



handle  
recruitment

# RETURNING TO a socially distanced office

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After a year of personal and professional disruption, the world is about to re-open. We are finally seeing the light at the end of a difficult tunnel for the creative industries.

However, with the lifting of restrictions, there are regulations we must be aware of when re-entering offices and workspaces.

To support your return to a physical office, we have compiled the resources, tips, and information to help you get as much out of a socially distanced office as you can.

# BE AWARE OF THE CHANGES

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Following government guidelines, offices will enact a desk separation policy – this entails one person per desk, with clear space between employees. Workspaces will differ in their approach, but these restrictions may include:

- One way flow through walkways, entrances, and exits
- Reducing max capacity for lifts (with access for disabled people)
- Kitchen restrictions (with pack lunches encouraged)
- Reduced access to meeting rooms
- Hand sanitiser distributed on entry of buildings and office

**NOW YOU KNOW  
WHAT TO EXPECT**

**FOCUS ON THE THINGS  
YOU CAN CONTROL**



# GET SOME FRESH AIR

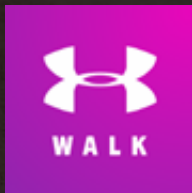
While offices are restricted, take this time to explore your city – leave your desk for lunch, grab street food from a local market, and make the most of your time out of the office. Outdoor spaces are hugely encouraged for meetings, and restaurants and shops are finally allowed to operate.

Why not switch up your commute? Cycling, running or walking to work will not only help reduce transmission but improve your physical and mental wellbeing.

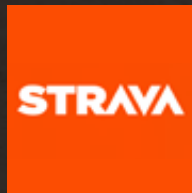
Try these apps to track your progress and make the most of your new commute:



Track your run



Walk into work



Get on your bike



Try long distance



# VOLUNTEER VIRTUALLY

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The office may not be the centre of socialising right now, but there is a way you can meet new people while also gaining that oh so important career development.

There are tons of organisations looking for virtual volunteers to assist in humanitarian causes and research. Try these opportunities right from your desk:



Fight for human rights



Combat homelessness



Explore opportunities



Assist in research



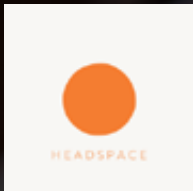


# BE THERE FOR YOURSELF

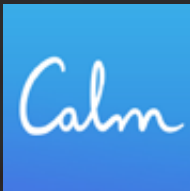
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While offices are re-opening and we're nearing some normality, it's natural to feel concerned, anxious or isolated in a semi-normal office setting.

Make use of any available health initiatives or alternatively, try these apps to give yourself the self-care you need in these trying times:



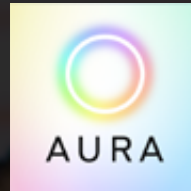
Practise  
mindfulness



Relax and  
meditate



Manage worries  
and anxieties



Get guided  
meditations



# START MAKING THE MOST OF YOUR CITY

Now that pubs and bars are open, there's no reason Friday drinks have to suffer.

Don't be confined to your desk at lunchtime - start sampling some of London's finest coffee, food and drinks with the support of these apps:



**EMBARGO**

Get rewards on food and drink



**DUSK**

Find your perfect coffee

**DUSK**

Find the best bars in your area



**PUB**  
ORDER & PAY

Order your food and drinks safely

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