



# Limelight Workspace

Return-to-Work  
Office Hygiene and Safety  
Home Working  
Covid-19 Testing  
PPE

We understand that  
**returning to work is  
a new territory** for  
every business

Solutions Brochure



The way we work has fundamentally changed

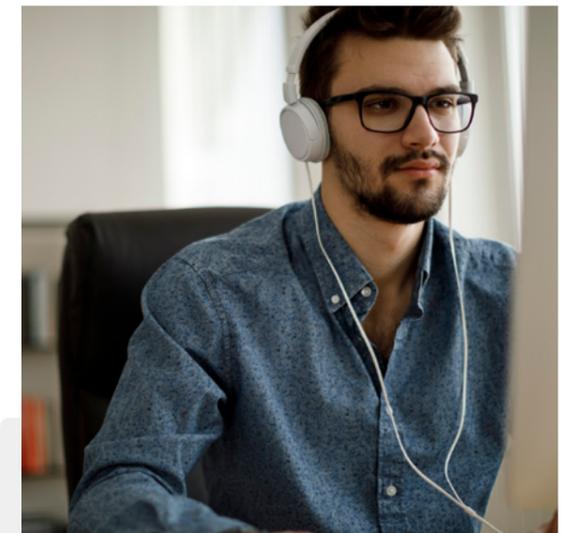
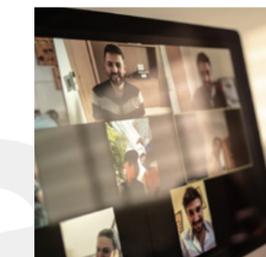
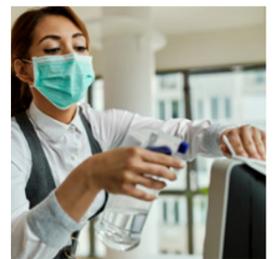
## 2020 redefined our concept of the office and **how and where we work**

New working practices have been adopted that might otherwise have taken decades. Hybrid working combining the home and office is here to stay.

Business is re-evaluating how it operates. From how we market our services and sell our products to the logistical and technological challenges we now face. Our success in all these areas depends on the safety and welfare of our people, which is why we're adopting new ways of working to safeguard them and drive our businesses forward.

### Organisations need to consider:

- How do we get people back working safely in the office?
- What do people need, to be productive?
- Who should return to the office and how frequently do they need to be there?



Our people want to be **safe and secure** wherever they work

Business leaders need to address three main considerations that will change how and where we work. These considerations will shape the office environment, both culturally and physically, moving forward.

**Return to Work:** Workspaces and offices will need to support new ways of working to ensure a safe return to the office. They will need to become multi-functional in order to provide flexible spaces that support agile working.

**Office Hygiene and Safety:** This will be a top priority for many organisations. Getting the workforce to take responsibility for office hygiene and best practice is going to be key.

**Flexible and Home Working:** Flexible and home working improves work/life balance, enhances employee happiness, raises productivity, reduces absenteeism, and increases staff retention. Flexible working is easier to implement when key processes and technology are integrated and your people have the right equipment to work from home.

**This agile approach brings a complex duty of care to employers.**

Legislation and compliance is applicable to both the home and office workspaces. Our people want to be safe and secure wherever they work. They need to feel supported by the right equipment and resources. They must be empowered to work effectively, no matter where they are.

In this guide, Limelight Workspace shows you how to do just that. We give you guidance and creative ideas to prepare your workspace for the safe return of your people. We bring you solutions that enable your people to work safely and effectively from the office and home. We can help you build a sustainable and secure business for the future.





## Return to Work: Office Hygiene and Safety

Your employees and visitors need to feel secure the moment they enter the office environment.

A clean and hygienic workplace helps limit the infection from spreading and protects everyone in your workspace.

Hygiene is going to play an important role in the office for the foreseeable future. Organisations have an obligation to adapt and design their workspaces with 'infection control' in mind.

The average person touches 140 objects in the office environment every day, excluding fixtures and fittings, so reducing the number of things they touch and ensuring cleanliness is key. You will need to remind people and reinforce your protocols with communication and practical solutions.

Cleaning your office space will reassure returning employees, as will implementing processes and lasting structural changes to support long-term hygiene and cleanliness.

General Infection  
Control Products



Personal Protective  
Equipment



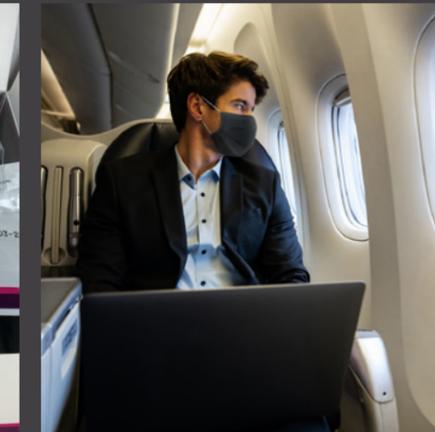
Signage and  
Wall Graphics



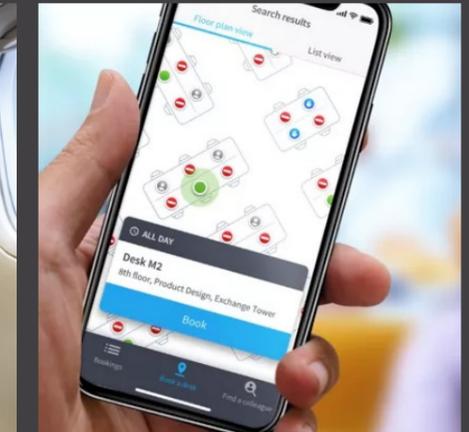
Advanced Infection  
Protection Gateways



Return to Work Covid-19  
Testing



Fit to Fly, Fit to Travel  
Certification



People and Visitor  
Management

## General Infection Control Products

The average journey to work will bring us into contact with many surfaces before we reach the office, however we commute. This is why we require both short and long-term solutions to support a clean hands process before we enter the office space and while at work.

Foyers that encourage visitors and staff to clean their hands when entering the workspace will become standard.

Free-standing portable units are a short-term solution for hand and office cleaning stations. For the longer-term we see them becoming an integrated feature of your workspace.

Place wash stations in high-risk areas, such as canteen and kitchen areas. Utilise hallway space to integrate handwashing facilities, which also serves as a design feature that denotes the transition into a high-risk hygiene area. Keep antibacterial wipes near workstations to support clean down procedures, enabling users to wipe the desks and surfaces down before use.



### Limelight's General Infection Control Products

#### Floor, wall & desk hand sanitiser dispensers

Place hand sanitiser dispensers at high traffic points in the workspace.

#### Automatic Touchless Hand Sanitiser

Keep hands clean with touchless hand sanitiser dispensers.

#### Anti-microbial Door Handle Covering

Protect your people in high touch areas with Anti-microbial door handle covers.

#### Protective Screens

Personal protective screens for efficient separation of your people. Clear dividing screens, desktop header screens, individual screens, and reception screens.

#### Recyclable Protective screens

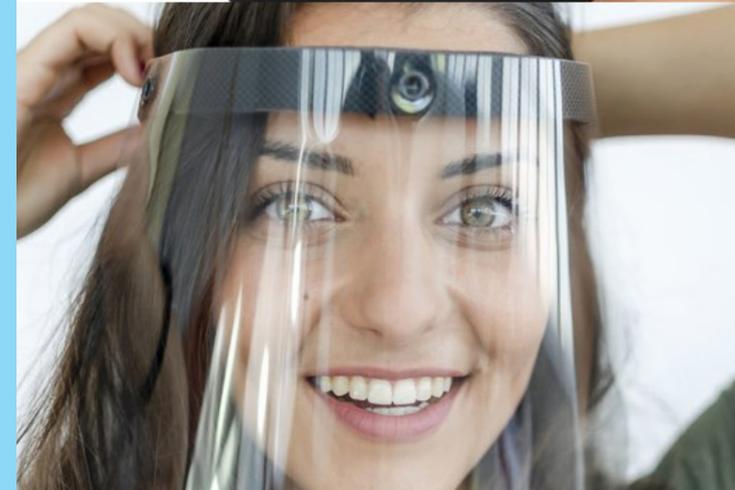
Protect both your people and the climate with our recyclable screens.

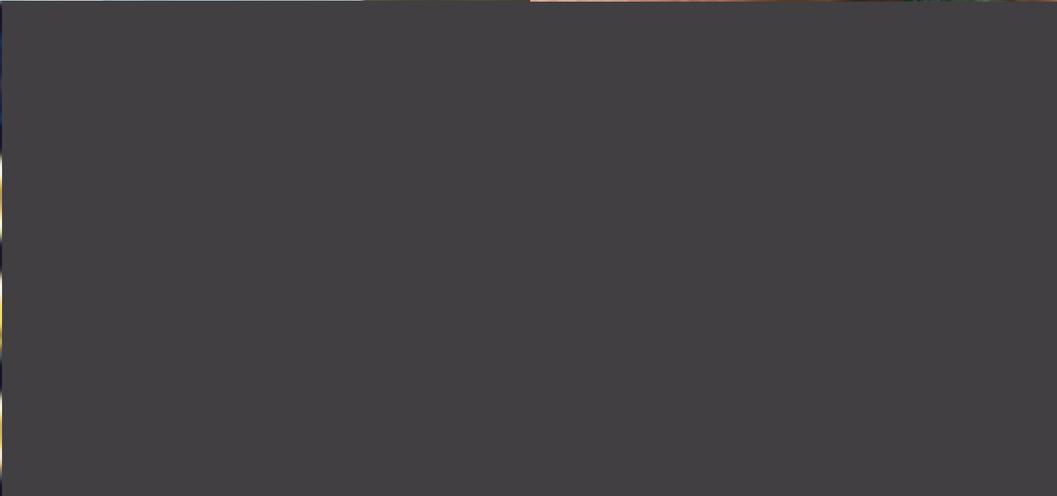
#### Commercial Thermometers

Take the temperature of your people and visitors quickly and easily with our range of hand, wall or floor mounted thermometers.

#### Personal COVID-19 Protection Pack for Workers

Demonstrate your commitment to safety. Equip your people with our all-in-one personal PPE pack to be used at work.





## Personal Protective Equipment

A full range of personal protective equipment available for immediate dispatch to offices or direct to the homes of your employees. Demonstrating your commitment to the health and safety of your employees.

### Limelight's Personal Protective Equipment Products

#### Clear Face Shield

Lightweight clear face shields that cover all the face, wrap around the sides and extend below the chin for protection. Easier for those who interact with people who are deaf or hearing impaired.

#### Reusable Washable Cotton Mask

A soft reusable and washable cotton mask that's comfortable, easy to wear and offers full protection.

#### 3-Ply Type IIR Face Mask

Decrease the risk of infection with our three-ply masks with integrated nose clip. The outer layer protects from splashes. The middle is antimicrobial. The white inner layer is gentle against the skin.

#### 5L Hand Sanitizer Gel

Kills 99.99% of bacteria in a handy 5L container to easily refill dispensers.

#### Anti-Bac Hand & Surface Wipes

Packs of hand and surface wipes to give to your people and ensure wipes are always close to hand.

#### Blue Nitrile Disposable Gloves

High quality disposable gloves that are powder and latex-free to prevent against allergies.

#### Disposable Aprons and Coveralls

Aid infection control with disposable aprons and coveralls, particularly important for medical and healthcare staff.

#### Hygiene Hand Keyring

Avoid touching surfaces with a compact keyring, allowing your people to open doors, push lift buttons and use pin machines without contact.

#### Hand Surface Sanitizer Spray

Keep hands and surfaces clean with an easy-to-use sanitiser spray.

#### Remote Working Staff PPE Packs

An all-in-one PPE pack for your people working remotely. Quickly and easily delivered directly to their homes.

#### Staff Commuting PPE Packs

Protect your people on the commute to and from work with a Personal Commuting PPE pack.

## Signage and Wall Graphics

Easy to install on walls, integrated signage, floor vinyls and other design-led features will be key to supporting initial social distancing. Internal signage applications could also be considered as part of a broader internal communication strategy that helps your people return to work.

### Limelight Signage and Wall Graphics Products

#### Signage & Wall Graphics

Enhance good workplace practices with social distancing and safety signage, making it clear from the moment you enter your office that guidelines are in place for people to keep their distance.

#### Floor Graphics

Use floor graphics to show suitable distancing and support the directional flow of walkways around the office.

#### Safety Pamphlets

Reinforce your messages with safety pamphlets as part of your return-to-work communication.



#### Antimicrobial Door Graphics

Protect your people with peel and stick graphics impregnated with antimicrobial technology. Installed in seconds and easy to replace.

#### Poster Signage

Clear communication about your commitment to high standards of health and safety. A complete range of hygiene safety communications.

#### Free Standing Displays

Locate your communication anywhere with free standing displays. Double sided for maximum visibility allowing quick changes to your information and communication.

#### Digital Signage

Keep your messages up to date, quickly and easily with interconnected digital displays, allowing information to be immediately changed throughout your organisation.





## SteriPods Advanced Infection Protection Gateways

We believe in bringing Britain back to business by protecting your customers and your people. Our SteriPods is the latest in Covid Prevention technology and enables organisations to open their doors and get people back to work.

SteriPods are walk-through gateways that take less than 10 seconds to disinfect each person, allowing your customers and employees to flow smoothly as they move onto your premises, with minimal interruption. SteriPods lead the way in tailored solutions for offices and venues in all sectors and for organisations of all sizes. As an advanced doorway protection system, SteriPods provide reassurance to employees and give visitors the confidence they need to begin interacting once again.

### Free-standing Units

SteriPods are easy to install, free-standing units. They are simple to relocate if you need to adjust traffic flow and available in sizes and combinations that suit your organisation.

SteriPods are suitable for adults and children and are designed to be 'access friendly', to support users that may be less able or those with wheelchairs or mobility aids. SteriPods feature a tank that can hold up to 40 litres of SteriMist, a fragrance free and odourless disinfectant that has been developed by international hospital supply. Running costs are less than 3p per person.

### SteriMist

SteriMist is an ultra-fine, dry sterilising mist that provides total disinfection from head to toe and lasts for up to 70 hours. The dry mist is an alcohol free, organic, water-based solution that kills 99.99% of bacteria and viruses without irritating eyes or skin and it won't damage hair or fabrics.

### Safe and Hygienic

SteriMist is a fragrance free and odourless disinfectant. It contains no alcohol, and, unlike alcohol-based disinfectants, it is gentle on the skin and avoids irritation when used frequently. According to scientifically proven formulation, SteriMist gives longer-lasting protection than alcohol-based disinfectants.

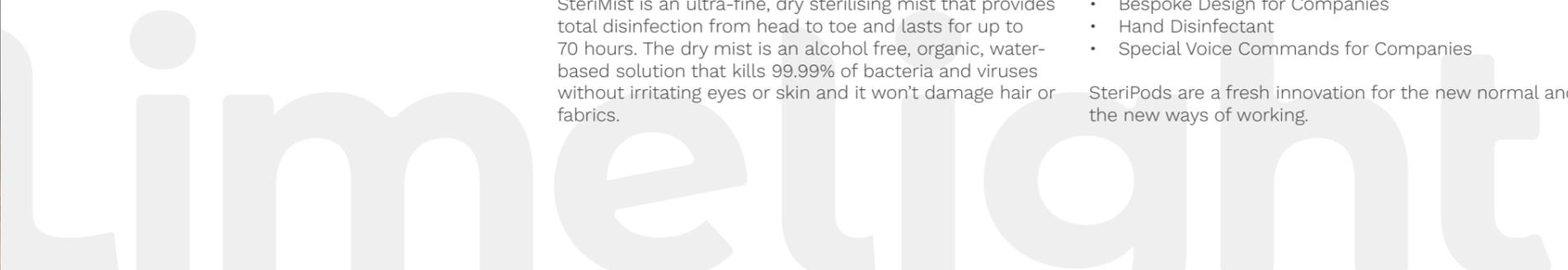
SteriPods deliver a total body sanitising treatment that includes the hands. The drip tray underfoot even kills bacteria on the soles of the shoes. People pass through the unit without touching any handles or surfaces.

As part of the SteriPods solution there are optional extras that are available, including a digital wall mounted thermometer for testing people's temperatures and facial recognition systems. People can easily pass through without the need to touch any handles, buttons or surfaces.

These include:

- Thermometer
- Thermal Camera
- Hygienic Mats
- Turnstile Passing System
- Bespoke Design for Companies
- Hand Disinfectant
- Special Voice Commands for Companies

SteriPods are a fresh innovation for the new normal and the new ways of working.



## Return to Work Covid-19 Testing

Need to ensure your workforce is safe and virus free?

We are committed to getting people back to work. The sooner this is done, the quicker our economy will recover. Sometimes it's not possible for your people to work from home. That means you need to ensure your workforce is safe and virus free.

Our 15-minute COVID testing gives organisations a rapid solution. The current Government testing regime is under pressure. Rapid testing provides a scalable solution for your business and eases the burden on the NHS.

We provide corporate testing for organisations with up to 10,000 employees. Bringing safe, scalable on-site testing to your premises.

Our testing services meet the latest Government guidelines and are CE approved. They have been awarded the highest accuracy rating in the UK and have been purchased in large quantities by HM Government.

### Digital Data

Results are linked to a Cloud based, data-driven digital tool that enables symptom tracking, test result management, risk assessment, estimated return to work date, contact tracing and a comprehensive reporting suite.

### 15 Minute Covid-19 Test

The Antigen Swab test consists of a sole nasal swab. It is the only 15-minute Antigen currently available in the UK.

### The COVID-19 Rapid Antigen Point of Care Test

Rapid test for the detection of SARS-CoV-2 antigens in human nasopharyngeal swab specimens



The Antigen Swab Test is performed by fully trained, insured operatives, ensuring accurate results and safeguarding against cross contamination. This removes the user error and cross contamination that can make home tests unreliable and inaccurate.





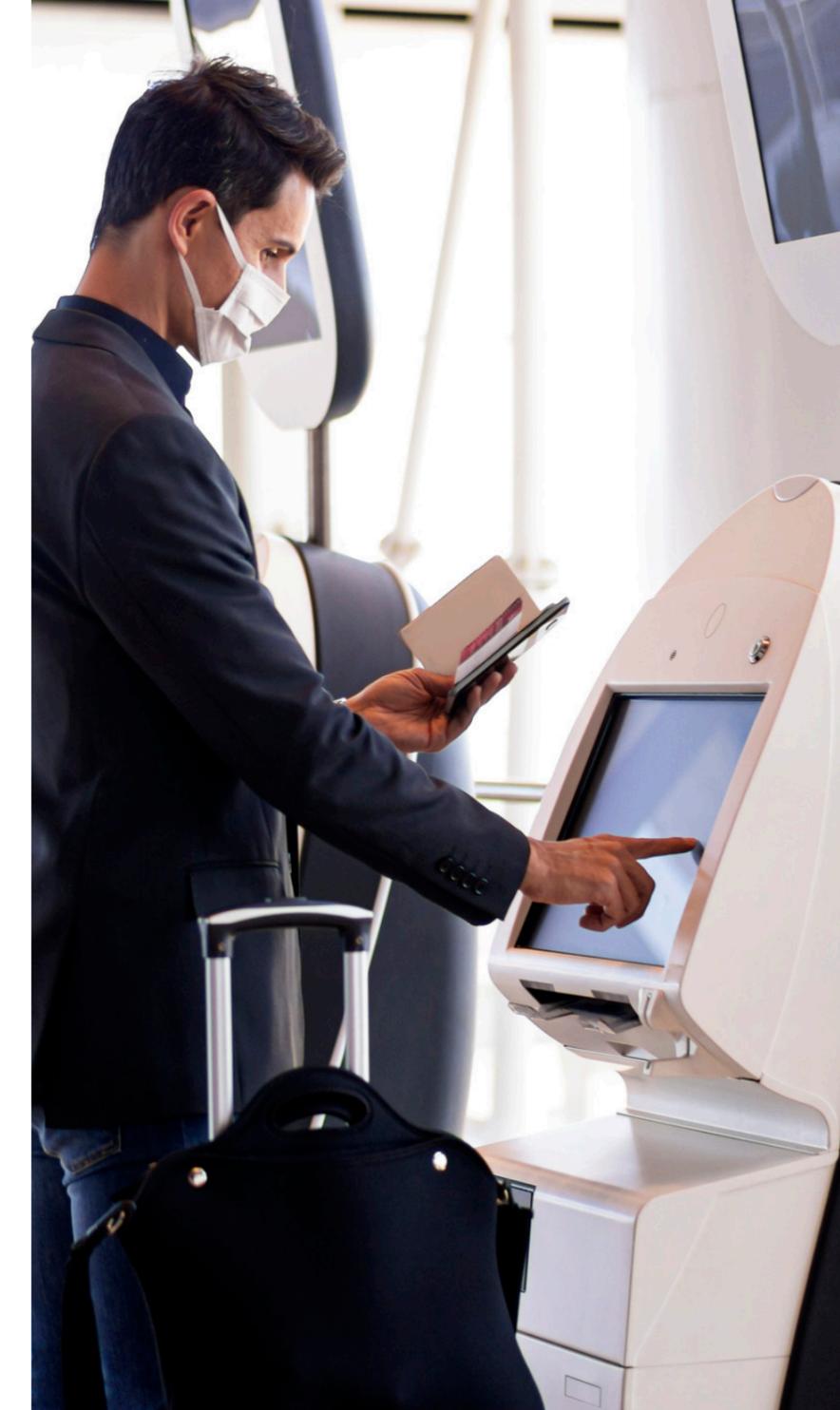
## Fit to Fly, Fit to Travel **Certification**

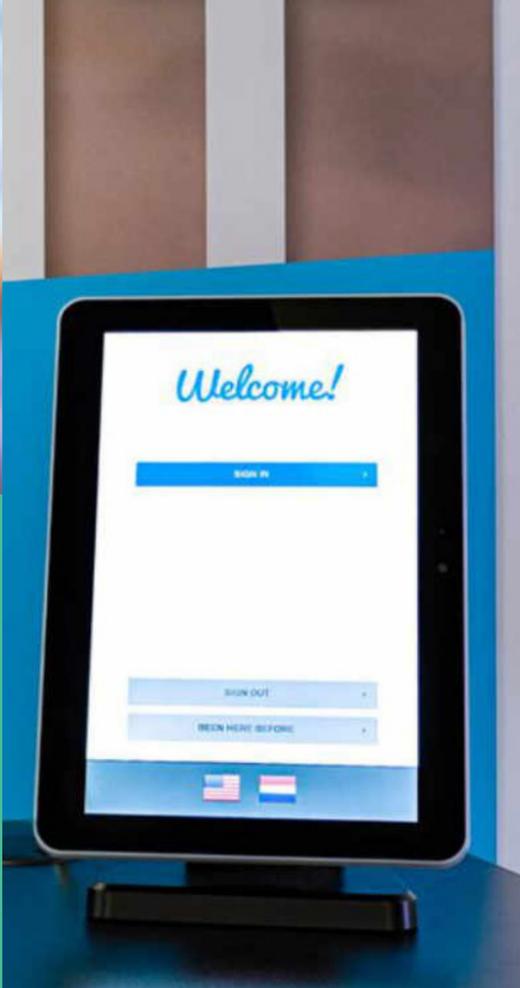
Business travel and flying are still a requirement for many organisations. A number of airlines now require a 'Fit to Fly' certification, which is proof you've undergone an Antigen Swab Test and passed within a certain time frame.

Our Rapid Antigen test consists of a sole nasal swab. Testing can be carried out onsite, at one of our COVID secure testing facilities or in the comfort of your own home, by one of our fully trained and insured operatives, ensuring accurate results and safeguarding against cross contamination.

All results are available within 15 minutes of testing and the time/date and outcome of your test will be emailed to you within 24 hours. Results and certification can then be presented to the respective airline.

Protect lives, save livelihoods.





## People and Visitor Management

Operational protocols and parameters are likely to change on a weekly basis, for the foreseeable future. Many businesses are attempting to find and use tools to manage the reduced occupational densities in their workplaces.

Technology will help manage occupancy and support how you allocate available office space by enabling employees to book desk space from home prior to coming to work. These scheduling tools and booking apps fully support this flexible approach to workplace provisions – maintaining the safety, wellbeing and productivity of your employees.

### Limelight People and Visitor Management Products

#### Office Monitoring Systems

Understanding occupancy and office capacity is essential to the future of the workplace. Systems that support social distancing and office occupancy are a game-changer. GoBright allows users to book desk space from home via an app or a web portal, while the system manages the space.

#### Gesture Controlled Hygiene Solutions

Technology that reduces the number of things we touch is a must in the COVID-19 office environment. Everything from lighting to toilet flushes could be sensor controlled. These solutions are crucial as organisations prepare to get their teams back into the workplace.

#### Unmanned Reception Technology / Visitor Management Technology

Check-in systems that allow visitors to log themselves in. The system takes their picture and sends a notification to the person they're meeting. This cuts down on processes, time and unnecessary social interaction.

#### Workplace Scheduling Technology

Workplace scheduling technology offers more than just managing meeting room bookings. It has the potential to revolutionise organisational capabilities and enhance workplace user experience.

With limited availability across the building, employees will need to plan ahead if they want to book specific settings for their tasks and team activities. In the current situation, there are useful benefits to collecting data from these booking platforms. Your organisation can see in advance where team members plan to work. This will not only help individuals plan their day but will also help businesses manage social distancing protocols.

Employers can track those who have been in contact with suspected cases of COVID-19. The data can directly feed into targeted cleaning regimes, focusing on occupied desks rather than a full-floor deep clean.





## Flexible and Home Working

Flexible and home working is here to stay. Research shows at least half of companies with offices say they will allow or encourage more homeworking.

With organisations adopting hybrid working, working from home is now part of a long-term strategy. According to the Health and Safety Executive, your employees' home offices are an extension of the workspace and therefore an organisation has the same legal responsibilities to ensure that it is safe and fit for purpose.

More than just compliance, we have a duty of care to keep our people working safely, productively and comfortably in their own homes.

Employers have a legal responsibility to provide suitable equipment and workplace furniture.

Even though your people are working from home, employers have a legal responsibility to provide suitable equipment and workplace furniture. You need to consider every home office as an extension of your main office as all legal requirements apply to working from home.





## Working Effectively from Home

### Natural light

Helping to boost productivity, natural light is extremely important. Not only does natural light support mental and physical wellbeing, it helps you be creative and efficient. If possible, ensure all home office set ups are located near a window that can be opened.

### Nature

Biophilic design is a popular topic with businesses considering their future office designs. Bringing nature into your working environment is fantastic for your mental and physical wellbeing. Studies have also shown it helps boost individual's productivity. Humidifiers and air purifiers are a wise investment when spending extended periods of time indoors, but plants have similar purifying abilities. The range of benefits that plants bring include fewer airborne dust particles, lower CO2 levels and increased humidity levels.

### Technology

Make sure you use technology and maximise its potential. It's very easy to be isolated from the social aspects of a working environment when working from home. Maintaining a positive working culture is great for individual's mental wellbeing, but also ensures that everyone stays aligned to the same goals and vision.

### Stay Active

Homeworkers often work from one location and spend a lot of their day sitting, so make sure you carve out time in your working day to do some exercise.

Whether it's to make a coffee, grab a snack or make a call, employees need to ensure they step away, take a break and get active. Regularly take short breaks to get up and walk around. Physical activity is linked to all sorts of benefits including creative thinking and stress reduction (something we could all use right now).

### Appropriate Work Settings and Ergonomic Furniture

Many businesses provide employees with ergonomic office furniture to support physical wellbeing in an office environment. Working from home and sitting on a dining room chair or the sofa for an extended period will not have a positive impact on your long-term physical health. Set up your computer so it's as close to eye-level as possible. Avoid hunching over a laptop to prevent straining your back, neck and eyes.

## Home furniture and equipment should be the same standard as the office

Finding ergonomic solutions that work in a home environment can be tricky, that's why Limelight has sourced a range of solutions that are ergonomic, durable and stylish. Home furniture and equipment should be the same standard as the office. Products designed with ergonomics in mind reduce the likelihood of injuries such as repetitive strain injury (RSI), eye strain and carpal tunnel.

We provide a series of options including purchase or leasing of ergonomic furniture, storage, lighting, technology and accessories. Equally, we have pre-selected bundles for an economic option.

Logistically easy, all items can be ordered centrally and delivered to each employee's home.

### Limelight's Home Working Products

#### Desks and Sit Stand Desks

Employees want greater say over workplace furniture in their home. Choice of style, size and finish will be important and needs to be fit for purpose. Innovative ideas include sit/stand desks, standard desks and free-standing laptop holders for eye-level viewing.

- Sit Stand Desks
- Drop Desks
- Box Desks
- Folding Desks
- Standard Desks
- Laptop Holders (Free Standing)

#### Ergonomic Chairs

Chairs should be ergonomic to make sitting for long periods of time comfortable. Every chair should fit their body, support the correct posture and adjust to movements during the day. If there are specific issues or concerns, these need to be taken into account when supplying a work chair for the home environment.

#### Home Office Storage

Ensure your people have adequate home office storage, especially if they require hard copies of personal and confidential information. Lockable storage solutions will need to be considered to meet General Data Protection Regulations.

#### Lighting

Good lighting is a top priority for people in an office space. It's important to provide good lighting for your home-working employees as recommended by national bodies. Proper lighting reduces the risk of eye strain, headaches and migraines.

#### Home Working Technology

Home-working technology facilitates communication and collaboration with colleagues in the office and also from home. Whether it's webcams, headsets or additional displays and screen stands, employees need to be properly equipped to work in a digital world.

- Keyboard & Mouse
- Webcams
- Headsets
- Displays and Stands
- Home Working Tech Bundle

#### Home Working Accessories

Accessories, including monitor risers and foot stools, are office equipment that should be available to home workers to ensure their comfort and safety.





## Protecting Your People

### Home-Worker Risk Assessment

The first is to understand the home environment in its full context, whether or not people are using a computer. These Risk Assessments should be carried out for both permanent and temporary home workers and can be conducted remotely.

- How will you be communicating with lone workers to ensure they are healthy and safe
- Understand what they'll be doing and whether it can be done safely at home
- Assess insurance, electrical safety and emergency evacuation plans
- Put plans in place to recognise signs of stress and challenges to mental health

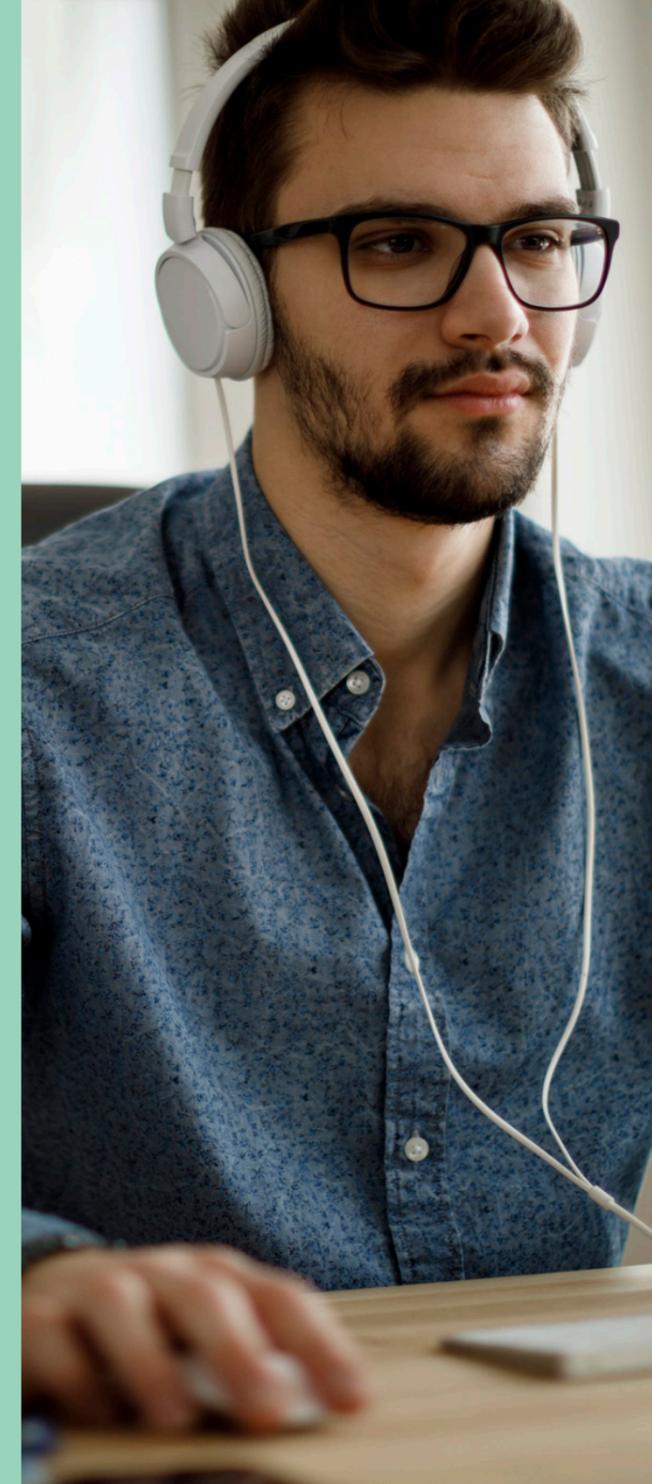
### DSE Risk Assessment

A familiar process in the office, Display Screen Equipment needs to be risk assessed for those working at home in the long term. For those working on a temporary basis, the HSE has compiled a useful self-assessment checklist.

A DSE Risk Assessment covers furniture including chair, desk plus lighting, temperature at home, air quality as well as the computer, monitor, mouse and keyboard.

Ensure your employees' home space includes:

- Task lighting. Specific, direct light on your staff's desk or area of work. Fulfilled by desk lamps
- Soft lighting. A well-lit room is needed to reduce eye strain. Care should be taken to choose lights that do not flicker, especially when flickering can occur but not be perceived by the eye
- No glare. Glare from sunlight on computer monitors can also cause eye strain and trigger migraines



## Limelight Workspace

We understand that **returning to work is a new territory** for every business

Covid-19 has changed the way we work. The uncertainty many of us face means we have to be flexible and pivot to different priorities. Flexible working is here to stay, and offices will need to accommodate this change. Businesses also need to protect their capital amidst the economic uncertainty.

Companies implementing measures for new methods of working will ensure their employees work effectively, productively and most of all – safely. Employees will have peace of mind knowing their company is looking after them.

### Quality products

We source premium products designed for the workplace and for home working. Working with suppliers whose products deliver great design, durability and innovation.

### Procured at scale

Scalable solutions suit companies of any size. Easily and cost-effectively delivered to businesses and multiple home addresses.

We offer everything from individual products to pre-bundled offerings that can be quickly ordered and dispatched, equipping your people in the office or at home and ensuring that your workspace is safe and fit for purpose. By purchasing a bundle, you save money buying multiple necessary products.

### Experts in fulfilment

Limelight empowers companies to continue working effectively, productively and safely. Drawing on our heritage and expertise in fulfilment, we source and deliver quality products to you when and where you need them, providing practical solutions that can be deployed at scale.

### Flexible financing

Financing options are also available to help protect company expenditure in uncertain times. Limelight Workspace offers flexible financing and scalable products to accommodate your changing requirements. On order values more than £10,000, you will be able to lease your products. Saving on precious capital. Should you need to return the products, you can. No questions asked.

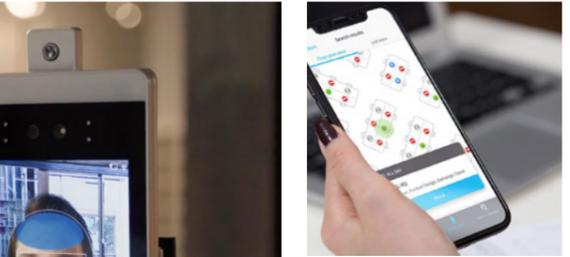
### Socially responsible

We source quality products including recyclable and green solutions that are socially responsible. Products can be pre-selected, but a choice of options is available to your employee to suit their home environments.

### Exceptional customer service

We understand that returning to work is new territory for every business. Which is why we'll guide you through the purchasing process, respond to your business needs and offer first-class after-sales support so that you're happy with your products.

For more product information, please call **+44 20 8447 4690** to talk to one of our workspace specialists, or visit **[limelightworkspace.co.uk](https://limelightworkspace.co.uk)**



# Limelight Workspace

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