



SPACE MATRIX

POST COVID-19

# WORKPLACE READINESS





### Stage 01

4 WEEKS BEFORE

## Landlord Readiness Communication

- Occupier seek landlord readiness information for the building
- Landlord confirmation of completion date on implementation of hygiene and resistance measures



### Stage 02

4 WEEKS BEFORE

## Landlord Implementation

Readiness of the campus and common areas by landlord before entering the facility



### Stage 03

1 WEEK BEFORE

## Occupier Implementation

- BCP plan activation email trigger with user day 1 training (online)
- Deep cleaning of the facility before occupancy
- Preventive maintenance for the office before occupancy
- Carrying out **Microbial Aerial Disinfection**
- Carrying out flushout
- Start up of systems one by one (Testing & commissioning of MEP systems)



### Stage 04

MOVE IN

## Grab & Go

### Essentials

- Disposable face masks - 3 ply (standard)
- Face masks (N-95)
- Hand gloves - Reusable/use & throw
- Sanitizer bottles - 500ML
- Infrared thermal temp machines
- Further business specific items
- Shoe wrapping machines (which wraps shoes with plastic, use and throw)
- Separate dust bins (for keeping the used gloves and masks)
- Safety goggles
- Full bodysuits for housekeeping staff
- Sanitizer spray machine (manual/battery)
- Non spray - manual cleaning agents / disinfection of critical equipments and areas
- Consumables - sanitization of site services
- Consumables - sanitisation booths/tunnels

## CONSIDER & IMPLEMENT



### Boost Your Immunity

Education & outreach - sessions to reduce stress levels, mindfulness trainings, mindful eating habits & healthy portions, active lifestyle

[MORE DETAILS>>](#)



### Increase the Frequency of Cleaning of High Touch Surfaces

[MORE DETAILS>>](#)



### Implement Resilient Protocols

Use safe, hygienic, less toxic products and processes **GreenSeal, Ecologo, GreenPro**

[MORE DETAILS>>](#)



### Promote Personal Hygiene

- Follow preventive healthcare guidelines
- Wash hands frequently
- Plan your commute to avoid crowd
- Use of sanitizers
- Wear masks



### Mechanical Systems & Protocols

- Isolation of meeting rooms for visitors with dedicated air-conditioning
- MERV 13 or higher filter fitted on the air handling unit (feasibility to be checked prior to replacing the filters)
- Frequent fumigation to be carried out in office space
- Before occupancy/post office hours - start the air conditioning system in fan mode only, without filters and run it for minimum of two to four hours with doors open and exhaust system operational
- The fresh air and/or ventilation system should be kept ON throughout the weekend and holidays for maintaining air circulation in the office space
- Toilet and kitchen exhaust fans must be operating 24x7 for few weeks
- Provide ventilation (fresh air and exhaust) rates as per the design
- Consider a rating system to be implemented depending on extent carried out - **Silver, Gold, Platinum**

# READ & REMEMBER

01

## Government Guidelines

- Ensure you have latest information about norms from government/local authorities related to Covid-19
  - a) Guidelines
  - b) Rules and Regulations
  - c) Do's and Don'ts
- Travelling/Commuting plans
- Restrictions/guidelines on public transport
- Obtaining permission if required to run your establishment

02

## Talk to your landlords on premises readiness

- Fumigation of common areas before normal operations
- Sanitization of high touch surfaces
- Training of the housekeeping and security to deal with post COVID operations
- Lift operations to be touchfree

03

## Pre-activities/ Preventive Maintenance

- Necessary pre-activities / preventive maintenance need to be completed before the planned site disinfection



## 04

### Microbial Aerial Disinfection (MAD)

- Carry out a holistic microbial disinfection treatment
- Reference for MAD procedure

## 05

### Flushout & Start Up of Systems

- Plan for the flushout to have ample buffer between the treatment and move-in
- Start up systems procedure

## 06

### Check all Environmental Parameters for compliance

**Temperature**  
24°C ~ 30 °C

**Relative Humidity (RH)**  
40%~70%

**Indoor Air Quality (IAQ)**  
As per WELL standards , if the systems are built to control this

# WE ARE HERE TO HELP!

Reach us at

**[clientsupport@spacematrix.com](mailto:clientsupport@spacematrix.com)**

and we'll guide you to the best solution.

**Disclaimer:** The recommendations and suggestions mentioned in this presentation are based on our preliminary understanding followed by study, and assessment of the current circumstances. We are relying solely on publicly available data and recommendations made by International organization such as WHO and government directions issued from time to time to contain the spread of COVID19 virus. There is no fool proof scientific method in place to completely insulate individuals from the infectious virus or to eliminate all traces of the virus from physical premises. Since there is no proven solution available for the elimination of Virus Covid-19, we advise that a strict scrutiny of the premises be conducted by an independent expert along with fumigation/disinfection treatment by a professionally competent agency/entity prior to the handover of the premise/or its use, to ensure no harm is caused to anyone when premises is put to use for the desired commercial purposes.