary focus of all building materials. Sustainable construction focuses on six principals: conserve, reuse, recycle/renew, protect nature, create non-toxic and high quality. If the project is large enough
- The focus on sustainability will enhance the buildings health and longevity which will only facility employee performance and wellbeing.
- LEED certification should be considered and achieved through design review and construction. The building certification could be used to inform the staff and public of the workplace wellness.
- Review the City of Alexandria's Green Building Policy adopted in 2019 as an additional guiding tool for design and equipment selection.



OUTDOOR MEDITATIVE SPACE

## Architectural Guidelines

### Security

City facilities must be accessible to the citizens that they serve but also must ensure the security of the City's employees. There are varied populations served by the City, each with their own set of needs and issues. The departments that serve them also have different requirements to accommodate these groups and their needs. Each facility requires a unique security assessment based on the unique features of the building and the unique departmental functions housed within. The following are general considerations to guide security planning. Detailed and site specific security recommendations will be provided by city security and design personnel.



SECURITY CONSIDERATIONS

#### 1. Public / Private areas:

- Provide clear delineation between public and staff areas. Each staff work area entry should be staffed or equipped with secure doors.
- Locate shared meeting rooms to have access to the main corridors to limit traffic through staff work areas.
- Provide consultation rooms adjacent to counter areas to accommodate meetings within the public zone.

#### 2. Work Areas:

- Provide visibility into offices in which meetings with the public occur.
- Employees who counsel/interview in high-risk situations should be provided offices in which their seat is located near the door to allow a quick escape if a situation within the office escalates.
- Reception areas for high-risk populations should provide security partitions for those staffing the area.
- **A security key or card is required to gain access to the all designated employee work areas.**



KEYCARD SECURITY

#### 3. Filing & document security:

- Each employee should have a personal lockable storage space. Employees who are regularly handling secure paperwork will have those spaces at their work area; others who access it less frequently can have this filing in a remote or centralized location.

## 2021 Space Types

# Planning Considerations

Below is a list of typical office, meeting, and support space types. A functional survey should take place in order to determine quantity and fit for each department. Rooms should be sized based on function, maximum usage, and the least amount of area as the underlining goals.

Type A. Office Spaces	Size	Recommended Allocation
A.1: Assigned Workstation	48 - 64 SF	Default staff space assignment
A.2: Drop-In Workstation	25 - 35 SF	Function based
A.3: Service Counter	3 to 5 Linear	Function based
A.4: Single-User Office	90 - 110 SF	Function based
A.5: Drop-In Office	90 - 110 SF	Function based
A.6: Single-User Office with adjacent Collaboration Room	90 -110 SF Office+ 90 - 110 SF	Ceremonial function
A.7: Counseling/Interview Rm	90 - 110 SF	Function based
A.8: Family Counseling Room	150 -175 SF	Function based

Type B. Meeting Spaces	Size	Recommended Allocation
B.1: Focus Room (1-2 People)	70 - 80 SF	1 per 10-20 Workstations.
B.2: Team Room (4-6 People)	120 - 225 SF	1 per 20-50 personnel seats.
B.3: Meeting/Training Room (Up to 8 People)	250 - 300 SF	1 per 30-75 personnel seats
B.4: Large Meeting/Training Room (Up to 16 People)	300 - 500 SF	1 per 100-150 personnel seats, As needed.
B.5: Extra-large Conference Room (16+ People)	Size Varies with use of operable partitions	As needed. Determined by detailed departmental programming.

Type C. Support Spaces	Size	Recommended Allocation
C.1: Copy/Print/Supply Room	120 - 180 SF	1 per 50-75 personnel seats
C.2: Break Room/ Informal Work Area	150 -400 SF	1 per 100-150 personnel seats
C.3: Mother's Room	80 - 110 SF	1 per facility
C.4: Outdoor Area	Size Varies by Facility	1 per facility

**The Type C support spaces listed above are based on industry standards and not illustrated in the preceding pages.** Any additional support space should be provided as needed. Shared spaces (break room, outdoor spaces, etc.) by groups should be developed with health and wellness in mind. Shared appliances and equipment should be touch-free, where possible.

Open office areas will range in size depending on location. The layout should incorporate a collaboration space equipped with sound absorption finishes and furnishings. Also, maximizing natural light transmission through out the office should be a primary objective of each design.

## Type A - Dedicated Office Space

# A.1 Assigned Workstation

### I. Description of Use:

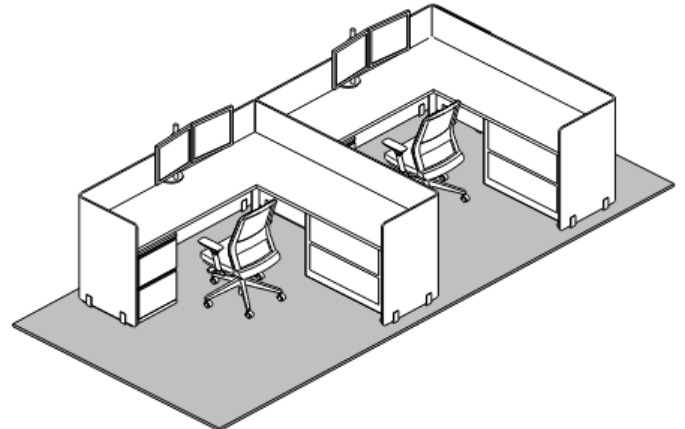
- A cubicle-like workspace utilized by employees needing permanent in office placement. Maybe shared by multiple persons working on an alternating schedule

### II. Size:

- 48-64 SF

### III. Assignment Considerations:

- Default assignment for all City personnel without a functional requirement for another type of space.
- Staff who are in the office more than 50% of the time.
- For collaboration or focus work styles.
- Powered standing desk capabilities to adjust to user needs and support wellness.



WORKSTATION TYPE

### IV. Panel Height:

- 42" acoustical panel with tackable properties. The material above 42" to be translucent to allow natural light flow, must be coordinated with panel vendor.

### V. Furniture & Equipment:

- Powered standing desk, (optional integral privacy panel attachments)
- Desk top phone
- Desktop computer or laptop docking station with dual monitors.
- Personal storage and shelving
- Employee should have their own individual equipment when possible (pens, mouse, key boards, etc.).



WORKSTATION SPACE EXAMPLE

### VI. Options

- May be used as a reception space.
- Functions requiring large document layout to have adjacent 3-high lateral files shelving or flat files for shared reference space.
- Workstations may be enclosed in a suite for departmental privacy or security.

## Type A - Dedicated Office Space

# A.2 Drop-In Workstation

### I. Description of Use:

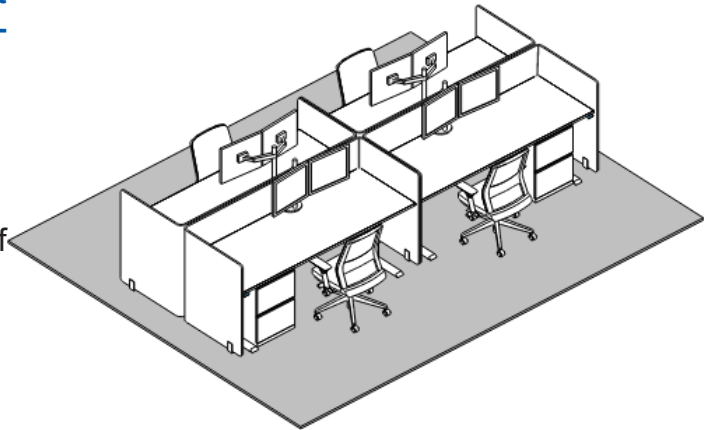
- **Hoteling (side by side) workspace utilized by employees needing temporary in office placement. It is intended to be a shared work surface by multiple persons on a daily to weekly basis.**

### II. Size:

- 25 - 35 SF

### III. Assignment Considerations:

- Staff who are out of the office more than 50% of the time, e.g., field inspectors.
- **Staff primarily working remotely.**
- Call center positions.
- High-collaboration work styles.
- Seasonal staff.
- Staff on rotation with another assigned seat
- Data entry position, or paperless processing
- **Desk assignments should be considered for those looking for permanent placement.**



DROP-IN WORKSTATION TYPE

### IV. Panel Height:

- 42" acoustical panel with tackable properties. The material above 42" to be translucent to allow natural light flow, must be coordinated with panel vendor.

### V. Furniture & Equipment:

- Power standing desks (optional)
- Desk top phone
- **Remote laptop docking station with dual monitors**
- Functions requiring large document layout to have adjacent 3-high lateral files shelving or flat files for shared reference space.
- Additional adjacent storage (for tools, etc.) maybe provided.
- **Employee should have their own individual equipment when possible (pens, mouse, key boards, etc.).**



DROP-IN WORKSTATION SPACE EXAMPLE

### VI. Options:

- Workstation divider panels and personal storage are optional for flexibility and collaboration at each individual location.

## Type A - Dedicated Office Space

# A.3 Service Counter

### I. Description of Use:

- Workspace intended for staff who serve the public on a daily basis at a counter position. This seat may be assigned as a permanent or temporary seat

### II. Size:

- 3 to 5 linear feet of counter space per person

### III. Assignment Considerations:

- Desk should include solid surface counter and an ADA counter heights, installations to accommodate all visiting public.
- May be assigned to someone on a rotational assignment.
- Finishes used should be highly durable to withstand heavy traffic. Antimicrobial materials are optional but should be considered to reduce the spread of bacteria along hard and soft surfaces.

### IV. Panel Height:

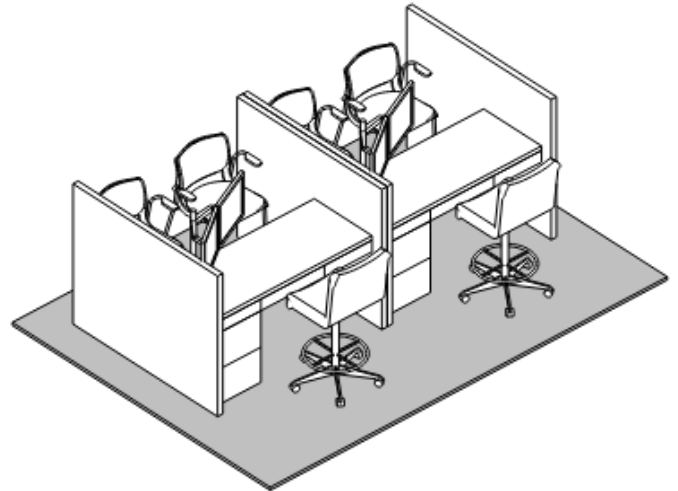
- 42" acoustical panel with tackable properties. The material above 42" to be translucent to allow natural light flow, must be coordinated with panel vendor.

### V. Furniture & Equipment:

- Ergonomic desk chair or stool on casters.
- Desktop computer or laptop docking station with dual monitors.
- Desk top phone

### VI. Options:

- May be used in a reception area
- 1 or 2 guest chairs
- Privacy panel between service positions approximately 2' from top of counter)
- Limited lockable storage under work surface.



SERVICE COUNTER TYPE



SERVICE COUNTER SPACE EXAMPLE



SERVICE COUNTER SPACE EXAMPLE



## Type A - Dedicated Office Space

# A.4 Single-User Office

### I. Description of Use:

- Enclosed office space intended for employees who need permanent in office placement that handle confidential calls or in-person counseling more than 50% of the time.

### II. Size:

- 90 - 110 SF

### III. Assignment Considerations:

- Confidential conversation topics include, but not limited to:
  1. Investigations
  2. Youth legal matters
  3. Child/family matters
  4. Sexual assault topics
  5. Health matters
  6. Revenue/money/treasury
  7. Accounts receivable
- Should be provided to a department that requires functional privacy
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.

### IV. Wall Material:

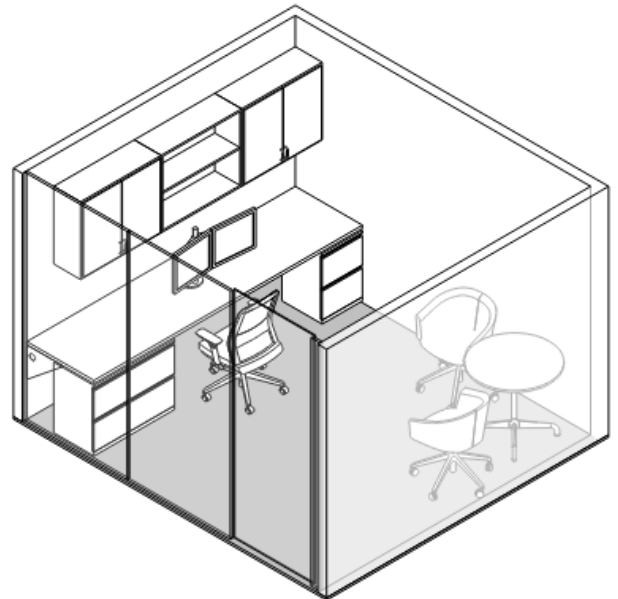
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility and based on functional needs, where possible.

### V. Furniture & Equipment:

- Dual monitors
- Desktop computer or laptop docking station with dual monitors.
- Powered standing desk and ergonomic chair on casters.
- Locking pedestal with personal and file drawer

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Storage may be open/closed shelving or lockable lateral file drawers.



SINGLE-USER OFFICE TYPE



SINGLE-USER OFFICE SPACE EXAMPLE

## Type A - Dedicated Office Space

# A.5 Drop-In Office

### I. Description of Use:

- Enclosed office space intended for employees who need temporary in office placement to handle confidential calls or business. The work-space should be reserved with the department reservation system on a daily to weekly basis.

### II. Size:

- 90 - 110 SF

### III. Assignment Considerations:

- Staff primarily working remotely.
- Should be provided to a department that requires functional privacy and could offer private office flexibility
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.

### IV. Wall Material:

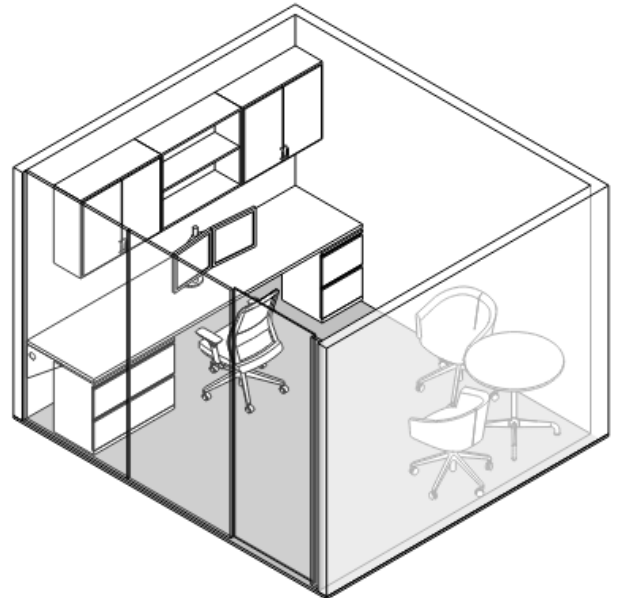
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Desktop computer or laptop docking station with dual monitors.
- Powered standing desk
- Ergonomic desk chair on casters
- Locking pedestal with personal and file drawer

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Storage maybe open/closed shelving or lockable lateral file drawers.



DROP-IN OFFICE TYPE



DROP-IN OFFICE SPACE EXAMPLE

## Type A - Dedicated Office Space

# A.6 Single-User Office with Adjacent Collaboration Room

### I. Description of Use:

- Single-User: Enclosed office space intended for employees who need permanent in office placement to conduct private and confidential business.
- Collaboration Room: could be reserved space used on a daily/weekly reservation system for those employees needing private team building and/or need to conduct confidential business

### II. Size:

- 90 - 110 SF Office
- 90 - 110 SF Collaboration Room

### III. Assignment Considerations:

- Single-User office occupant meets one or more of the following additional requirements:
  1. Position appointed by the City Council
  2. Significant ceremonial function
  3. City department head function with frequent meetings
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.

### IV. Wall Material:

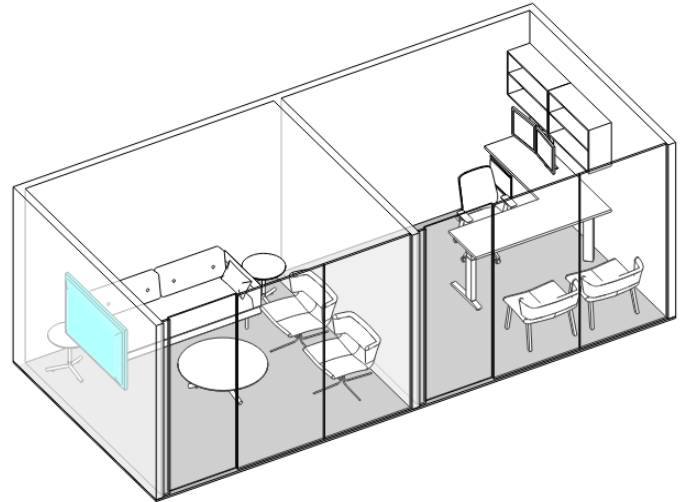
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Desktop computer or laptop docking station with dual monitors
- Powered Standing Desk
- Soft ergonomic seating on casters
- Wall mounted monitor with virtual meeting capability and Conference Speakerphone

### VI. Optional:

- Adjoining door between single-user office and collaboration room
- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Storage maybe open/closed shelving or lockable lateral file drawers.



SINGLE OFFICE WITH ADJ. COLLABORATION ROOM TYPE



COLLABORATION ROOM SPACE EXAMPLE

## Type A - Dedicated Office Space

# A.7 Counseling/Interview Office

### I. Description of Use:

- Enclosed office space intended for employees who need permanent in office placement to conduct private business with visitors or customers.

### II. Size:

- 90 - 110 SF

### III. Assignment Considerations:

- Occupant spends more than 50% of the time in counseling/interviewing others.
- Quick access to the entrance of this office is important for staff safety.
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.

### IV. Wall Material:

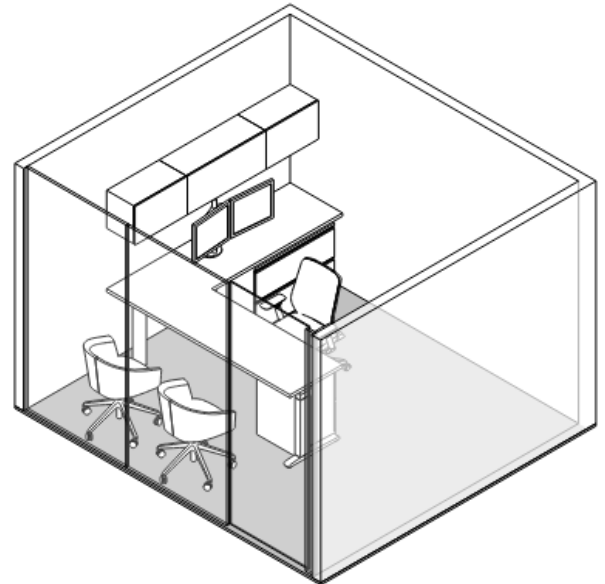
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Desktop phone with conference capabilities
- Desktop computer or laptop docking station with dual monitors.
- Soft modular lounge seating
- Small Conference table with chairs on casters
- Lockable personal and file drawer

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Two guest chairs and an additional work table.
- Storage may be open/closed shelving or lockable lateral file drawers
- Ergonomic desk and chair on casters.



COUNSELING/INTERVIEW OFFICE TYPE



COUNSELING/INTERVIEW OFFICE SPACE EXAMPLE

## Type A - Dedicated Office Space

# A.8 Family Counseling Office

### I. Description of Use:

- Enclosed office space intended for employees who need permanent in office placement to conduct private business with customers and their families.

### II. Size:

- 150 - 175 SF Office

### III. Assignment Considerations:

- Occupant who spends more than 50% of the time counseling families or groups of people.
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.

### IV. Wall Material:

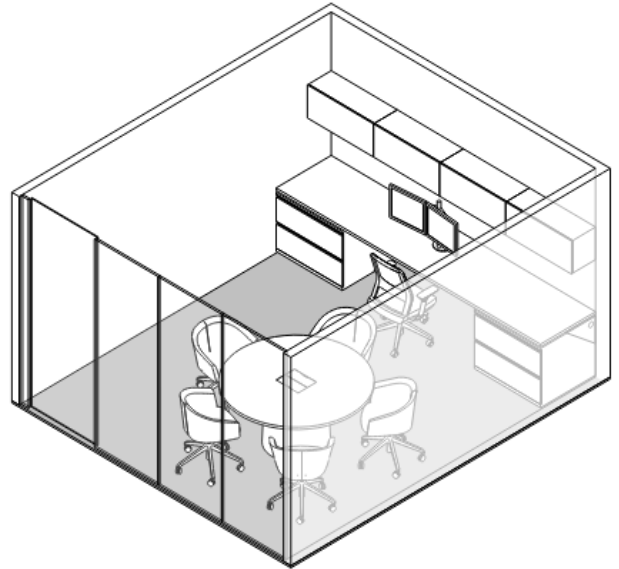
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Soft seating and table on casters
- Desk top phone with conference capabilities
- Desktop computer or laptop docking station with dual monitors.
- Lockable personal & file drawer

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Storage may be open/closed shelving or lockable lateral file drawers.
- Ergonomic desk and chair on casters
- White marker board and tackable surface.
- Soft lounge seating.



FAMILY COUNSELING OFFICE TYPE



FAMILY COUNSELING OFFICE SPACE EXAMPLE

## Type B - Dedicated Meeting Space

# B.1 Focus Room

### I. Description of Use:

- The focus room is a small private space for:
  1. Private phone calls
  2. Virtual meetings
  3. Focus work

### II. Size:

- 70-80 SF

### III. Assignment Considerations:

- 1 per 10-20 workstation seats.
- Small meeting space may be reserved within each department's online reservation system, where function is needed.
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all-glass entry for transparency that will extend natural light into the space, where possible.

### IV. Wall Material:

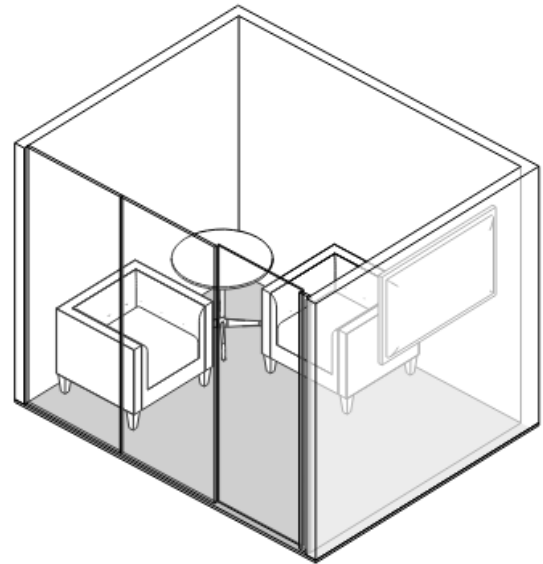
- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Soft seating on casters
- Mobile Table on casters
- Conference phone

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Wall-mounted monitor with virtual meeting capability.



FOCUS ROOM TYPE



FOCUS ROOM SPACE EXAMPLE

## Type B - Dedicated Meeting Space

# B.2 Team Room

### I. Description of Use:

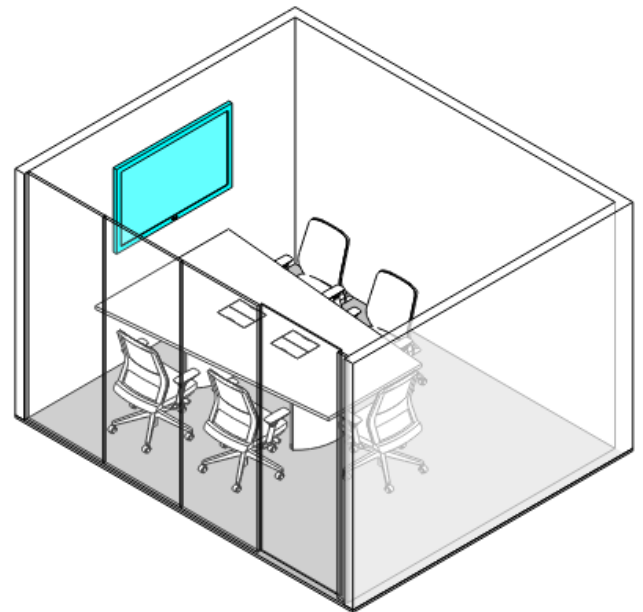
- Collaborative space that provides a semi-formal venue for:
  1. Team meetings
  2. Larger meeting break out sessions
  3. Focus work area
  4. Virtual meetings

### II. Size:

- 100 - 225 SF interchangeable with office.

### III. Assignment Considerations:

- 1 per 30-75 personnel seats
- Meeting space may be reserved within each departments online reservation system, where function is needed.
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.



TEAM ROOM TYPE

### IV. Wall Material:

- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Soft ergonomic seating on casters.
- Mobile Training table(s)
- Wall-mounted monitor with virtual meeting capability
- Conference Speakerphone



TEAM ROOM SPACE EXAMPLE

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Desk or counter height furniture options.
- Modular lounge seating

## Type B - Dedicated Meeting Space

# B.3-4 Meeting/Training Rooms

### I. Description:

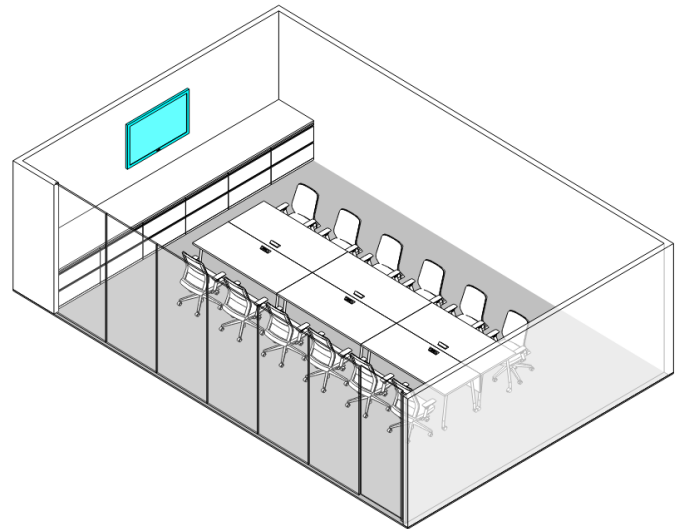
- Enclosed collaborative space for both small and large meetings and training sessions. This space should be adaptable to mixed reality combining in-person, virtual, or even virtual reality.

### II. Sizes:

- 250 - 375 SF, small meeting room
- 400 - 500 SF, large meeting room

### III. Assignment Considerations:

- 1 per 15-30 personnel seats for **small** meeting rooms
- 1 per 100-150 personnel seats for **large** meeting rooms
- Meeting space may be reserved within each departments online reservation system, where function is needed.
- Interior should be designed with calm and inviting color tones, carpet tile floor, and ceiling finish with a high NRC. Use an all glass entry for transparency that will extend natural light in to space, where possible.



MEETING/TRAINING ROOM TYPE

### IV. Wall Material:

- Transparent glass partition, where possible.
- Drywall, metal framing and insulation necessary for permanent wall locations
- Demountable walls utilized for flexibility based on functional needs, where possible.

### V. Furniture & Equipment:

- Soft seating on casters
- Table(s): Powered Modular/mobile tables on casters permit versatility for each meeting room.
- Wall-mounted monitor(s) with virtual meeting capabilities
- Conference Speakerphone(s)

### VI. Options:

- 4'-6' centered band of translucent decorative film, at glass wall, to provide privacy and block visibility into the shared space.
- Operable partition room divider for room flexibility.
- Dry erase board and/ or Pin up wall



TRAINING SPACE ARRANGEMENT EXAMPLE

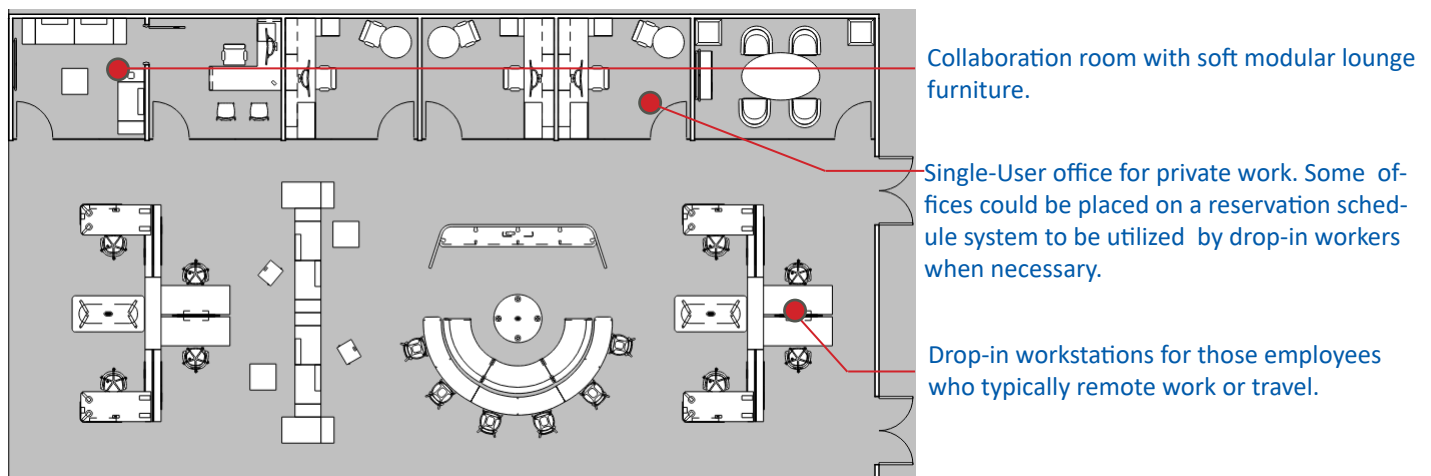
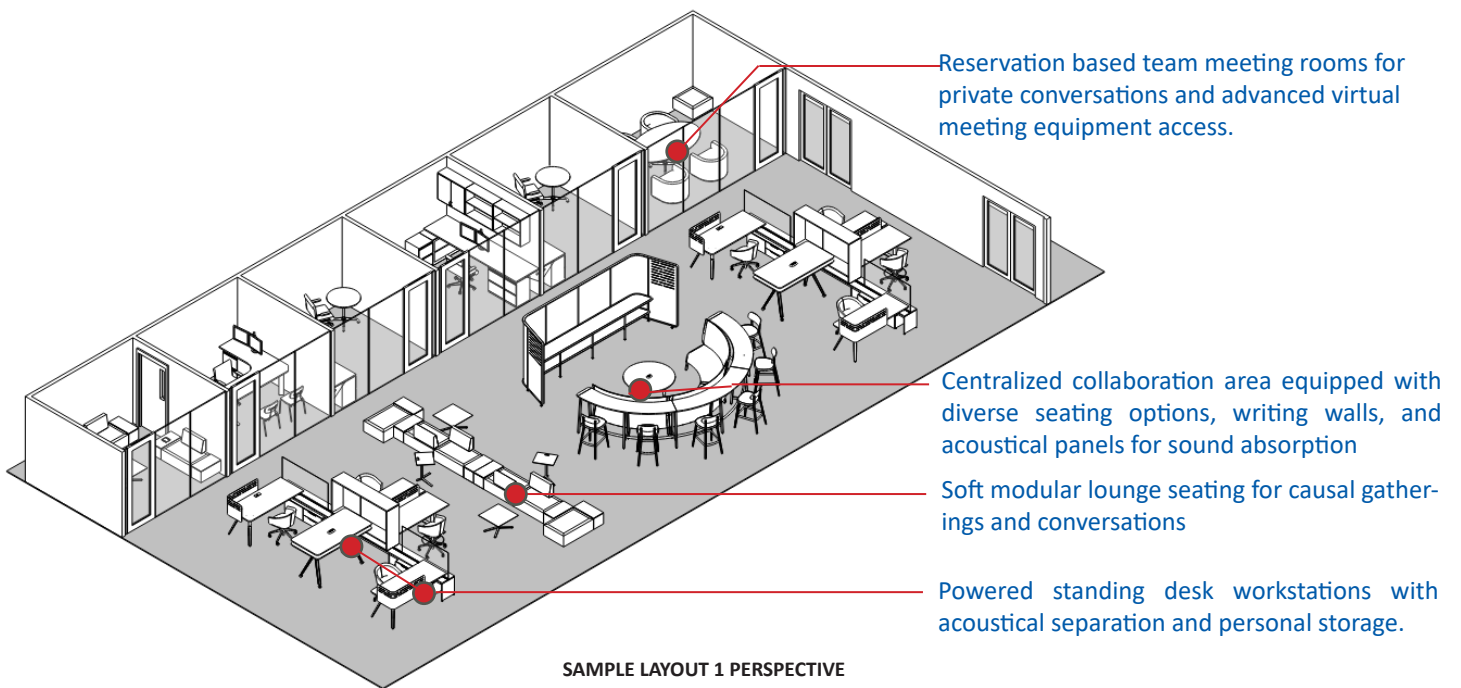


## Example

# Sample Layouts

In reviewing the key considerations and office standards, the workplace is a mix of open collaboration areas and closed private spaces. Collaboration areas should be centralized within the open office while utilizing noise reducing components as buffer. Components like acoustical panels, fabrics, furnishings and ceiling finishes to minimize noise travel through the office space.

Shared work space by groups (copy, filing areas, etc.) should have touch free equipment and antimicrobial surfaces, where possible. Staff should have their own individual equipment such as pens, staplers, mouses, etc. All meeting room types should have a set reservation system for employees to access on a weekly basis.



Example

# Sample Layouts

