

# YOUR MEDIA OFFICE = HEALTHY + SUSTAINABLE

- FLEXIBILITY OF THE WORKSTATIONS
- DISTANCE + COMMUNITY
- SELECTION OF MATERIALS AND CLEANING
- AIR INDOORS + VENTILATION
- ACQUISITION, EQUIPMENT, SUPPLY

# CATALOGUE OF REQUIREMENTS FOR OCCUPATIONAL HEALTH AND SAFETY:

„SARS-COV-2-ARBEITSSCHUTZSTANDARD“

OCCUPATIONAL HEALTH AND SAFETY STANDARD DATED 16.04.2020 OF THE FEDERAL MINISTRY OF LABOUR AND SOCIAL AFFAIRS [(ARBEITSSCHUTZSTANDARD) VOM 16.04.2020 DES BUNDESMINISTERIUM FÜR ARBEIT UND SOZIALES (BMAS)]

EVERY COMPANY OR ORGANISATION IS USING THE FOLLOWING SUGGESTIONS IN GERMANY INDEPENDENT OF THEIR OWN:

THE HEALTHY MEDIA OFFICE IS SUSTAINABLE.

PLEASE FIND HERE SOME SHORT-TERM AND MEDIUM-TERM MEASURES, WHICH WILL ENABLE YOU TO KEEP DISTANCE AND CONTINUE TO WORK TOGETHER IN A CREATIVE WAY:

THIS LIST CANNOT CLAIM TO BE COMPLETE AND CANNOT BE A GUARANTEE FOR ANYTHING, BUT IT SHOULD SERVE AS INSPIRATION TO MINIMISE RISKS.



Change Management CSMM Munich, photo: E. Jünger

# FLEXIBILITY OF THE WORKSTATIONS

THIS INVOLVES SEVERAL DIMENSIONS - TIME, SPACE AND FURNITURE -  
AND CAN BE DONE IN DIFFERENT WAYS.

# FLEXIBLE WORKING TIME MODELS FOR OFFICES:

- Organise daily arrival, lunch and departure times in phases.
- Investigate whether employee presence in the office can be alternated by day of the week.
- Supplementing office workstations with home office options and renting co-working spaces allow for spatial equalisation. Co-working spaces facilitate the flexibility of the company's own fixed costs



Frontier Economics in Cologne, photo: A. Feuss

# CATERING:

- All-day food offer in gastronomy, for catering, etc. to minimise peak times.
- Saving resources through digitally supported concept for flexible, daily adjustment (e.g.: "leonardi 4.0")
- Offer regional, certified organic and fair-traded products
- Use reusable cutlery and tableware that can be washed easily, e.g. made of porcelain, earthenware etc.



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leonardi in the Konrad building, photos: G.

# FLEXIBLE SEPARATION OPTIONS:

- quick room adaptation to possible economic, climatic or health-related developments.
- furniture that can be rolled and moved. With them, the distances can be adapted to the situation, flexibly and quickly configured

E.g.: The seating stairs of the game developer Ubisoft Bluebyte in Berlin provide not only storage space, but can also be rolled into different positions (there are castors inside):

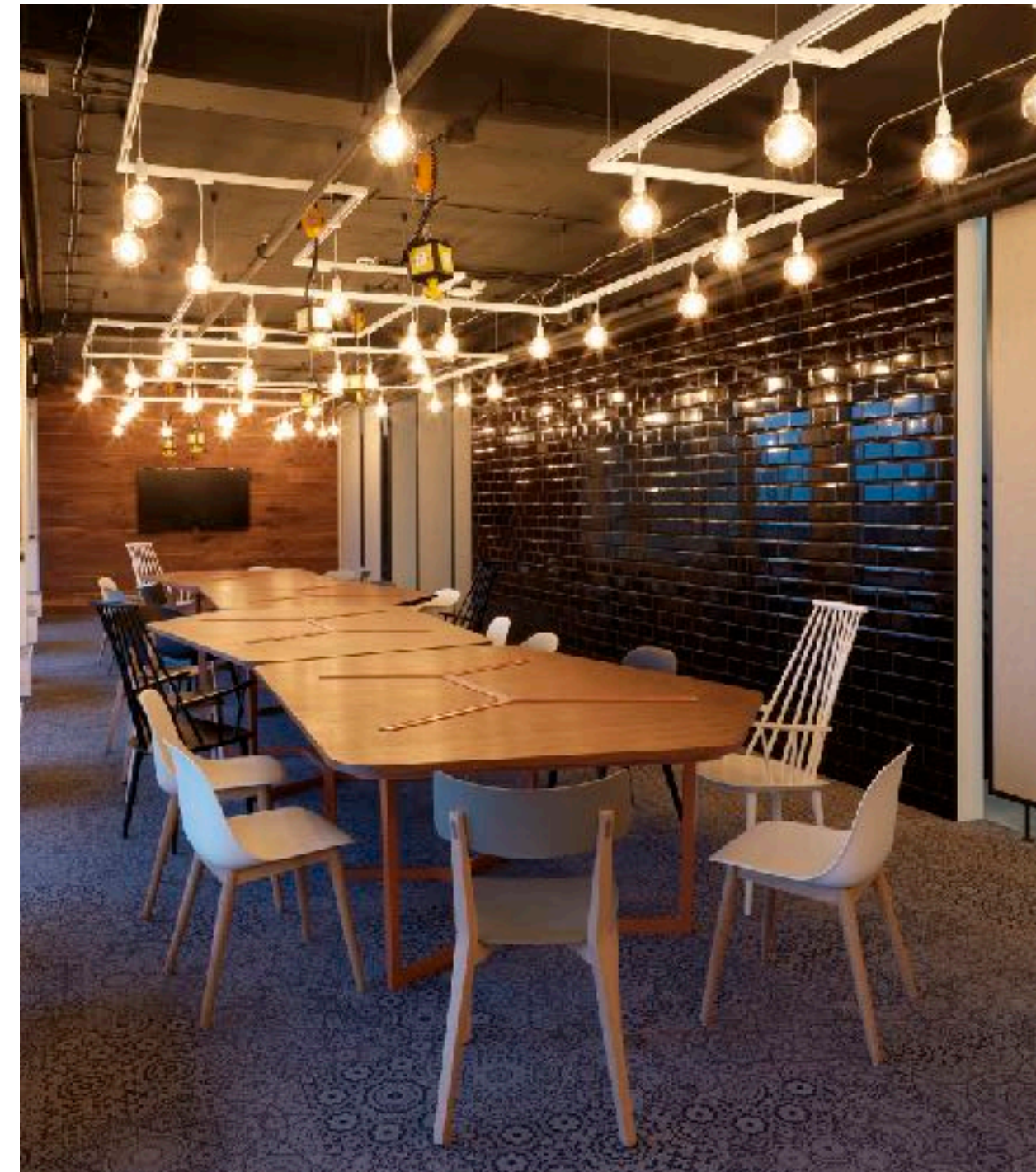
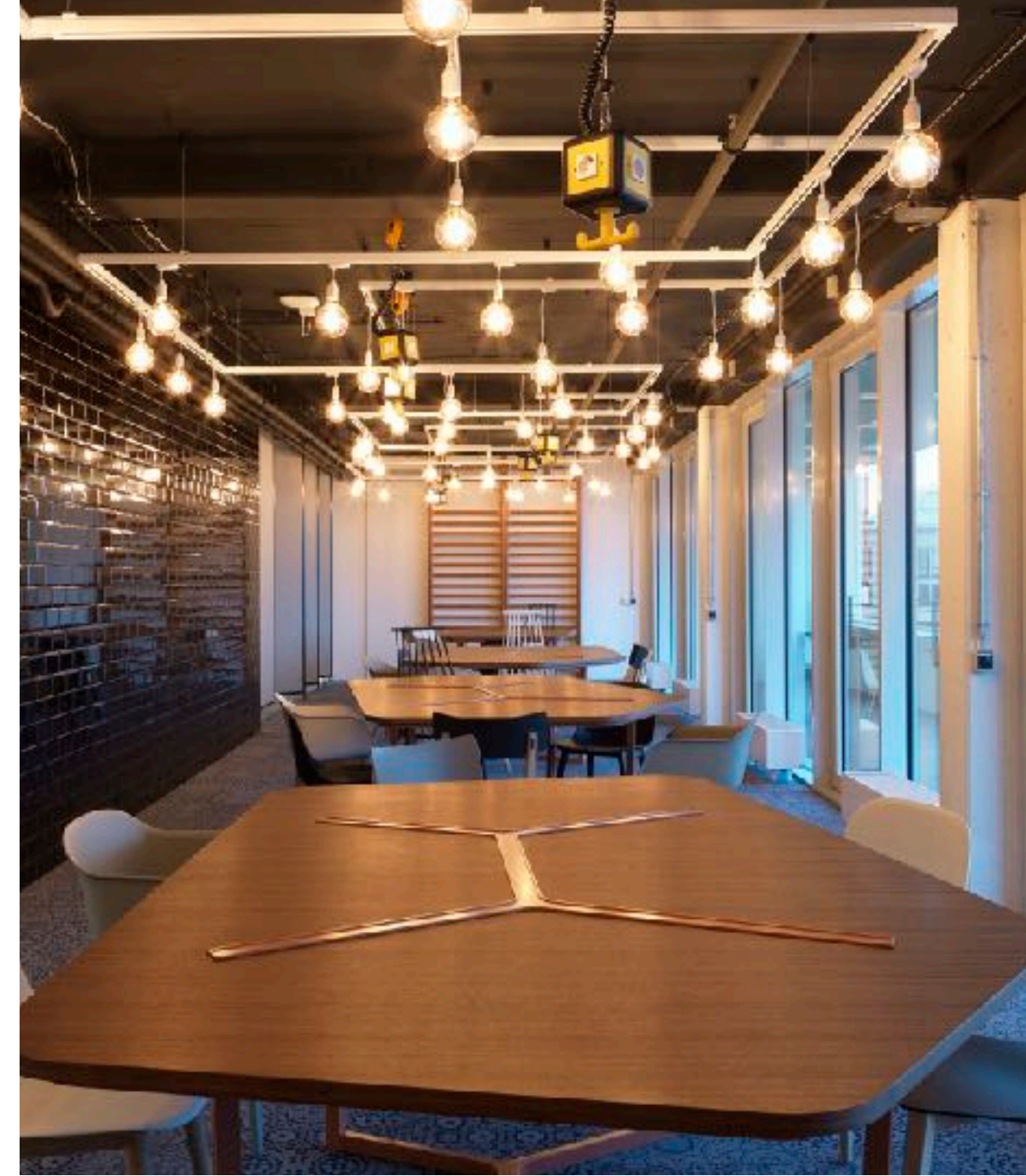


photo: M. Mai

E.g.:

Allianz Global Digital Factory

The "Tree Houses" have surfaces that can be written on and they can be pushed together to form a 'campfire pitch':



photos: E. Jünger

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# FLEXIBLE SEPARATION OPTIONS:

Power supply from grid is better than generators and batteries:

- Plug & play beyond desks to spread into and across rooms
- Power plugs enable individual work in places where power is not usually accessible
- LAN-cable offerings make it possible to forgo the use of wi-fi or mobile data. This way they reduce radiation exposure, energy consumption and greenhouse gas emissions.



Bavaria Towers, photo: G. Polovnykov

# DISTANCE + COMMUNITY

THOSE WHO HAVE ALREADY INTERPRETED THE WORKPLACE DIRECTIVES CORRECTLY WILL EMERGE AS WINNERS FROM THE CURRENT DEVELOPMENTS.

# 1.5 METRE MINIMUM DISTANCE RULE WITH ROOM TO MOVE AND PLAN PATHS

- Movement areas for employees at the workplace
- Areas of traffic routes including escape routes and corridors to workplaces and occasionally used operating facilities
- Parking areas for work equipment, fixtures and fittings
- Functional areas for all operating or usage conditions of work equipment, fixtures and fittings
- Areas for safety distances, where as they are not taken into account in the parking or functional areas.

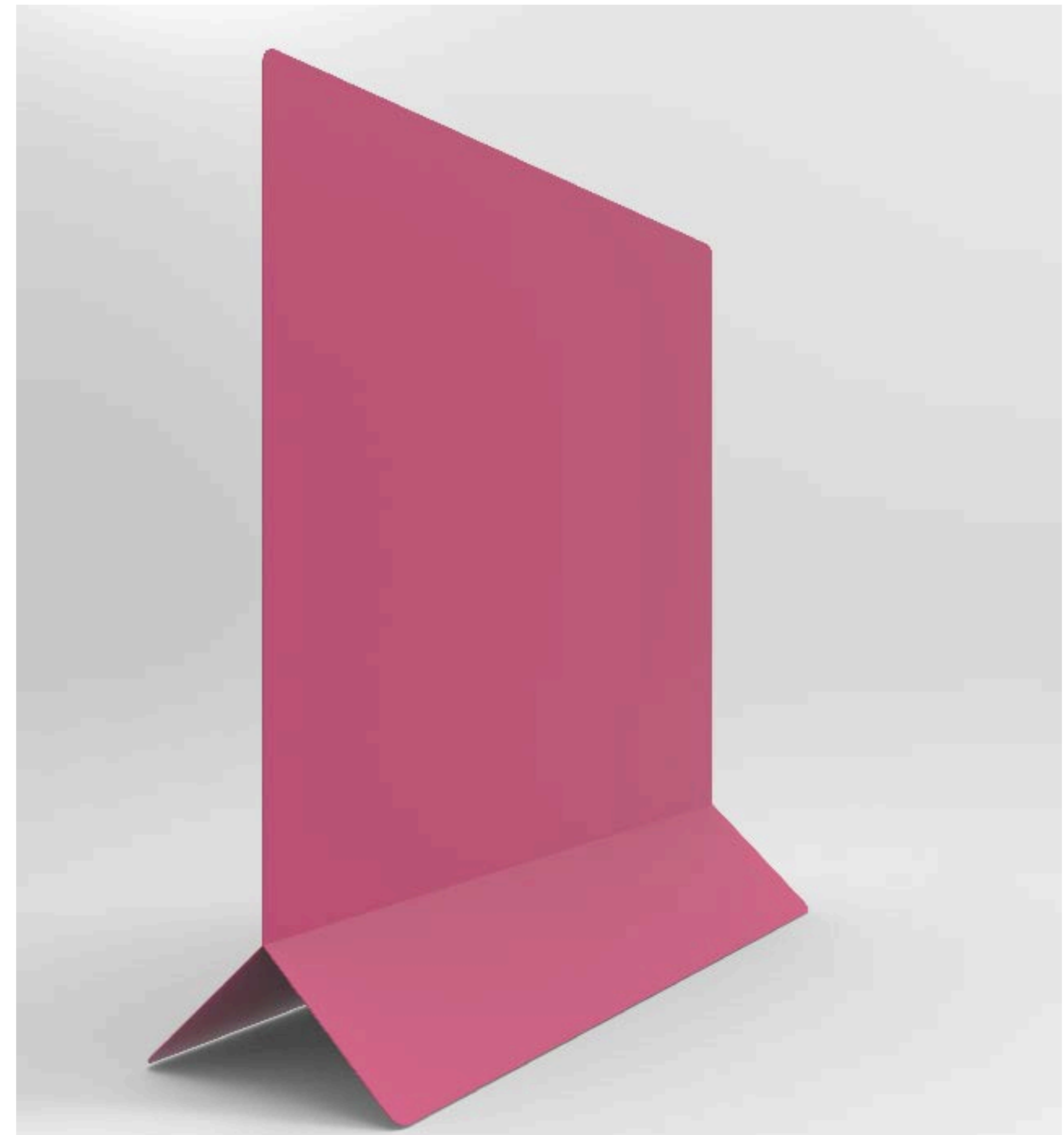


CSMM – architecture matters München, photo: E. Jünger

# PROTECTION BETWEEN WORKSTATIONS

- As a short-term measure partitions can be drawn in or set up between desk workstations:
- They can be beautiful and fulfill additional functions, such as improving the acoustics in the room, providing anti-glare and privacy protection.
- The materials should be easy to clean, e.g. glass, metal or even fabric-covered panels (fabric coverings can either be removed and washed or cleaned with a steam cleaner).

E.g.: This modular desk divider allows you to customise your desk while reinforcing bio-security in the office. The dividers divert the air streams and thus the exhaled aerosols. Thanks to the stable construction and metal, other elements such as acoustic panels can be added using lightweight magnets. The electrostatic paint is not affected by magnets or antimicrobial sterilisation. It can be written on and wiped again.

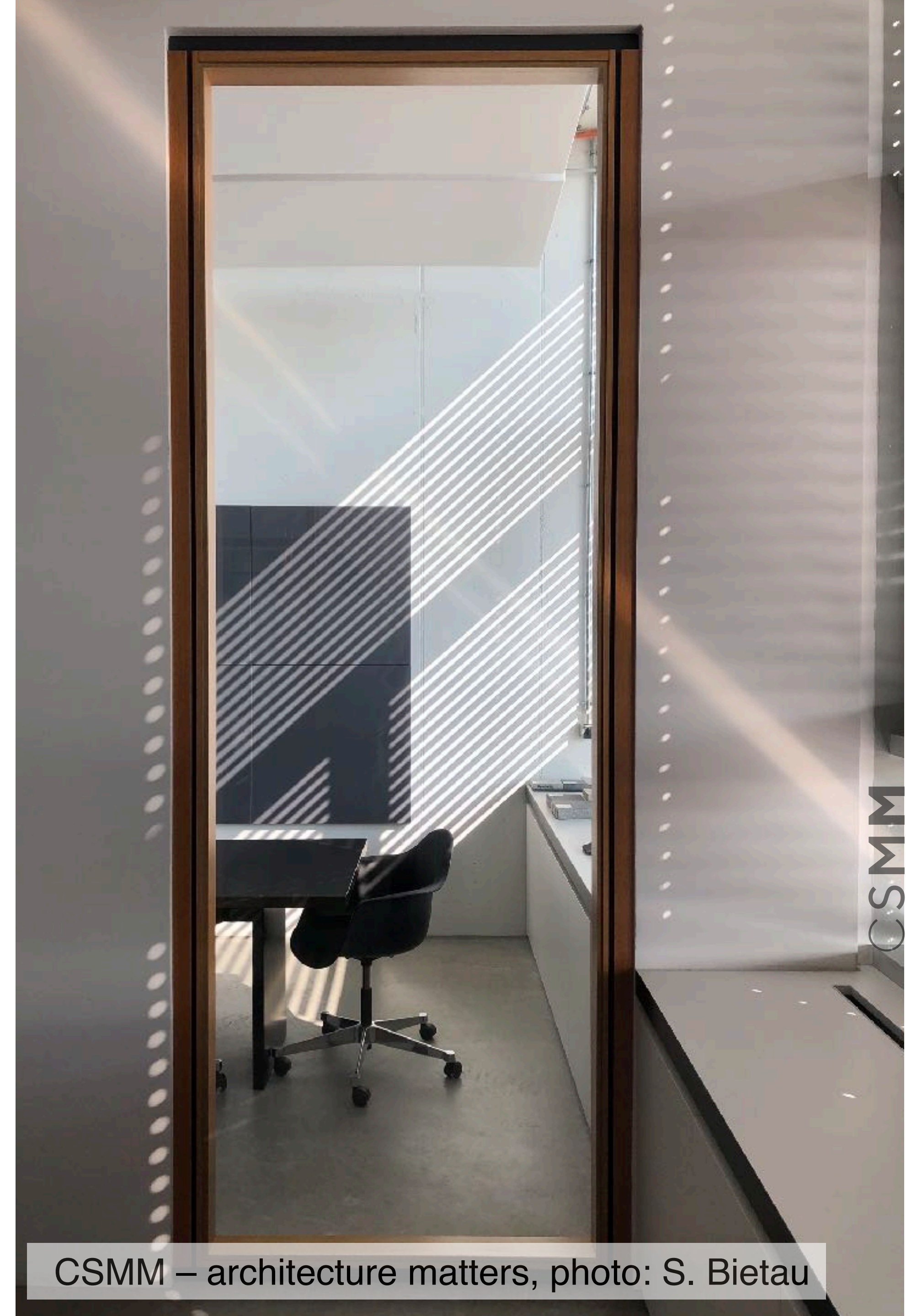




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# DOORS + WALLS

- Glass interior walls and sliding glass folding doors etc. maintain a generous, spacious impression while providing draught and sound insulation
- Automatically opening doors reduce contact areas - by push-button, motion detector or voice control
- Transparent sections in doors enable people approaching from the other side to be noticed in time



CSMM – architecture matters, photo: S. Bietau



CSMM – architecture matters Munich, photo: Chr. Krinninger



# SIGNAGE

Understandable wayfinding systems and pictograms not only make it easier to maintain the minimum distance but also improve other routines.



- Provide hand washing soap



- Provide disinfectant



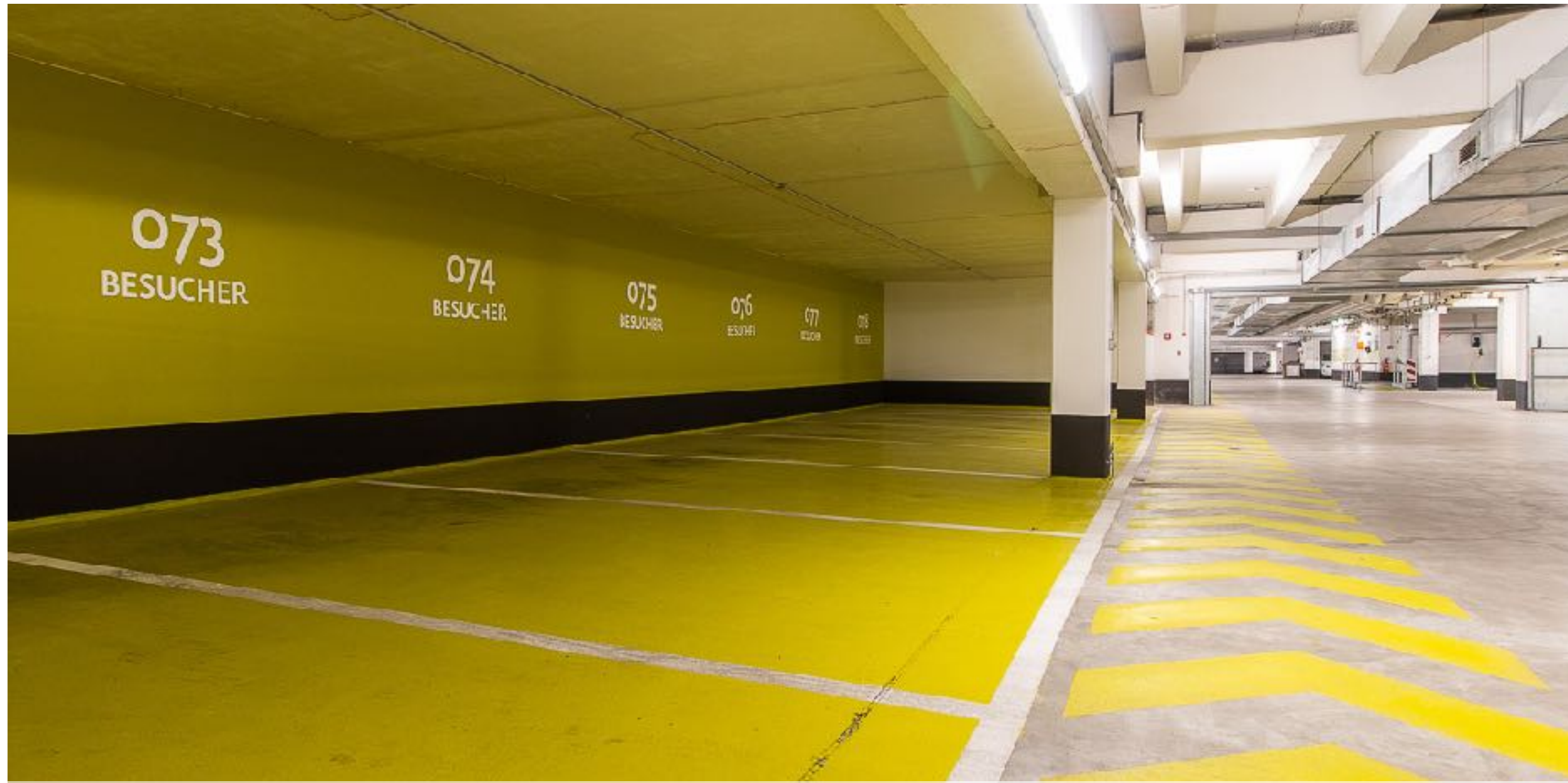
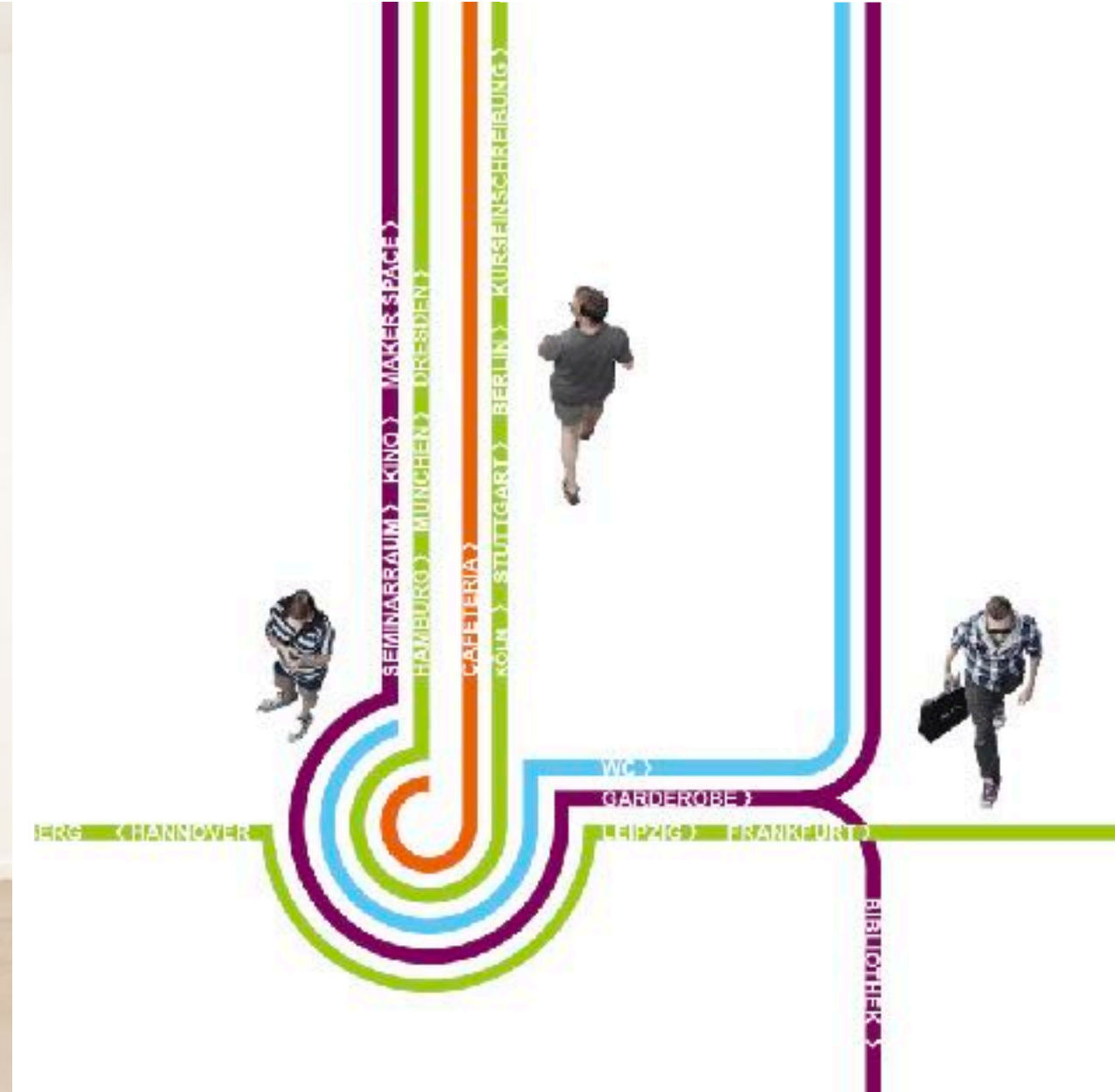
- Keep your distance, even if it is difficult



Free pictograms kit:

[> Show all + download](#)





GEWOFAG, photos: G. Polovnykov

Goethe Institute Moscow

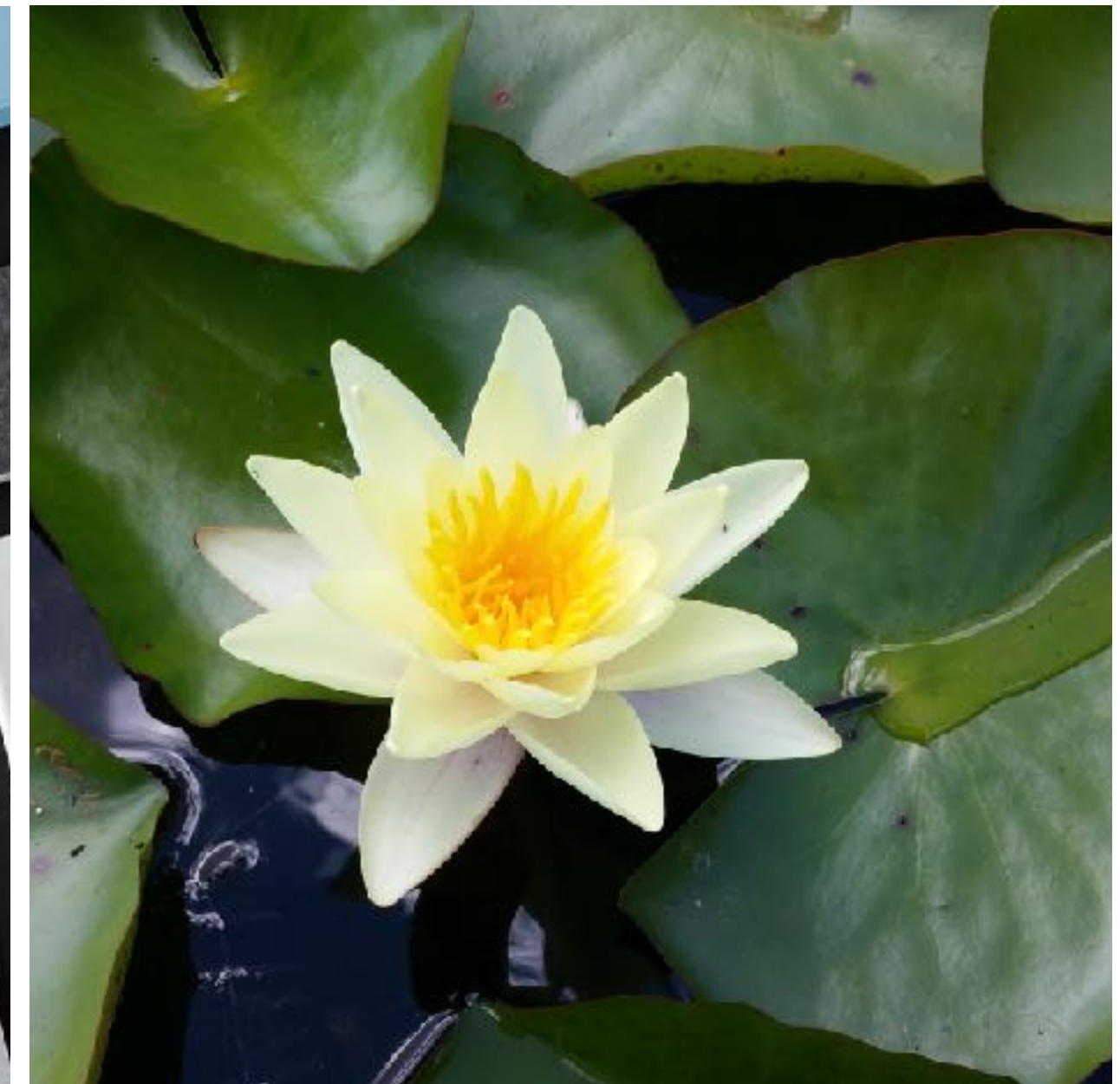
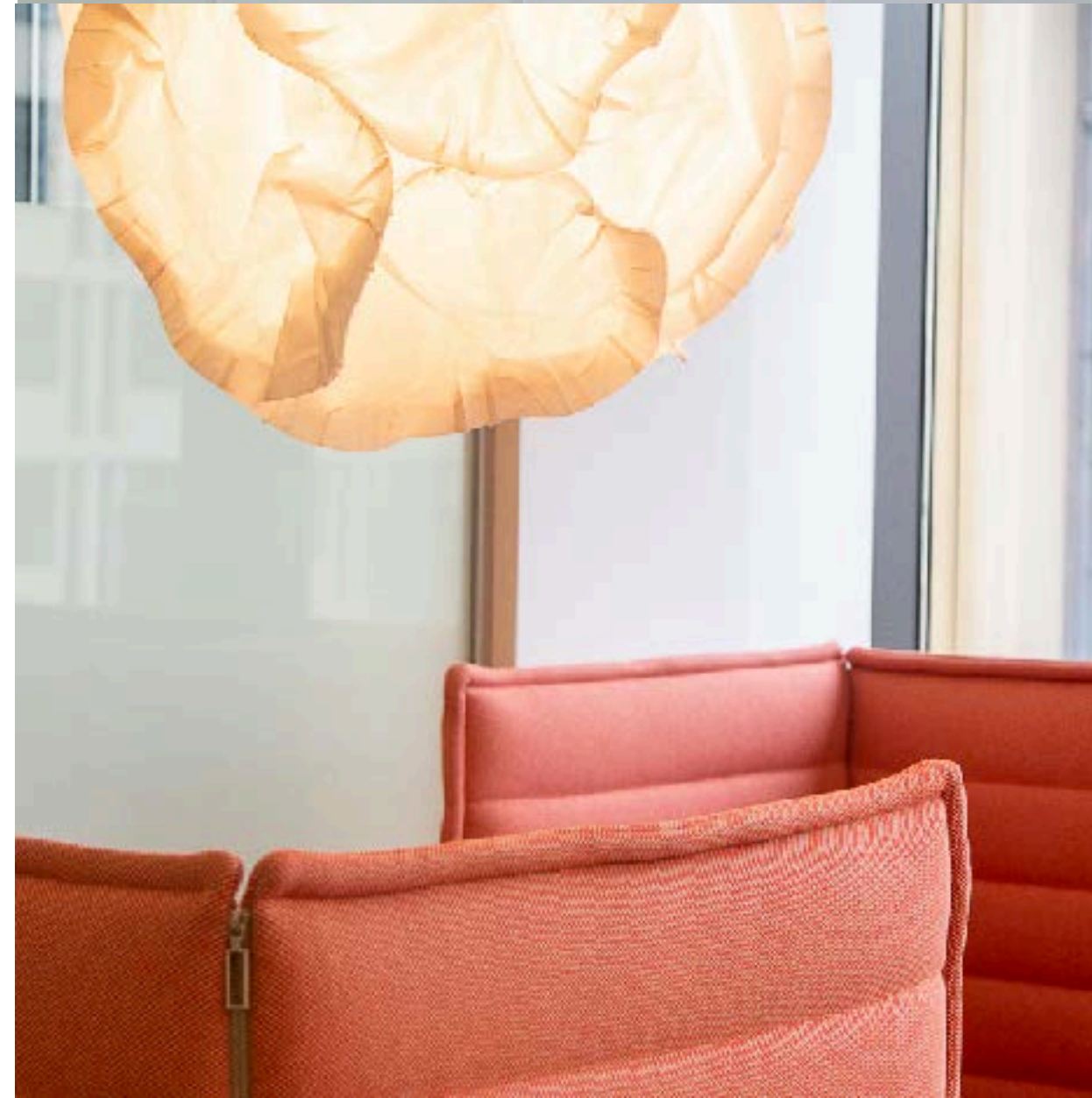
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# SELECTION OF MATERIALS AND CLEANING

NEW OPPORTUNITIES FOR SUSTAINABLE AND INNOVATIVE MATERIALS

# MATERIALS + CLEANING

- All materials must be easy to clean, e.g. wipeable, washable or cleanable with steam jet equipment.
- This also includes that they can be disassembled, cleaned and repaired.
- Clean visibly, because this reassures employees
- Select materials that will not be damaged by frequent cleaning.
- Lotus effect: Surfaces that are easy to clean with water because they are modelled on the structure of lotus leaves. Bionics: Surfaces that are modelled on nature and various transfer of natural phenomena to technology help to reduce the use of strong cleaning agents and disinfectants in a healthy office, as these pose their own health risks.



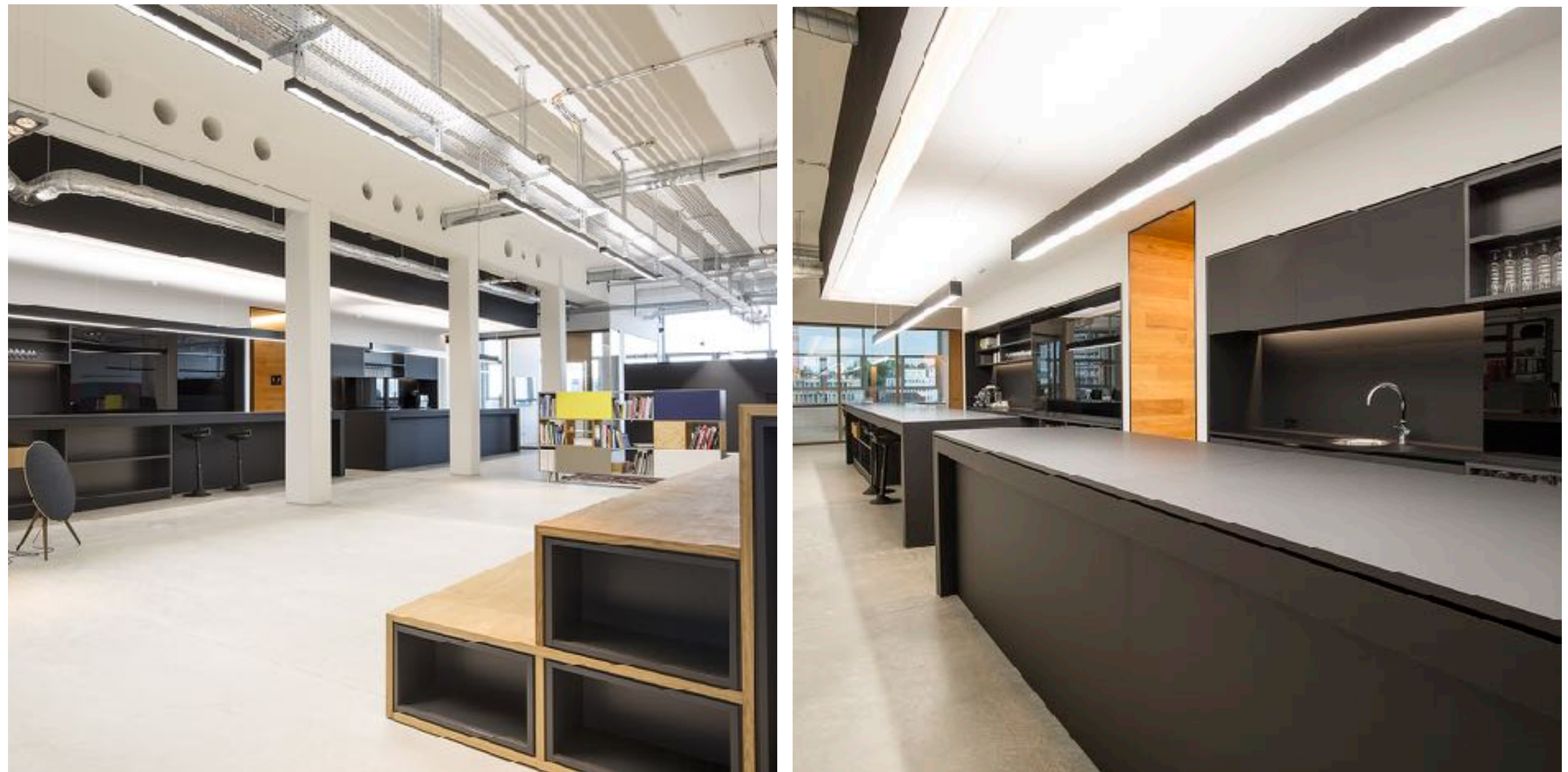
I.a. Pembroke, I.b. LHM München, photos: G. Polovnykov | r. Lotus effect

# MATERIALS + CLEANING

Focus on so-called skin contact surfaces such as keyboards or telephone receivers.

Include antibacterial surfaces in the considerations that offer protection against the spread of germs: These can be natural or synthetically equipped, e.g.:

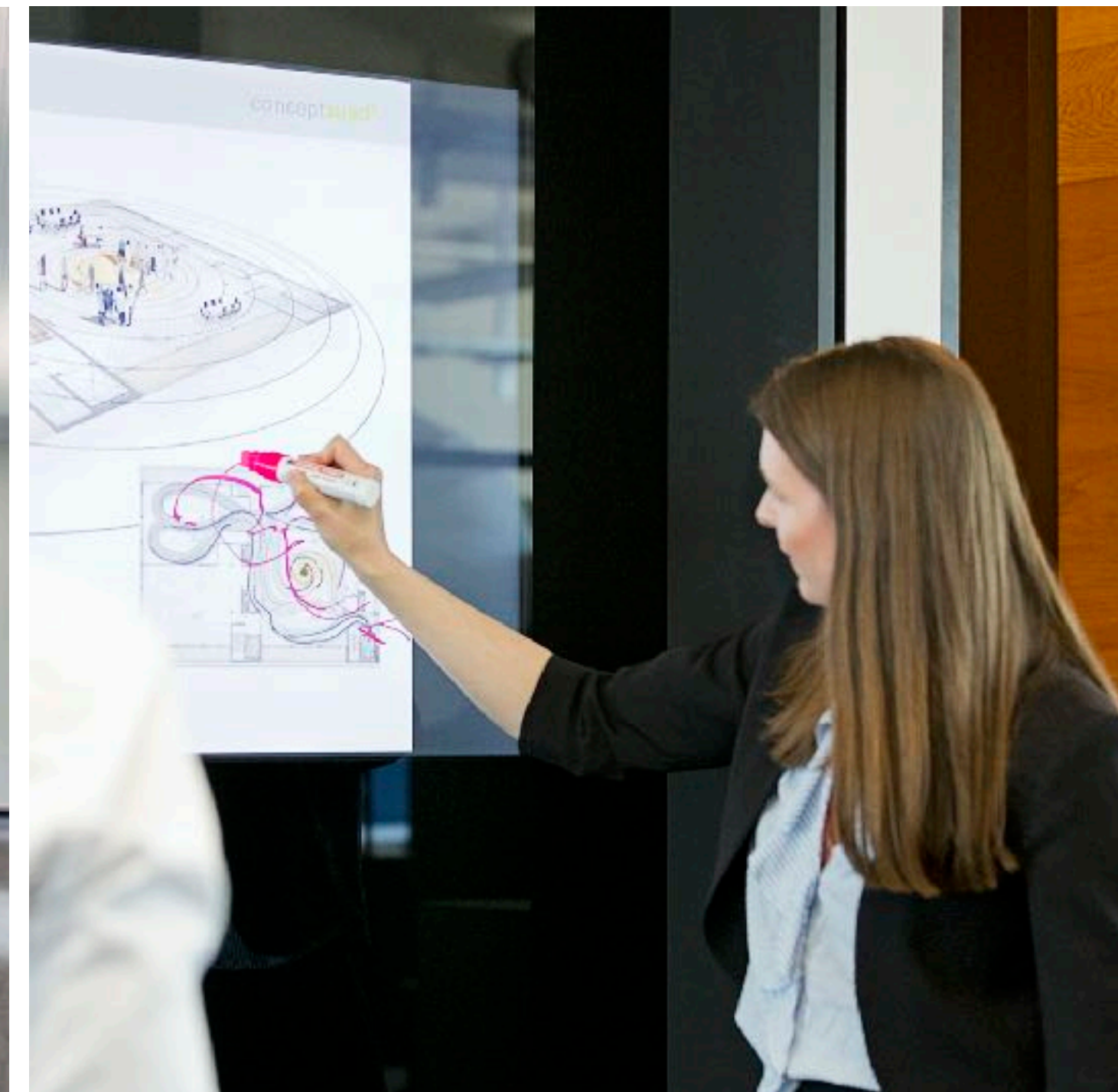
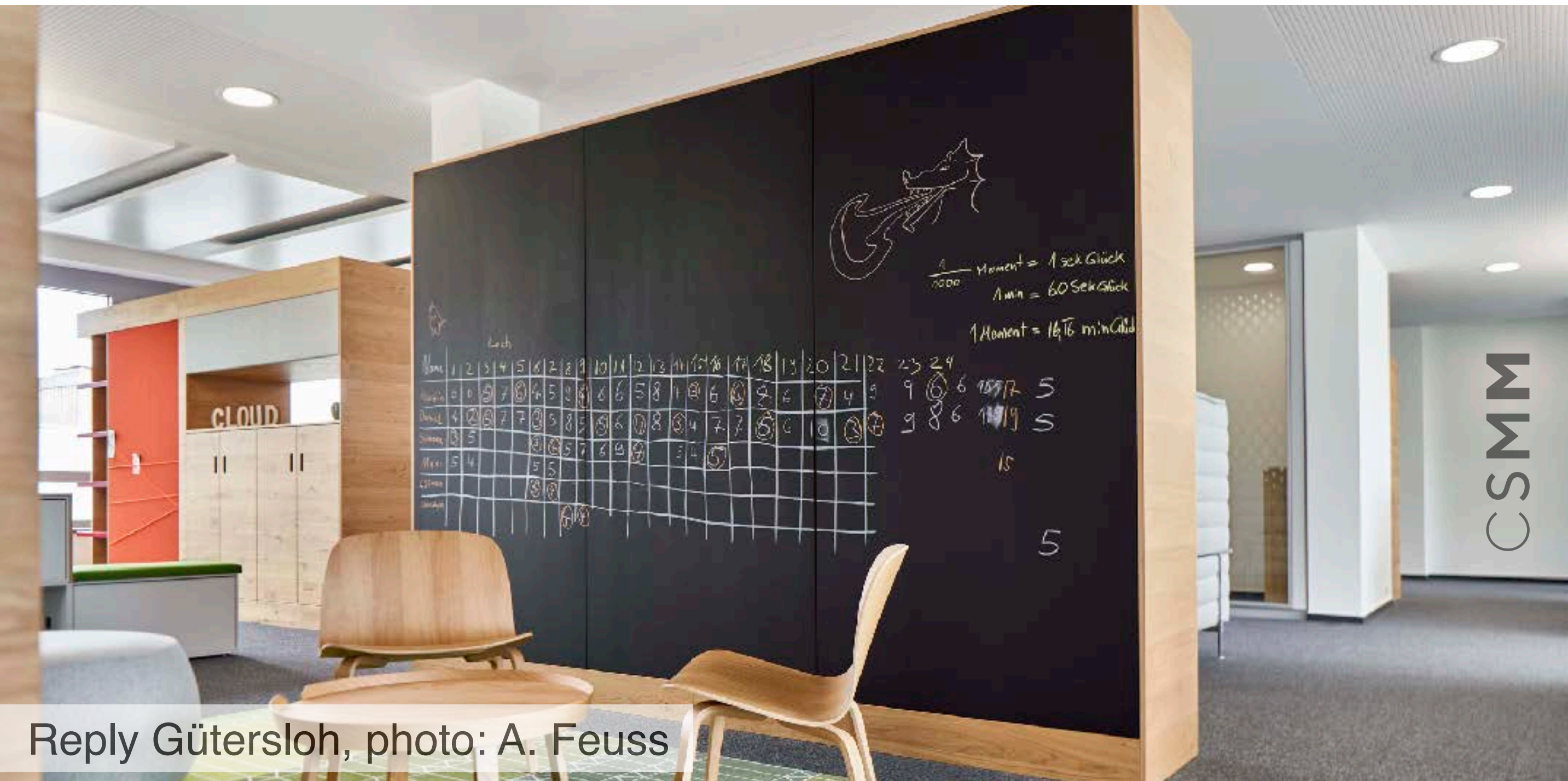
- Untreated wood, which is naturally antibacterial
- Fabrics with woven-in antimicrobial properties
- Fenix coating for solid surfaces, which can even be ironed
- Door handles / fittings e.g. made of bronze. Due to the copper content germs die off faster on bronze surfaces than on many other materials



CSMM – architecture matters Munich, photos: Chr. Krinninger

# MULTIFUNCTIONAL SURFACES

- Washable, reusable boards and walls
- Writable and/or magnetic surfaces or surfaces that can be pinned to a board
- Integrated media
- Whiteboards, if necessary



Reply Gütersloh, photo: A. Feuss

# CONSUMABLES + USABLES

- use recycling paper
- use paper and print double-sided
- use refillable pens and vegetable or non-toxic ink

These figures come from our researches for MFG's „Green Shooting“ pilot project „Tatort: Fünf Minuten Himmel“

## Ecobalance for 1 kg paper

	raw material	water consumption	energy consumption
<b>fresh-fibre paper</b>	2,2 KG wood	10-1000 L	4 kWh
<b>recycling paper</b>	1,15 KG re-used paper	5-10 L	1,5 kWh

Source: Greenpeace Magazin



A 500-SHEET PACKAGE  
OF RECYCLED PAPER

**SAVES**

4.7 KILOGRAMS OF WOOD  
**16.5 KWH ENERGY**  
400 GRAMS OF CO2  
79 LITRES OF WATER

Source: Econitor Magazin

www.cs-mm.com

# SAVE MATERIAL CONSUMPTION AND AVOID WASTE

- Think in terms of circular economy and avoid waste; repair instead of throwing away
- Separate waste; because only sorting by type enables recycling; reduce the amount of residual waste
- Recycle all reusable and recyclable waste.

These figures result from the MFG's „Green Shooting“ pilot project „Tatort: Fünf Minuten Himmel“:



**STRICT WASTE  
SEPARATION  
SAVED**

**70%**

**CO2 emissions and**

**276,61€**

# AIR INDOORS + VENTILATION



# AIR INDOORS

- Reinforced ventilation system and/or regular opening of the windows.
- Ventilation system that not only brings air into the room, but also exhausts it
- Use only inkjet printers on desks
- Place laser printers far away from individual workstations and make sure they have an exhaust system or at least a window that can be opened.
- Frequent mopping of floors
- Scent the rooms with natural essential oils

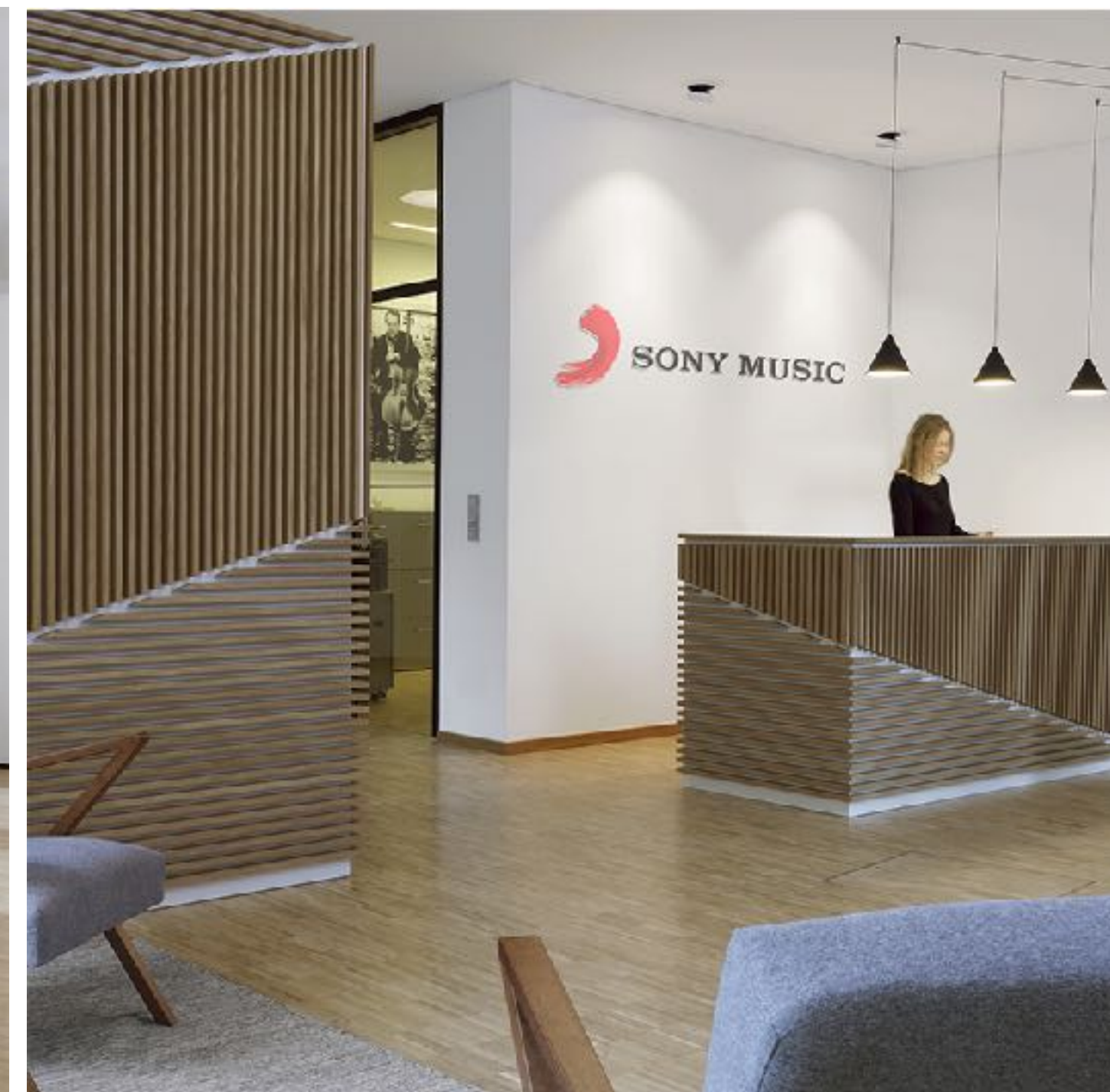


NVIDIA, photo: G. Polovnykov

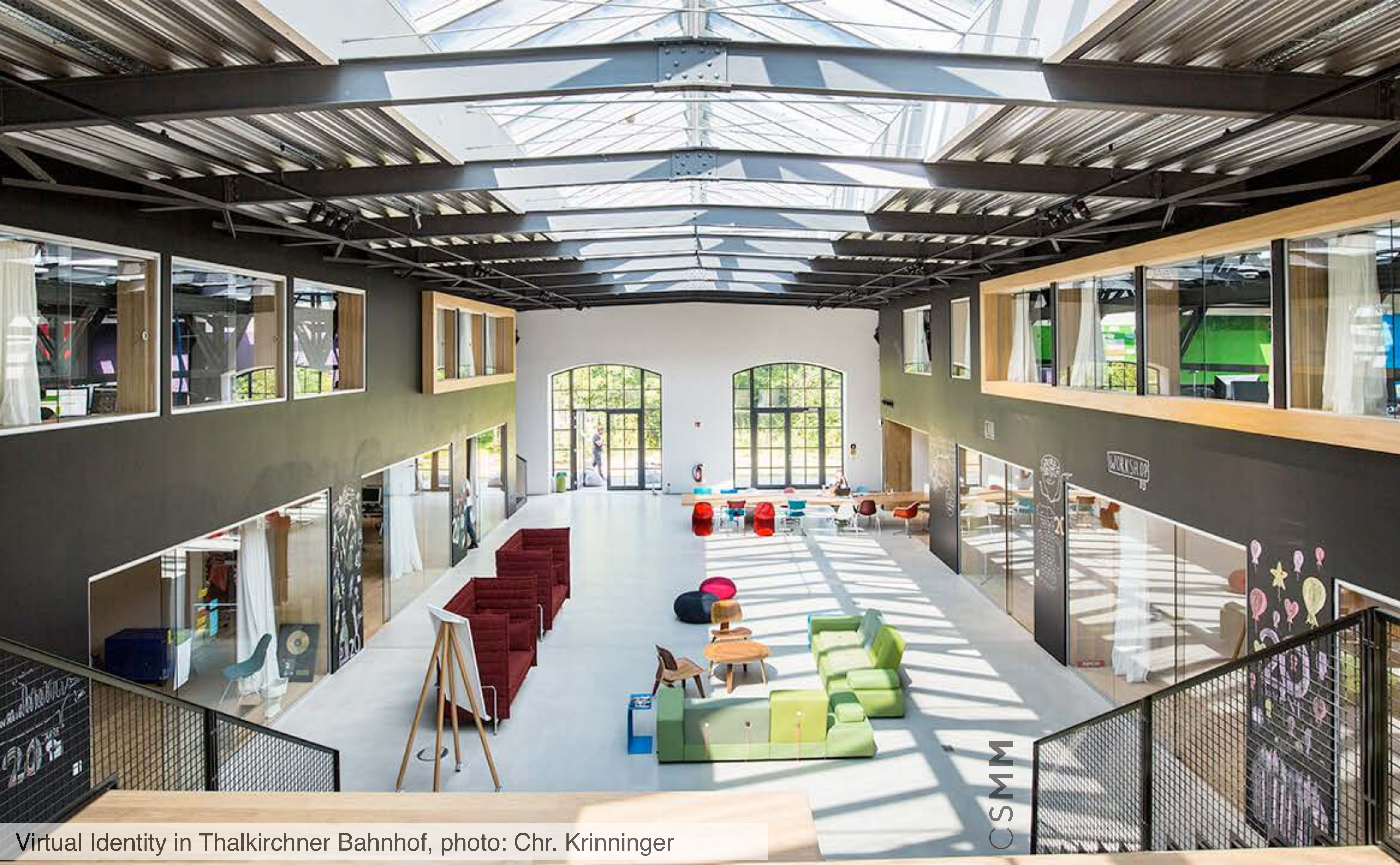
# LIGHTING + AIR

- Natural ventilation + natural lighting
- Installation of sun protection (outside) and glare protection (inside)
- VOC\*-free room air by using appropriate building materials and materials such as lime or silicate wall paints that repel mould so that no harsh substances have to be used later.

\*VOC = volatile organic compounds



Columbia Tristar / Sony Music Berlin, photos: M. Mai



Virtual Identity in Thalkirchner Bahnhof, photo: Chr. Krinninger

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# ACQUISITIONS, EQUIPMENT, SUPPLY

THE SAME APPROACHES APPLY TO IT, FURNITURE AND INTERIOR DESIGN:  
SUSTAINABLE = ECONOMIC, ECOLOGICAL AND SOCIO-CULTURAL AT THE SAME TIME

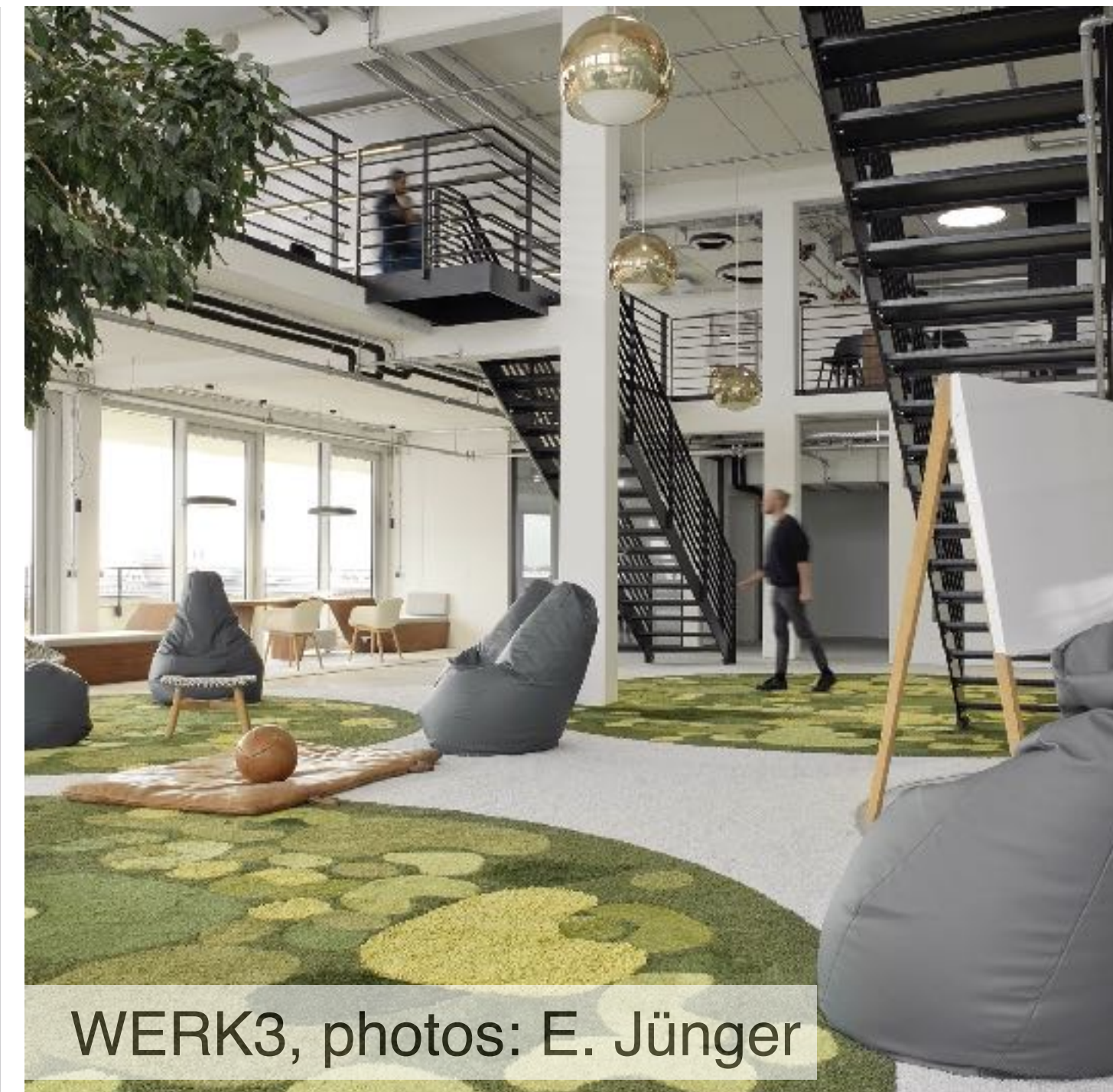
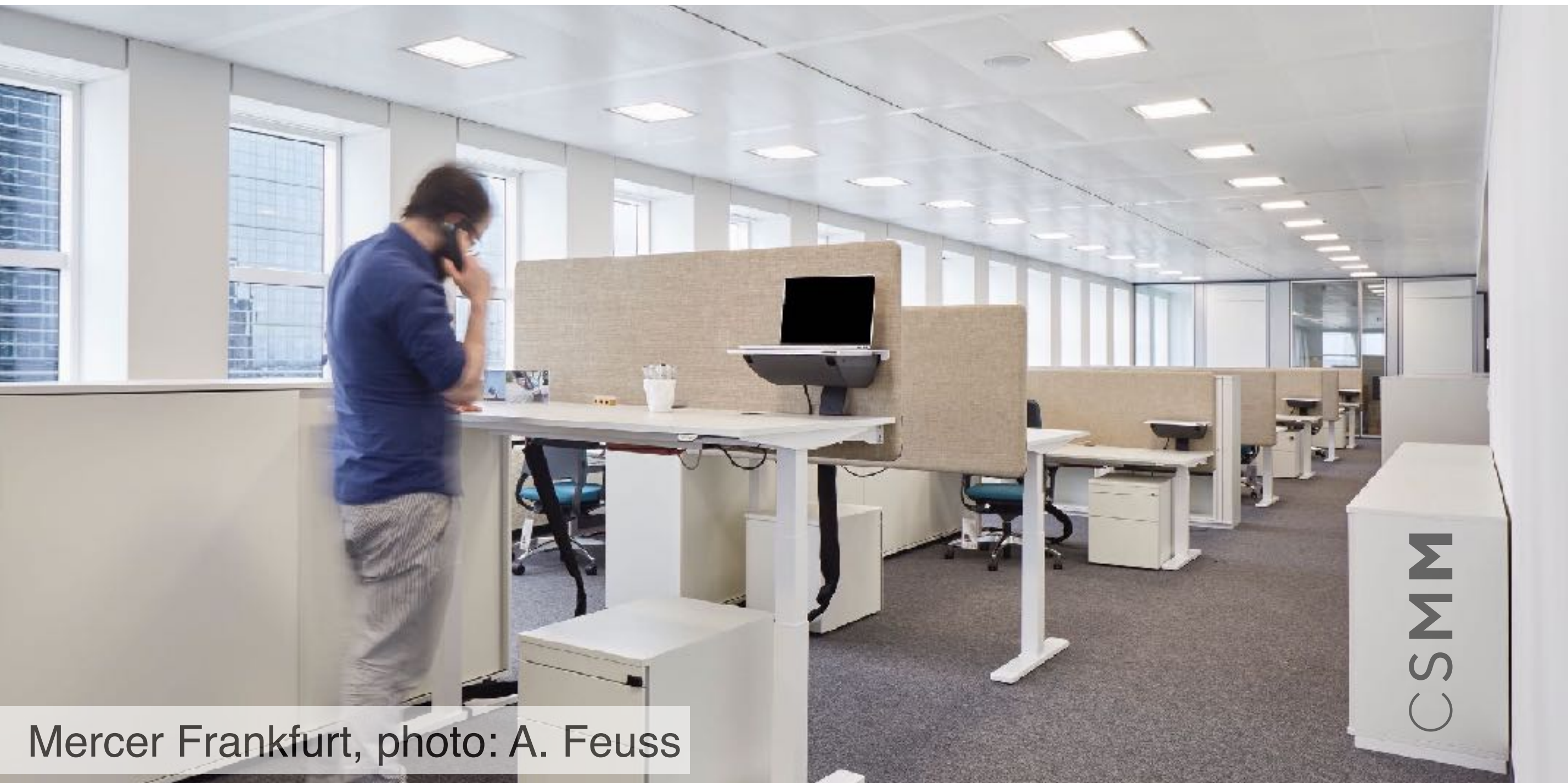
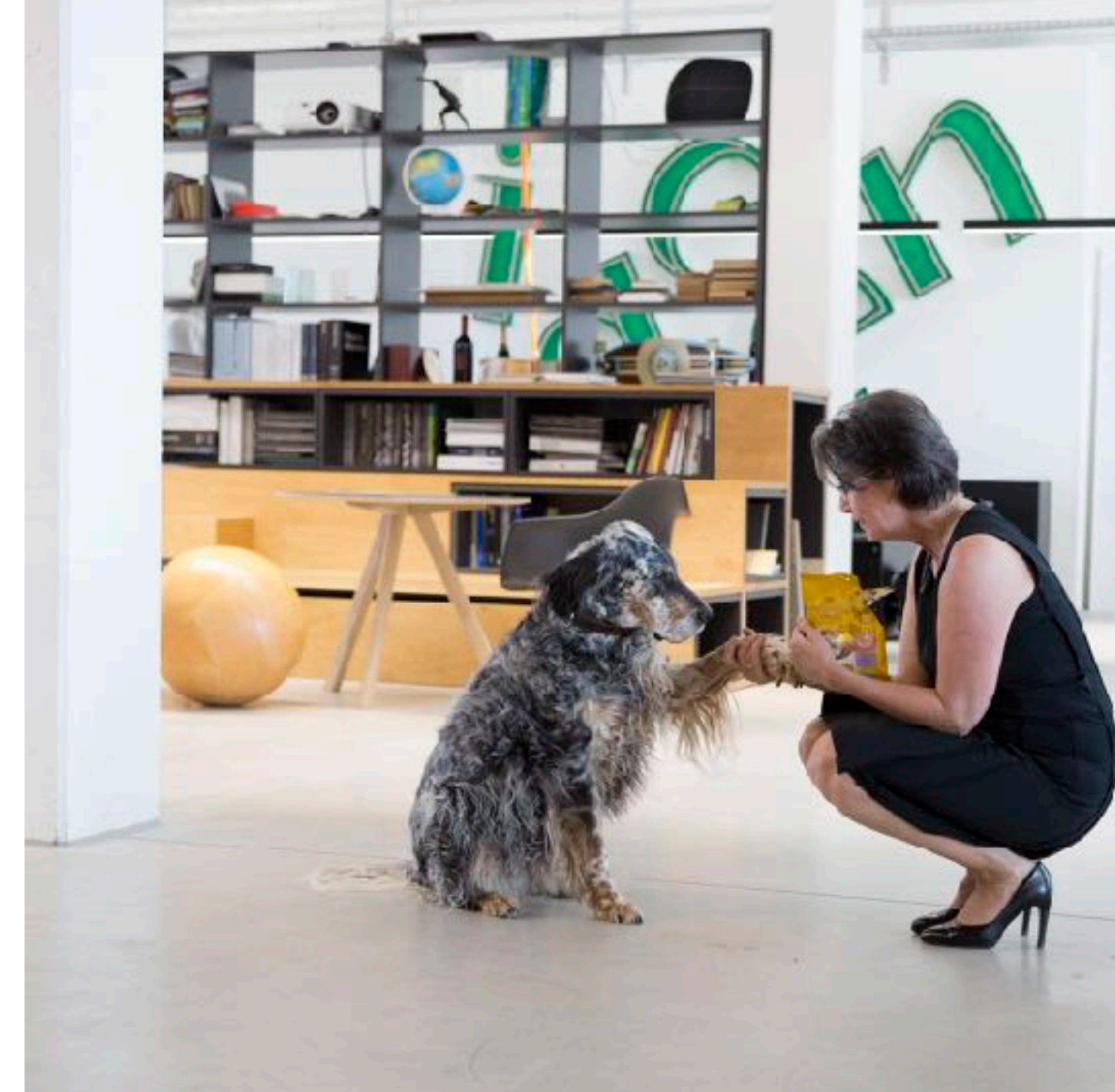
# ACQUISITIONS + CONCLUSIONS

Demand good-looking, functional equipment, furniture etc. for different purposes according to your ideas,

- which ergonomically improve the life of the users
- produced under fair and decent conditions for the workers
- made of materials that are free of harmful substances and can be described as sustainable, e.g. local or FSC-certified woods, artificial materials that can be recycled well or that are already upcycled themselves.
- that can be dismantled and repaired easily
- where broken parts can be replaced or repaired
- where individual parts can be washed, cleaned or replaced
- which, as a modular system, can be flexibly adapted or rebuilt to changing circumstances
- which, at the end of their "first life", can either be rebuilt and put to a new use, or broken down into their individual parts, which can either be reused in a different way, upcycled or recycled or can be disposed of as selected waste.

# ERGONOMICS

- Offer different body positions to work in and enable versatile workplace situations
- Invite people to move around
- On top of the health-promoting aspects, standing and movement increase creativity by 60 %, which helps to change the routines and encourages innovation



Mercer Frankfurt, photo: A. Feuss

WERK3, photos: E. Jünger

# EQUIPMENT

- Demand / ask for modular designed and fair-traded ICT and electronic devices
- Check usage of the the server heat
- Get office software produced and running with low carbon emissions
- Reduce data flow
- Demand low-carbon data storage



tiny png

## Das #LOVEPHONE

SHIFT6m und SHIFT5me - modularste Smartphones der Welt!



## Das neue SHIFTmu

Großer Schritt zu mehr Nachhaltigkeit - universal computing

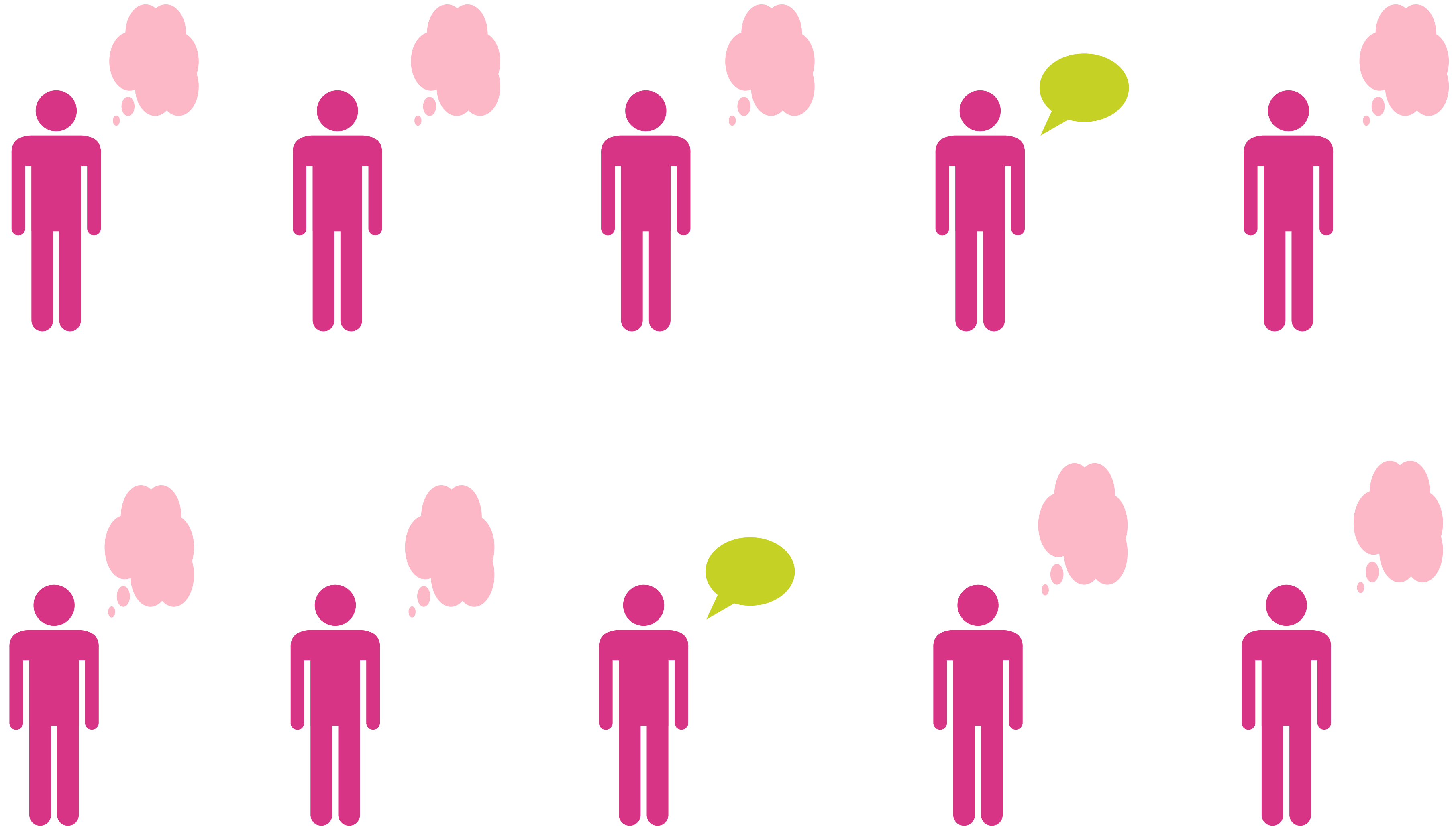


# CREATE OFFERS BY DEMANDING CONSUMERS => PROSUMERS

Corporations calculate that only two out of ten consumers will actively complain to them.

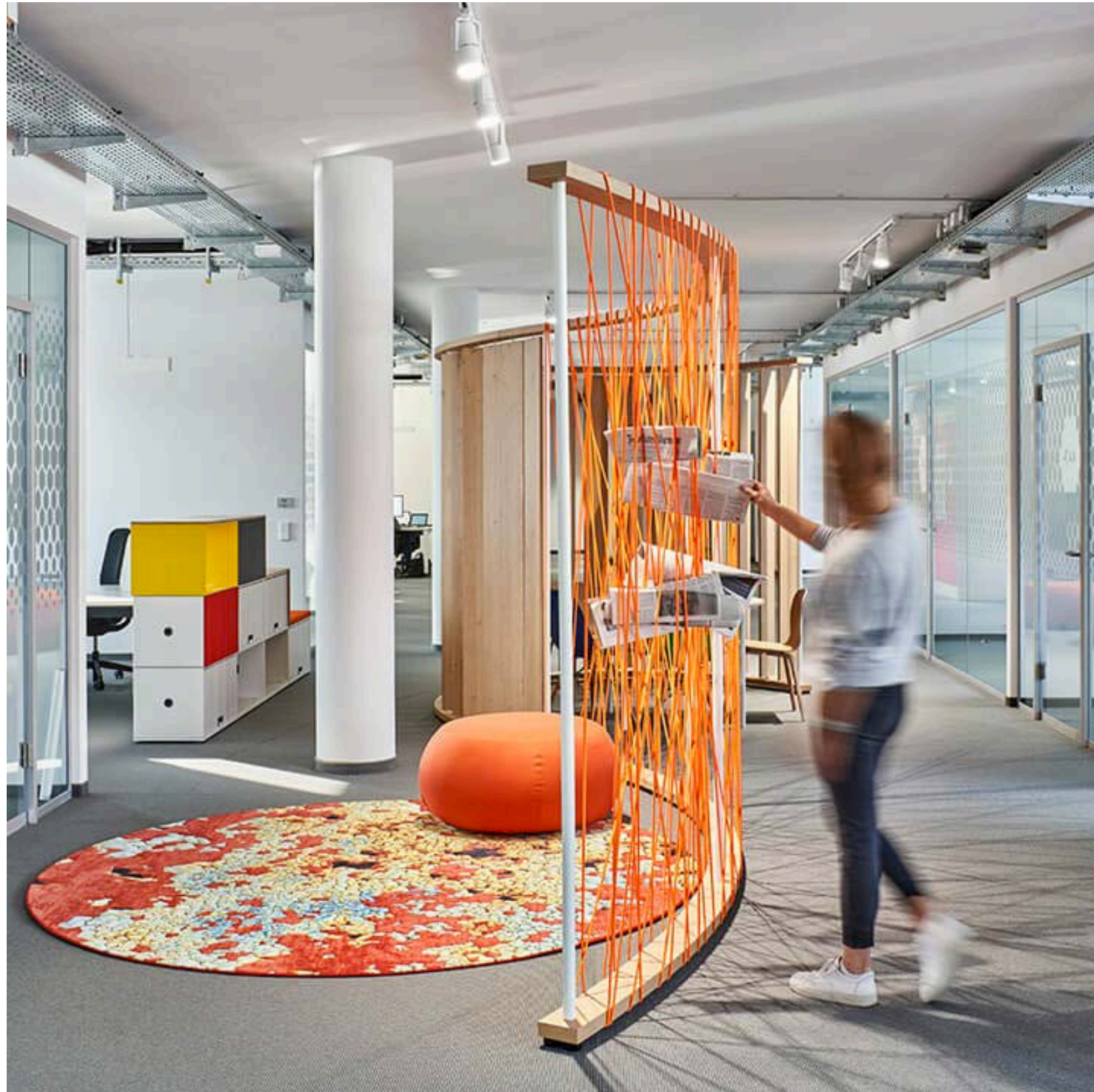
Hence your enquiries will have a fivefold effect!

Engage in the necessary dialogues!





# OUTLOOK ON TOPICS NOT DEALT WITH HERE, BUT ELSEWHERE:



Reply Frankfurt, photo: A. Feuss

- Catering
- Energy
- Financing
- Buildings
- All film producing departments
- Travel + transport
- Team

MANY THANKS TO:

AMERICAN UNIVERSITY OF WASHINGTON

FIRST GERMAN BROADCASTER ARD / SWR

CSMM – ARCHITECTURE MATTERS

DGNB – DEUTSCHE GESELLSCHAFT FÜR NACHHALTIGES BAUEN / GERMAN SUSTAINABLE BUILDING COUNCIL

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