
Keeping our workplaces clean & people healthy: sharing practices from 5 offices in Asia

Amid growing concerns on a global and individual level, prioritising the health and safety of our people is of the utmost importance. During the first few weeks of the COVID-19 outbreak, our Admin, Sustainability, and MEP teams in our Hong Kong, Beijing, Shanghai, Chengdu, and Singapore locations tested different setups and plans of action to ensure our work environments would remain clean and healthy for everyone. This document illustrates practical examples that were implemented in each office.

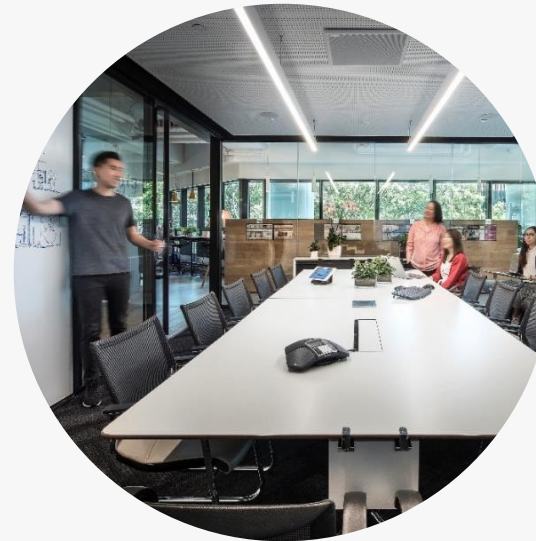
We found that several areas presented higher risks in the workplace and we explored a range of practical approaches.



● Front Desk



● Collaboration Area/ Pantry



● Meeting Room/ Phone booth



● Washrooms

Front Desk

Personal health

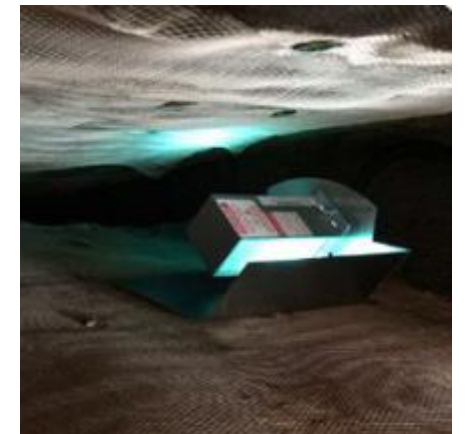
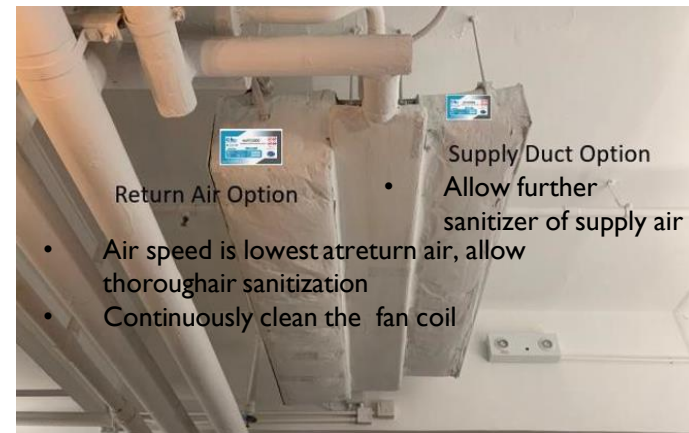
- + Place hand sanitizer in the front desk area
- + All visitors are required to have their body temperature checked and sanitize their hands before entering the space



Collaboration Area/ Pantry

MEP setups

- + Place Ultraviolet Germicidal irradiation (UVGI) and Photo Catalytic Oxidation (PCO) at the Air conditioning (A/C) unit to kill bacteria, viruses, fungi, Volatile organic compounds (VOCs), and other organics
- + Increase relative humidity after office hours to minimize airborne transmission

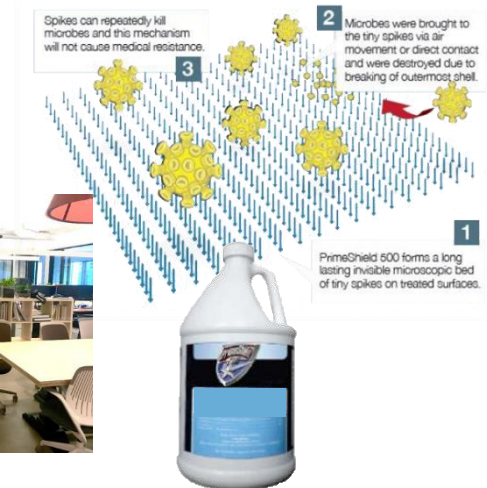
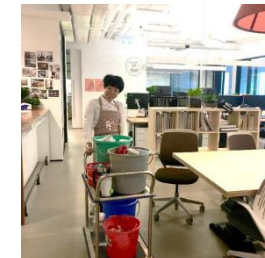


Collaboration Area/ Pantry



Surfaces

- + Place walk-off mat soaked with surface protector at the main entrance to capture particulates from occupants' shoes
- + Enforce clean-desk policy – arrange high-touch surfaces to be cleaned everyday before/after work
- + All high-touch surfaces (e.g. telephones, handles) must be repeatedly cleaned during office hours
- + Increase floor sweeping frequency with 1:99 diluted surface protector or other compounds
- + Spray antimicrobial surface protectors
* (see attached) in all high-touch surfaces
e.g. countertops, handles



Meeting Room/ Phone booth



MEP setups

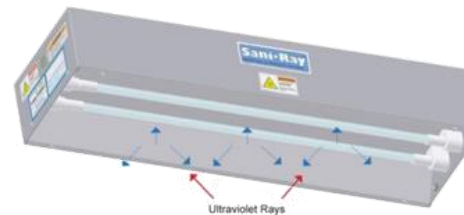
- + Increase fresh air supply based on demand by using carbon dioxide sensor, particularly in meeting rooms/ phone booth/ enclosed offices
- + Add standalone air purifiers (equipped with High efficiency particulate air [HEPA] filter and UV germination technology) in enclosed spaces
- + Install Photo Hydro Ionization (PHI)/ Ultraviolet (UV-C) technology in Air conditioning (A/C) supply and/or return to kill any virus infection



Washroom

MEP setups

- + Increase exhaust ventilation in washrooms to reduce accumulation of airborne virus
- + Install UV lamp in washroom to be switched on at night
- + Install UV lamp on toilet lids and waste bins for continuous sanitization when not in use



Washroom



Surfaces

- + Add touchless water faucet and soap dispenser in toilet area to minimize physical contact.
- + Use touchless soap dispenser with light indication of 20s to minimise contact and promoting recommended wash hand duration.



**We have taken action
in several offices.**



Individual disinfection upon entry.

- + Use walk-off mats and electrolyzed-oxidizing HClO water to disinfect anyone walking into the space to avoid bringing in bacteria.
- + **Key location:** Office entrance
- + **Tip:** Mats are suggested to be 10' wide in front of entrance



Screen body temperature of all staff and guests upon entry.

- + Use an infrared fever screen system to help measure temperature within a few seconds.
- + **Key location:** Reception area



Make hand sanitizer accessible at reception and around the workplace.

- + Staff have been encouraged to frequently wash their hands and keep them clean with hand sanitizer.
- + **Key locations for hand sanitizers:** Reception area and other places around the office



Mitigate transmission of contaminants with Heating and Ventilation and Air Conditioning (HVAC) cleaning.

- + Adopt Fresh Air Unit, clean Heating and Ventilation and Air Conditioning(HVAC) and other devices to mitigate transmission of contaminants through Heating and Ventilation and Air Conditioning (HVAC) .
- + **Key location:** Open office



Disinfect indoor air.

- + Use equipment including a Photo Hydro Ionization (PHI) system to keep the air free of harmful bacteria.
- + **Key location:** Large meeting rooms & open office



Purify air in multiple spaces.

- + **Key locations:** Open office and mid-sized meeting rooms



Disinfect personal and shared public items

- + Use wipes to regularly clean personal belongings including mobile phones and shared keyboards/mice
- + **Key location:** open office



Keep communication transparent and uplifting morale.

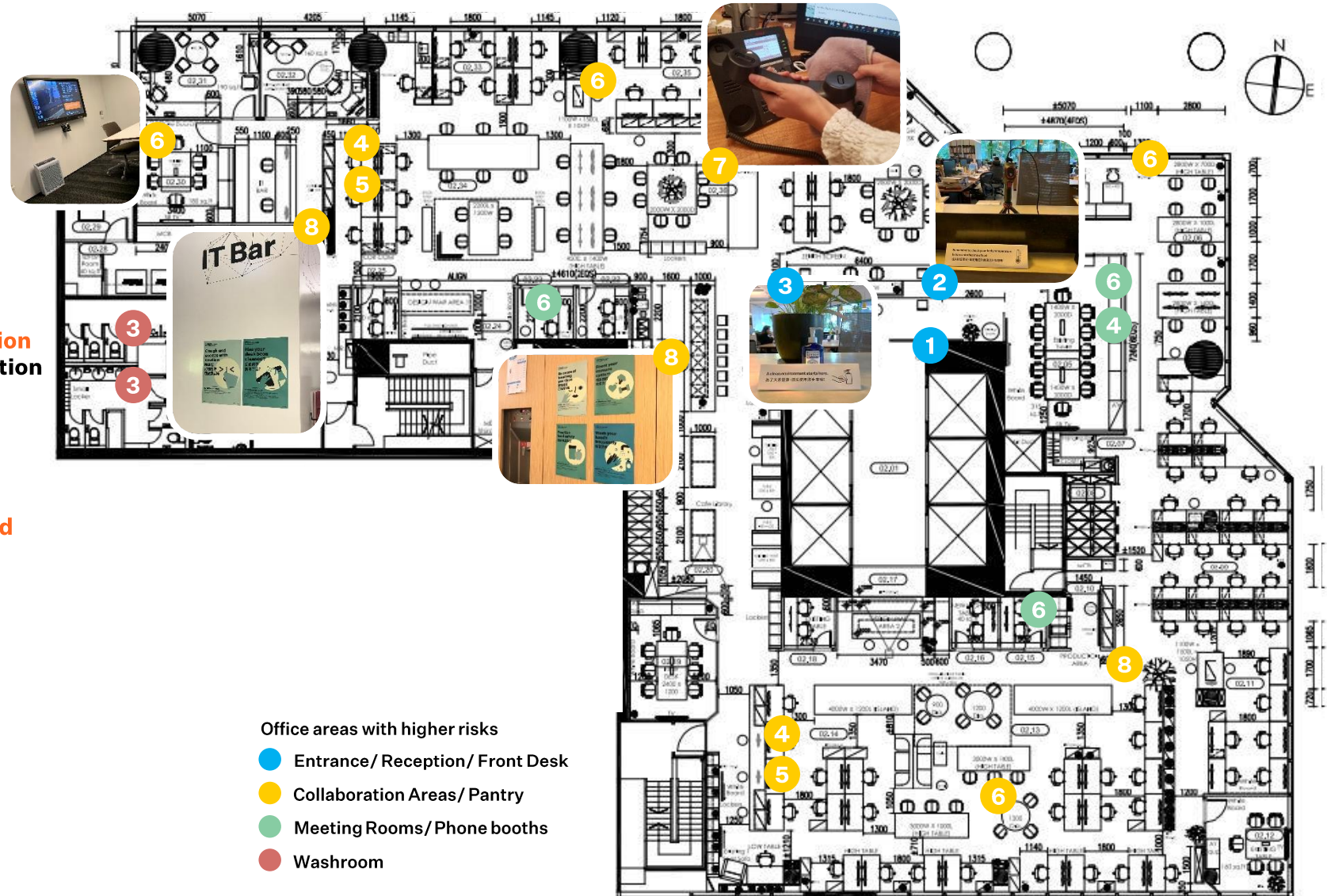
- + Distribute our digital/print posters across the workplace to keep staff informed of necessary information related to work and the workplace.
- + **Key locations:** Digital space & open office



- + [Click here to download the posters](#)

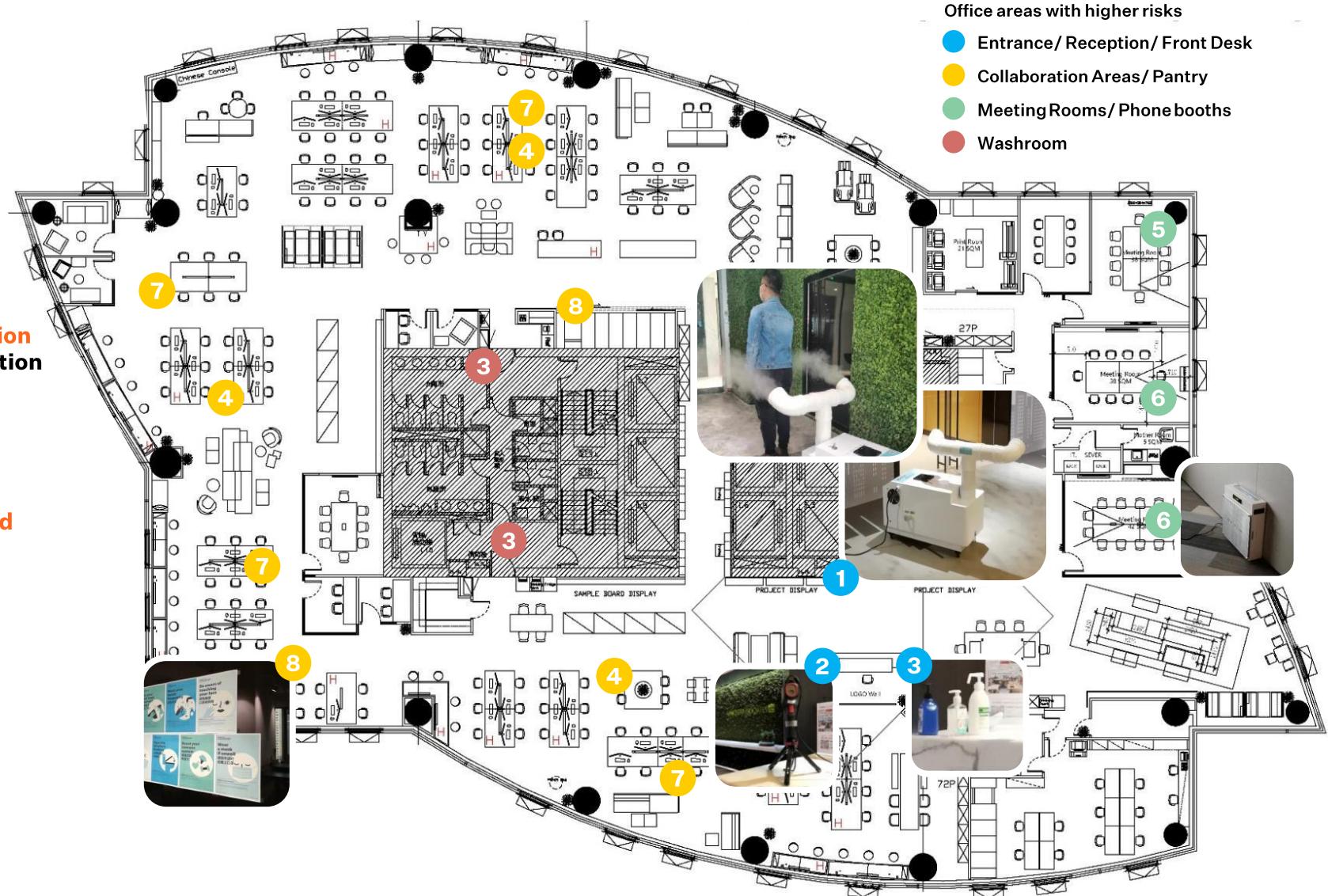
Hong Kong office

1. **Individual disinfection upon entry**
Walk-off mats, electrolyzed-oxidizing HCLO water
2. **Temperature screenings**
Thermometer, infrared fever screen system
3. **Personal hygiene**
Hand sanitizer
4. **HVAC cleaning**
Fresh air unit, Heating and Ventilation and Air Conditioning (HVAC) cleaning
5. **Indoor air disinfection**
Photo Hydro Ionization (PHI) system
6. **Air purification**
Air purifier
7. **Personal and shared item disinfection**
Wipes
8. **Information boards**
Wellness Posters



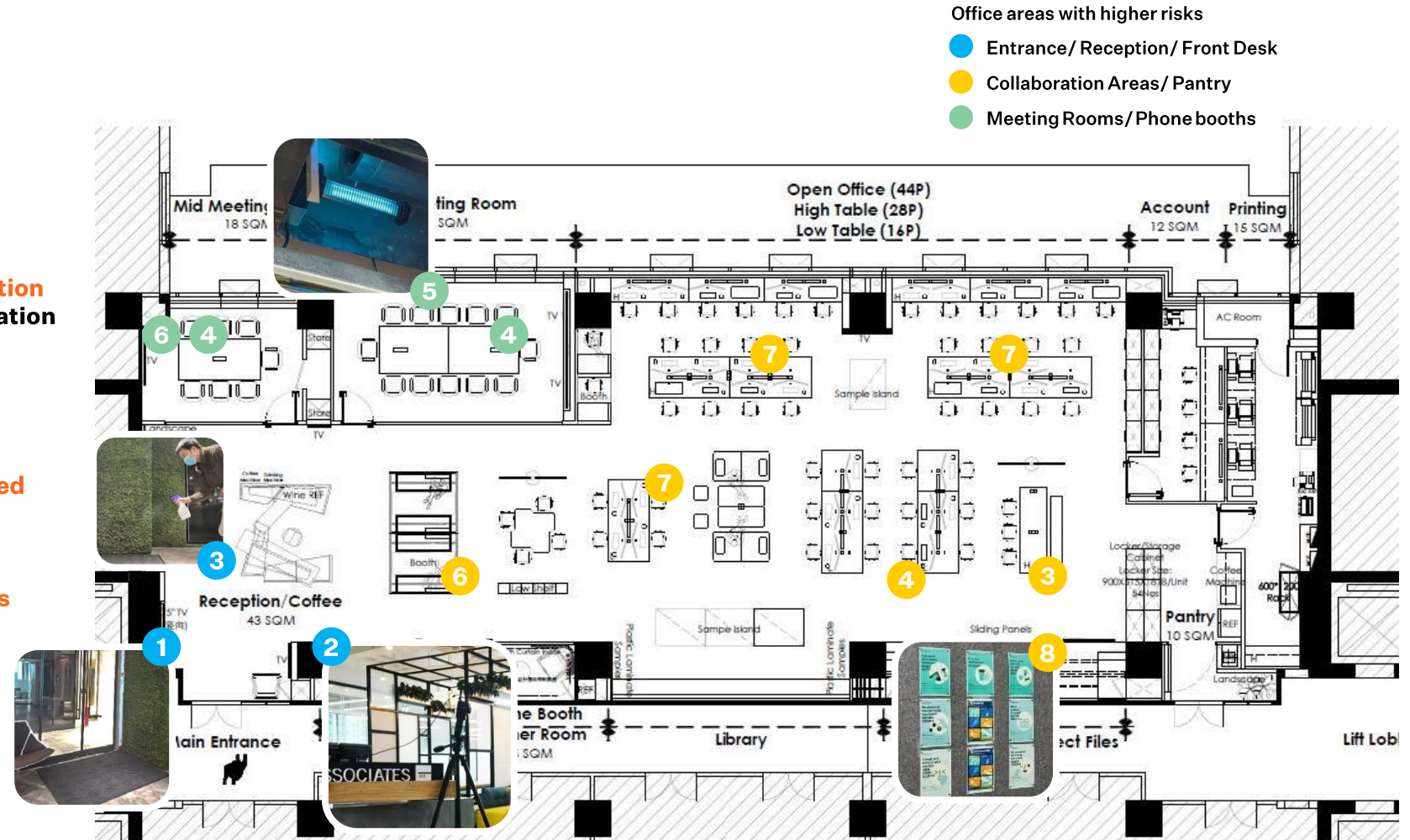
Shanghai office

- 1. Individual disinfection upon entry**
Walk-off mats, electrolyzed-oxidizing HCLO water
- 2. Temperature screenings**
Thermometer, infrared fever screen system
- 3. Personal hygiene**
Hand sanitizer
- 4. HVAC cleaning**
Fresh air unit, Heating and Ventilation and Air Conditioning (HVAC) cleaning
- 5. Indoor air disinfection**
Photo Hydro Ionization (PHI) system
- 6. Air purification**
Air purifier
- 7. Personal and shared item disinfection**
Wipes
- 8. Information boards**
Wellness Posters



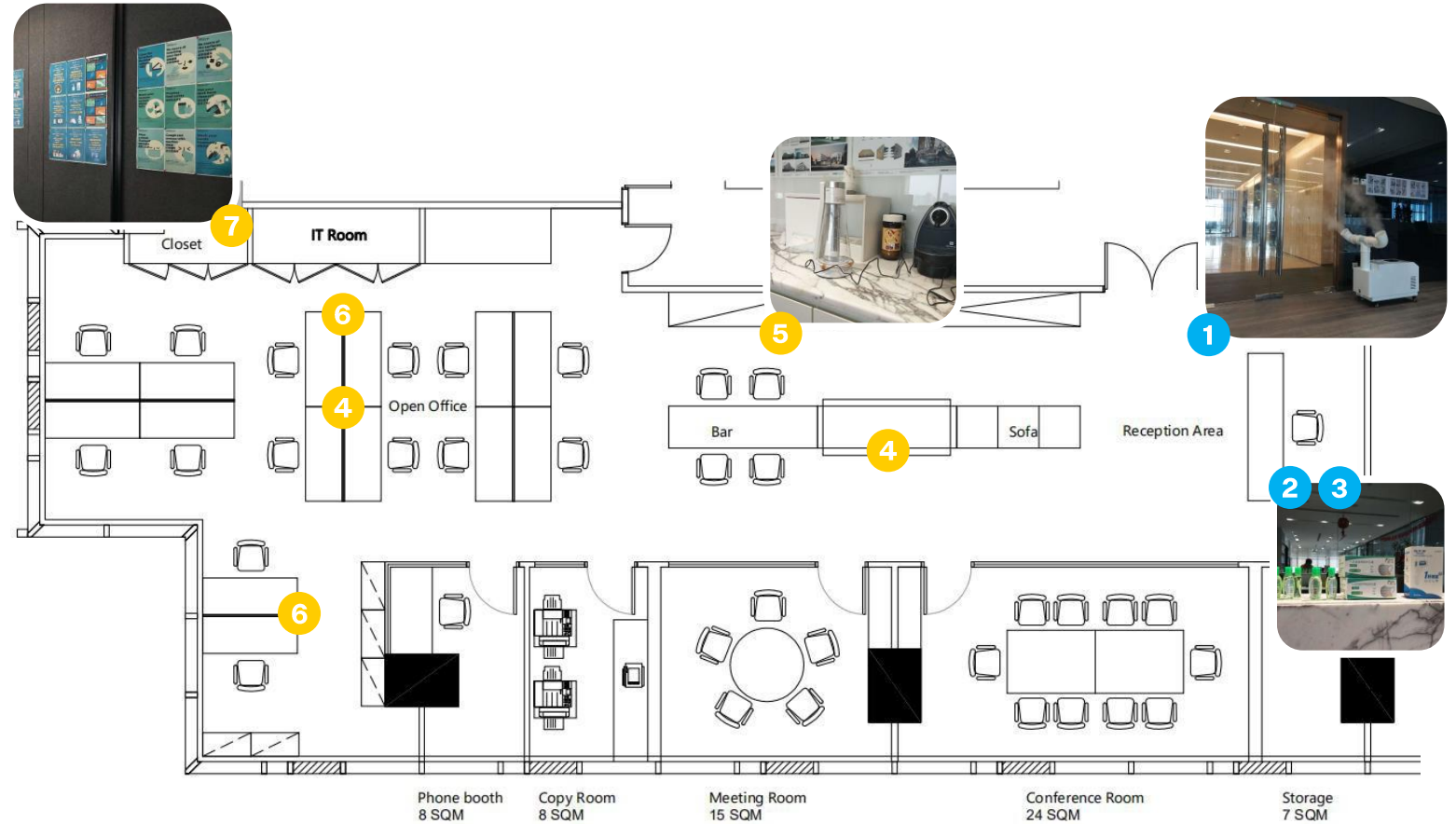
Beijing office

1. **Individual disinfection upon entry**
Walk-off mats, electrolyzed-oxidizing HCLO water
2. **Temperature screenings**
Thermometer, infrared fever screen system
3. **Personal hygiene**
Hand sanitizer
4. **HVAC cleaning**
Fresh air unit, Heating and Ventilation and Air Conditioning (HVAC) cleaning
5. **Indoor air disinfection**
Photo Hydro Ionization (PHI) system
6. **Air purification**
Air purifier
7. **Personal and shared item disinfection**
Wipes
8. **Information boards**
Wellness Posters



Chengdu office

1. **Individual disinfection upon entry**
Walk-off mats, electrolyzed-oxidizing HCLO water
2. **Temperature screenings**
Thermometer, infrared fever screen system
3. **Personal hygiene**
Hand sanitizer
4. **HVAC cleaning**
Fresh air unit, Heating and Ventilation and Air Conditioning (HVAC) cleaning
5. **Air purification**
Air purifier
6. **Personal and shared item disinfection**
Wipes
7. **Information boards**
Wellness Posters



Office areas with higher risks

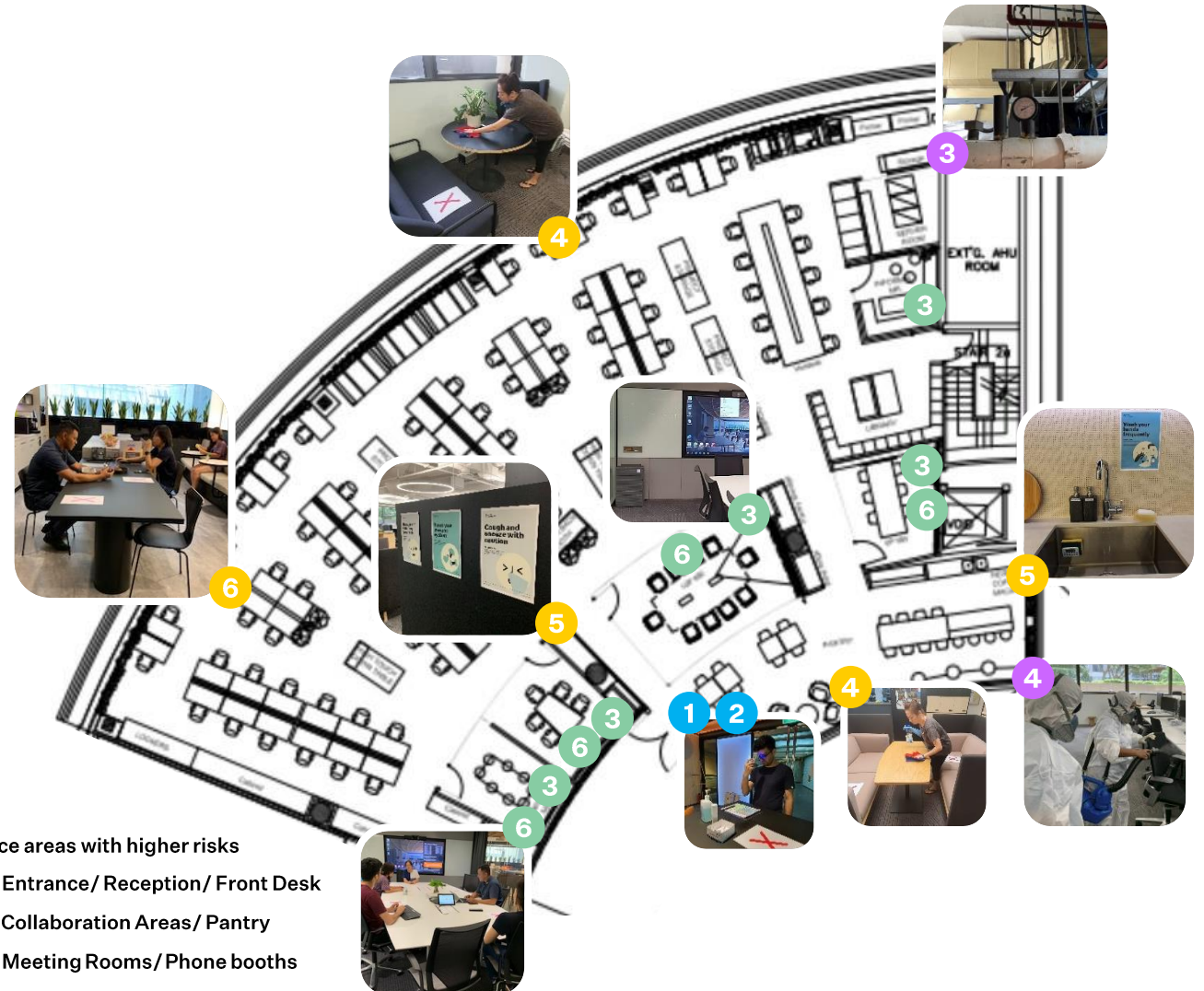
- Entrance/ Reception/ Front Desk
- Collaboration Areas/ Pantry

Singapore office

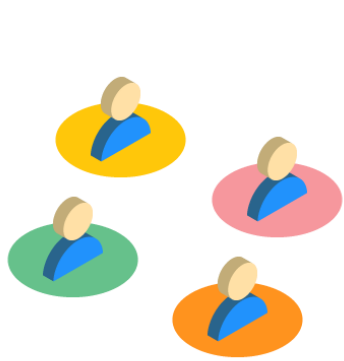
1. **Temperature screenings**
Thermometer, infrared fever screen system
2. **Personal hygiene**
Hand sanitizer
3. **Air Treatment**
 - Ultraviolet Germicidal irradiation(UVGI) and MERV13 filter at air handling unit (AHU)
 - Standalone air purifier
 - Increase fresh air intake
4. **Personal and shared item disinfection**
 - Daily wiping
 - Weekly bio-decontamination
5. **Information boards**
Wellness Posters
6. **Social distancing**
Encouraging keep a distance of at least 1m apart in communal areas

Office areas with higher risks

- Entrance/ Reception/ Front Desk
- Collaboration Areas/ Pantry
- Meeting Rooms/ Phone booths
- Entire office



**Other measures that can help
maximise our health.**



Social distancing

Avoid crowded meetings in small spaces. Encourage people to keep 1-2m apart.



Minimise physical contact

Limit the number of people attending meetings and total duration. Use Teams with smaller groups from different meeting rooms.



Work from home

Adopt flexible arrangements based on individual team needs using telecommuting tools to avoid work disruptions.



Stagger working hours

Reduce staff congregation in common areas (pantry, lobby, etc.) by offering different lunch times or encouraging off-peak commutes.



Event attendance

Postpone non-critical events and take health precautions when deferring is not feasible (temperature screening, no handshakes, separated seats, etc.).

**Let's continue working together
to keep our workplaces clean &
people healthy.**