



Guide to Creating a Quiet Space for Employees

Focussed work

If there's no avoiding the hustle and bustle in your workplace, you probably have some employees who struggle to concentrate on their work. This can be especially true if you have an open layout and want to address some of the challenges that they pose. A recent survey by Medium showed that 58% of high-performance employees needed more private space for problem-solving, while 54% said their work environment was "too distracting." A quiet room can be a shared space that you have for when employees just need some peace and quiet to get some serious work done. The benefit of creating a quiet room as opposed to another meeting or conference room is that there is an expectation for minimal distractions, whereas meeting rooms can host larger groups with the purpose of having discussions, making conference calls, or using multimedia platforms.

Before implementing a quiet room, determine whether your employees would benefit from some silent space by using our [Survey Architect](#) to create a customized survey that asks employees if they have any interest. Involve your employees in the process by using the feedback to set up parameters for how the room will be used and outline these in a [Quiet Room Policy](#) that establishes the rules and expectations for the space.

Sensory needs

Workplaces are becoming more diverse and inclusive than ever. Some companies are adopting quiet rooms as a place for individuals with auditory or visual sensitivities to manage sensory inputs. These spaces provide the opportunity to de-escalate a crisis should one occur and to escape overstimulation. Having a space that is quiet and free of harsh lighting and distractions is a simple way to make the workplace more inclusive to its participants. Try our [Workplace Sensitivity – Training for Employees](#) to help employees understand individual difference in their peers and create a more inclusive environment.

Please keep in mind that the needs of an employee with auditory

or visual sensitivities can vary. It is best practice to discuss with an employee what their needs are and complete an [Accommodation Plan Form](#) in preparation for planning any changes to be made.

Accommodations

Accommodations can be a daunting topic in the world of work. Training on the [Duty to Accommodate – A Guide for Leaders](#) outlines the requirements for providing accommodations and how you can meet them. All employers must meet the minimum requirements to accommodate employees, but as a best practice you may consider going above and beyond the call of duty. A new approach to raising the bar on accommodations involves introducing quiet rooms as a sanctuary for different accommodations, whether they be religious, spiritual, or medical in nature.

Employees who require religious accommodations for scheduled prayer times can use this space so that they won't be interrupted by others. A [Religious Accommodation Request Form](#) can be completed by the employee to indicate how long and how often they require time for prayer. Spiritual needs can also be accommodated in a similar fashion for activities like meditation. Additionally, the room can be used for medical accommodations, such as conditions that cause fatigue or for individuals with diabetes who would prefer a discreet place to monitor their insulin levels. Beyond these examples, quiet rooms can meet many different accommodations and allow employers to be creative in their approach and application.

Recharge

Mental wellness is another area that has been top of mind for many employers. It's no secret that work can be a source of stress in an individual's life, so efforts to try to reduce stress in the workplace can help avoid burnout and encourage employee satisfaction, productivity, and engagement. Employees may benefit from training on [Managing and Coping with Stress](#) to learn

some techniques on how to cope with stressors.

Quiet rooms are a simple way to provide an “escape” for employees to recharge. The space may be used for yoga, meditation, reflection, reading a book, or napping. You can even consider making the space a tech-free zone to give employees the opportunity to completely unplug. Everyone can benefit from taking a step back to revitalize, whether it be occasionally when work becomes more stressful or regularly for employees on the introverted side who need quiet time to re-energize. A quiet room communicates your company’s commitment to your employees’ mental well-being.

Final thought

There are many ways that a quiet room can be used in the workplace. Employees need to take purposeful breaks from their work environment from time to time, and having a space to accommodate this can have an overall positive effect.

How employees use the space may differ, whether it be an uninterrupted space to get work done, recovering from sensory overstimulation, accommodating religious, spiritual, or medical needs, or simply a peaceful place to step away and recharge. Quiet rooms can look different across organizations and how they benefit employees, but it is worthwhile to consider how your organization could profit from some silence.

Adding or designating a quiet room can have little to no cost and it can help with productivity and overall employee satisfaction. HRdownloads has many resources to help you create a more inclusive work environment for your team such as HR documentation, online training, surveys, articles, and more! We also offer Live HR Advice for questions specific to your workplace. You don’t have to spend a lot of money or time to improve your workplace, we can help you find easy ways to give your team a chance to refresh so they can focus on what they need to do.

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