



INTERNAL SERVICES

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POST COVID COUNCIL

Pre COVID

Before COVID-19, all organisations were increasingly moving toward hot-desking as a way to utilise less space and reduce the number of bodies on site. Hot-desking was simply a matter of seeking out a free desk and plugging in. Some limited scope for booking was present, but it was generally an outlook calendar.

Rooms were much the same. Despite space being at a premium, many rooms were under-utilised or often hidden away in specific departments. Screens outside rooms, where present, were often used to ascertain whether a meeting was happening or not.

COVID Challenge

Space in a COVID-19 world is more precious than ever. Home working will greatly increase but for many that isn't an option. In councils records are such that the data protection requirements around them may prohibit home access. While many council staff were redeployed to front line services at the height of the COVID-19 crisis, as the world begins to return to 'the new normal', as we transition through the many stages ahead, the requirement for staff to return to their 'everyday jobs' will increase - so council offices will see increased staff attendance on-sites once more.

Hot-desking will become more important as desks will now have to be distanced or screened and so the space available in the office layout becomes less. Knowing when it's necessary

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to be on-site will be vital, as will knowing when people and resources are available. Person X may need Person Y to be working in the building at the same time to ensure a task is completed. Extra space may need to be found by converting some rooms into makeshift offices. For meetings, these will start to allow for slightly more people over time, but confirming your meeting on a screen on the wall outside a room will be impossible as the cleaning process around those screens on every floor in a building will become prohibitive. For meetings being held, papers will need to be distributed via the meeting request rather than through printing and handing out, and more online meetings may be needed. This will require online meeting requests to be sent out via methods which meet all email providers needs, not just those specific to individual providers. Where meetings involve guests arriving, waiting areas and sign-in books will become more difficult to operate.

How Zipporah can assist with the issue

- Hot-desking solutions to allow for configuration of available time (including putting in cleaning times between desks for FM) and to allow for different types of desk usage.
- Easy utilisation of room bookings to ensure all requirements are captured and to ensure rules are fully met.
- Our solution for recording when a meeting starts and ends is a fully online solution with the capacity to perform the relevant tasks via your mobile device – so no one touches anything but their own device.
- Self-arrivals allowing for easy sign in to electronic books and alerting of staff that someone has arrived will allow processes to become more streamlined for direct collection - rather than people waiting for meetings together.
- Reporting from systems and dashboards will show areas reaching capacity for easy switch management to direct people to other hot-desk areas - spreading burdens.
- Take a look at our Generic Appointments, Hotdesking, Room Booking, Digital Signage and Self-Arrival modules, and see how they can deliver you a service which is fully operational while maintaining all the social distancing rules we need.

100%

Hotdesk bookings up 100% in post COVID
Zipporah implementations

Features & Benefits

Define and restrict availability to suit room/ desk usage – keep the same people working at the same desk – or arrange cleaning between changes.

Book & Manage Desks with different levels of availability – ensure that you have periods for cleaning between users, or that neighbouring desks can't be booked to maintain social distancing.

Compatible with Mobile app QR Codes for entry / check out – remove unnecessary contact by empowering your workers to work independently.

Intelligent searching maximises good use of space – with limited space accessible to ensure social distancing, it's more important than ever to maximise the best possible use of those spaces.

Run reports to see where any employee was working and when, allowing you to inform and protect nearby staff and restrict larger breakouts of illnesses.

By allocating zones within a hotdesk environment, you allow cleaners to quickly deep clean certain areas of the open plan office. Faster, broader cleaning for the office.

Learn more about our Post Covid Council services

Canteen Services

Customer Services

Environment Services

Finance & Accounting

Housing Services

Internal Services

Leisure, Outdoor Gatherings
& Activity Centres

Library Services

Licensing & Trading Standards

MOT, Vehicles & Licensing

Parks & Highways

Registrars Services

Social Care Services

Sports & Venues

Training Services

Launch Post Covid Council