Accessible text to accompany "office redesign: hot-desking" infographic

Many organisations are planning on having fewer members of staff in the office after the Covid19 pandemic, and are redesigning the workspace accordingly. Some companies already use hot-desking and others are starting to incorporate it. Hot-desking can be more efficient and cost-effective than desks for each individual.

For an ergonomic hot-desking workspace:

- Have chairs and screens that are fully adjustable. [Image: Outline of a desk chair.]
- Make sure the desks are standard height (74cm). [Image: Figure at desk.]
- Make footrests available. [Image: Footrest.]
- Make everything uniform e.g. so there isn't a best desk, with the best chair and best screen etc. [Image: two identical desks next to each other with the same monitor, bin and chair.]
- Have a back-up plan if there are not enough desks e.g. can some of the collaborative space be used? Ensure there are laptop stands and separate keyboards and mouse devices available. [Image of a computer keyboard and mouse.]

Listen to our podcast episode – "creating an ergonomic workspace for those returning to the office" – for further information. Search for Leeds University Business School Research and Innovation Podcast. www.bitly.com/AdaptingOffices

(Logos in the footer of the infographic are for: Adapting offices for the future of work, the Economic and Social Research Council, and Leeds University Business School.)