



How to transform common spaces:

The challenge
for Post-covid Hospitality
environments

ACTIU



Contents



Introduction
P.04

**Density/
Distance and Hygiene**
P.08



**Hospitality
Environments challenge**
P.10

**Furniture
Multi-Purpose**
P.54



**Maintenance
and hygiene**
P.70

Introduction

SPACES

The world is reinventing itself for an ever uncertain reality. Life, work and leisure models that were valid just a few months ago are now being deeply questioned, through the search for safe environments that ensure the health of those occupying them. From housing architecture, workspaces or spaces for leisure, to cities themselves, everything is being restructured.

At this respect, a while ago hotels stopped being just somewhere to sleep and started offering different spaces where guests, whether they were spending the night or not, could work, meet, talk, or simply relax. Hospitality common spaces are already designed for multifunctional use and now they need to be adapted to the new health requirements.

With this post-COVID-19 scenario in mind and always adapting to the safety needs, hotels have to adapt to this "new normal" and must implement specific measures. From marking the floor for waiting areas in front of the reception desks to Actiu's new range of self-supporting screens that are easy to install and clean.

Not forgetting the cross-cutting spaces, those places in hotels, airports, leisure centres or commercial premises where uses are intertwined to create a new user experience. Now, these spaces must also ensure the safety of the user from a health point of view.





Collective areas are experiencing a new revolution. The way in which we understand work, technological irruption or even the new ways to interact take us to demand new spaces. **At Actiu we've been more than fifty years designing and equipping workspaces.** An experience that allows us to accompany our clients in the transformation of their common spaces, prioritising its functionality as well as the well-being of their users. **Now this process will be also developed taking into account the new normality and based on the deep knowledge of the recently obtained Well V2 Platinum certification.**

Where are there shared spaces?

Hotels, restaurants, hospitals, banks, airport terminals, schools, leisure centres or commercial premises, they all count with common **spaces able to adapt to the new needs and become cross-cutting collaboration spaces through essential elements such as furniture, vegetation, connectivity, comfort, light, colours or textures.** New spaces for new uses.

Density Distance Hygiene

Guidelines for
respecting safety
measures and distances



Density

- ▶ Avoid staying in transit areas to not hinder client circulation flows.
- ▶ Carry out the lowest possible quantity of trips to minimise contact with elements and surfaces of common use.
- ▶ Respect and adapt by areas the stipulated capacity depending on the moment of affection of the pandemic.



Distance

- ▶ Respect the interpersonal safety distance of 1.5 / 2 metres when possible.
- ▶ Mandatory use of face mask in common areas, specially if these are part of closed spaces.
- ▶ Respect transit turns when the width of the transit spaces doesn't allow maintaining interpersonal distances of 1.5 / 2 metres.
- ▶ Identify wider and safer crossing areas within the transit area areas of good visibility where you can see who is coming and wait for them to pass without problem)
- ▶ Lay out visual signals that indicate the movement flows through the building, preferably clockwise.



Hygiene

- ▶ Place hygiene points in the building accesses and throughout the building, laying them out visible to all to facilitate their use.
- ▶ In toilet areas, have automatic accesses or keep the common doors open to facilitate access with minimal contact with surfaces.
- ▶ Lay out visual signals to identify hygiene points and use of the space.

The challenge environments of HOSPITALITY

A safe **socialisation**

Cross-sectional spaces for work and socialising are also going to undergo significant restructuring. Besides offering the highest possible guarantees in terms of hygiene and safety in rooms, it is important that hotels repurpose communal areas that are so much more than mere waiting and reception areas nowadays. Signalling a flow of movement to avoid people meeting, limiting decor as much as possible, using anti-bacterial materials that are easy to clean as well as versatile furniture that allows for the layout of the space to be easily changed up, or ensuring good ventilation and air circulation are all priorities when creating safe spaces.

Public spaces, which are becoming increasingly automated as time goes on, will implement automatic doors, voice-activated lifts, or entrances, toilets and payments accessed using mobile phones. In many bars and restaurants digital menus will replace traditional paper ones, and technology devices integrated in the classic decor elements will avoid direct contact and any possible infection. All of this will go hand-in-hand with a suitable protocol of action for customers and members of staff to ensure safe spaces that support our well-being. It is important to come up with solutions that can make the most of the available space and take full advantage of outdoor areas.

Environments that don't have to give up their functionality thanks, precisely, to solutions that allow hotels and other common spaces to function in a safe way, tending to their clients and visitors with the same warmth and attention as usual.



The challenge environments of HOSPITALITY

A safe **socialisation**

In an increasingly individualistic society, paradoxically the social aspect is of vital importance: in hotels, in addition to the best room, guests demand attractive areas where they can interact, with meeting points, work and spaces where they can socialise that make these spaces much more than just waiting areas. Hotel receptions become spaces where you can do much more than just check-in and wait.



- ▶ 01_Welcome
- ▶ 02_Check in/out
- ▶ 03_Waiting area
- ▶ 04_Private
- ▶ 05_Cafe
- ▶ 06_Coworking
- ▶ 07_Square
- ▶ 08_Meeting point
- ▶ 09_Terrace



Collective areas are living a **new revolution**. Inspired in the social **spaces of co-working and co-living**, and increasingly humanised, **lobbies** provide experiences and are committed to the socialisation of their users. They're also the first impression, the cover letter. In them, the welcome areas, with sober and comfortable furniture accompanied by information points. They play a fundamental role in receiving and guiding the guest towards different environments.



► Before Covid-19



► Post Covid-19



Accesos controlados y automatizados.
Controlled and automated accesses.

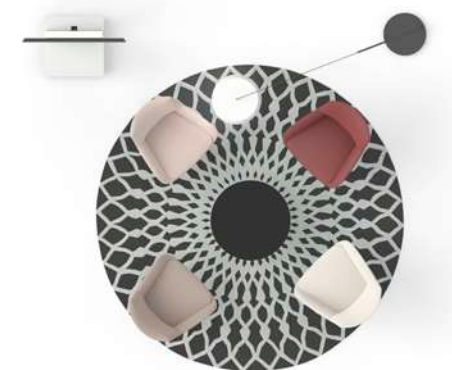
Welcome



- ▶ **Informa** Reception
- ▶ **Protective** Panel



- ▶ **Caddy** Video-conference
- ▶ **Noom 10** Soft seating
- ▶ **Tar-10** Coffee tables



Check in/out

At hotels, in addition to the best room, guests demand **attractive interaction areas**, with spaces for meetings, work and socialisation. **Hotel receptions become areas where you can do a lot more than your check in and wait**, through connectivity areas and furniture that eases communication, meeting and self management of the check in/out.

Technological applications avoiding contact with people and surfaces.
Use of protection screens to improve safety.
Visual signals that help users to respect interpersonal distance.
Use intercalate workstations or separated by soft-seating elements to keep safety distance.

► Before Covid-19



► Post Covid-19



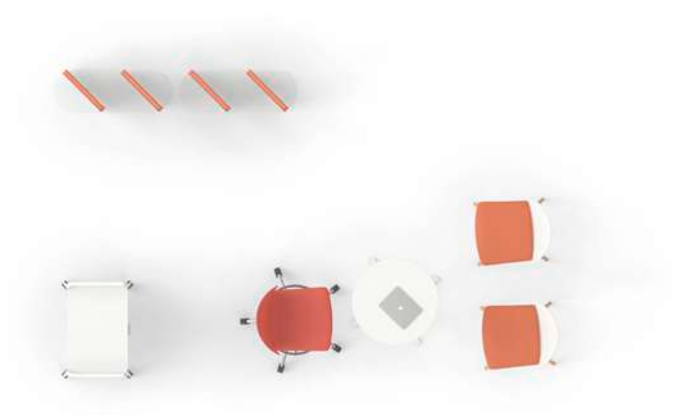
Check in/out



- ▶ **Twist** Video-conference
- ▶ **Protective** Panel
- ▶ **Noom 40** Stool



- ▶ **Tar-20** Coffee tables
- ▶ **Whass** Stool
- ▶ **Ontime** Filing system
- ▶ **360°** Screens



Waiting area

Comfort and functionality are key in these spaces, where we can seat and wait for the taxi with a book, have a coffee, reply emails or simply make a phone call in a cosy atmosphere with **maximum comfort**.



Implementation of new materials, technology and domotic.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.

► Before Covid-19



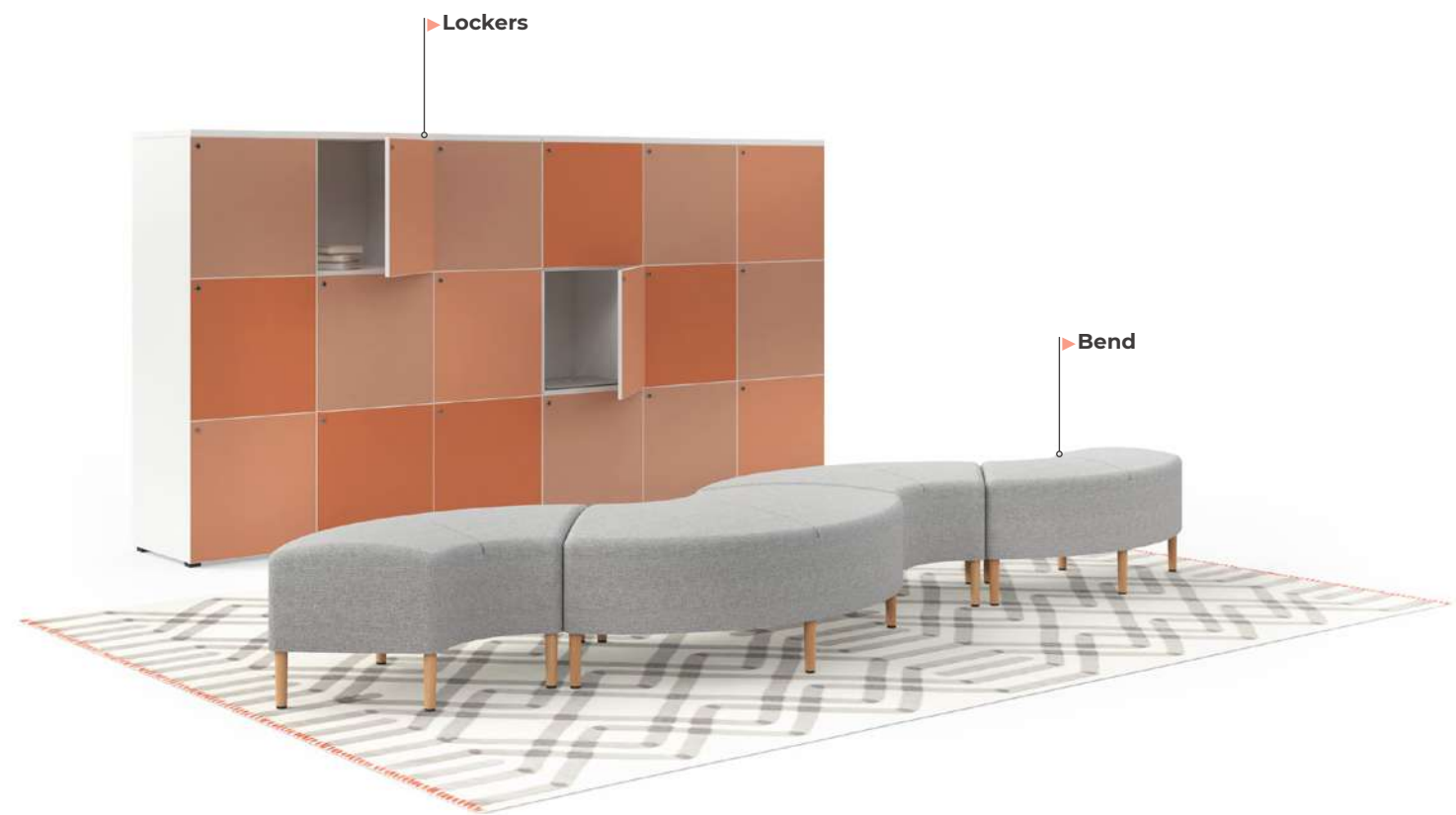
► Post Covid-19



Waiting area



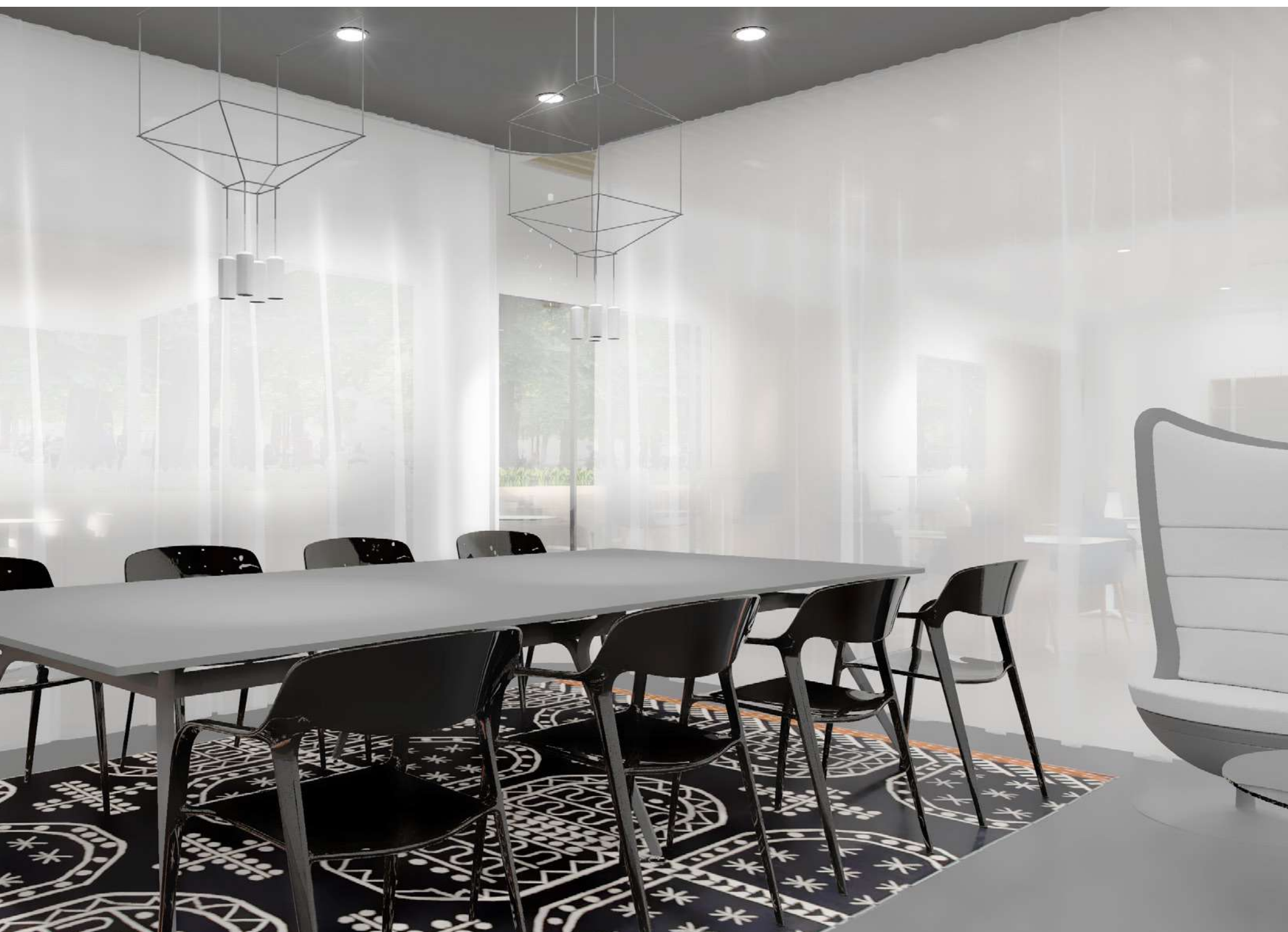
- ▶ Longo Coffee tables
- ▶ Agile Screens
- ▶ Longo Soft seating



- ▶ Lockers Filing system
- ▶ Bend Soft seating

Private

Common spaces also need to **integrate private areas such as top management offices, representation areas or Vip rooms** that can be booked for business or institutional meetings. As their cover letter, **these environments need to incorporate innovative products with a timeless and unique design**, whose presence allows to dress these spaces providing a unique interaction with the user and generating a unique and unrepeatabe sophistication.



Implementation of new materials, technology and home automation.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.

► Before Covid-19



► Post Covid-19



Private



- ▶ **Power** Meeting table
- ▶ **Cron** Task seating
- ▶ **Caddy** Video-conference



- ▶ **Arkitek** Meeting table
- ▶ **Ikara** Collective chairs
- ▶ **Tar-30** Coffee tables
- ▶ **Longo Nomada** Soft seating
- ▶ **Longo storage** Filing system





Restaurants and cafes have now abandoned their homogeneous character and **offer very different environments**, with bars where you can send an email while nibbling on something quick, to shared tables that enhance networking. **Possible configurations thanks to furniture whose design allows adapting its finishes to the personality of each establishment** and that guarantee great comfort and durability.

Transformation of free buffets into show cooking spaces.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.
Use of protection screens to improve safety.

► **Before** Covid-19

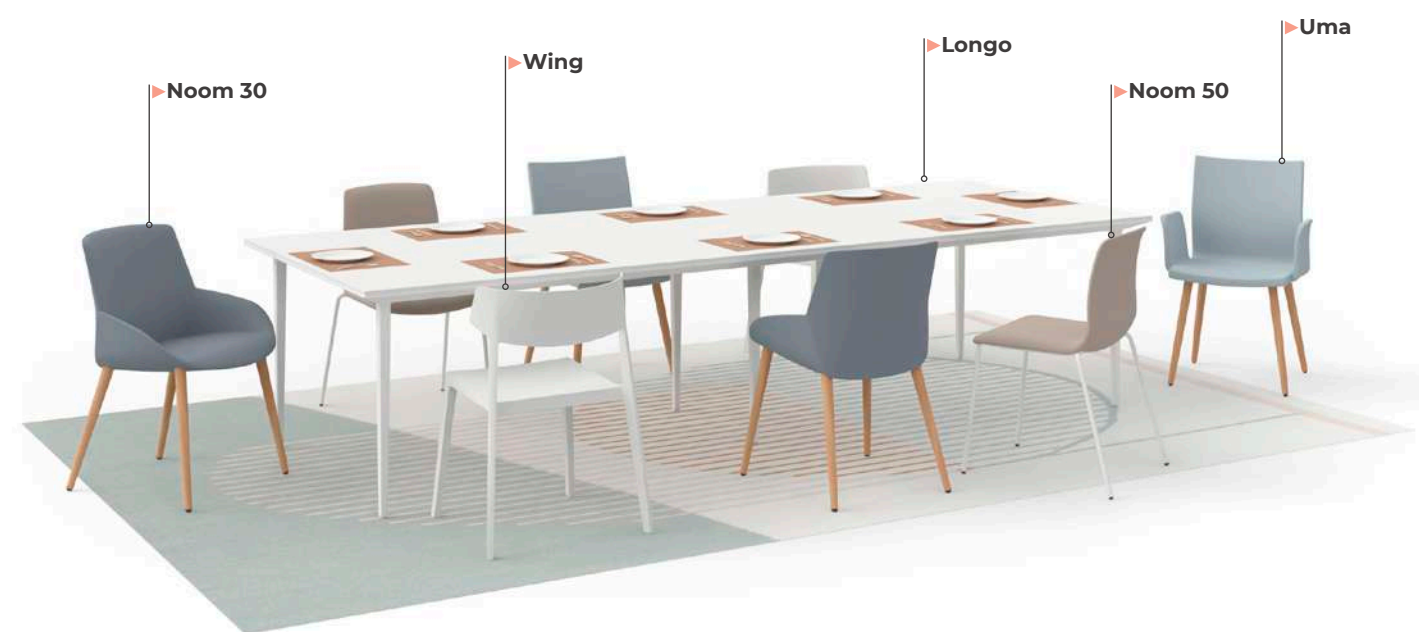


► **Post** Covid-19





- ▶ **Tar-20** Coffee tables
- ▶ **Mit** Collective chairs
- ▶ **Link** Paneles división



- ▶ **Longo** Meeting table
- ▶ **Noom 30/50** Collective chairs
- ▶ **Uma** Collective chairs
- ▶ **Wing** Collective chairs



Co-working

Hotels can also be **spaces where to work comfortably and take advantage of that free time to be productive.** Open areas where to hold formal and informal meetings, **with connectivity and collaborative spaces.** New technologies and an increasingly lighter, more versatile and mobile furniture allow these spaces to change their use according to the needs.



Implementation of new materials, technology and home automation.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.
Use of protection screens to improve safety.

► Before Covid-19



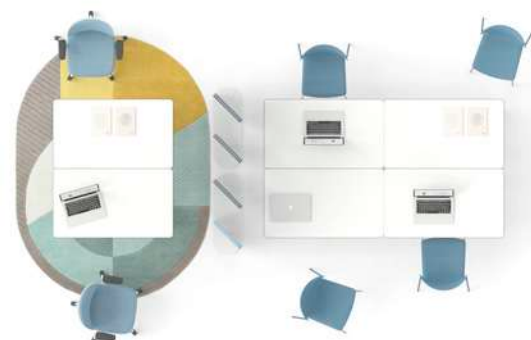
► Post Covid-19



Co-working



- ▶ **Talent 300** Mesa operativa
- ▶ **Trim** Task seating
- ▶ **Whass** Collective chairs
- ▶ **360°** Screens



- ▶ **Cool E100** Mesa alta
- ▶ **Whass** Collective chairs
- ▶ **Agile** Screens



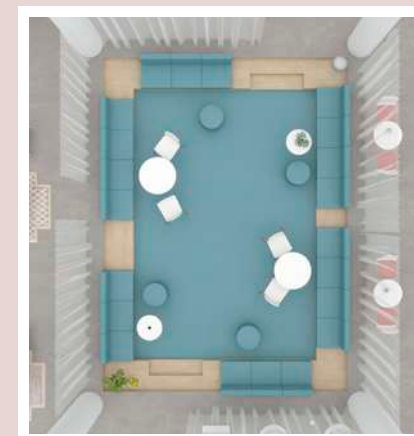


A warm, welcoming and relaxing environment, this environment works as a **meeting point** to respond to very diverse needs, where aspects such as **furniture, lighting, materials, biophilia or art** play a **fundamental role**.

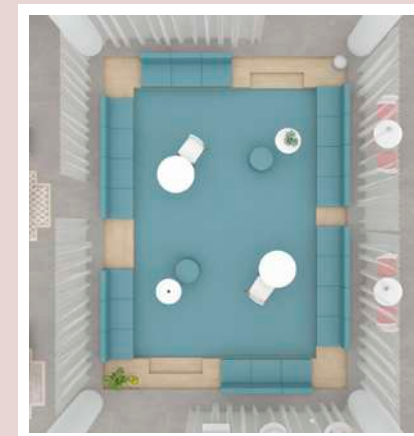


Implementation of new materials, technology and home automation.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.

► Before Covid-19



► Post Covid-19





- ▶ **Tar-20** Coffee tables
- ▶ **Noom 50** Collective chairs
- ▶ **Bend** Soft seating



- ▶ **Tar-20** Coffee tables
- ▶ **Bend** Soft seating



Meeting Point

These are very useful spaces. Open areas with flexible and comfortable furniture, **they help to enhance social interaction.** To be able to speak informally with the person who accompanies you or to wait with no haste, being able to take advantage of the space to rest or chat.

Implementation of new materials, technology and home automation.
Simple design and diaphanous spaces to facilitate free circulation.
Implementation of air sterilisation systems or disinfection.

► Before Covid-19



► Post Covid-19



Meeting Point



- **Longo** Coffee tables
- **Longo Nomada** Soft seating
- **Bend** Soft seating



- **Bend** Coffee tables
- **Badminton** Soft seating



Terrace

Restaurants also require versatile and easy to clean solutions for their terraces. Products that respond to the technical and aesthetic needs of the new trends (for its design, colour, finishes and functionality) and that are also resistant and easily stored.



► Before Covid-19



► Post Covid-19



Prioridad de uso de espacios exteriores por su amplitud y ventilación.
Uso de pantallas de protección para mejorar la seguridad.

Terrace



- **Tar-20** Coffee tables
- **Noom 40** Stool



- **Wing** Collective chairs



Room

These are the quintessential private areas in a hotel. The personal space in which the client hopes to find a **comfortable environment that evokes a temporary home**. A comfortable environment equipped with furniture that **adapts to different activities (rest, work, food, etc.) and easy to clean**. Where the use of technology and home automation help to obtain optimal conditions of well-being for its users.



Implementation of new materials, technology and home automation.
New amenities: face masks, gloves and hydroalcoholic gel.
Search for a “Zero contact” service at client’s choice.
Adequacy of spaces for breakfast and lunch.

Room

These are the quintessential private areas in a hotel. The personal space in which the client hopes to find a **comfortable environment that evokes a temporary home**. A comfortable environment equipped with furniture that **adapts to different activities (rest, work, food, etc..)** and **easy to clean**. Where the use of technology and home automation help to obtain optimal conditions of well-being for its users.



MULTI-PURPOSE **Furniture**

Along with specific items to meet the new distance requirements, it is also advisable to use flexible and versatile pieces of furniture that guarantee

maximum ergonomics and repurpose work areas with mobile, foldable and height-adjustable desks, as well as multi-purpose seating that covers all the environments needs.



Soft Seating



► **Longo**
Flexible polyurethane injection seat
Perimetric profile, aluminium legs and brackets.
Connection system with tables from the Longo
programme



► **Longo Nomada**
Flexible polyurethane injection seat
Steel perimetric frame and aluminium legs and
brackets.



► **Bend**
Internal wooden frame covered with flexible
injected polyurethane foam.
Folded steel legs finished in black.
Straight, curved and round units with wheels.

	Longo	Longo Nomada	Bend
Perimetral frame	Yes	Yes	No
Side table	Yes	Yes	Yes
Low back seat	Yes	Yes	Yes
Backless seat	Yes	Yes	Yes
Wheels	No	No	Yes
Connection system between units	Yes	No	Yes

Soft Seating



► **Noom 20**
High-backed armchair
Internal steel structure.
Upholstered back, seat and cushion.
Different types of seams



► **Noom 10**
Mid-backed armchair
Internal steel structure.
Upholstered back, seat and cushion.
Different types of seams



► **Badminton**
Exterior shell made from high strength rigid injected polyurethane. Metallic inner insert. Back and seat with ergonomic upholstery. 360° rotation with auto-return system. Round base support.

	Noom 20	Noom 10	Badminton
Wooden base	Yes	Yes	No
4 metal legs base	Yes	Yes	No
Round base support	Yes	Yes	Yes
Armrest	Yes	Yes	No
Swivel seat with self-return system	Yes	Yes (According to model)	Yes
Soundproofing	No	No	Yes



▶ Tabula TAR-10
 Melamine or Compact Laminate surface
 Aluminium central column
 Round steel base



▶ Tabula TAR-20
 Melamine, Compact Laminate or Glass Surface
 Aluminium central column
 Aluminium 4 cross support base




▶ Tabula TAR-30
 Melamine, Compact Laminate or Glass Surface
 Aluminium central column
 Round aluminium base

	Tabula TAR-10	Tabula TAR-20	Tabula TAR-30
Melamine surface	Yes	Yes	Yes
Compact Laminate surface	Yes	Yes	Yes
Glass surface	Yes	Yes	Yes
Outdoor use	No	Yes	No
Connectivity in option	No	No	Yes
Base with castors	Yes	Yes	No
Height 40 cm / 15 3/4"	Yes	Yes	Yes
Height 74 cm / 29 1/4"	Yes	Yes	Yes
Height 110 cm / 43 1/4"	Yes	Yes	Yes

Multi-purpose seating



 **Noom 30**
Internal steel structure
Upholstered back and seat
Wooden legs




 **Noom 50**
Polypropylene shell
Upholstered back and seat
Wooden legs




 **Whass**
Polypropylene shell
Wooden legs



 **Uma**
Aluminium frame
Upholstered back and seat
Wooden legs



 **Íkara**
Lacquered Beech shell
Steel structure



 **Wing**
Polypropylene gas injection
chair

	Noom 30	Noom 50	Whass	Uma	Íkara	Wing
Mod. without Arms	Yes	Yes	Yes	Yes	Yes	Yes
Mod. with Arms	Yes	Yes	Yes	Yes	Yes	No
Upholstered Seat	Yes	Yes	Yes	No	No	Yes
PUR Seat	Yes	Yes	Yes	No	No	Yes
Upholstered Seat and backrest	Yes	Yes	No	Yes	Yes	No
Stackable height	No	No	No	No	max. 4 units	max. 6 units
Trolley Stackability	No	No	No	No	No	max. 14 units

Stool



► **Noom 40**
Polypropylene shell
Swivel Seat
Wooden legs



► **Noom 50**
Polypropylene shell
Wooden legs



► **Whass**
Polypropylene shell
Wooden legs



► **Noom 40**
Polypropylene shell
Swivel Seat
Steel legs




► **Mit**
PU Seat
Swivel Seat
Steel legs

	Noom 40	Noom 50	Whass	Noom 40	Mit
Mod. without Arms	Yes	Yes	Yes	Yes	Yes
Upholstered Seat	Yes	Yes	Yes	Yes	No
PUR Seat	Yes	Yes	Yes	Yes	Yes
Upholstered Seat and backrest	No	Yes	No	No	No
Swivel Seat	Yes	No	No	Yes	Yes
Seating Height 76 / 77 cm	Yes	Yes	Yes	Yes	Yes
Seating Height 63 / 67 cm	Yes	No	No	Yes	Yes

Chairs with castors base




Noom 30
 Internal steel structure
 Upholstered back and seat
 Gas Lift
 4-spoke base




Trim
 Technical Mesh backrest
 Upholstered seat
 Synchro Mechanism
 5-spoke base





TNK Flex
 Technical Mesh backrest
 Upholstered seat
 Synchro Mechanism
 5-spoke base




TNK 500
 Technical Mesh backrest
 Upholstered seat
 Synchro Mechanism
 5-spoke base




Cron
 Upholstered back and seat
 Self-weighting Synchro Mechanism
 5-spoke base

	Noom 30	Trim	TNK Flex	TNK 500	Cron
Fixed Arms	Yes	No	No	No	Yes
Adjustable Arms	No	Yes	Yes	Yes	No
Gas Lift	Yes	Yes	Yes	Yes	Yes
Synchro Mechanism	No	Yes	Yes	Yes	Yes
4-spoke base	Yes	No	No	No	No
5-spoke base	No	Yes	Yes	Yes	Yes
Polyamide Base	No	Yes	Yes	No	Yes
Aluminum Base	Yes	Yes	Yes	Yes	Yes

Desks



► **Prisma**
19 mm / 3/4" Melamine surface
Wood-like metal structure
Levelers



► **Longo**
19 mm / 3/4" Melamine or glass Surface
Extruded aluminium profile
Aluminium legs
Levelers



► **Twist**
25 mm / 1" Melamine, Compact laminate or
glass Surface
Steel structure/frame
Aluminium legs
Levelers



► **Arkitek**
19 mm / 3/4" Melamine, Compact laminate or
glass Surface
Aluminium frame
Aluminium legs
Aluminum Levelers

	Prisma	Longo	Twist	Arkitek
Melamine surface	Yes	Yes	Yes	Yes
Compact laminate Surface	No	No	Yes	Yes
Glass surface	No	Yes	Yes	Yes
Feet with Levelers	Yes	Yes	Yes	Yes
Height Adjustable Feet	No	Yes	No	No
Wiring Access	Yes	Yes	Yes	Yes

Maintenance AND HYGIENE

Now more than ever, proper maintenance and cleaning of the surfaces and materials of any work environment is key to protecting health

To avoid potential contagion and to protect people's health and well-being, you should reinforce cleaning and disinfection tasks in all rooms. Pay particular attention to surfaces that are used the most, such as desks, windows or door knobs, and to devices such as controls or computers.

Below we list a series of recommendations for cleaning, disinfection and maintenance of the different materials used to comply with hygiene regulations.

Maintenance of ACTIU SURFACES

Melamine, metal and plastic

To disinfect these surfaces, products such as bleach diluted in water can be used, according to the manufacturer's instructions (active ingredient Sodium Hypochlorite), 70% alcohol (active ingredient Ethanol) or disinfectant soap solutions for domestic use, in the proportions recommended by the manufacturer. After it has been left to act, it should be rinsed with clean water.

Actiu manufactures its products with anti-bacterial and free of formaldehyde melamine, complying with markets' strict measures such as US and Germany. Actiu is committed to ergonomic and easy-to-clean furniture with a wide range of colours and finishes most of which are suitable for exterior and interior use, stackable and foldable. With easy-to-disinfect materials such as polypropylene and PU these products barely occupy any space when not in use.

**Regarding plastic, an exception is the ABS of the PLEK chairs, which must be cleaned with soap and water.*

Methacrylate and glass

To disinfect these surfaces, products such as bleach diluted in water can be used, according to the manufacturer's instructions (active ingredient Sodium Hypochlorite), 70% alcohol (active ingredient Ethanol) or disinfectant soap solutions for domestic use, in the proportions recommended by the manufacturer. After leaving it to act, it should be rinsed with clean water. Be sure not to apply these products on porous areas or edges, as material fractures could occur.



Maintenance of ACTIU UPHOLSTERY

Upholstery

For proper cleaning and disinfection of the different upholsteries that are used in items such as chairs, soft seating or screens, we recommend, depending on fabrics:

Polyester and Trevira

They can be cleaned with ethanol in proportion 1-10.

Nepal and leather

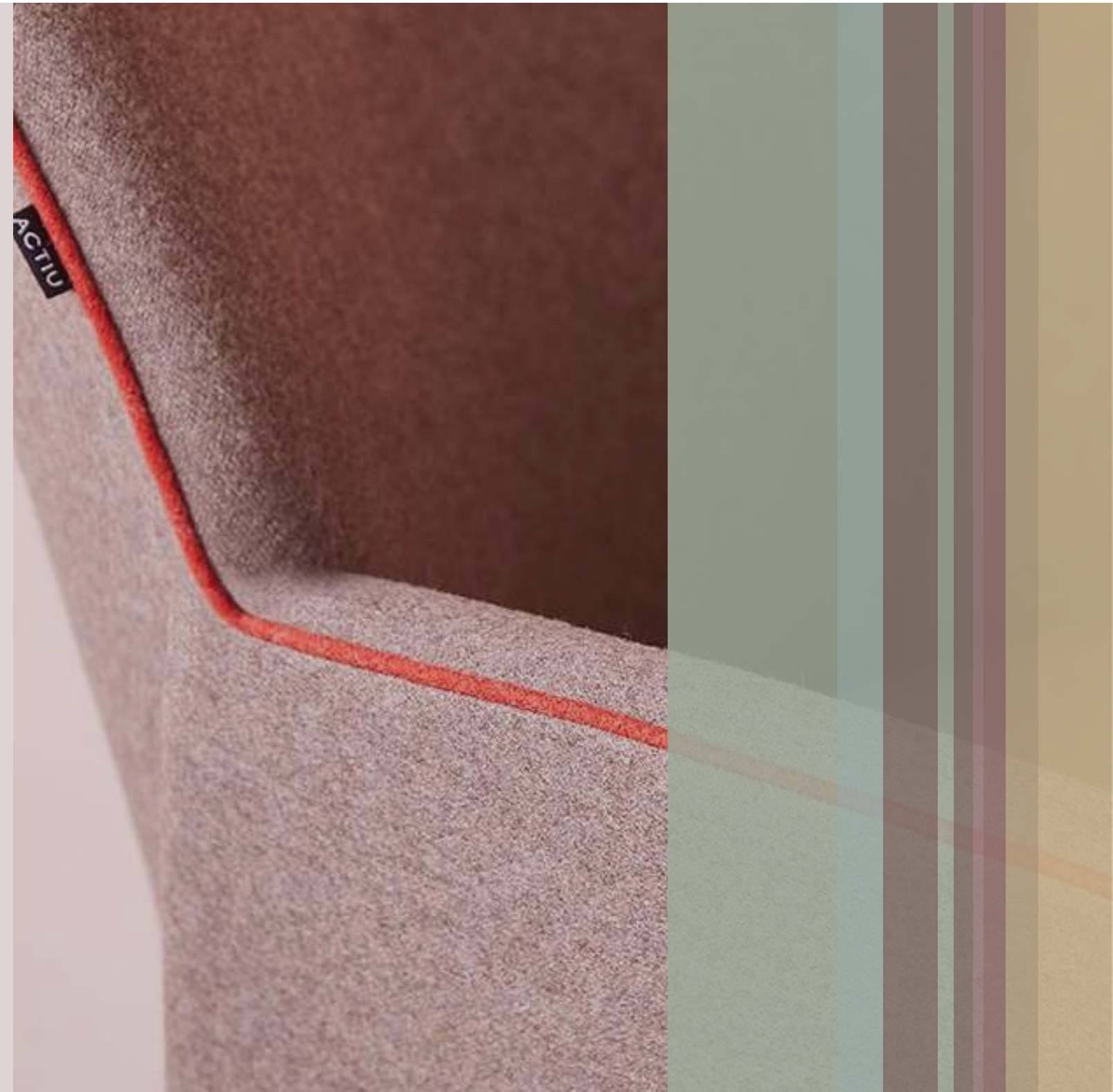
They can be cleaned with diluted neutral soap and a damp cloth.

Valencia

It is an antibacterial product in itself, so it can be cleaned with a solution of 10% household liquid soap in hot water, applied with a soft damp cloth. Rinse with clean water and pat dry. Do not use alcohol-based cleaning agents.

Wool

Clean regularly with a vacuum cleaner. Dry clean, or wash with a damp cloth. In case of contamination, the furniture upholstered with wool fabrics should not be used for a minimum of 48 hours to prevent possible contagion.





L This guide contains information on the new health and hygiene guidelines, based on the regulations issued by the competent authorities on the prevention of COVID-19 and Actiu's experience in equipping spaces. These recommendations are valid as of the publication date of this document, although the content may be subject to change if new recommendations or guidelines are issued by the competent authorities.



www.actiu.com