



COVID-19 Response Features

Embrava Desk Sign

COVID-19 has changed the landscape of work forever. Gone are the times when we could turn up to an office, greet people with a handshake and eat fruit from the communal bowl.

As companies realize “Business as Usual” has been lost, facility managers are scrambling to redesign their workspaces to safely bring their employees back into the office. In doing so, facility managers face the following issues:

- **Assigned Seating:** A strategy to keep employees safe is to eliminate shared workspaces (e.g. hot desking) and provide each employee with their own desk. This not only takes the organizations workplace strategy back 10 years but the cost involved in providing each employee their own desk is monumental and not viable in these times.
- **Duty of Care for Employees:** Companies have a duty of care to ensure their employees are brought back into the office in the safest means possible. Anxious employees also want to see that their company has enacted thoughtful measures for their safe return. Companies face the risk that they will be held accountable if adequate measures are not put in place and an outbreak were to occur in the office.
- **Remote Working:** Remote working is here to stay. COVID-19 has accelerated the evolution of the modern workplace from siloed offices, to open-office plans and to now remote working. Companies need a strategy to make it easy for employees to work remotely and visit the office when required, in order to attract and keep their best talent while also keeping their employees safe.

This whitepaper discusses how the Embrava Desk Sign is critical in resolving the issues above, allowing facility managers to provide a safe and cost-effective workspace for their organization and employees.

Social Distancing feature

Social Distancing, where people are asked to keep at least 6 feet away from others, has been a proven method in reducing the spread of COVID-19. While this may be easy to achieve in traditionally less dense environments, implementing social distancing in the office can be difficult due to its unique density and dynamic nature.

The Embrava Desk Sign simplifies the effort required to successfully implement a social distancing policy in the office with the following:

- **Enable/Disable Desks On-demand:** printing temporary paper signs or removing chairs from desks to prevent employees from using workspaces in order to keep them a safe distance apart is tedious and unmanageable. It also requires employees to unnecessarily interact with physical objects like printers, chairs and the workspaces themselves. The Embrava Desk Sign allows you to remotely disable desks from one simple interface and easily enable the desks again once restrictions begin to ease.
- **Desk Status Light:** the Embrava Desk Sign includes a clearly visible availability light allowing employees to quickly identify which workspaces are available for them to use. This allows employees to go directly to the workspace they need, eliminating the time wasted searching for a space, while reducing the exposure to any unwell colleagues or unsanitized workspaces when walking through aisles to find a desk.



As described above, the Embrava Desk Sign is a simple and effective tool allowing facility managers to easily implement and manage their organizations social distancing policy.

Requires Cleaning alert

Disinfecting workspaces to ensure they are not contaminated before an employee uses the space is critical in preventing users from contracting and spreading COVID-19. In order to keep your agile work environment safe, a new dynamic cleaning protocol is required to sanitize shared spaces immediately after their use. The reality of this "new normal" is that some organizations will have cleaning staff onsite sanitizing shared facilities (e.g. elevators, kitchens) and workspaces throughout the day rather than just at the end of the day. Users can also be enabled to self-clean a workspace for those companies who cannot have cleaning staff available throughout the day.

The Embrava Desk Sign ensures shared workspaces are kept clean for your employees using the following features:



- **Automatic Clean alert:** once a user checks out of a workspace, the Desk Sign will automatically change to the Requires Cleaning state, preventing anyone from using the workspace before it has been cleaned.

- **Cleaner Notification light:** when in the Requires Cleaning state, the Desk Sign will display a unique color on its status light so cleaners working on the floor can quickly identify and clean workspaces that have just been used.

- **Confirmation by Cleaner:** the Desk Sign can be configured so that a cleaner can enable the workspace again by tapping their security badge on the device providing sign-off that the workspace has been properly cleaned.
- **Confirmation by User:** since it may not be practical to have a cleaner on standby, the Desk Sign can also be configured to allow a user to confirm that they have cleaned the workspace themselves. The user will be required to provide positive confirmation that they have cleaned the workspace by tapping their card a second time.



Using this Awaiting Clean alert, the Embrava Desk Sign provides an efficient solution in keeping your workspaces clean and safe for your employees to use.

Contact Tracing

The ability for an organization to take decisive actions in the event that an employee contracts COVID-19 is critical to the health of the workforce and preventing the spread of COVID-19.

The Embrava Desk Sign can provide organizations the ability to make safe, informed decisions through the features below:

- **Capture Workspace Usage:** When enabled, the Desk Sign can capture which employee used which workspace and at what time. If a user were to test positive with COVID-19, the organization can quickly trace to see which workspace they have used so they can perform the appropriate sanitization.
- **Contact Identification:** In the event that an employee tests positive to COVID-19 the workspace usage data can be used to quickly identify anyone that was seated in the immediate vicinity of the infected person. Anyone identified as being at risk can be quickly notified and the appropriate action taken to prevent further spread.
- **Safe Data Handling:** information about which employees used what workspaces is extremely sensitive. The Desk Sign solution ensures the safe handling of this information by never storing this sensitive data. As an employee checks-in and checks-out of a workspace, the Desk Sign can send all these events to the organizations own private datastore so it can be processed and removed as per company policy.



As described above, the Embrava Desk Sign provides the organization a seamless and safe way in which to access the workspace usage of their organization so they can execute the correct actions to prevent the spread of COVID-19 if an outbreak were to occur within their offices.

In conclusion, the Embrava Desk Sign is the key technology facility managers will need to safely bring their workforce back into the office while still achieving their organizational goals of reducing real-estate costs and supporting remote work for their employees.

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