

Safe@Work

PROCOS
GROUP

Manage your workplace after the COVID-19 lockdown

As the lockdown measures are being relaxed, people can gradually return to the office. At first, only part of the workstations will be available.

This software tool will help you organize a safe and controlled re-start for your staff, the Facility Manager and the Health and Safety Officer.

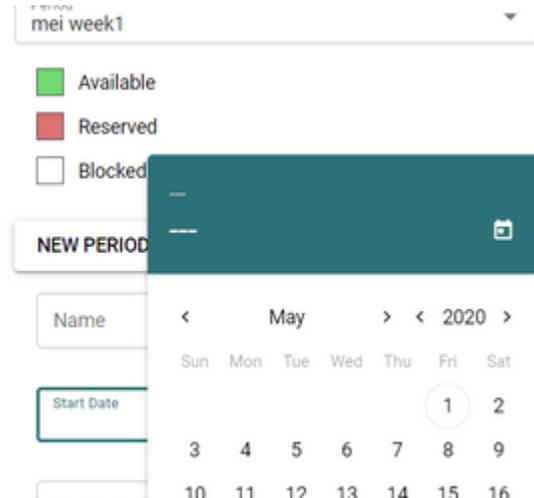
Organize

The Health and Safety Team defines safety measures for social distancing that need to be implemented on a constantly evolving, day-by-day basis.



Select reservable seats

The administrator indicates on the floorplan which workstations are available.



Schedule

The implementation of the measures will change over time. The schedule will reflect these changes on a day-by-day basis.



Manage Users

Lists of users can be imported from Excel. They will need to set their password through email validation.

Reserve and Inform

With the app I reserve a workstation. When the maximum number of staff is reached, I need to select another floor or building. I can read the up-to-date instructions on how to navigate the building, use the elevators and the break-out spaces.



Read the Guidelines

The Health and Safety Team can publish building-specific guidelines to manage circulation, give instructions for use of the elevators, tell us where to get coffee...

Find a Seat

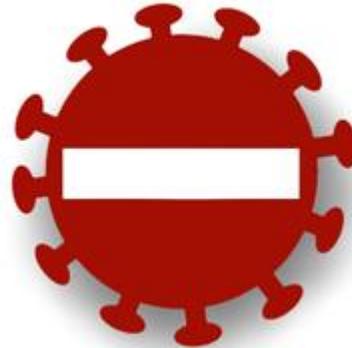
In the mobile app, I first select the date and if I'm booking half a day or the whole day. I can swipe to find the building, then select the floor and on the floorplan I can click on any available (green) desk.

Scan the QR Code*

When I'm at the desk I reserved, I can scan a QR code to verify that I'm in the right place and to check that the desk was disinfected.

Disinfect

The cleaning teams receive accurate reports on which workstations need to be cleaned and disinfected. After their intervention, the workstations is immediately available for the next occupant.



Overview of the Used Desks

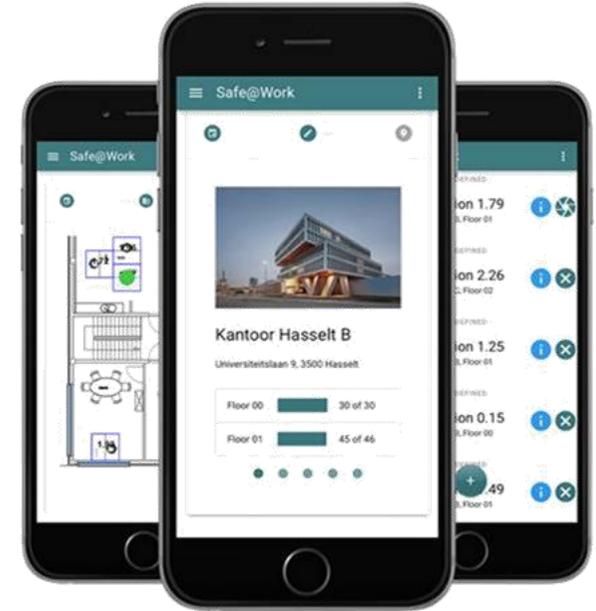
Floorplans clearly indicate which desks were used, so the cleaning team knows exactly where to clean. With a more focussed effort, there's more time to thoroughly clean the used desks.

Confirm with the QR Code*

By scanning the QR code on the desk, the cleaning team confirms that the desk is disinfected and available for the next user.

Why do you need Safe@Work?

- Get organized: step by step you can make workstations available. If you want to, you can assign workstations to teams.
- People feel safe knowing that a clean workstation will be available when they arrive.
- The cleaning team will be able to focus their effort on the used workstations only. They will be able to spend more time on each desk, making sure it is properly disinfected.
- Your data is safe. We have DPA's, secure infrastructure and only very limited user data in our system.



Go to [safe-at-work.eu](https://www.safe-at-work.eu)

Visit www.safe-at-work.eu for up-to-date information and more details about data protection, implementation requirements, roadmap...

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