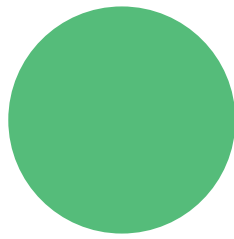# freespace

Return to the Workplace.

Return to Work Solutions.

freespace

The future of the workplace will require new and different hybrid models that support both home and office working.

Providing staff with a safe and compliant workplace is a key objective for all organisations post Covid-19.

Key to success is providing staff with the necessary information and assurances that their workplace is safe to use, cleaned and sanitised and that risks of virus transmission have been minimised.

Freespace has a suite of *return to the workplace* tools designed to provide organisations with a total solution.

RETURN TO WORK APP

DIGITAL SIGNAGE

SPOT TAGS & SOCIAL DISTANCING
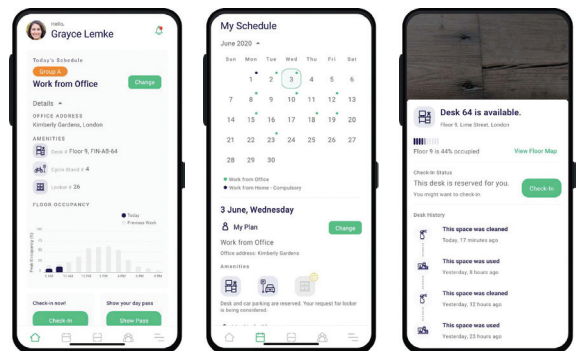
CLEANING AUDIT TOOLS

Freespace Return to Work App

What is it?

Downloadable App for staff allowing them to reserve and book a cleaned and socially distanced desk ahead of their journey to work.

What is it used for?

Ensuring that employees can plan their day at work with their colleagues and are allocated clean, socially distanced spaces.

Freespace Cleanreader

What is it?

Pre-configured and ruggedised handheld-device ready to use out of the box.

What is it used for?

Ensuring that desks, meeting rooms and communal areas that have been used are cleaned and sanitised ahead of their next intended use.

Freespace Digital Signage

What is it?

Information displays in communal areas, outside of meetings rooms and lobby areas.

What is it used for?

Showing cleaned and socially distanced spaces available for use. Assists staff in wayfinding to an available desk. Communicate workplace messages including social distancing rules.

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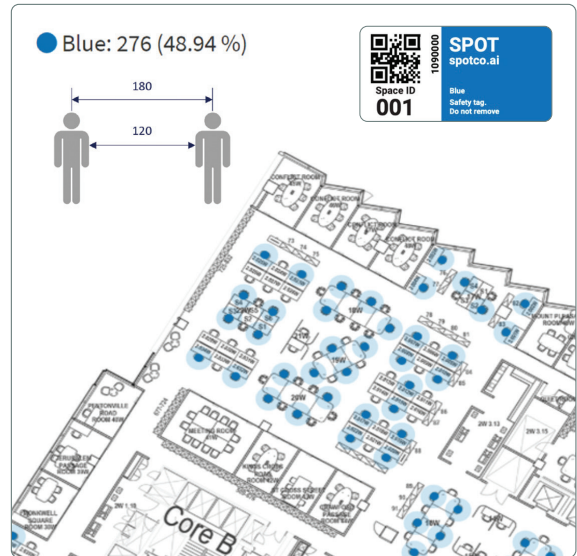## Freespace SPOT Tags & Social Distancing

What is it?

Easy to use identification system to operate social distancing in the office. Colour coded and numbered tags each with unique QR code identifiers. Tags are stuck on individual desks to allow easy identification by office users, cleaning staff and facilities teams.

What is it used for?

Allows organisations to operate social distancing without major reconfiguration of the desks and office layouts.
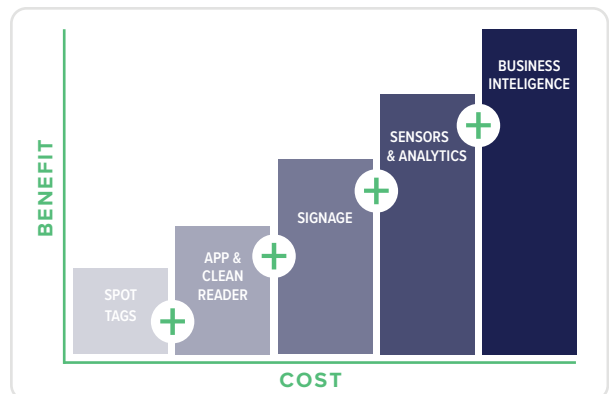
Helps staff to locate a cleaned and socially distanced available spaces – either pre-booked OR turn-up and use.

Freespace roadmap to return to work compliance and portfolio optimisation

Freespace provides a full range of post Covid-19 return to work technology solutions that assures employees and helps to ensure compliance. The product set includes a range of integrated technology solutions that together with our in-built dashboard reporting and analytics and business intelligence tools help automate operations, reduce wasted space and optimise your estate portfolio.

- Covid-19 compliance measures: **Full back to work compliance – low cost, safe return to work**
- Room booking automation and usage: **>30% space saving**
- Occupancy monitoring and management: **>40% space saving**

Modular deployment capability allows for exponential benefit for each stage of deployment

We provide safe and compliant management of workspaces by:

- Clearly planning and marking socially distanced workspaces
- Showing which spaces should be used and when
- Helping people find and use a space
- Helping cleaning teams keep spaces clean in real time

We provide safe and compliant management of meeting rooms, communal spaces and corridors by:

- Planning maximum user levels in communal areas, rooms and corridors based on social distancing rules
- Clearly displaying maximum usage levels in communal spaces
- Helping people understand when it's safe to use a space
- Help cleaning teams keep communal areas clean in real time

Return to Work App.

Freespace Employee Return to Work App

What is it?

Downloadable app for staff allowing them to reserve and book a cleaned and socially distanced desk ahead of their journey to work.
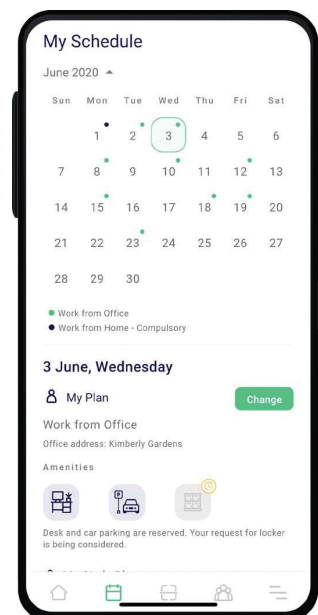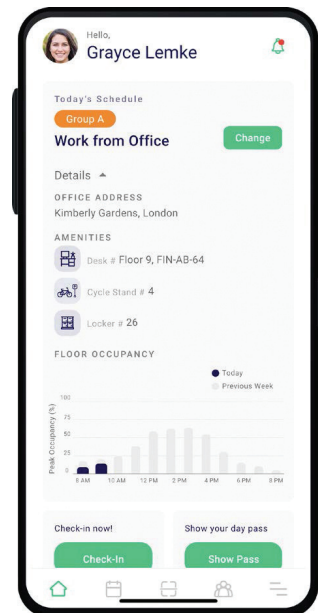
What is it used for?

Ensuring there are sufficient desks cleaned, sanitised and available for all staff wishing to use the office.

Why should I use it?

- To maximise return to work attendance in your workplace
- To evidence legal and safety compliance
- To safeguard the safety and wellbeing of your staff

How does it work?

- Desks are labelled using our unique system consisting of numbered colour coded QR SPOT Tags
- Staff use the Return to Work App to reserve a socially distanced desk at their preferred location ahead of the date of travel
- Desks are allocated dynamically the day before to ensure the right number of socially distanced spaces are cleaned and available for use
- Staff are pre-allocated a numbered desk and location making it easy for them to locate their workspace ahead of their day of arrival
- Staff 'check-in' on arrival by using their smart phone to scan their QR code
- The system accepts the 'check-in' reservation, shows the usage of desk and confirms the desk has been cleaned ahead of use

Employee Benefits

- Reserve a clean and socially distanced desk for intended day
- Find spaces near colleagues or team that are attending same day
- Scan the SPOT Tag for real time information of desk usage and cleanliness
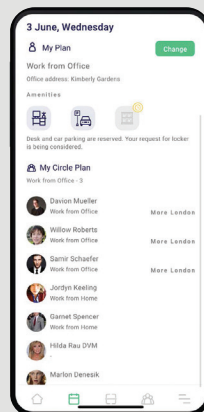- Receive automated reminders for bookings and desk allocations
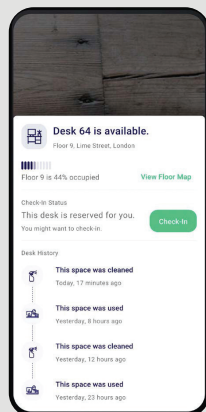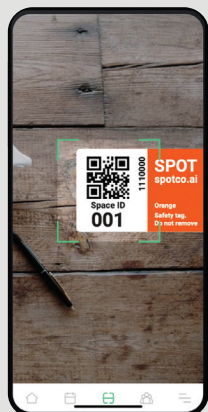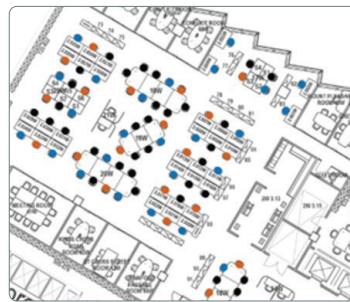
Employer Benefits

- Automatic allocation of desks based on social distances and cleaning
- Flexible and configurable to suit split employee groups or c-shared spaces
- Re-assign people dynamically in event of removal of infected spaces
- User friendly system to notify and reassure employees

SPOT Tags

SPOT Tags provide local identification of desks. Simply scan the SPOT Tag with the Return to Work App to;

- Check in to allocated desk
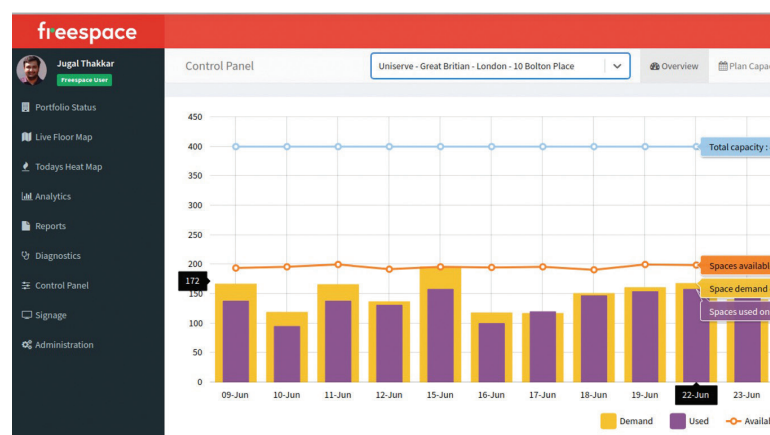- View real time status information on when the desk was last used and cleaned

Plan and Collaborate

- View schedule of planned days to work from office
- Connect and coordinate with colleagues in your team or group (inner circle)
- Set your preferences for location and group membership
- Friendly notifications of changes in the office
- Integration with SPOT Tags provide assurance of cleanliness

Back Office & System Configuration

- Full space reporting and analytics dashboard
- 'Dynamic' view of demand enables workspace capacity planning and balancing
- Manage staff attendances in line with demand and availability of space
- Rules based – staff groups, staff rotations/rostering, space allocations, push alerts and notifications
- Digital user acceptance of workplace policies
- *Track 'n' Trace* compliance based on actual attendance by location/day

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RETURN TO WORK APP

DIGITAL SIGNAGE

SPOT TAGS & SOCIAL DISTANCING

CLEANING AUDIT TOOLS

Freespace Cleanreader

What is it?

Pre-configured and ruggedised handheld-device ready to use out of the box.

What is it used for?

Ensuring that desks, meeting rooms and communal areas that have been used are cleaned and sanitised ahead of their next intended use.

Why should I use it?

- To provide cleaning and control measures to minimise the risks of transmission
- To maximise the availability of cleaned space ready for use
- To ensure cleaning is optimised and cost effective
- To evidence legal and safety compliance
- To safeguard the safety and wellbeing of your staff

How does it work?

- Desks are labelled using our unique system consisting of numbered coloured coded QR SPOT Tags
- Staff use the Return to Work App to book and reserve a socially distanced desk at their preferred location
- Staff locate and check-in to their workspace on the day of work using the App to scan the QR SPOT Tag located on their booked desk
- Cleanreader 'Back Office' ensures all used desks are scheduled for cleaning ahead next booking and use
- Cleaning team receive a list of desks to clean via their handheld Cleanreader
- Cleanreader scans QR SPOT Tag on each desk before and after cleaning when all cleaning tasks are competed
- The desk is recorded as clean and released for use for the next occupier
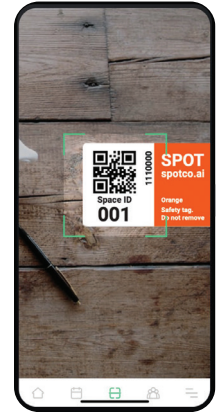
Employee Benefits

- Receive information in relation to cleaning history of their desk including when last cleaned – for peace of mind

Employer Benefits

- Employee reassurance – maximises back to work attendances
- Office cleaning scheduled around desk and room use occupancy – cost effective
- Enhanced safety and compliance information for desks and meeting spaces

SPOT Tag Integration

- SPOT Tags provide local identification of desks
- Simply scan the SPOT Tag with the Return to Work App to 'check-in' to a reserved or allocated desk
- View real time status information on when the desk was last used and cleaned
- Desk is automatically scheduled for clean after desk is vacated

Sensor Technology Integration

Cleanreader can be integrated with our Freespace occupancy and room sensors to provide a total cleaning and compliance solution. Sensors placed in communal areas, meeting rooms, washrooms and under desks trigger alerts after spaces are used.

Cleanreader will schedule and integrate the workflow cleaning tasks in order of priority, both from desk use as recorded through the QR SPOT Tags and from installed Freespace sensors around the office.
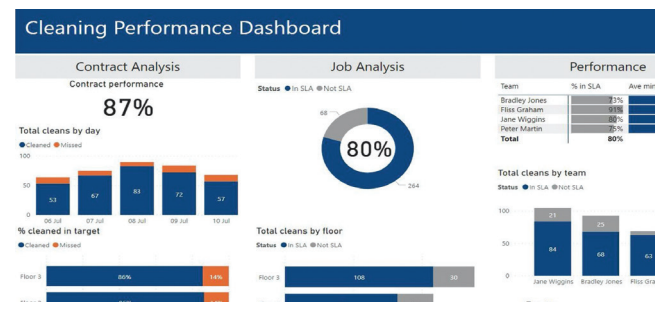
Sensor alerts can be used to trigger cleaning requests either before the space is next used for desks, meeting rooms, phone booths, communal or shared areas or in accordance with local cleaning policies.

Cleaned spaces are released as available for bookings and put onto digital signage.

Cleaning Audit and Compliance

- The dashboard provides visibility of job lists, number of cleans and performance against SLAs
- Cleaning status can be tracked by area, floor, building or space type
- Provides electronic audit trail of time and dates of inspection and cleaning in order to evidence safety and statutory compliance

Cleanreader – Technical Specs

Ruggedized for durability

Connectivity: WiFi and x1 Nano Slot

OS: Android 8.X (Oreo)

Certifications: CE, FCC, IC, EAC

Safety: RoHS and WEEE compliance

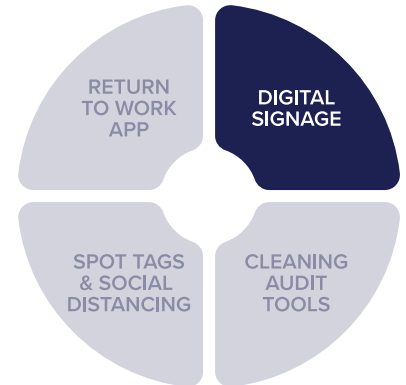## Cleanreader – Configuration & Operation

Pre-configured and ready for use – out of the box

QR Code identification for ease of use

Side button operation of QR scanner (allows use of cleaning gloves in operation)

Touch screen disabled for Covid-19 hygiene and compliance

Digital Signage.

freespace

RETURN TO WORK APP

DIGITAL SIGNAGE

SPOT TAGS & SOCIAL DISTANCING

CLEANING AUDIT TOOLS

Freespace Digital Signage

What is it?

Information displays in communal areas, outside of meetings rooms and lobby areas.

What is it used for?

• Showing cleaned and s ocially distanced spaces available for use

• Assists staff in **Wayfinding** to an available desk

• Communicate workplace messages including social distancing rules

Why should I use it?

• Helping staff understand and comply with social distancing rules

• To safeguard the safety and wellbeing of your staff

How does it work?

Digital Signage Option 1
QR SPOT Tags integrated with Return to Work App

• Staff use the Return to Work App to book and reserve a socially distanced desk at their preferred location

• Freespace signage displays floor plan of colour coded, socially distance spaces booked to assist in wayfinding

• Staff member vacates desk at end of day and space is scheduled for clean prior to next use on next working day

Digital Signage Option 2
QR SPOT Tags integrated with Occupancy Sensors

• Simply turn up and go where socially distanced spaces are installed with under desk occupancy sensors

• Freespace signage displays floor of colour coded, socially distanced spaces available for use now

• Staff member vacates desk after intended use and space is scheduled for clean prior to next use in real time

Option 1

Option 2

Employee Benefits

- Ease of use and reassurance in relation to social distancing and office cleaning and hygiene regimes
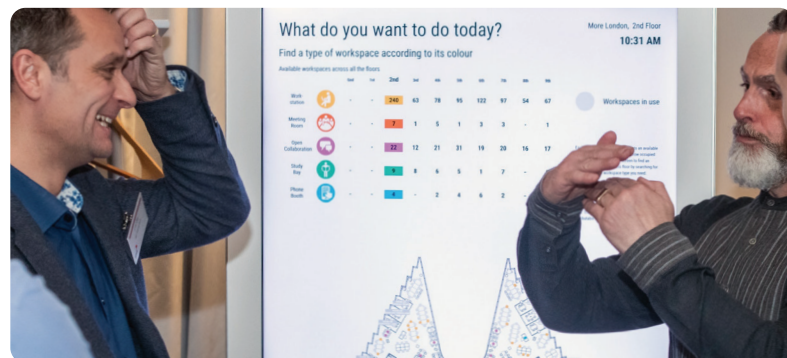
Employer Benefits

- Employee reassurance – maximises back to work attendances

Integration with Freespace Occupancy Sensors

Digital signage fully integrates with Freespace occupancy sensors to provide real-time navigation and way finding for staff;

- Socially distanced, clean and available desks displayed
- Real-time travel updates and info
- Company Covid-19/social distancing messaging

Real time Space and Wayfinding

- Floor signage
- Lobby signage – multi-floor
- Navigation assistant
- Find workspaces
- Find meeting rooms
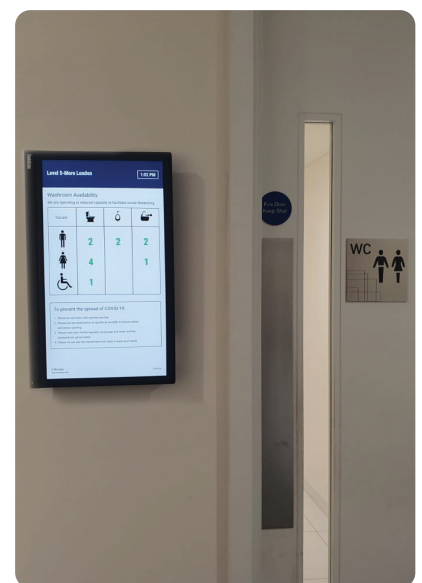- Search by capacity
- Guided to destination

Supporting Return to Work Strategies

Freespace digital signage can play a key role in supporting and enabling organisations to provide a post Covid-19 compliant return to work solution.
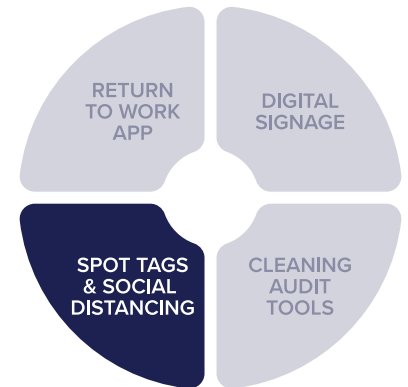
The displays provide visual information in relation to workplace policies and social distancing rules and can be used in association with Freespace sensors to provide information in relation to people flows and people counts.

Applications include:

- Digital signage outside of washrooms, meeting rooms and enclosed spaces indicating number permitted and in attendance people
- Digital signage in communal areas and café/restaurant indicating maximum numbers permitted and people in attendance
- Digital signage reinforcing coloured SPOT Tag in use that day and providing Wayfinding to booked and reserved space on the Return to Work App

Freespace SPOT Tags & Social Distancing

What is it?

Easy to use identification system to operate social distancing in the office. Colour coded and numbered tags each with unique QR code identifiers. Tags are stuck on individual desks to allow easy identification by office users, cleaning staff and facilities teams.

What is it used for?

Allows organisations to operate social distancing without major reconfiguration of the desks and office layouts.

Helps staff to locate a cleaned and socially distanced available spaces – either pre-booked OR turn-up and use.

Used in Conjunction with:

Freespace Return to Work App to allow staff to reserve an allocated space ahead of their visit to the office.

Freespace Occupancy Sensors to allow staff real-time access to a cleaned and socially distanced space.

Freespace Digital Signage to enable understanding of social distancing rules and desk availability on any given day.
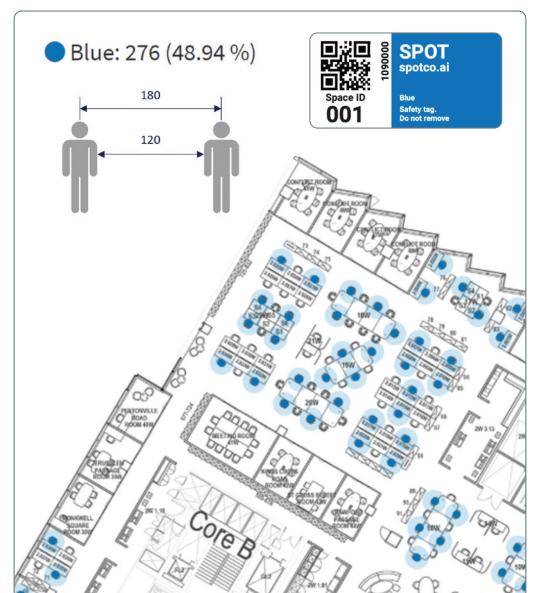
Freespace Cleanreader to evidence cleaning compliance and ensure used spaces are cleaned and disinfected between users.

Why should I use it?

- To maximise return to work attendance in your workplace
- Helping staff understand and comply with social distancing rules
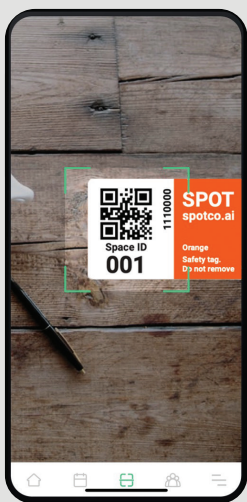- To safeguard the safety and wellbeing of your staff

How does it work?

- Social distancing rules are used to space plan the office
- Desks are labelled using our unique system of numbered and coloured coded QR SPOT Tags
- Colour codes are used for different days of the week or alternate weeks in accordance with company space requirements, cleaning requirements, return to work and accommodation strategy

Option 1 With Return to Work App

- Staff use the Return to Work App to reserve a socially distanced desk at their preferred location ahead of the date of travel
- Desks are allocated dynamically the day before to ensure the right number of socially distanced spaces are cleaned and available for use
- Staff are pre-allocated a coloured, numbered desk and location making it easy for them to locate their workspace ahead of their day of arrival

- Digital signage helps staff to make their way to their pre-booked space on that day
- Staff 'check-in' on arrival by using their smart phone to scan their QR code
- System accepts the 'check-in' reservation, shows the historical usage of the desk and confirms the desk has been cleaned ahead of use

Option 2 With Occupancy Sensors

- Staff simply turn up and go to their designated workplace
- Workplace is configured into socially distanced spaces with colour coded desks used on different days of week
- Cleaned and sanitised desks available for use that day are clearly identified on the Freespace digital signage in communal areas and thoroughfares
- Digital signage helps staff to make their way to a cleaned and available desk on that day
- Once a desk is occupied it is removed from the system that day providing real time information in relation to desk availability by area and floor
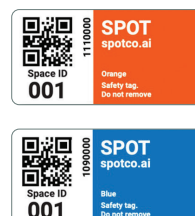
Employee Benefits

- Ease of use and reassurance in relation to social distancing and office cleaning and hygiene regimes

Employer Benefits

- Employee reassurance – maximises back to work attendances

Our SPOT Tag System

- Ensures social distancing rules are adhered to
- Supports desk booking by allowing employees to reserve and then check-in to their space
- Enhances compliance by evidencing cleaning of desk before use
- Maximises utilisation of space by enabling 'split operations' and 'attendances' by allowing alternate use of desks over time

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Freespace helps organisations deliver Safe & Compliant Management of Workplaces...

f.	SAFETY & ASSURANCE	COMPLIANCE & TRACKING	MESSAGING & BEHAVIOUR	ANALYTICS & REPORTING	BUSINESS INTELIGENCE