SPACE CONNECT

COVID-19
Social Distancing + Contact Tracing in the Workplace

Software that supports a safe transition back to the workplace

Flexible, configurable solutions to support your organisation through the COVID-19 global pandemic...

As Governments around the world begin to slowly ease social distancing restrictions, workplaces are moving quickly to implement solutions that will enable to safe return to work for employees.

With these changes come challenges for property managers: ensuring efficient utilisation of the workspace; and empowering their employees with a seamless workspace experience.
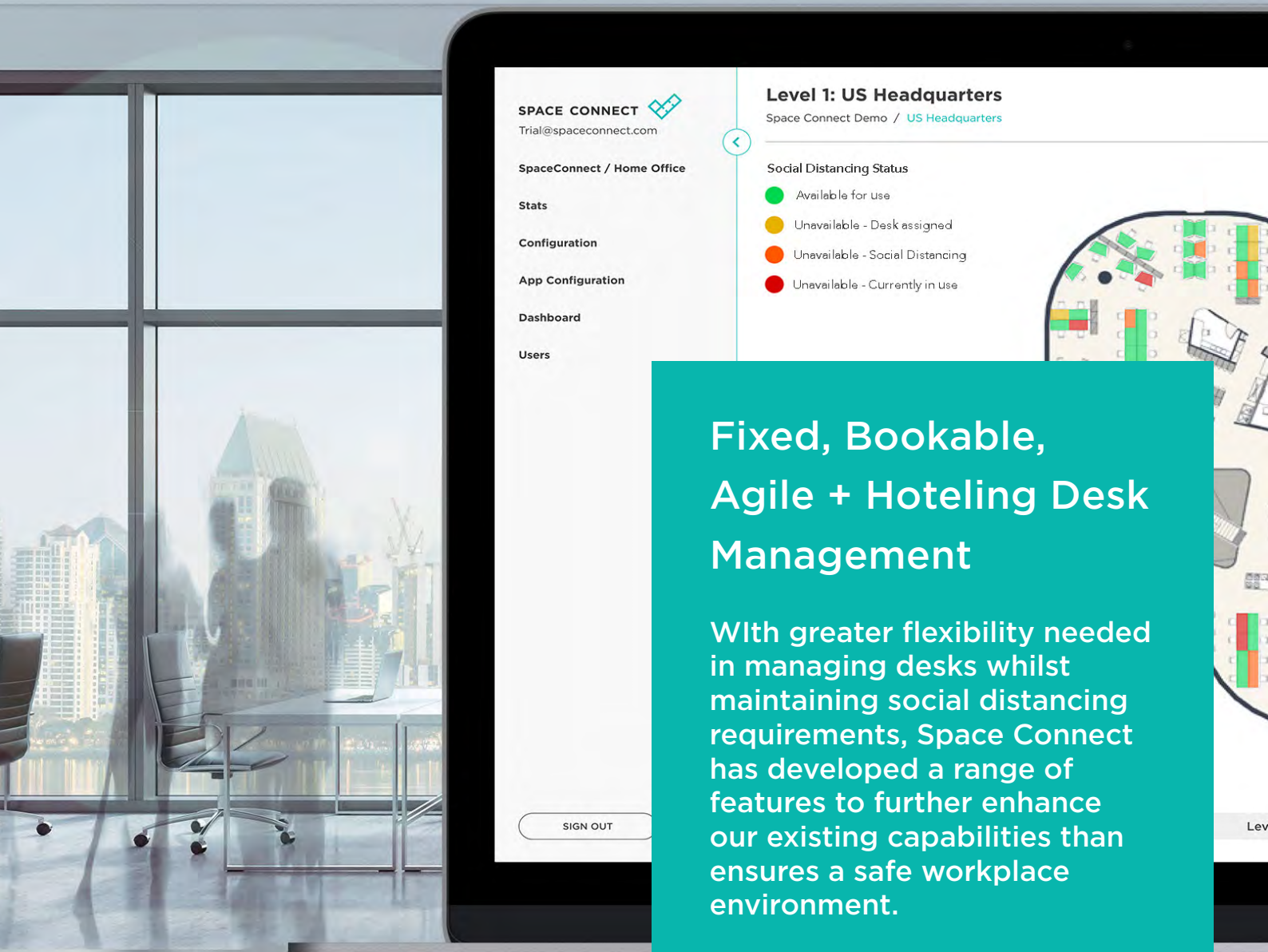
At Space Connect we have developed a suite of new features across our workplace platform to support your return to work approach.

In this comprehensive guide, you'll find all the information you need for managing social distancing in the workplace.

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Social Distancing Management

SPACE CONNECT
Trial@spaceconnect.com

SpaceConnect / Home Office

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Users

SIGN OUT

Level 1: US Headquarters
Space Connect Demo / US Headquarters

Social Distancing Status

● Available for use
● Unavailable - Desk assigned
● Unavailable - Social Distancing
● Unavailable - Currently in use

Fixed, Bookable, Agile + Hoteling Desk Management

WIth greater flexibility needed in managing desks whilst maintaining social distancing requirements, Space Connect has developed a range of features to further enhance our existing capabilities than ensures a safe workplace environment.

Desk
Management

Configure individual desks for greater flexibility

Whether you require the ability to assign fixed desks to employees, provide flexibility where people sit or create bookable desks, Space Connect supports complete flexibility in desk configuration, with built-in intelligence that makes social distancing simple.

Assign a Fixed Desk

Identify your essential workers, who will be returning to the office and assign them a fixed desk that is only available for their use, increasing adherence to social distancing and providing employee with comfort.

Define Bookable Desks

Get early visibility of floor capacity and employee movement and pre-determine what desks can use and still enable the flexibility for employees to choose a desk and pre-book.

Flexible Desks with Automated Distance

Integrated with our sensor detectors, an agile enviornment can still be achieved. Desks are automatically made unavailable based on real-time occupancy and social distancing requirements.

Visual floor plan with desk availability highlighted making it easy for you to find a desk.

Find a colleague with ease using the mobile app with real time view of location on floor plan.

Automated alerts and notifications makes it easier to release a desk when you are no longer using it.

Presence detection sensors placed at the desk enables passive check-in and out as a user docks or un-docks.

Mobile app for bookable + agile workstations

Mobility and flexibility
Manage hot desks, Agile or activity-based working environments, bookable and non-bookable desks with ease using our mobile app.

Automated check-in
Using sensors & presence detection, users are automatically checked in as they sit at a desk

Floor plans
With floor plans and location mapping* you will never get lost again

Notifications & alerts
Real-time notifications and reminders for bookings, check-in and cancellations for no-shows

Find a colleague
With Locate Me enabled, find your colleagues' exact location on a floor plan

Location preferences
Set your preferred location & level. When searching for desks, preferred locations will appear first

Manage bookable desks
Depending on your needs, booked in advance; reserve; or you can simple arrive at an available desk

* Available as an add-on

No-touch Check-in and Check-out

Check-in/Check-out your way
Our range of presence detection sensors support every desk check-in method from QR code, RFID card or smartphone tap to passive check-in where the sensor can automatically determine which user has arrived at what desk and check them in reducing the need to touch surfaces.

QR Codes
Place on desks to enable booking, check-in and check-out using their mobile device

Sensors
Placed under a desk on in the ceiling, automatically detect user presence

Manual Check-in
A low-cost and rapid deployment approach enabling manual check-in via our app

Flag desks as unavailable for social distancing

Our new social distancing flag, disables access to use a desk and marks the desk as unavailable.

Real-time view on floor plans
Available via the mobile app, wayfinder and Outlook add-in, desks available for usage are clearly marked on interactive floor plans and updated in real-time.

Rich desk usage data
Report on how desks are being utilised and automatic alerts to facilities and users when capacity for a floor is reached.

No-touch Presence & Capacity Detection Hardware

Embrava desk booking smart sensor

Check-in and out using Bluetooth detection or Card Reader.

VergeSense Sensors

IoT connected presence-detection sensors for real-time occupancy and traffic flow analysis.

Universal docking stations

Desk availability using real-time docking station connectivity detection.

Bluetooth + Yanzi Visual IoT sensors

Automated presence detection via bluetooth connection or a device with image detection.

Smart docking stations

Using our universal Windows Platform (UWP) based app or our Windows Client app, Space Connect enables the detection of a computer connected to a universal docking station located at a desk.

When a user has the app installed on their computer device (Laptop, Surface, etc.) and connects to the docking station, the app running in the background detects the docking stations unique identifier and perform a range of functions, including:

• Detecting the presence of the connected device and identifying the logged in user
• Automatically checking the user into the space and making it unavailable for other users
• Updating the wayfinding app real-time and map view to mark desk unavailable
• Enables our 'Find a Colleague' feature to search for a locate colleagues
• Releasing the desk for others to use when the user undocks and is vacant for a defined period

Manage Desk Cleaning + Hygiene

With our new hygiene and cleaning feature, you can activate cleaning alerts.

• Inform facilities when an employeee has checked out of a desk space for cleaning
• Mark a desk as 'clean' for use by other employees
• Alert users as they check-out of a desk to ensure it has been cleaned using supplied hygiene cleaning material placed at the desk

Limit Room Capacity + Manage Cleanliness

New social distancing measures makes navigating meetings in the workplace challenging.

Space Connect has developed a range of features to manage social distancing, room cleaning and no-touch interactions for video-conferencing.

Meeting Room Management

Automated check-in and check-out ...

Presence detection sensors and our mobile app provide a no-touch check-in and check-out service, reducing contact transfer and increases hygiene adherence.

Space Connect solves equipment contact problems for both the organisation and the employee. As people enter meeting rooms, Space Connect automatically identifies who has arrived, checks them in and displays any presentations on the AV screen along with their device.

Rooms also initiates any video-conference services. All without employees needing to connect any cables or manually do anything!

Key Features

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Effectively manage social distancing, room cleanliness and contact tracing

Automated check in and out: Hassle free check-in and out means no scanning of passes or manual actions. Just arrive at the meeting and Space Connect does the rest.

Limit Room Capacity: Dynamically change room capacity to ensure hosts only book rooms that supports revised capacity.
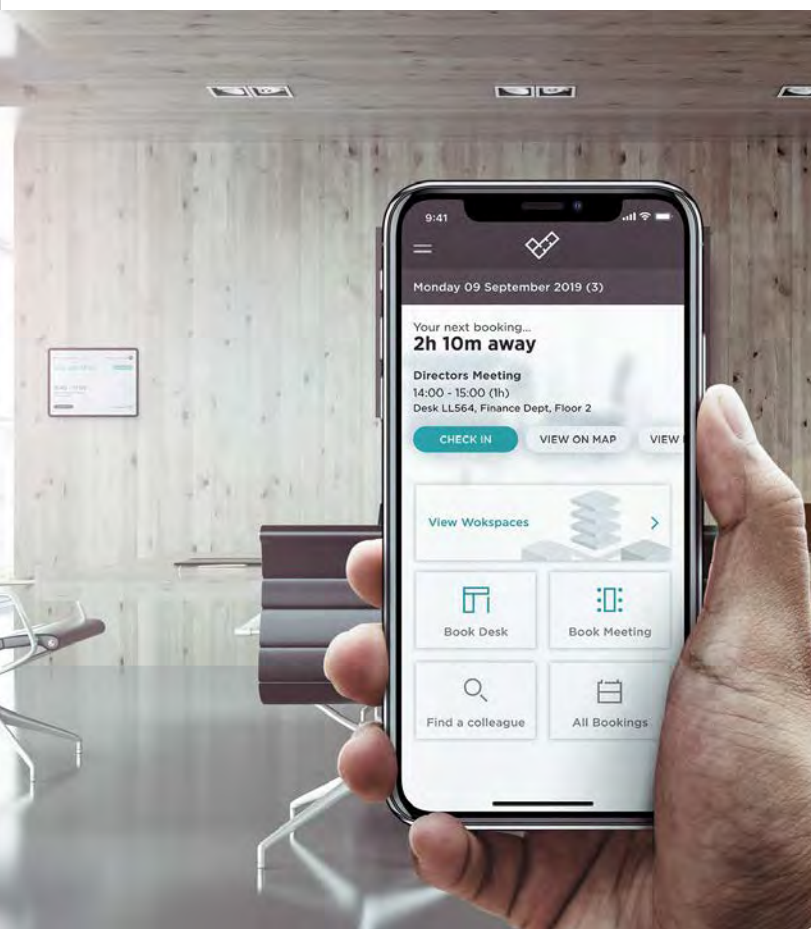
Cleaning Alerts: Alert facilities when a room has been used and requires cleaning.

Clean Room Status: Indicator on meeting room display panels and mobile app provide awareness of the room cleanliness status.

Online Meetings Default: When creating a meeting using our mobile app, online meeting facilities are created as default to encourage remote connectivity to meetings.

A No-touch Connected Experience

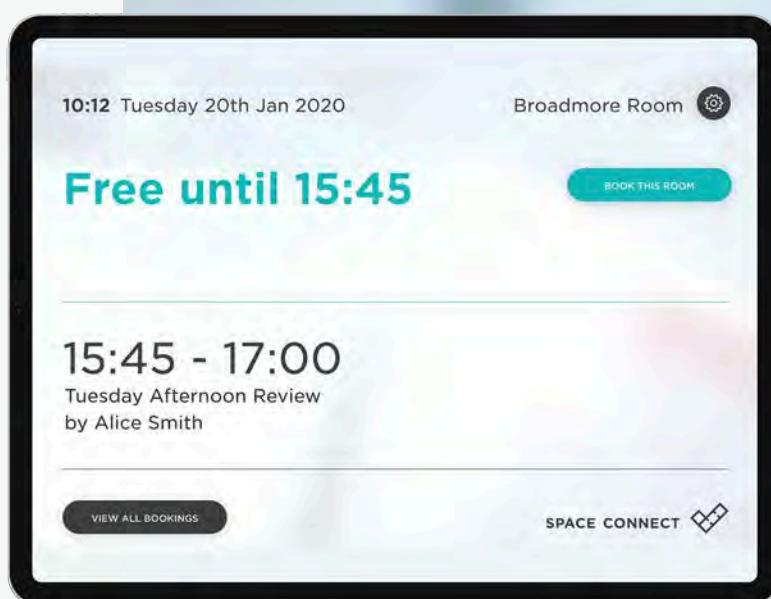When you arrive at a meeting, you are automatically checked in. When you leave, you are checked out.

Meeting room display Panels ensure visual indicators aid meeting information, prevent disruptions and improve utilisation.

When the organiser enters the room, VC and Presentations are automatically initiated.

Sensors placed under the table automatically connect with you as you arrive via our mobile app.

Meeting Room Cleaning Status

Automated alerts for facilities to clean a room after use with a 'clean' status displaying

10:12 Tuesday 20th Jan 2020   Broadmore Room ⚙

Free until 15:45   BOOK THIS ROOM

15:45 - 17:00
Tuesday Afternoon Review
by Alice Smith

VIEW ALL BOOKINGS   SPACE CONNECT

Automated Video-Conferencing through Presence Detection with Poly Trio devices

Key Features

No-touch Video Conferencing Automation

Presence Detection: Sensors placed in the room or connected to the Trio automatically detects the presence of the organiser in the room.

Video-Conference Intiation: When the organiser is detected in the room, Space Connect automatically initiates the conference call and starts the Trio.

Initiate from your mobile: Organisers also have the ability to manually initiate the conference call using the mobile app. If they are present in the room, the Trio will also automatically start the conference.

Join from your mobile: Invitees can also join the conference call from the Space Connect mobile app with the click of a button.

Multiple VC software supported: Space Connect supports Skype for Business, Microsoft Teams and Zoom video-conferencing software.
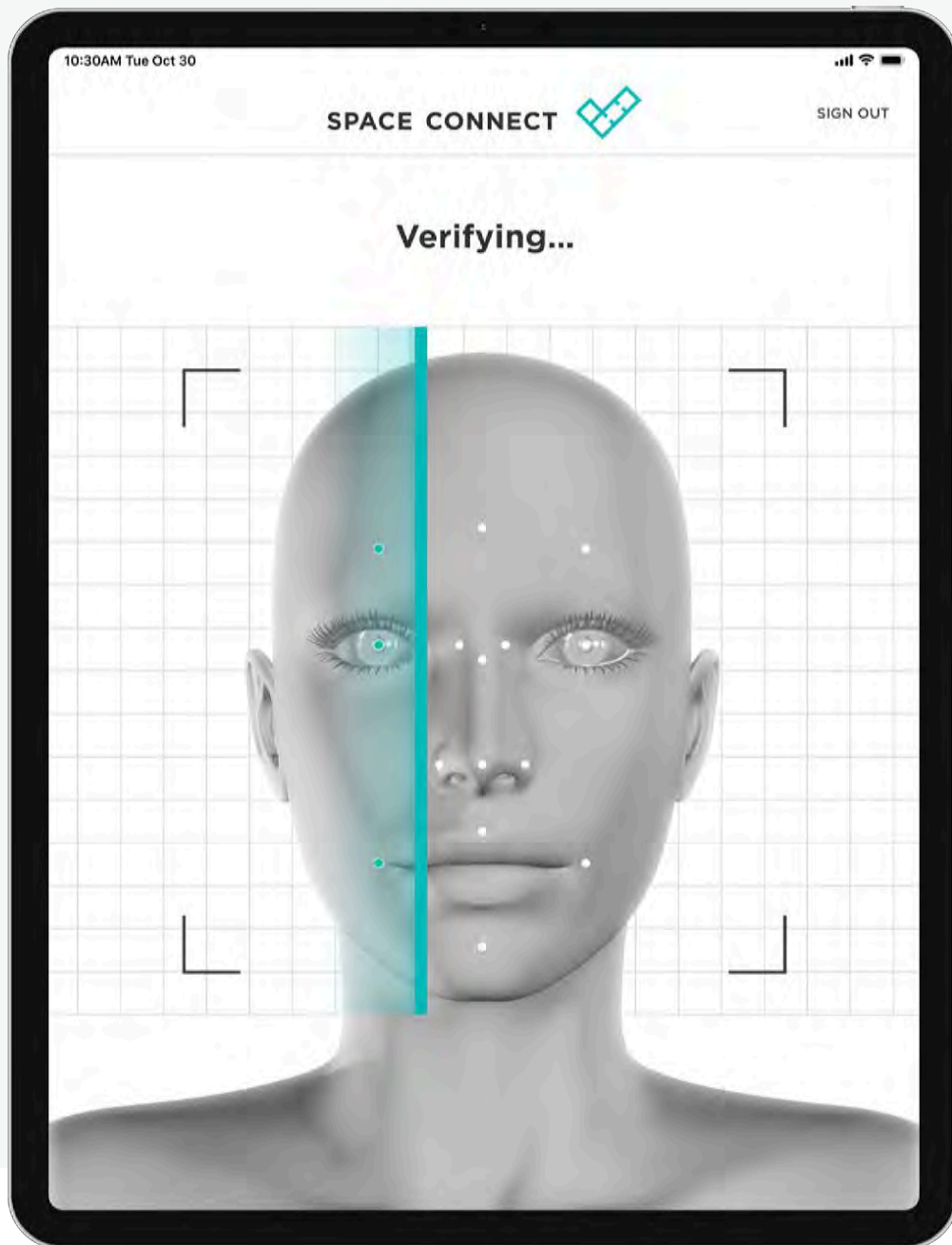
Visitor Management

Workplace Visitor Screening and Contact Tracing

Through facial recognition using Artificial Intelligence, Space Connect interacts with your visitors to automatically identify them and notifies their host of their presence.

Deliveries   Contractors   Guests   Employees

Know your visitors

Space Connect Visitors can recognise a familiar face.
With built-in facial recognition and Machine Learning
technology, Space Connect scans your visitor and
contractor photo's in real-time and can recognise
previous visitors to match their identity.

Contactless SIgn-in

When visitors arrive at the kiosk, Space Connect
detects their presence and enables contactless
sign-in and sign-out using QR codes, voice and
facial recognition to reduce equipment contact and
potential spread of any virus.

Features

We have redefined the visitor experience, with all the features you want from a visitor management solution, and it integrates with meeting room management.

✓ **Pre-screening**
Provide social distancing information and ask pre-arrival questions before guests arrive on site

✓ **Contactless Sign-in**
Space Connect enables visitors to sign-in on arrival using QR codes, voice and facial recognition.

✓ **Badge printing**
Optional badge printing of visitors with their photo improves security

✓ **Dashboard analytics**
Understand visitor behaviour with detailed reports, including critical contact tracing information

✓ **Photo capture**
Take a photo of visitors and send their photo via SMS and email alerts to the host

✓ **Real-time notifications**
Alert hosts via SMS, Email, Slack and other customised notification options as your visitors arrive

✓ **Customised branding**
Space Connect Visitors offers a unique experience for your visitors with customised branding, backgrounds and button colours
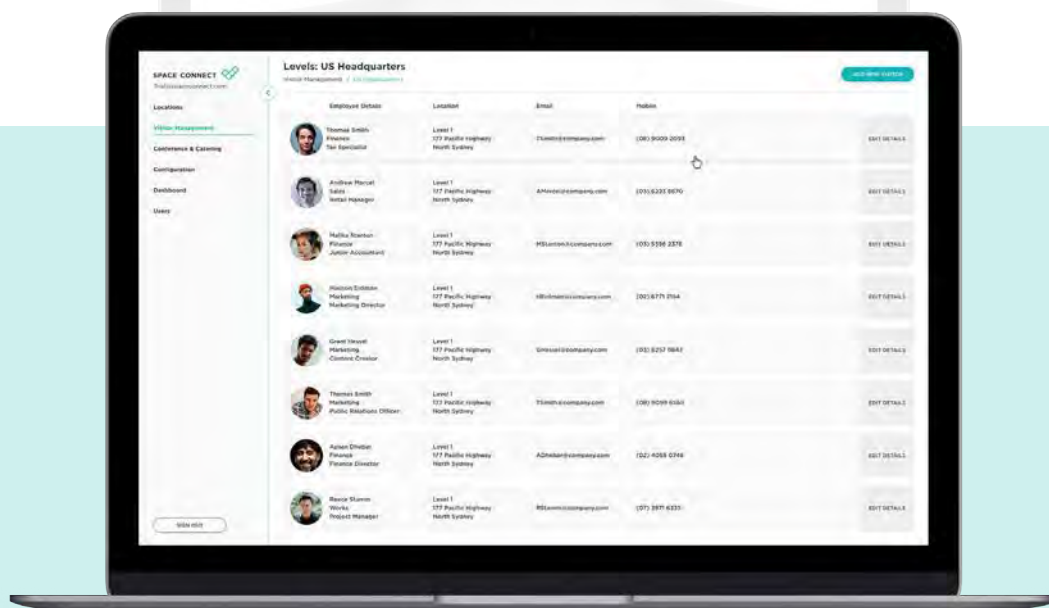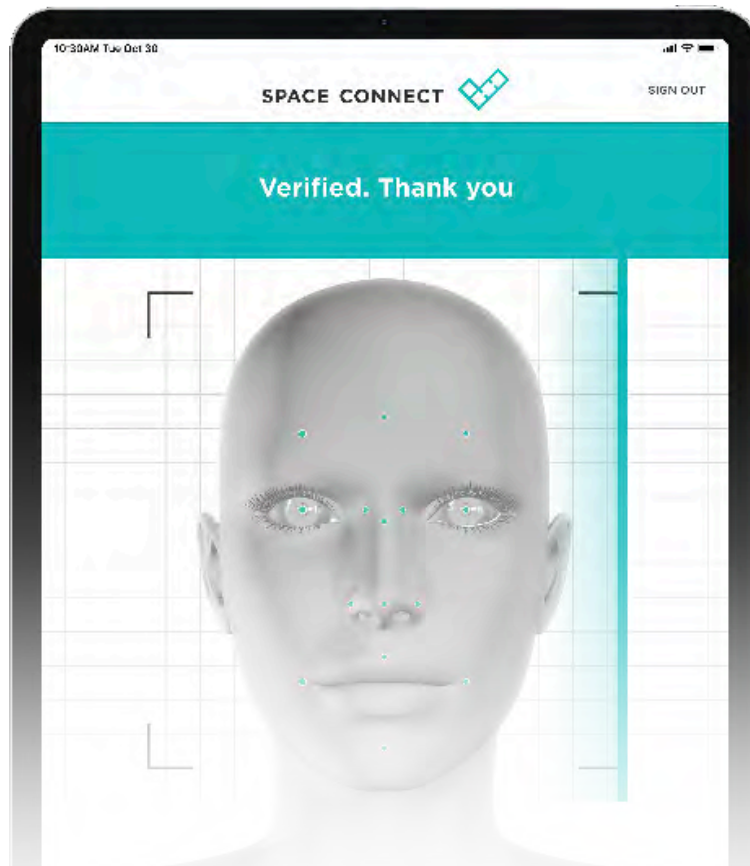
Welcome...

Extending your employee workplace of the future experience to your visitors not only provides your visitors with a superior experience, but it also improves your employees experience when inviting guests to meetings hosted at a client site.

Space Connect has re-designed the visitor management experience. Space Connect Reception provides the seamless integration between guests and employees that everyone has been searching for.

Key Features

- Self-administration setup for ease of use

- Full customised branding and logos

- Contact Tracing Reports

- Contactless sign-in and sign-out

- Delivery management

- Employee sign-in and sign-out

- Pre-registered visitor registration – When a non-employee is invited to a meeting, they are automatically registered and provided an email with a code to enter when arriving onsite to reduce their sign-in time

- Legal onsite document signing, guest photos, including critical social distancing information

- Badge printing with guest details and photo

- Facial to automatically identify a visitor to reduce sign-in time and improve accuracy of visitor identification

Real-time view
of visitors

Mange branding, design
customisation and
manage receptionists

Configure host alerts
and messages

Real-time contact
tracing dashboard
reporting

Analytics

Real-time data insights

Administrators are provided with access to Space Connects real-time data analytics reporting platform, which provides up-to-the-minute visual dashboards and data export reporting capabilities.

Reporting features:

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Summary
Report providing an overview of all locations, user and spaces providing a snapshot of space utilisation metrics.

Meeting rooms, desks, visitors and informal spaces
Report providing location specific space metrics including:
• Contact tracing
• Room cleaning activities
• Event bookings
• Cancellations
• Check-ins
• Room utilisation and capacity usage
• Event booking trends
• Recurring bookings
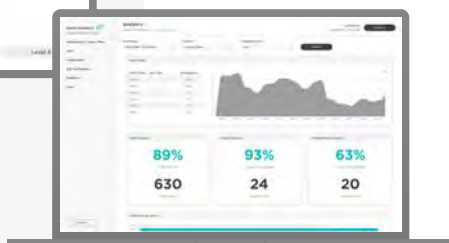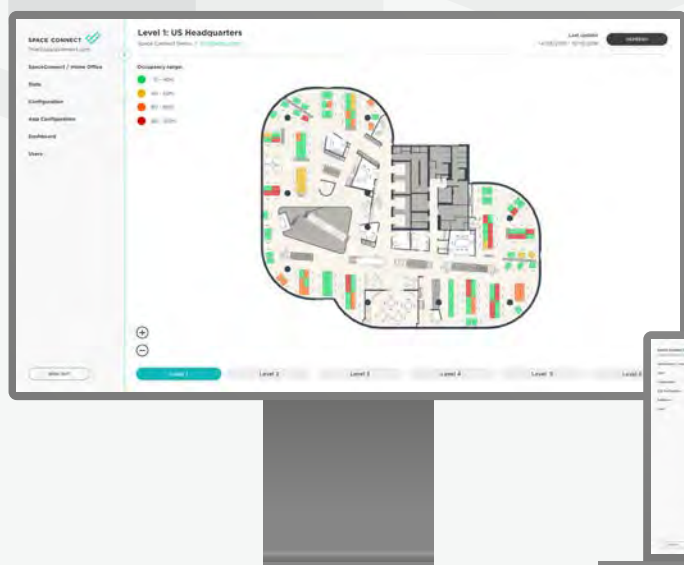• Utilisation and occupancy trends

Social distancing and capacity management
Report on ahderence to social distancing, contact tracing and capacity management with interactive floor plans to enable users to drill-down into specific spaces by clicking on the relevant room; desk; or informal space and watch how the data changes to provide insights on the selected space*.

Users
User activity reporting to manage audit and access requirements

* Available as an add-on
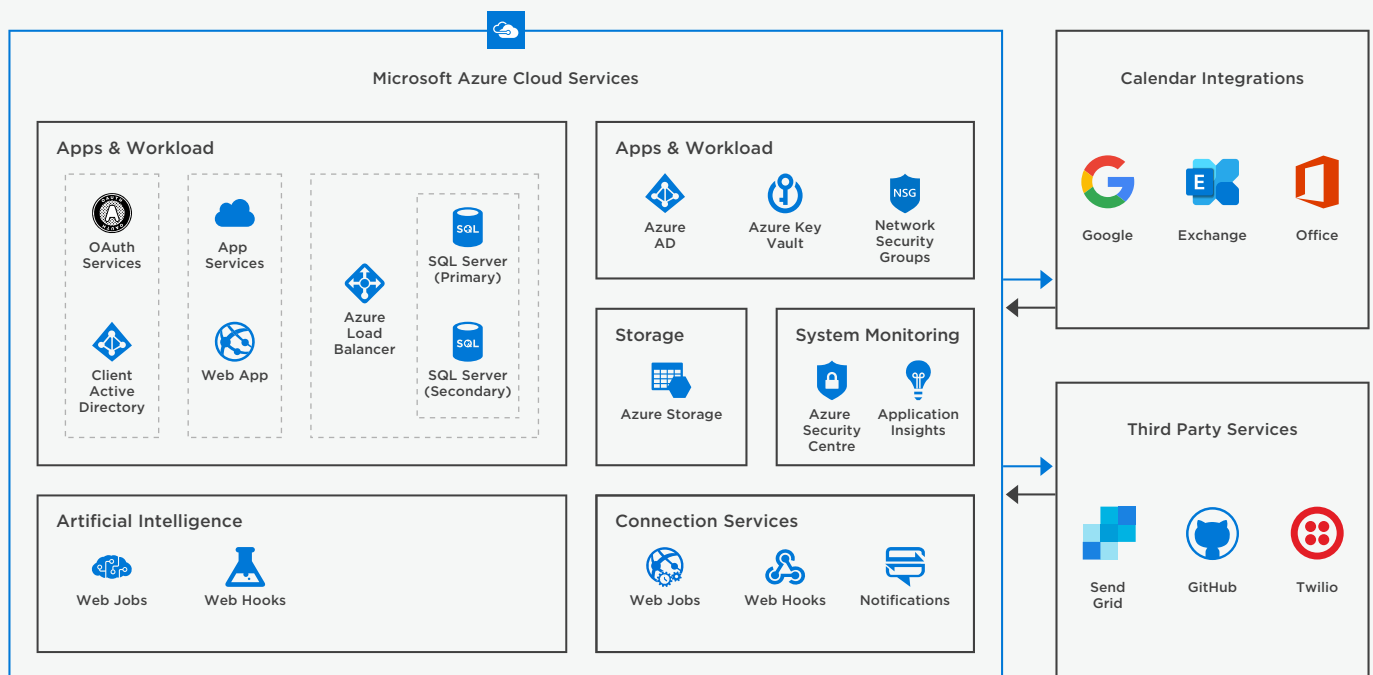
Technology
Architecture

Technology overview

Space Connect is built on the Microsoft Azure Cloud Service stack and fully hosted in multiple regions with DR and failover services to ensure minimal disruption and maximum uptime.

Architecture overview

As we are a Software as a Service (SaaS) provider, Space Connect also integrates with Microsoft Office 365 and Exchange On Premise using the latest API integration and OAuth services. This means Space Connect does not take ownership of your data and the client still maintains all data as the single source of truth. Space Connect also does not hold or manage user access or credentials. Space Connect simply integrates with the clients Active Directory (AD), which is managed and maintained by administrators giving full control and autonomy of user access and security.

Service account security

For Microsoft On Premise integration, Space Connect requires a service account to integrate with Exchange Calendars. We manage service account credentials using Microsoft Azure Key Vault.

- Azure Key Vault helps safeguard cryptographic keys and secrets used by cloud applications and services. By using Key Vault, you can encrypt keys and secrets (such as authentication keys, storage account keys, data encryption keys, .PFX files, and passwords) by using keys that are protected by hardware security modules (HSMs).
- Increased security and control over keys and passwords
- Applications have no direct access to keys
- Use FIPS 140-2 Level 2 validated HSMs

Your next steps

1. Get in touch and arrange a demo, online or at your office
2. We answer any queries you may have
3. Place an order
4. We provision your system within a few hours
5. You're ready to start configuring Space Connect
6. Or, if you'd prefer, we can implement or you can use one of our partners
7. Either way, you're up and running in little time

#1. Get in touch

To discover more about how Space Connect can make it incredibly easy and affordable for you to deliver workspace transformation, contact us to arrange a demo, arrange a call or for further information:

Call +44 (0) 845 0945 686.
Email enquiries@spaceconnect.co
Or visit spaceconnect.co

Fast, affordable workspace transformation
www.spaceconnect.co