**Clinical Librarian Service Search Results**

**Request:** Post-COVID-19 office working – What are companies doing?

* Innovative and safe ways of working

**Summary**

A search of a range of resources has retrieved a small selection of information concerning returning to the office workplace post-COVID.

The UK government guidance, (2020)1, provides general guidance, plus sector specific guidance and advice for eight workplace settings, including: offices and contact centres; and shops and branches.

A range of topics are addressed in the retrieved literature. These topics include:

* Risk assessment and safety1,2,6,7,22
* Hygiene and cleaning1,2,7,9,15,17,21,22,23
* Social and physical distancing, reducing high density workspaces1,2,7,8,9,11,15,17,19,21,22,23
* Flexible (inc. home) working; staggered shifts/teams; phased returns; reduced hours1,4,5,15,16,17,19,21,23
* Technological solutions, including reducing touchpoints and remote office booking.11,17,19,20.21

Many businesses and office design companies are offering advice and suggestions, including the Six Feet Office8, and there is an ongoing global initiative advocating use of the 4 day week10.

Library specific information can be found in the third section of the results13,14.

I hope that I have interpreted your request correctly. Please let me know if you would like me to search further.

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**Accessing Articles**

Links are provided where online access to the full-text is available. An OpenAthens username and password may be required for online access to articles. You can register for one here: <https://openathens.nice.org.uk/>

Unfortunately there may occasionally be some problems accessing the links provided. In this case the items can be accessed via the Library Journals link: <http://journals.nice.org.uk/>. [Log in to OpenAthens via the link in the top tight-hand corner].

If the full-text is not available, you can request an Inter-Library Loan freely and directly via our Inter-Library Loans system: CLIO. Register for CLIO (using your library membership number) at: [https://derbyill.cliohosting.co.uk](https://derbyill.cliohosting.co.uk/). Further information can be found at: <http://www.uhdblibrary.co.uk/ills>.

**Feedback**

Once you have read this report, I would appreciate it if you would complete our online literature search feedback form at:

<https://www.smartsurvey.co.uk/s/LiteratureSearchFeedback20202021/>

This relates to this specific search and will help us to monitor and improve our service.

Many Thanks,

Lisa Lawrence

Clinical Librarian

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ext. 88155

**Current at:** 15th May 2020.

**Time taken for search:** 5 hours.

**Please acknowledge this work in any resulting paper or presentation as:**

Evidence Search: LS45 Office working post-COVID. Lisa Lawrence. (15/05/2020). Derby, UK: University Hospitals of Derby & Burton NHS Foundation Trust Library and Knowledge Service.

**Disclaimer:** Please note that the information supplied by the Library and Knowledge Service in response to a literature search is for information purposes only. Every reasonable effort will be made to ensure that this information is accurate, up-to-date and complete. However, it is possible that it may not be representative of the whole body of evidence. No responsibility can be accepted by the Library for any action taken on the basis of this information.

Guidance or information relating to specific drug queries or procedures should be referred to Medicines Information on RDH ext. 85379 or Burton ext. 5168 or 5101.

Email: [UHDB.MedicinesInformation@nhs.net](mailto:UHDB.MedicinesInformation@nhs.net)

For local UHDB guidelines and policies please refer to the red button on the Trust intranet, or [**https://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-main.pl**](https://derby.koha-ptfs.co.uk/cgi-bin/koha/opac-main.pl)

**Results: Guidance & Advice**

1. **Working safely during coronavirus (COVID-19).**

**Date:** Updated 11 May 2020.

General guidance and workplace specific guidance available – e.g. offices and contact centres.

**Source:** UK Government - gov.uk

**Full Text/URL:**

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

1. **Working safely during the coronavirus outbreak – a short guide.**

**Date:** Undated. Accessed 15/05/2020.

**Source:** Health & Safety Executive.

**Full Text/URL:** <https://www.hse.gov.uk/news/assets/docs/working-safely-guide.pdf>

1. **Talking with your workers about preventing coronavirus.**

**Date:** Undated. Accessed 15/05/2020.

**Source:** Health & Safety Executive.

**Full Text/URL:**

<https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>

1. **COVID-19: returning to the workplace.**

**Date:** 12 May 2020

**Source:** Chartered Institute of Personnel and Development.

**Full Text/URL:**

<https://www.cipd.co.uk/knowledge/fundamentals/emp-law/employees/workplace-guide-returning-after-coronavirus>

1. **Coronavirus (COVID-19): Flexible working measures for returning to the workplace.**

**Date:** 6 May 2020

**Source:** Chartered Institute of Personnel and Development.

**Full Text/URL:**

<https://www.cipd.co.uk/knowledge/fundamentals/relations/flexible-working/returning-to-workplace-after-coronavirus>

1. **DRAFT RISK ASSESSMENT GUIDANCE to help plan a return to the workplace using a risk assessment systems approach.**

**Date:** May 2020

NB: *“A draft risk assessment guide for planning a return to the workplace, share during* [their] *‘Translating the return to the workplace guidance’ webinar is now available to download. The final guide, to be produced by the Society of Occupational medicine in associated with CIPD, will be available on Monday, 18 May.*

The final document will be available as part of a Society of Occupational Medicine toolkit in association with CIPD from Monday 18 May at: <https://www.som.org.uk>

**Source:** Chartered Institute of Personnel and Development – Society of Occupational Medicine.

**Full Text/URL:**

<https://www.cipd.co.uk/Images/som-draft-risk-assessment-toolkit-2_tcm18-76876.pdf>

1. **COVID-19 guidance: returning to work.**

**Date:** Undated. Accessed 15/05/2020.

**Source:** Institute of Workplace and Facilities Management.

**Full Text/URL:**

<https://www.iwfm.org.uk/coronavirus-resources/covid-19-guidance-returning-to-work.html>

**Results: Company Projects/Ideas**

1. **Six Feet Office**

**Date:** Website dated 2020. Accessed 15/05/2020.

NB: Video and links to news reports also available on the website.

**Extract:** *“The Six Feet Office Concept Consists of Six Elements*

*1 6 Feet Quick Scan: A concise but thorough analysis of the current working environment in the field of virus safety and any other opportunities for improvement.*

*2 6 Feet Rules: A set of simple and clear workable agreements and rules of conduct that put the safety of everyone first.*

*3 6 Feet Routing: A visually displayed and unique routing for each office, making traffic flows completely safe.*

*4 6 Feet Workstation: An adapted and fully equipped workplace at which the user can work safely.*

*5 6 Feet Facility: A trained employee who advises on and operationally ensures an optimally functioning and safe facility environment.*

*6 6 Feet Certificate: A certificate sating that measures have been taken to implement a virus safe working environment”.*

**Source:** Cushman & Wakefield, Netherlands.

**Full Text/URL:** <https://www.cushmanwakefield.com/en/netherlands/six-feet-office>

1. **Navigating What’s Next: The Post-COVID Workplace**

**Date:** Apr 2020.

**Source:** Google - Steelcase.

**Full Text/URL:**

<https://info.steelcase.com/hubfs/Steelcase_ThePostCOVIDWorkplace.pdf>

1. **4 Day Week Global.**

**Date:** Undated. Accessed 15/05/2020.

**Source:** Google – 4 day week global.

**Full Text/URL:**

<https://4dayweek.com/>

<https://4dayweek.com/blog/2020/1/11/why-the-4-day-week-is-good-for-the-public-sector-by-andrew-barnes-innovator-4-day-week-global>

1. **Returning to the Office.**

**Date:** Undated. Accessed 15/05/2020.

**Source:** Google – Condeco Software.

**Full Text/URL:** <https://www.condecosoftware.com/solutions/return-to-the-office/>

1. **Thoughts on Office Design and Operation After COVID-19.**

**Date:** 24 Apr 2020.

**Source:** British Council for Offices.

**Full Text/URL:**

<http://www.bco.org.uk/Research/Publications/Thoughts_on_Office_Design_and_Operation_After_Covid-19.aspx>

**Results: Library Specific**

1. **Adapting the workplace.**

**Date:** Undated – Accessed 15/05/2020.

**Source:** Knowledge for Healthcare.

**Full Text/URL:**

<https://kfh.libraryservices.nhs.uk/covid-19-coronavirus/for-lks-staff/adapting-the-workplace/>

1. **Previous search: LS23 Book disinfection, cleaning and re-opening libraries.**

**Date:** 6 May 2020.

Embedded here are a set of previous search results concerning book disinfection, cleaning and re-opening of libraries, including IFLA advice. Double-click on the icon to open.



**Results: Media reports, articles, blogs.**

1. **How offices will change after coronavirus.**

**Author(s):** Mudditt, Jessica.

**Date:** 15 May 2020.

**Source:** Google - BBC Worklife.

**Full Text/URL:**

<https://www.bbc.com/worklife/article/20200514-how-the-post-pandemic-office-will-change>

1. **Office life is not over – but the way we work must surely change.**

**Author(s):** Hinsliff, Gaby.

**Date:** 14 May 2020.

**Source:** Google - The Guardian.

**Full Text/URL:** <https://www.theguardian.com/commentisfree/2020/may/14/office-life-furloughing-coronavirus>

1. **Designing Government Offices for the Post-COVID Era.**

**Author(s):** Peck Robert A & Barsuk Peter.

**Date:** 11 May 2020.

**Source:** Google – Gensler.

**Full Text/URL:**

<https://www.gensler.com/research-insight/blog/designing-government-offices-for-the-post-covid-era>

1. **Tips for Signage and Wayfinding in a Post-COVID-19 World.**

**Author(s):** Bixler Amy, Murphy Molly, Wittenebel Jill.

**Date:** 6 May 2020.

**Source:** Google – Gensler.

**Full Text/URL:**

<https://www.gensler.com/research-insight/blog/tips-for-signage-and-wayfinding-in-a-post-covid-19-world>

1. **This is what return to the office will be like when lockdown lifts.**

**Author(s):** Perry, Francesca.

**Date:** 5 May 2020.

**Source:** Google - Wired (Blog).

**Full Text/URL:** <https://www.wired.co.uk/article/social-distancing-office-cubicles>

1. **VMware brainstorms new ways of working after the COVID-19 pandemic.**

**Author(s):** Condon, Stephanie.

**Date:** 29 Apr 2020.

**Source:** Google - ZDNet (Between the Lines blog).

**Full Text/URL:**

<https://www.zdnet.com/article/vmware-brainstorms-new-ways-of-working-after-the-covid-19-pandemic/>

1. **What the world can learn from China’s return to work.**

**Author(s):** Shoer, Alex.

**Date:** 28 Apr 2020.

**Source:** Google – We Work (Blog).

**Full Text/URL:**

<https://www.wework.com/ideas/office-design-space/what-the-world-can-learn-from-china-return-to-work>

1. **10 Considerations for Transitioning Back to Work in a Post-COVID-19 World.**

**Author(s):** Coleman Cindy, Ricker Don, Stull Jane.

**Date:** 20 Apr 2020.

**Source:** Google – Gensler.

**Full Text/URL:**

<https://www.gensler.com/research-insight/blog/10-considerations-for-transitioning-back-to-work-in-a-post>

1. **What Happens When We Return to the Workplace?**

**Author(s):** McLaurin, Janet Pogue.

**Date:** 3 Apr 2020.

**Source:** Google – Gensler.

**Full Text/URL:**

<https://www.gensler.com/research-insight/blog/what-happens-when-we-return-to-the-workplace>

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**Databases searched:**

* + **Guidance:** UK government guidance.
  + **Healthcare Databases:** PubMed.
  + **Other:** Google, Google Scholar, NHS England, NHS Employers, LitCovid, DisasterLit, WHO global literature on Coronavirus, Chartered Institute of Personnel & Development, Health & Safety Executive, Unison.

**Local Guidance:** Local guidance has not been searched as part of this literature search. However, local guidelines, policies and procedures are available via the red button on the intranet.

**Search Terms:**

|  |  |
| --- | --- |
| ***Subject Headings*** | ***Free Text Words*** |
|  | COVID |
|  | COVID-19 |
|  | Innovative |
|  | Office |
|  | Post |
|  | Return |
|  | Safe |
|  | Workplace |

**Search Limits:** English language.

**Search Date: 15/05/2020**

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