

GUIDE BOOK

The background features a large, abstract geometric composition of overlapping cubes and rectangular prisms. The top half of the image is a light grey gradient, while the bottom half transitions into a warm orange gradient. The geometric shapes are primarily in shades of blue and orange, creating a sense of depth and modernity.

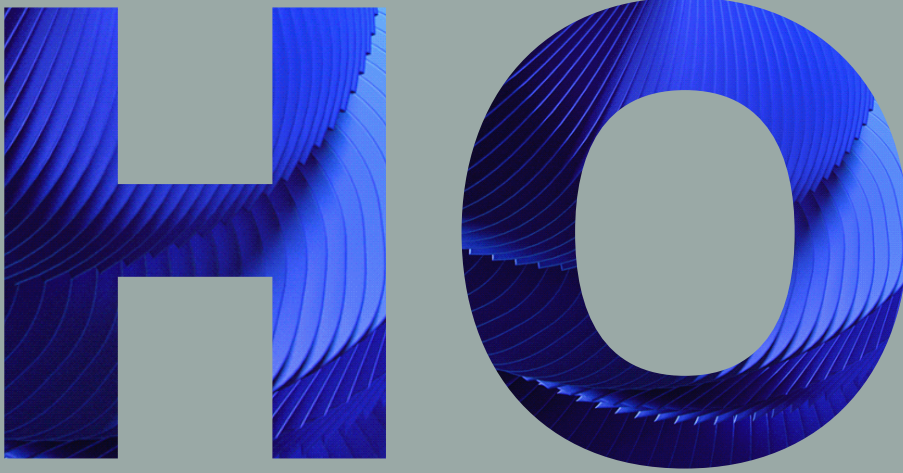
ISSUE 01 // MADE OF NURUS

Going back to the office:
*Ideas and recommendations
for the new normal*

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Index

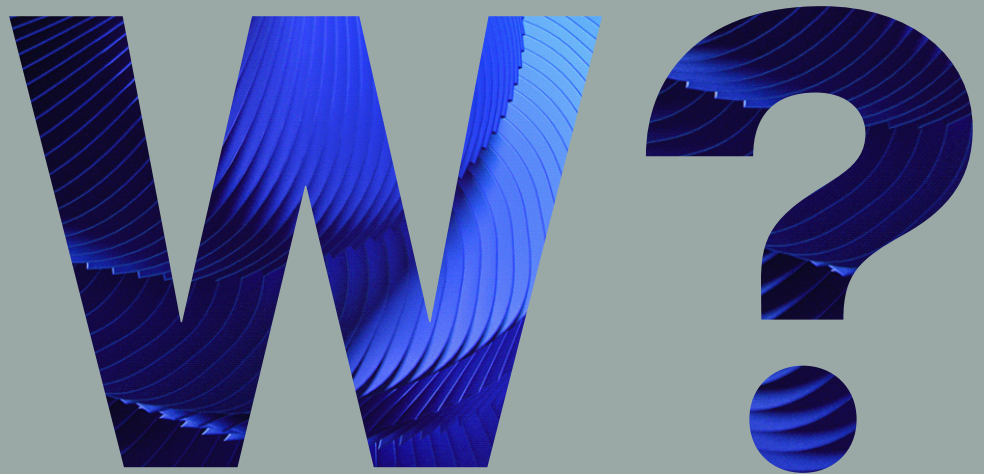
- 01 HOW?**
Going back to the office:
Ideas and recommendations for the new normal
- 03 BODY, SOUL & MIND**
Human in the focus of the work environment and
the balance around it.
- 05 SOLUTIONS**
From Day 1 solutions
to Day 60 solutions
- 07 THEORY IN PRACTICE**
 - ① Agile solutions
 - ② Layouts



ISSUE 01

GOING BACK TO THE OFFICE

YEAR 2020

**GOING BACK TO THE OFFICE**

The scenarios for returning to the office having commenced, nobody actually knows what awaits us in the second act but one thing is certain; it won't take place in a familiar work environment.

In a period in which we are unable to anticipate what kind of a future awaits us, we compulsorily moved our offices to our homes around the globe.

Following the first responses and measures, our habits at the office have been forced to adapt to the conditions at home when working.

We have integrated technology in our lives faster than ever and our daily routines included phrases like

"Can you see my screen? Can everyone mute their microphones, please? The screen's just frozen, can you reconnect?" which have become quite popular over the time.

Some of us continued working on the sofas or the dining tables whereas some did so in their customized working environments. We have discussed whether working from home has been beneficial or not.

There have been times when we could not establish the equilibrium between work and life. It was all work some days and thus sought ways of relaxing only by yoga, meditation or painting the other days.

WE INSTANTLY GOT USED TO WORKING FROM HOME BUT WE ALL HAVE OUR DOUBTS WITH REGARD TO THE SUSTAINABILITY OF SUCH METHOD OF WORKING.

Having promptly left offices behind, we are well aware of the fact that the return is not going to be on such a short notice. It becomes harder to make resolutions in this uncertainty. *Above all, a well-thought-out plan is required and the preparations need to be initiated today for being able to be ready for tomorrow.*

GOING BACK TO THE OFFICE:

IDEAS AND RECOMMENDATIONS FOR THE NEW NORMAL

With the focus on human, the work environment with the functions redefined and remodeled via data are the key to achieving the outcome defined as “the new normal”.

We have developed a sense of empathy having undergone similar conditions simultaneously. In the light of such experiences, we have once again realized the importance of being human in restoring our balance in life. Having realized that we are unable to lead a life in total isolation and desolation and that socializing is a significant part of our lives, we have started contemplating on how to adapt to the new normal.

In the short term, alternate visits to the office and reduction of population density, remodeling of available furniture with minimum expenditure, placement of significance on the personal hygiene and restructuring of areas with dense population are amongst the measures that stand out.

However other parameters to be evaluated also emerge in the long run. The most significant one of these is the mode of operation at the companies.

We have acknowledged the excessive number of advantages of working from home when compared to that of its disadvantages in this period when we were forced to work from home. It has been observed that companies which have adopted flexible working conditions as part of their culture had a smoother transition in this period.

In any return to office scenarios, one thing is for sure: The population available at the offices cannot be maintained as in the past. Fortunately, the equation we have worked out in this period shall provide reasonable guidance in this regard.

Diverting the dense population at the spacious offices at the city center to the satellite offices at various locations throughout the city and the hot desking offices in proximity to the homes of the employees may this time enable the implementability of the equation we have been forced to test for approximately the last thirty days by means of a sustainable planning. Thus the offices in the city center may be re-planned.

This is the right time to plan our return to our offices.

We have compiled the measures to be taken in the short and the long term in this book of ideas so as to promote human oriented and sustainable solutions and execute such return in the healthiest and safest way possible.

BODY SOUL & MIND

Human in the focus of the
work environment and
the balance around it.

When we put human in the center of focus, our definition of efficiency changes. When the efficiency in the business life ceases being merely an input-output equation and includes factors such as happiness, comfort and sharing, we realize the importance of balance for the human. We believe that the companies which are able to establish such balance shall succeed.

In order to lead a balanced life and continue our lives wholesomely, we are aware that the body, soul and mind need to be in equilibrium. Thus, we believe in our sustainable solutions we create by putting human in the center of our focus. It is because the individual feels the urge to establish its existence in times and spaces providing a sensation of safety.

IT IS ESSENTIAL
TO ESTABLISH BALANCE
AT THE WORK ENVIRONMENT,
BUT IT IS MORE IMPORTANT
TO IMPLEMENT AND UPDATE
SUSTAINABLE SOLUTIONS
THAT SHALL MAINTAIN
SUCH BALANCE.



And what does the human need?

THE BALANCE OF BODY, SOUL & MIND AT THE WORK ENVIRONMENT

The first prerequisite in the management of the transformation at the office is to create an environment where the sensation of balance and safety is conveyed.

WHAT DOES THE BODY REQUIRE?

The body requires solutions respecting and supporting the flexibility it provides.

Solutions that provide freedom of movement, support our health and fit our physical structure.

WHAT DOES THE SOUL REQUIRE?

The soul requires the sensation of safety deprived of fear, anxiety and worries.

Keeping the distance between people and having confidence in the employer for the conditions provided.

WHAT DOES THE MIND REQUIRE?

The mind requires a space where it can contemplate freely and comfortably focus.

Maintaining communication while keeping the distance and finding the ideal ambiance to focus.

SOLU- TIONS

From Day 1 solutions to Day 60 solutions

WHY DO WE CLASSIFY SOLUTIONS IN TWO PERIODS?

First of all, nobody actually knows for sure what kind of a future awaits us. However, it becomes apparent that the returns to the offices shall commence in a short span of time and that the first steps of this adventure need to be planned now.

IN THIS PERIOD,
OUR ABILITY OF ADAPTATION
GAINED SIGNIFICANCE.
AND THIS TIME, IT IS
IN OUR HANDS TO MANAGE
OUR OWN ADAPTATION.

In the first days of the return to office, drastic and long term changes by the companies may prolong the adaptation period and the steps taken without completely analyzing the agenda may lead to divergence from the short term agenda.

Thus, it stands out as a reasonable, efficient and testable strategy to primarily handle Day 1 and come up with exclusive solutions for the the initial period for employees who more easily adapt to the novelties and then prepare for Day 60 with more comprehensive solutions.

Here, the most significant measures to be taken are keeping an open mind and foreseeing all probabilities, evaluating each idea, testing and setting off with a set of ideas, considered to be the most accurate. Collaboration is essential because common mindset favoring the human is one of the definitions that best describe the zeitgeist of this period.

Day 1 solutions



ISOLATION AT THE WORK ENVIRONMENT ESTABLISHED WITH MINIMAL EXPENDITURE

Isolation of spaces

can be achieved at open plan offices by placing separator panels between tables. These separators may easily be manufactured in various sizes in accordance with the size and locations of the tables and mounted to existing furniture. Standalone separator systems may be preferred as well.



PERSONAL AND OFFICE HYGIENE

Disinfection procedures to improve the hygiene at the office may be

executed upon notification of the employees. Disinfectants may be placed at designated spots and entry checks may be separately executed.



DISTANCES

It is recommended that spaces with high circulation be re-arranged and

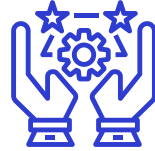
a 2 meters distance is maintained between people. Cross or back-to-back seating plan may be preferred instead of face-to-face seating.



SHIFT WORK SYSTEM

Certain individuals may go to the office on certain days in order to prevent the

dense population at the workplace established by everyone being present at the office simultaneously and those fit for remote work may continue to work remotely.



STRATEGIES SUITABLE FOR NEW WORKING CONDITIONS

Each company may re-establish the

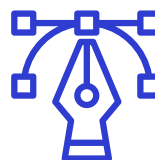
centralized and remote work balance in accordance with the working conditions and strategies most suiting their own cultures. Satellite offices at various locations throughout the city and hybrid work environments may accompany the spacious offices at the city center.



DIGITAL OFFICE MANAGEMENT

Most of the manually handled operations at the existing offices

may be transferred to the digital environment. Thus many functions such as the office circulation, occupation density, table and room reservation and the use of lifts become transparently manageable and uses requiring manual handling may be prevented.



RE-DESIGN

Utilization scenarios of the employees along with the seating plan at the headquarters

may particularly be reviewed. New utilization scenarios for the cafeterias, printing stations and the conference halls where dense populations may be observed may be reconsidered. The offices may be predisposed to suit the new normal with the newly designed projects in consideration with the local business cultures along with the global examples.

If the companies take actions in consideration of their culture they possess throughout the transition management, the probability of occurrence of a resilience against the planned transformation shall be minimized and the change management in line with the plan shall be facilitated.

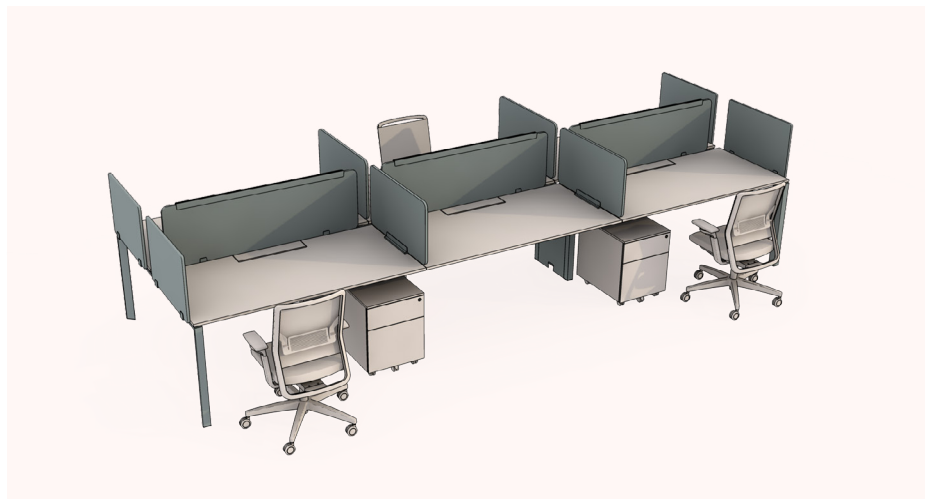
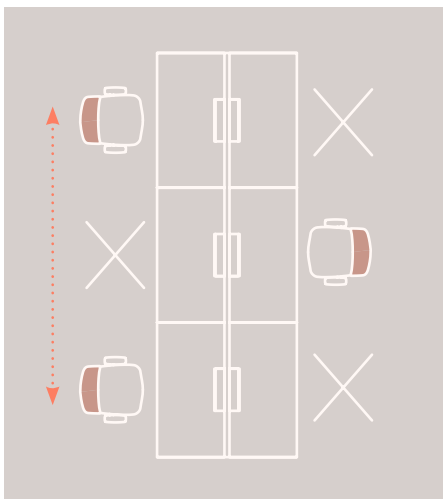
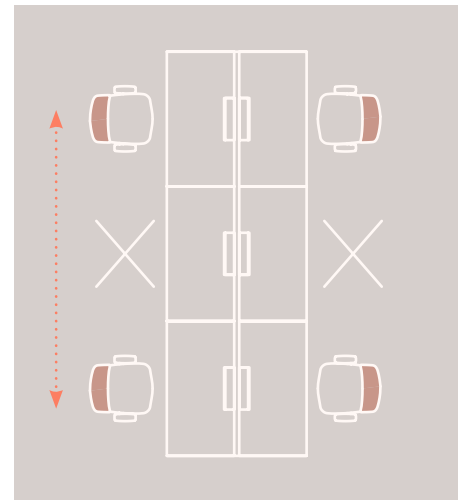
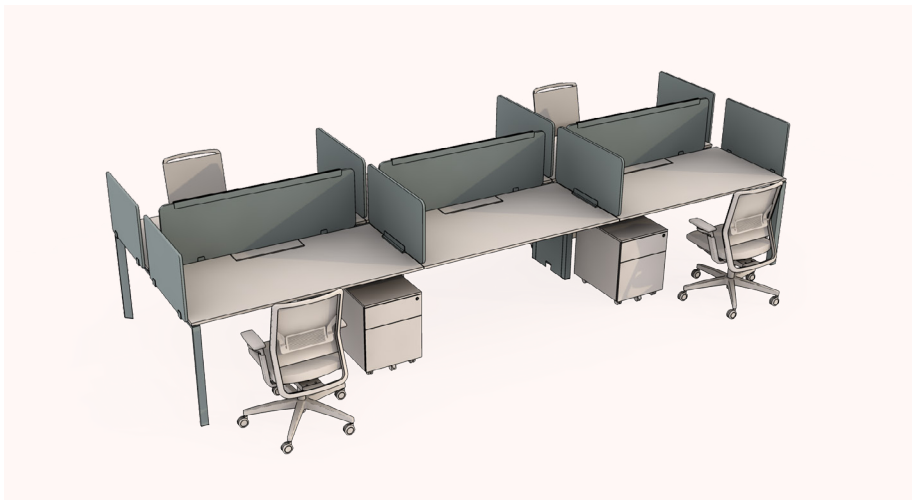
Theory in Practice

01

Agile solutions *for Day 1 of the office*

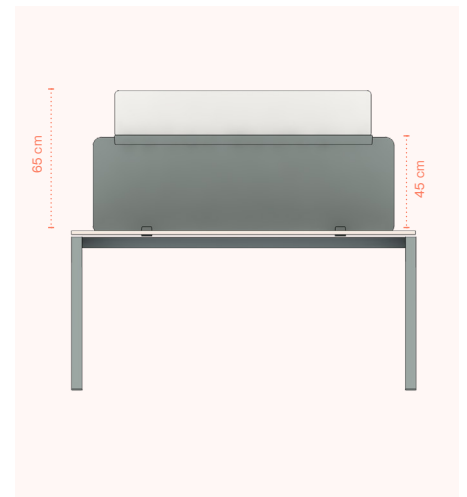
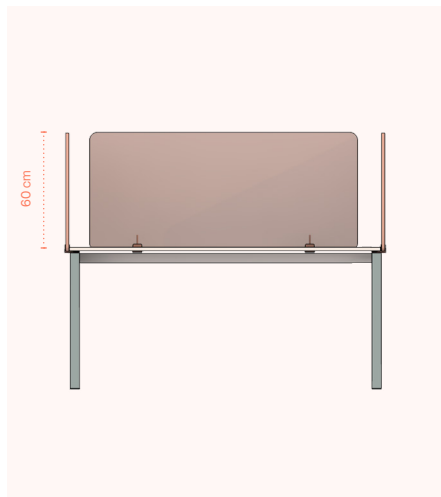
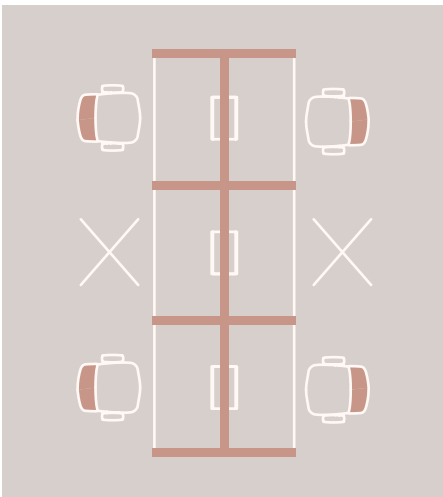
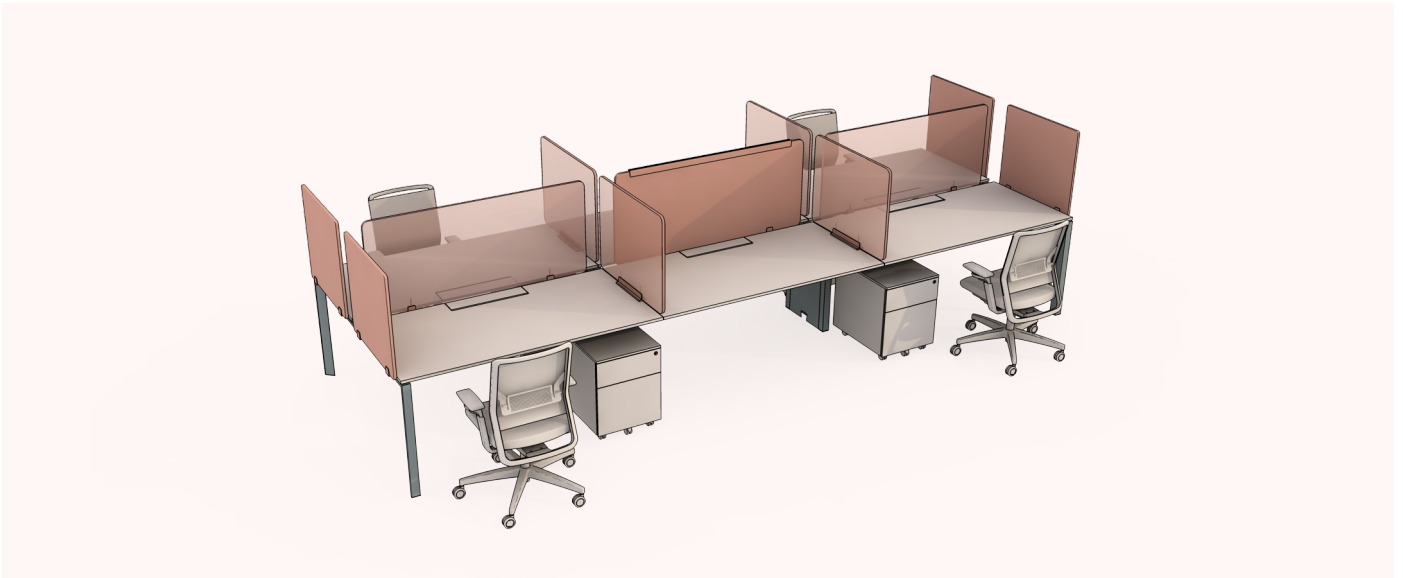
1.01

Spaces may be spared to establish 2 meter distance between employees.



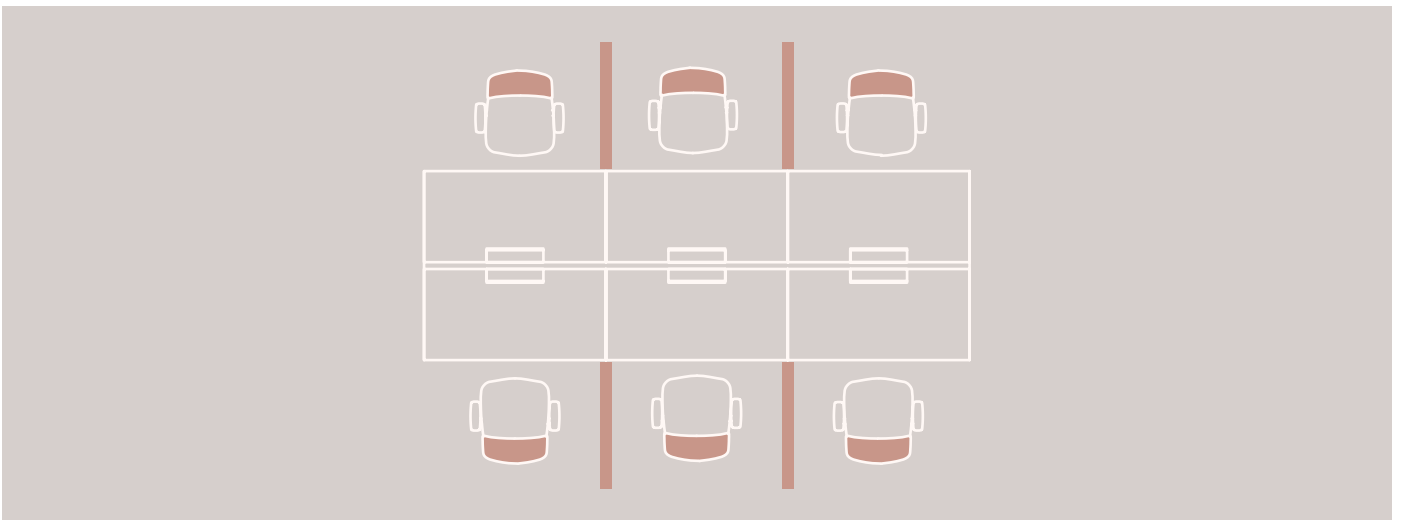
1.02

Separator panels may be raised or side panels may be added.



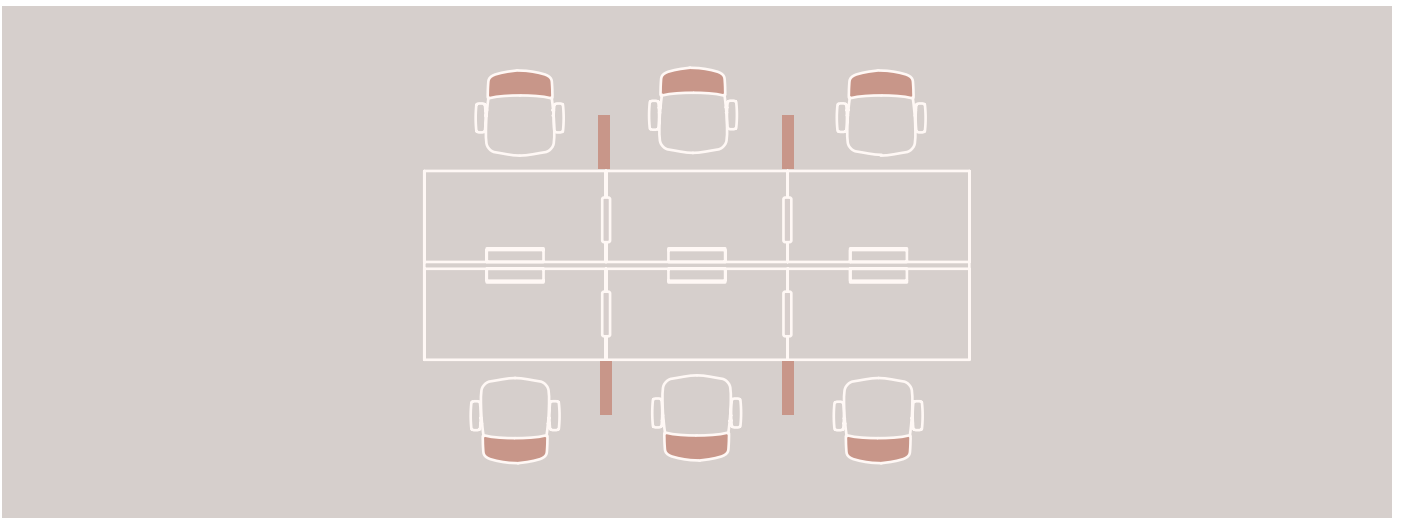
1.03

Mobile panels may be added to minimize contact during work.



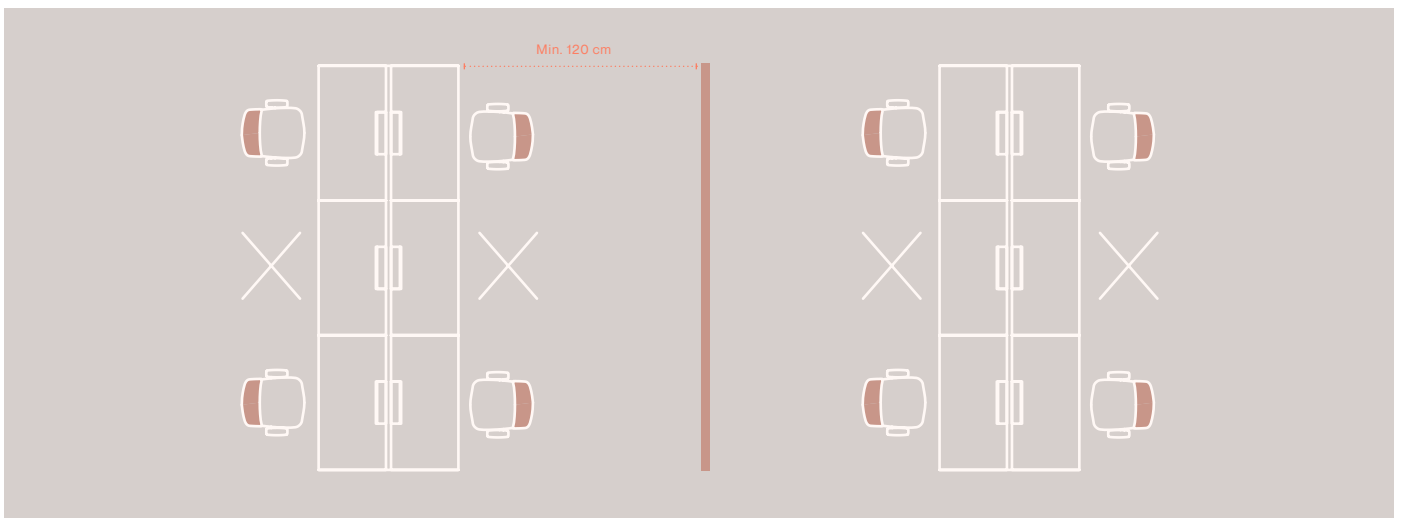
1.04

Side panels may be added to the existing panels in order to minimize contact during work.



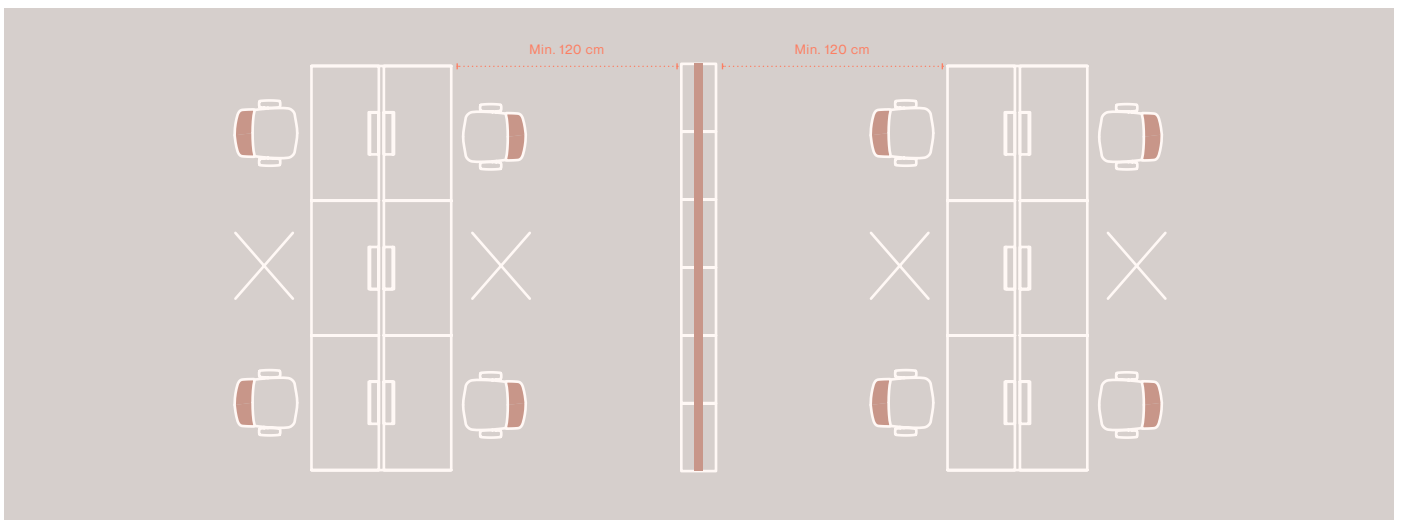
1.05

Mobile panels may be utilized to minimize contact between workstations.



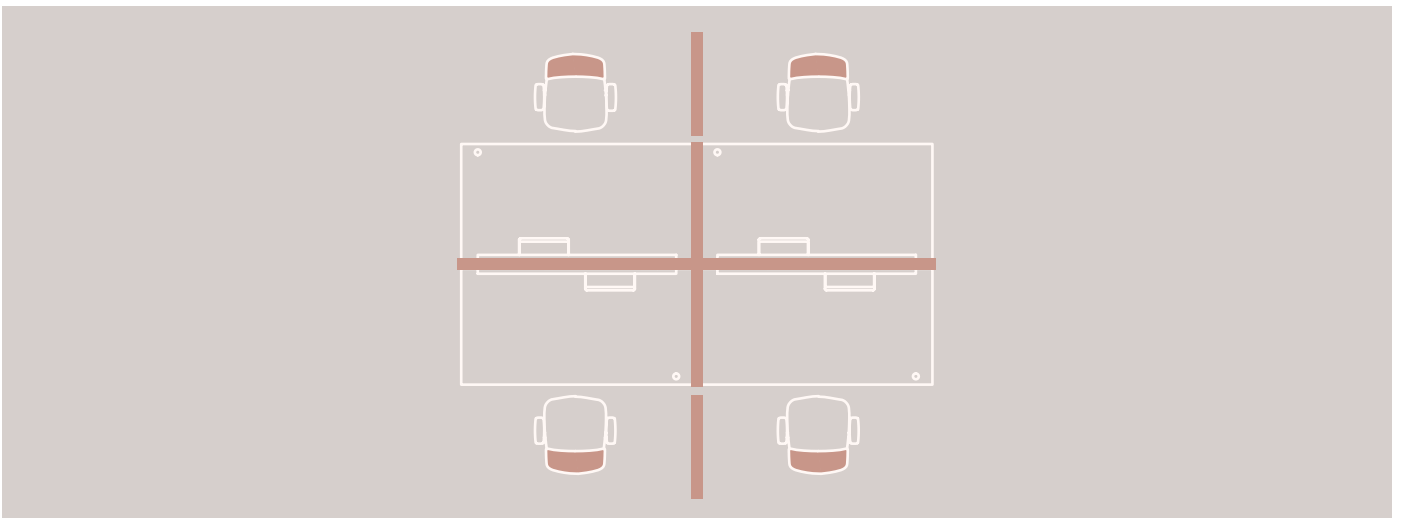
1.06

Panels may be added to existing cupboards in order to minimize contact between workstations.



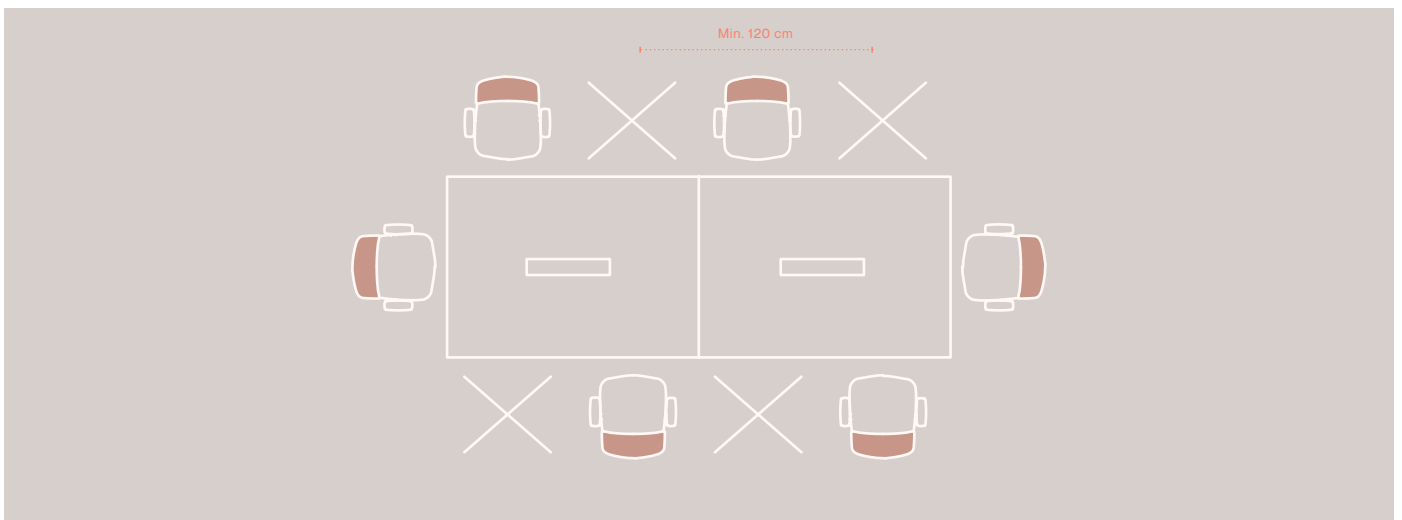
1.07

Mobile panels may be utilized between height adjustable tables.

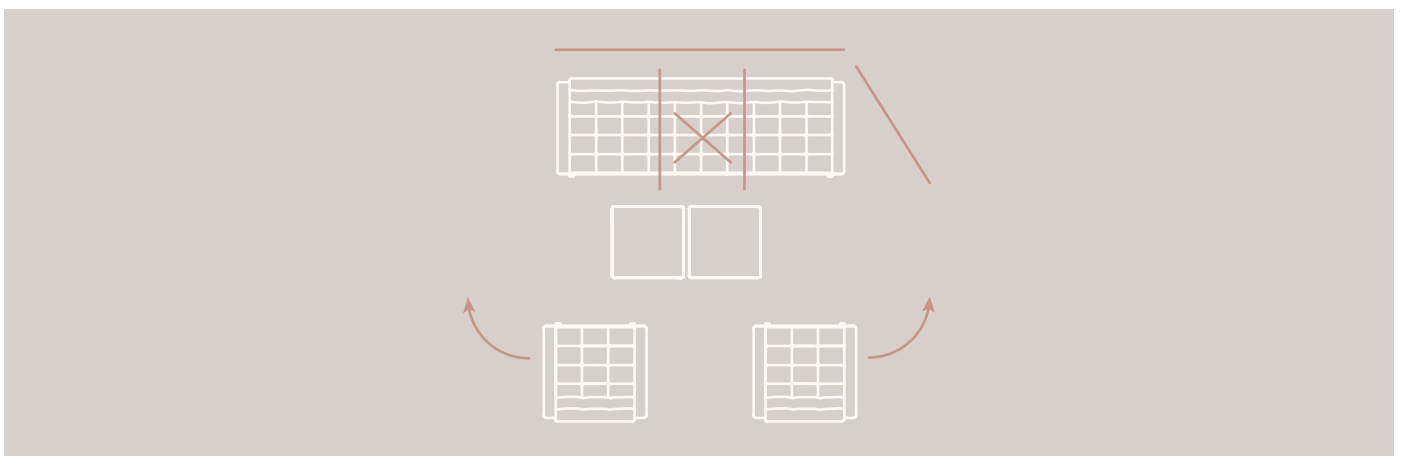


1.08

The number of attendees at the meeting rooms may be reduced.

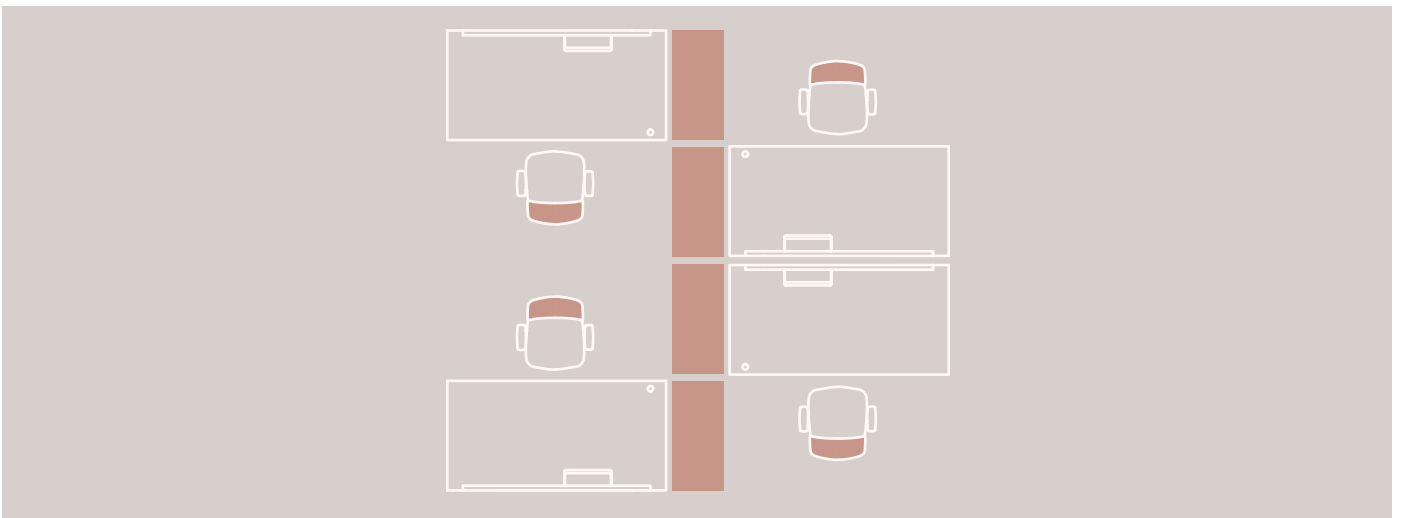


1.09 Measures to prevent face-to-face and side-by-side seating at the social domains may be taken and mobile panels may be utilized to separate social domains from work environments.



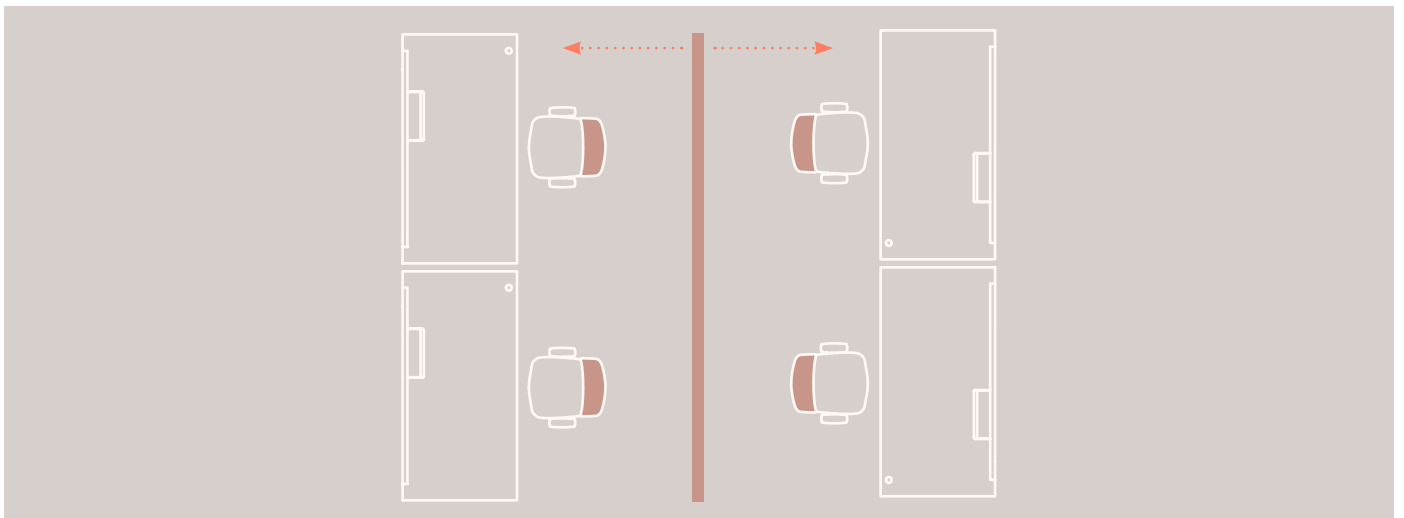
1.10

Isolation may be achieved by the addition of double sided high rise cupboards.



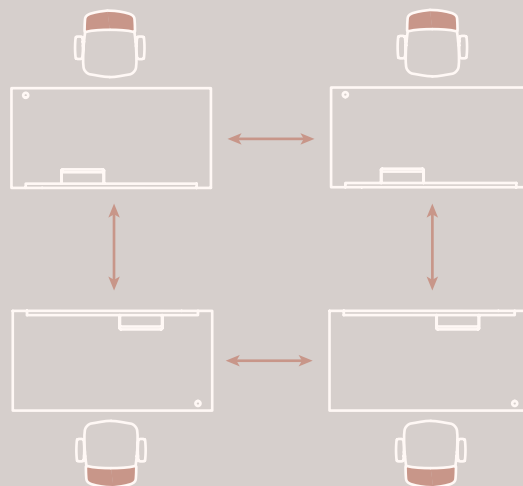
1.11

The direction of the tables may be changed to maintain the distance between employees.



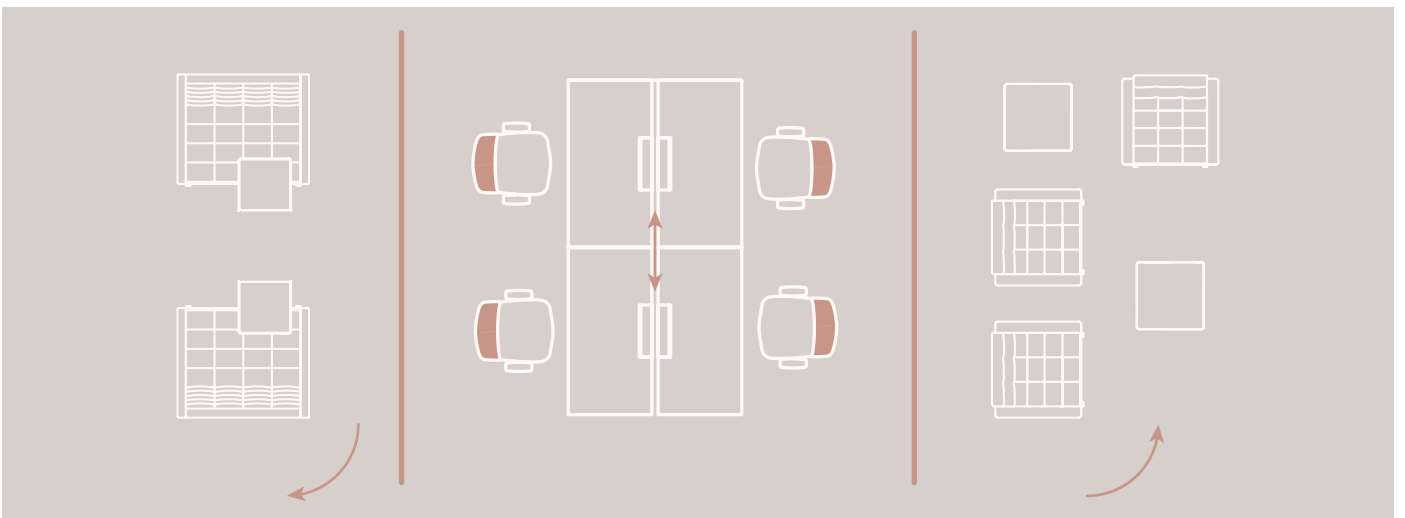
1.12

Working environments may be separated from each other through fixed panels.



1.13

Social domains and work environments may be separated from each other through mobile panels.



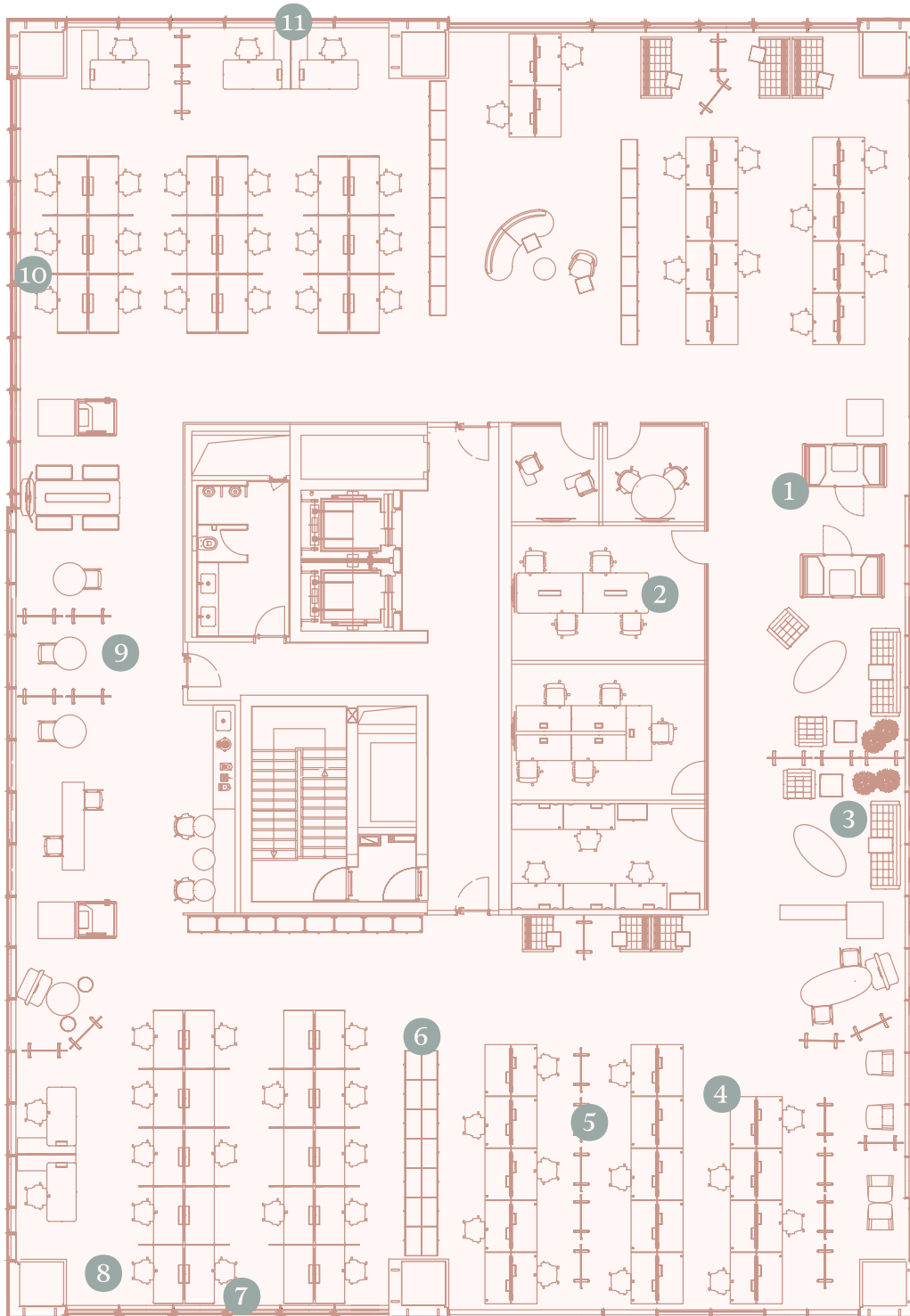
02

Layouts

2.01 // The present office

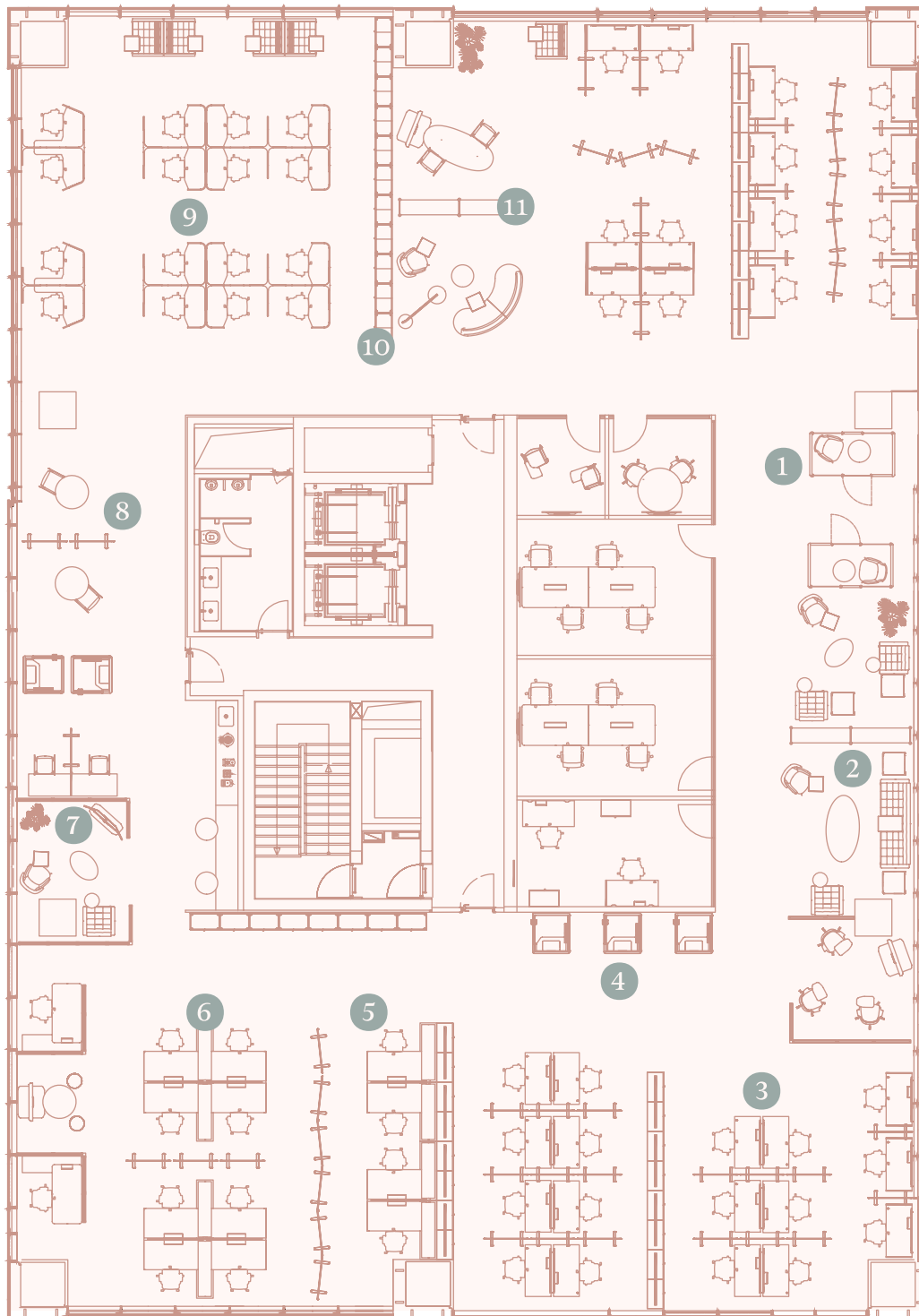


2.02 // Day 1 at the office



- ❶ Only one person is allowed in the pods.
- ❷ Number of chairs may be reduced and separators may be placed.
- ❸ Seating may be re-arranged by excluding face-to-face seating.
- ❹ Chairs in between may be removed if the table length is less than 160 cm.
- ❺ Panels may be placed in between if the distance between the groups is more than 240 cm.
- ❻ Panels may be placed on low cabinets.
- ❼ Side panels may be utilized.
- ❽ If the distance between back-to-back seated individuals is not satisfactory, cross seating by leaving space in between may be preferred.
- ❾ Panels may be placed in between to reduce the high population at the cafeteria.
- ❿ The height of the panels may be raised.
- ⓫ Guest chairs may be removed.

2.03 // Day 60 at the office



① Pods may be re-arranged for one person.

② Seating may be re-arranged by excluding face-to-face seating.

③ The number of tables may be reduced.

④ Single person video conference booths may be added to the pods.

⑤ Small work groups may be established.

⑥ Side-by-side seating may be prevented by cabinet systems.

⑦ Spaces may be separated with panels.

⑧ High population at the cafeteria may be reduced.

⑨ Isolated work environments may be established through panel systems.

⑩ Lockers may be preferred instead of commodes.

⑪ Isolated work environments may be established by the use of cabinets.

We are here for you throughout the new normal.

We are aware of the fact that substantial changes are about to take place in business. We are working with a common mindset in order to foresee how and where these changes are going to take place and are conducting research and sharing experiences with business partners all around the globe. We shall continue working on providing assistance to you by compiling all the present knowledge with the newly received sets of information.

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