



## TIPS &amp; TRICKS

We understand better than anyone that as a (smaller) organization it can be difficult to keep up with all the corona measures. In the past weeks we have done a lot of research on how we can most effectively adjust Microlab in times of Corona. We've made several manuals that you can find on our website: [microlab.nl/covid19](https://microlab.nl/covid19)

**Wat kan je doen?**

- Create your own corona protocol (feel free to use ours)
- Always send visitors the "Microlab Visitor Guides" (available at [microlab.nl/covid19](https://microlab.nl/covid19))
- Ensure that all employees have their own workspace
- Disinfect your workspace with spray and paper after use
- Adjust the layout of your office (or work in shifts)
- Ensure that everyone has their own keyboard and mouse
- (Temporarily) replace your tableware with disposables
- Ensure that the rules are hung visibly in the office space
- Place hand sanitizer in your office
- Remove folders and newspapers from your office
- Do not allow visitors to enter your office
- Do not get coffee or tea for each other
- Ensure that everyone follows the rules
- Place screens between desks

Note: the suspension points for the lamps are not suitable for hanging up screens. Always make sure to contact [makers@microlab.nl](mailto:makers@microlab.nl) before hanging up screens.

**Need corona-proof materials?**

Make it easy for yourself and order screens from fellow members:  
[www.standoutprojects.nl](https://www.standoutprojects.nl) or [www.braatvisualcreations.nl](https://www.braatvisualcreations.nl)

**Handy or on a budget?**

Buy acrylic sheets at [www.vleutenbouwmaterialen.nl](https://www.vleutenbouwmaterialen.nl) in Best and hang them up in your office yourself.

**Good tips for fellow Microlab members?  
Please share them on our members LinkedIn.**



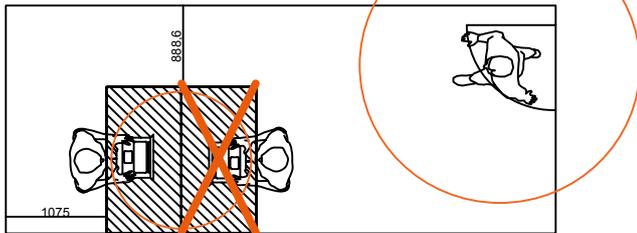
MICROLAB COMMUNITY



# KANTOORAANPASSINGEN 1.5 M ECONOMIE

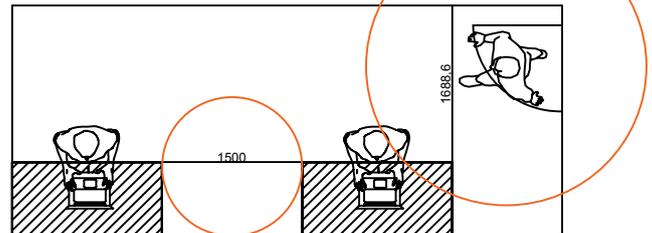
## 2 PERSOONS KANTOOR

### OPTIE 1



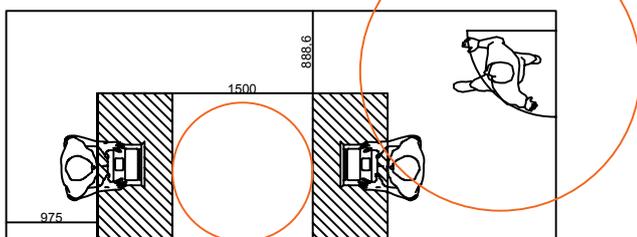
- + You don't have to adjust the space. Just place a cross on the desk that cannot be used.
  - You lose 1 space.
- Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

### OPTIE 2



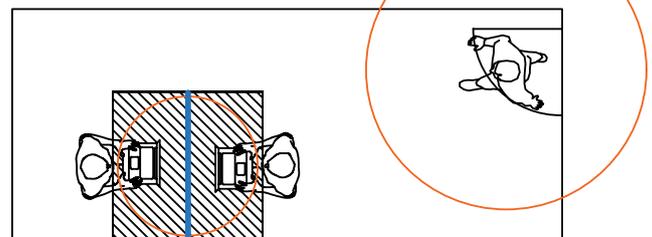
- + Minimal costs and the preservation of workspaces.
  - Quite a few adjustments to the space. In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: remember fire safety when using extension cords!

### OPTIE 3



- + Minimal costs and the preservation of workspaces.
  - Quite a few adjustments to the space. In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: remember fire safety when using extension cords!

### OPTIE 4

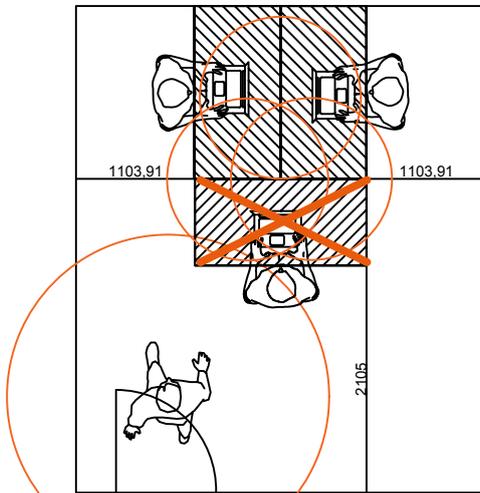


- + No need to move furniture and the power grid stays in place.
  - Extra costs for hanging up screens. In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: make arrangements with your colleagues about them moving out of the way when you want to leave the room.



## 3 PERSOONS KANTOOR

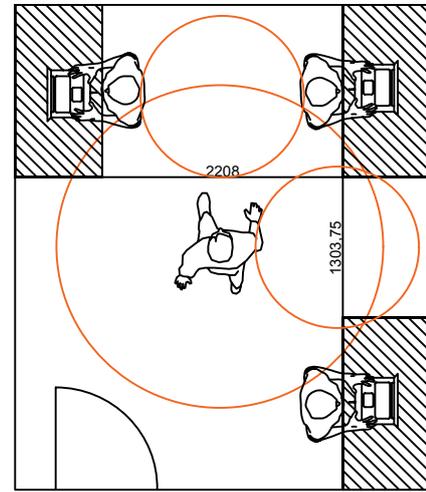
## OPTIE 1



- + You don't have to adjust the space. Just place a cross on the desk that cannot be used.
- You lose 1 space.

Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

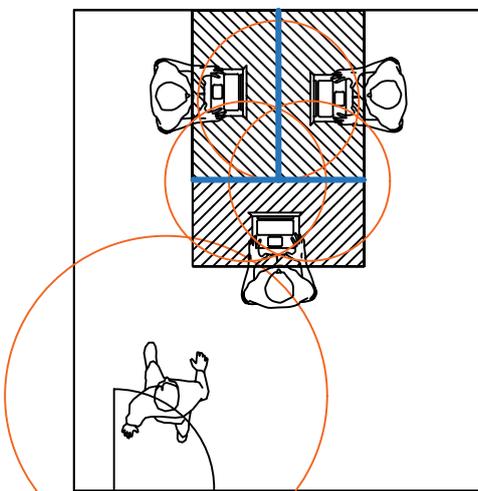
## OPTIE 2



- + Minimal costs for placing screens or taking other measures.
- Quite a few adjustments to the space.

Note: remember fire safety when using extension cords!

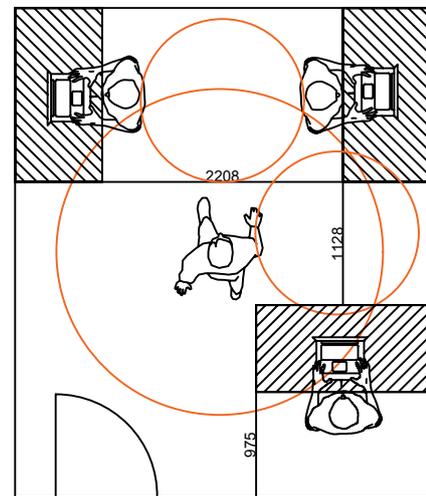
## OPTIE 3



- + No need to move furniture and the power grid stays in place.
- Extra costs for hanging up screens.  
In this variant, some people have to get up to let others walk in and out of the office with enough distance.

Note: make arrangements with your colleagues about them moving out of the way when you want to leave the room.

## OPTIE 4



- + Minimal costs and the preservation of workspaces.
- Quite a few adjustments to the space.

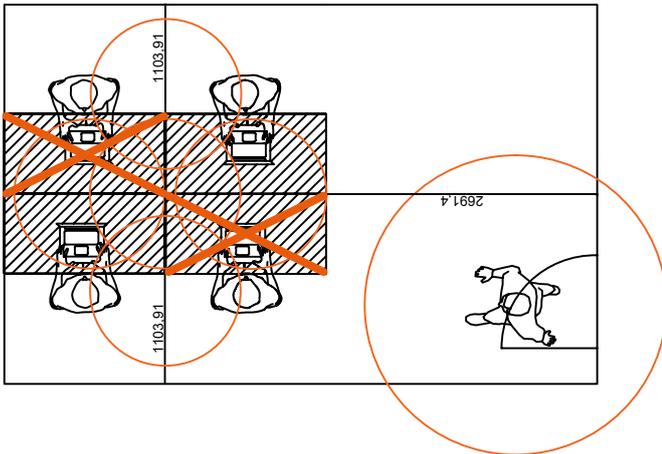
Note: remember fire safety when using extension cords!



# KANTOORAANPASSINGEN 1.5 M ECONOMIE

## 4 PERSOONS KANTOOR

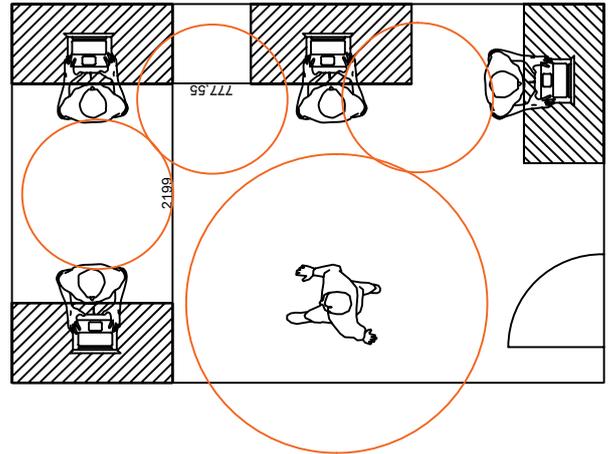
### OPTIE 1



- + You don't have to adjust the space. Just place a cross on the desks that cannot be used.
- You lose 2 workspaces.

Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

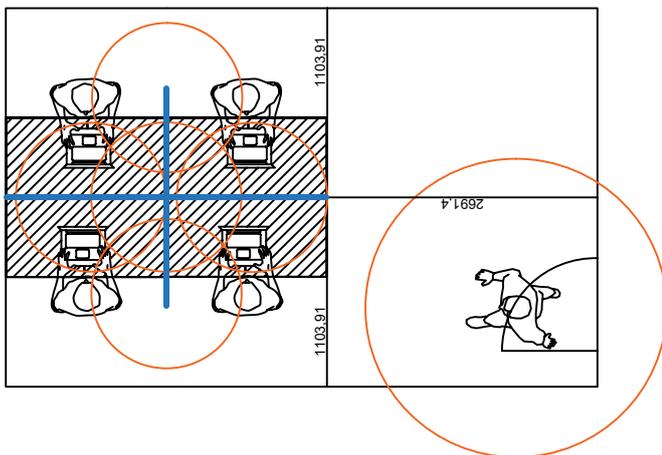
### OPTIE 2



- + Minimal costs for placing screens or taking other measures.
- Quite a few adjustments to the space.

Note: remember fire safety when using extension cords!

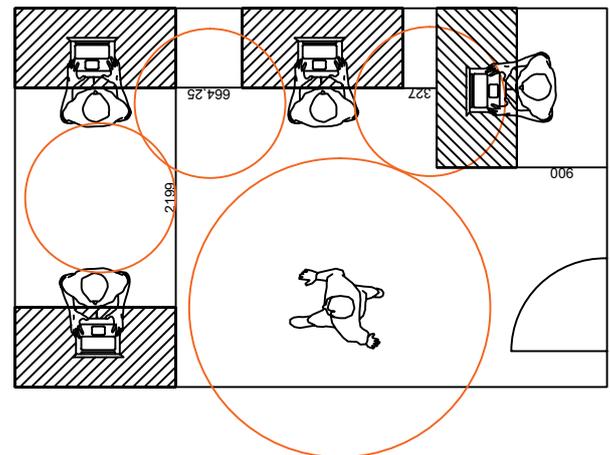
### OPTIE 3



- + No need to move furniture and the power grid stays in place.
- Extra costs for hanging up screens.  
In this variant, some people have to get up to let others walk in and out of the office with enough distance.

Note: make arrangements with your colleagues about them moving out of the way when you want to leave the room.

### OPTIE 4



- + Minimal costs and the preservation of workspaces.
- Quite a few adjustments to the space.

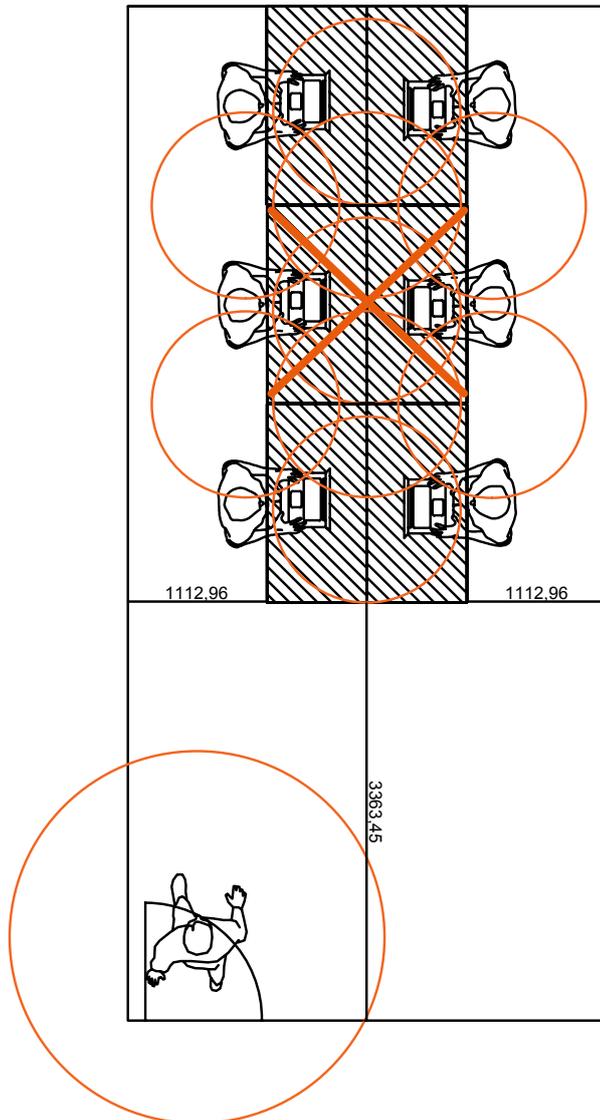
Note: remember fire safety when using extension cords!



# KANTOORAANPASSINGEN 1.5 M ECONOMIE

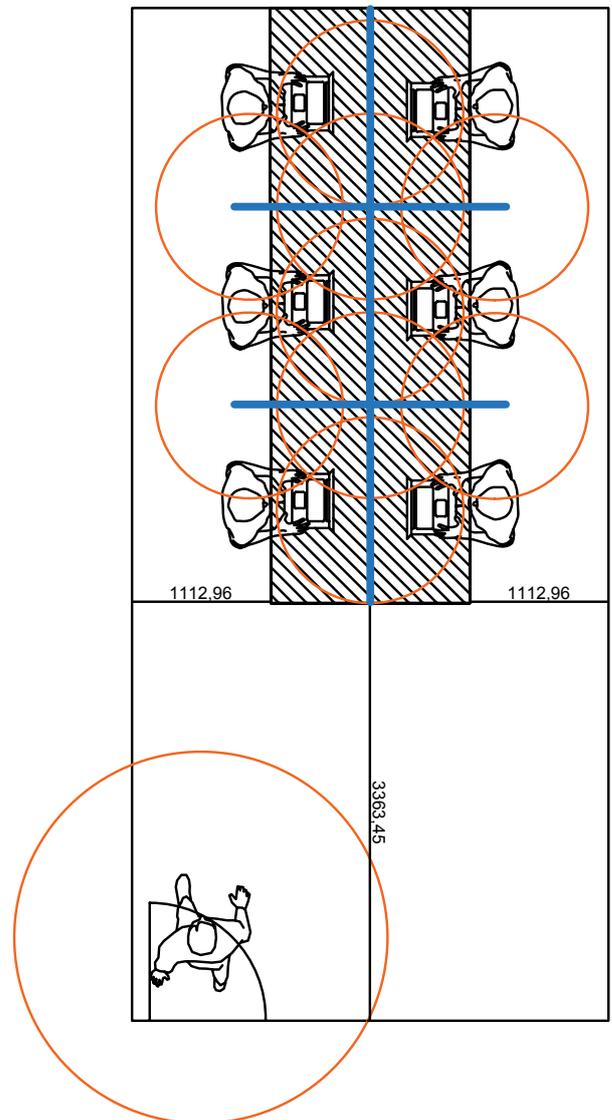
## 6 PERSOONS KANTOOR

**OPTIE 1**



- + You don't have to adjust the space. Just place a cross on the desks that cannot be used.
  - You lose 2 workspaces.
- In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

**OPTIE 2**

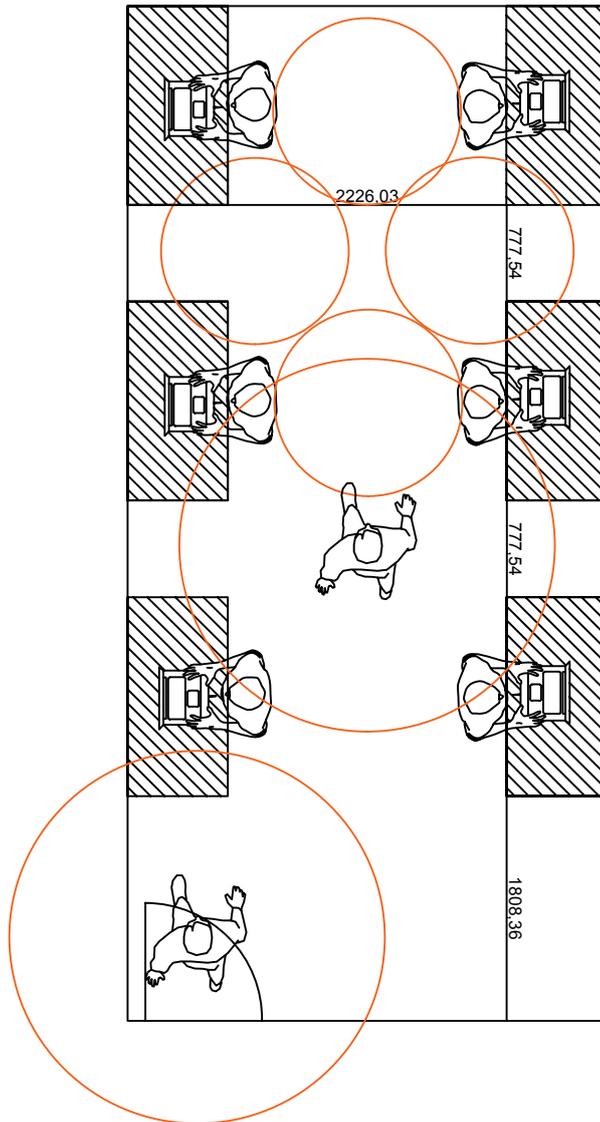


- + No need to move furniture and the power grid stays in place.
  - Extra costs for hanging up screens.
- In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: make arrangements with your colleagues about them moving out of the way when you want



## 6 PERSOONS KANTOOR

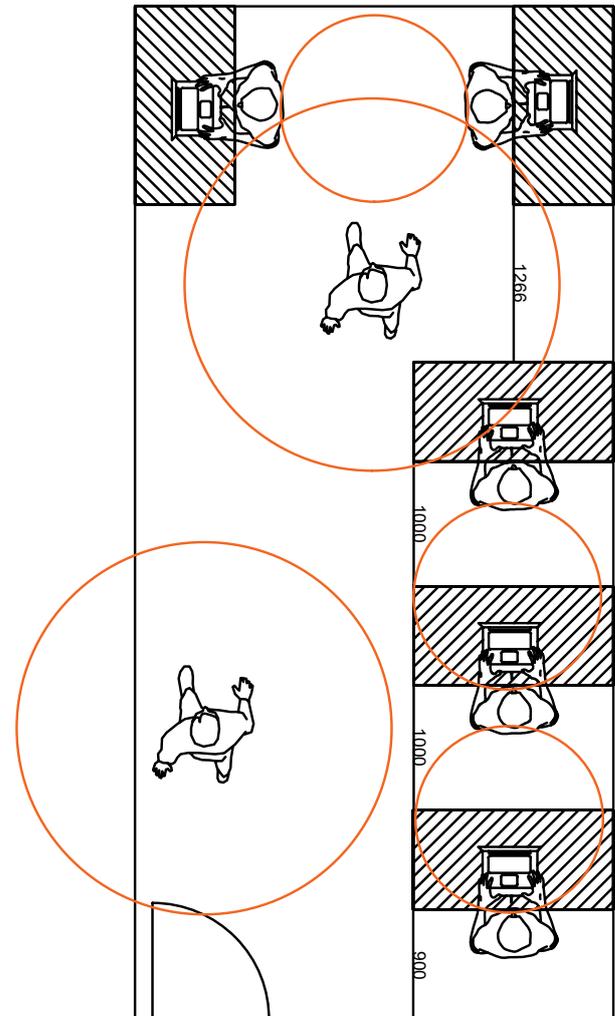
OPTIE 3



- + Minimal costs for placing screens or taking other measures.
- Quite a few adjustments to the space.  
In this variant, some people have to get up to let others walk in and out of the office with enough distance.

*Note: remember fire safety when using extension cords!*

OPTIE 4

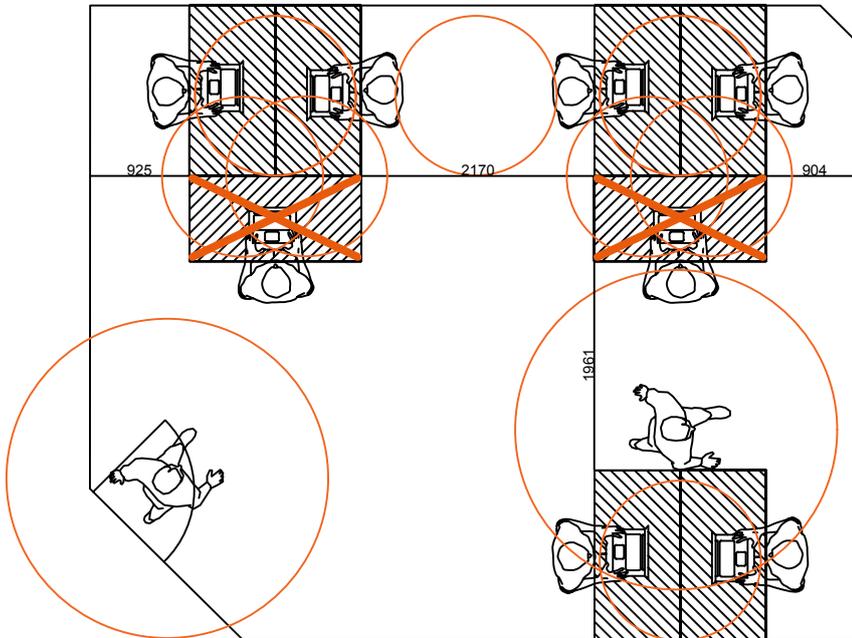


- + Minimal costs and the preservation of workspaces.
- Quite a few adjustments to the space.  
*Note: remember fire safety when using extension cords!*



## 8 PERSOONS KANTOOR

## OPTIE 1



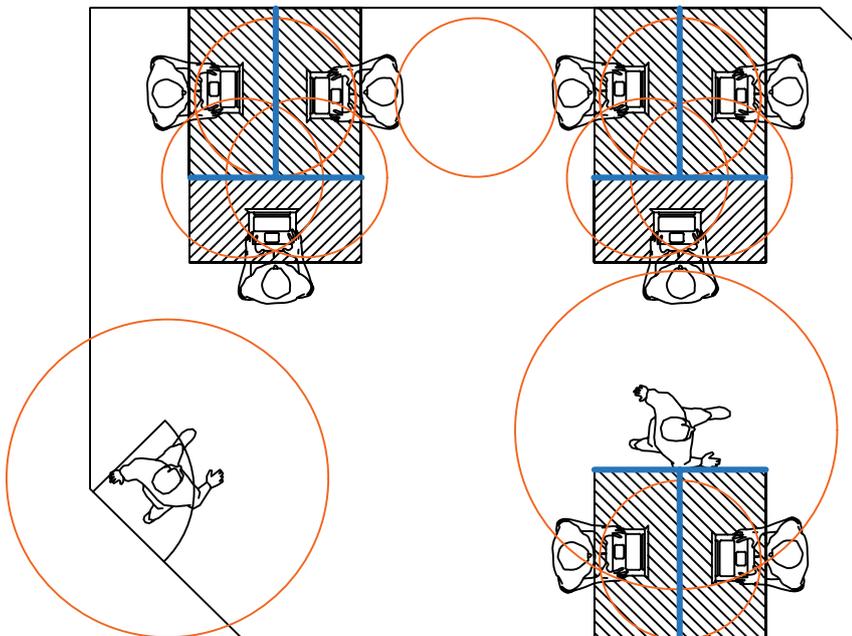
+ You don't have to adjust the space. Just place a cross on the desks that cannot be used.

— You lose 2 workspaces.

In this variant, some people have to get up to let others walk in and out of the office with enough distance.

Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

## OPTIE 2



+ No need to move furniture and the power grid stays in place.

— Extra costs for hanging up screens.

In this variant, some people have to get up to let others walk in and out of the office with enough distance.

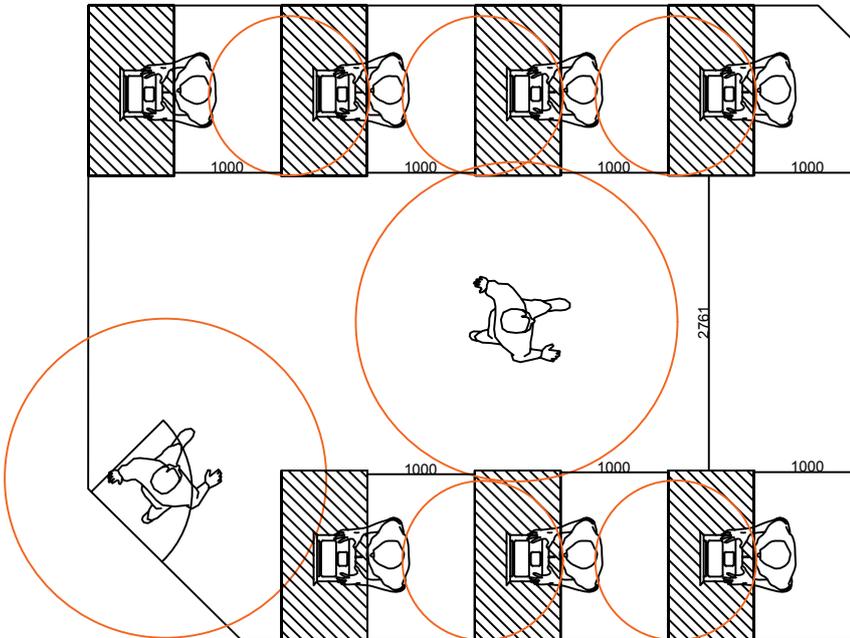
Note: make arrangements with your colleagues about them moving out of the way when you want to leave the room.



# KANTOORAANPASSINGEN 1.5 M ECONOMIE

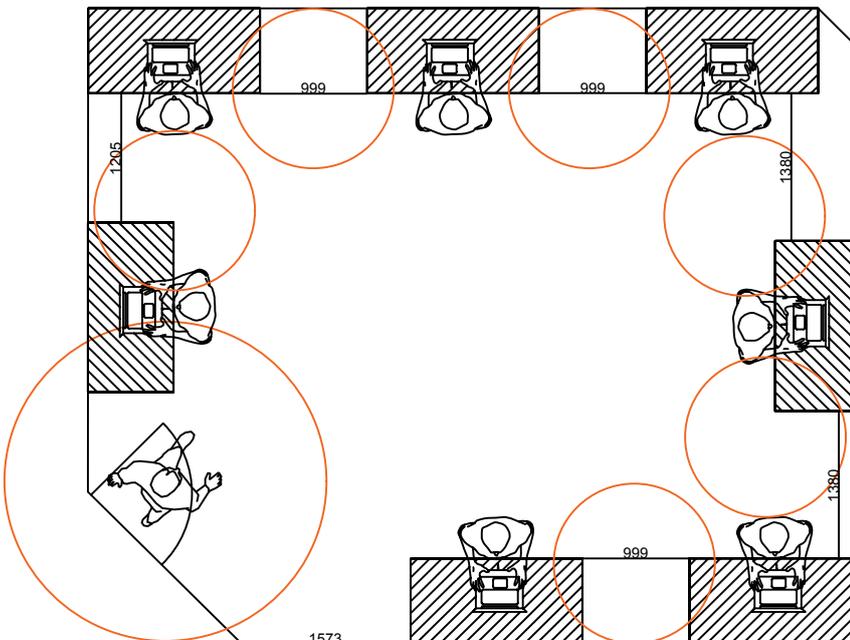
## 8 PERSOONS KANTOOR

### OPTIE 3



- + Minimal costs for placing screens or taking other measures.
  - Quite a few adjustments to the space. You lose 1 workspace.
- Note: remember fire safety when using extension cords!*

### OPTIE 4



- + Minimal costs for placing screens or taking other measures.
  - Quite a few adjustments to the space. You lose 1 workspace.
- Note: remember fire safety when using extension cords!*

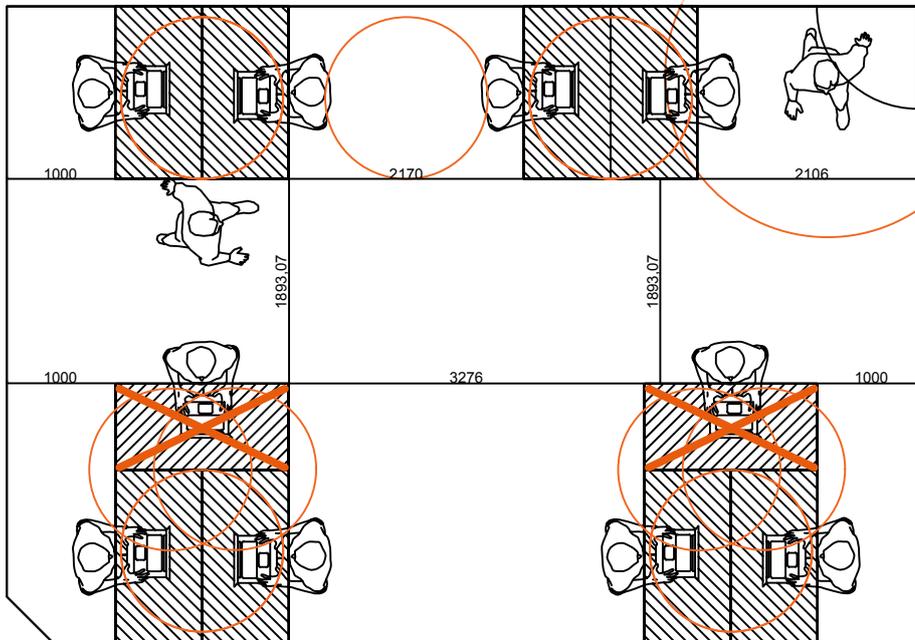




# KANTOORAANPASSINGEN 1.5 M ECONOMIE

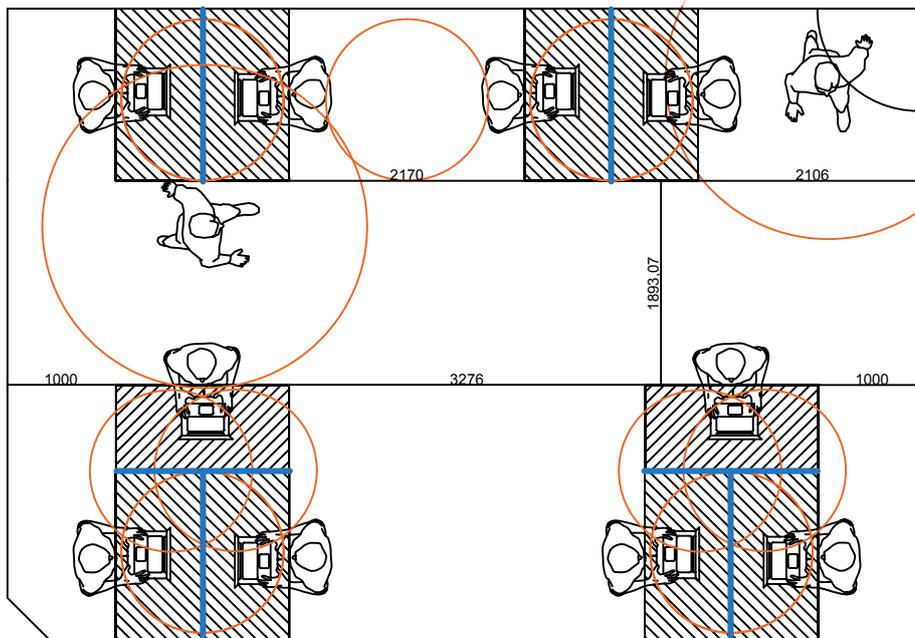
## 10 PERSOONS KANTOOR

### OPTIE 1



- + You don't have to adjust the space. Just place a cross on the desks that cannot be used.
  - You lose 2 workspaces. In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: make arrangements with colleagues about cleaning and when everyone will be at the office.

### OPTIE 2



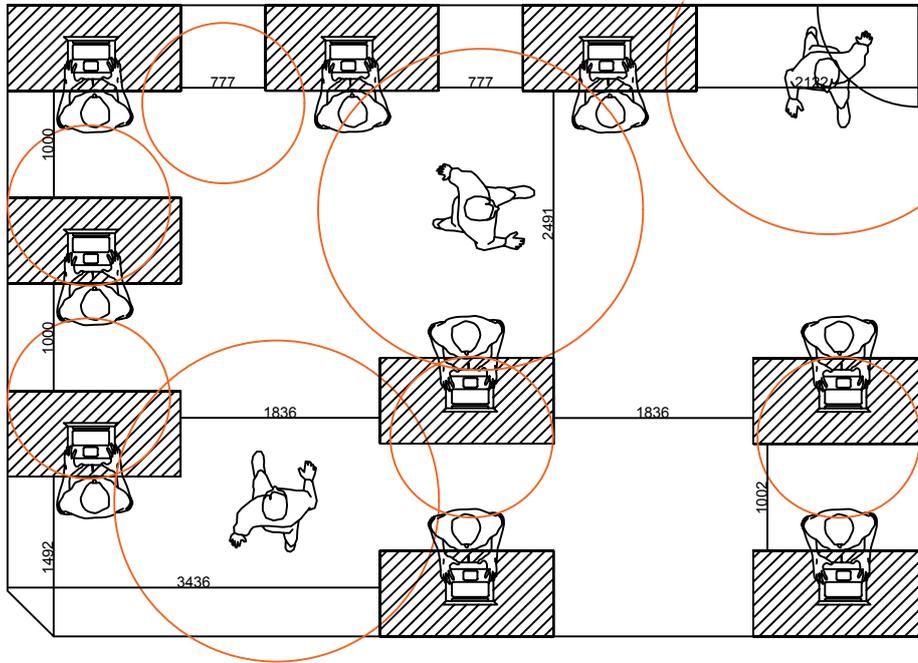
- + No need to move furniture and the power grid stays in place.
  - Extra costs for hanging up screens. In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: make arrangements with your colleagues about them moving out of the way when you want to leave the room.



# KANTOORAANPASSINGEN 1.5 M ECONOMIE

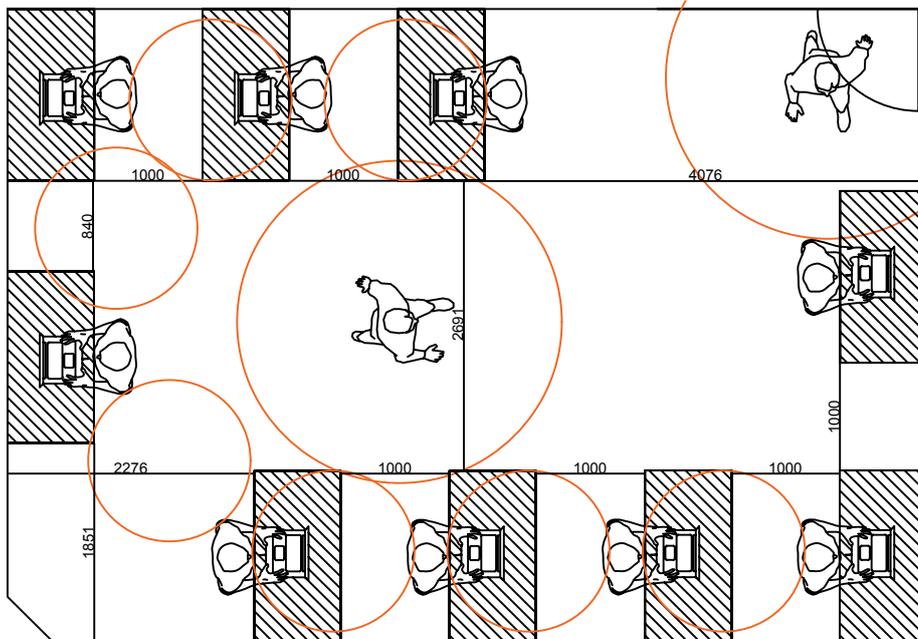
## 10 PERSOONS KANTOOR

### OPTIE 3



- + Minimal costs for placing screens or taking other measures.
  - Quite a few adjustments to the space.  
You lose 1 workspace.  
In this variant, some people have to get up to let others walk in and out of the office with enough distance.
- Note: remember fire safety when using extension cords!*

### OPTIE 4



- + Minimal costs for placing screens or taking other measures.
  - Quite a few adjustments to the space.  
You lose 1 workspace.
- Note: remember fire safety when using extension cords!*