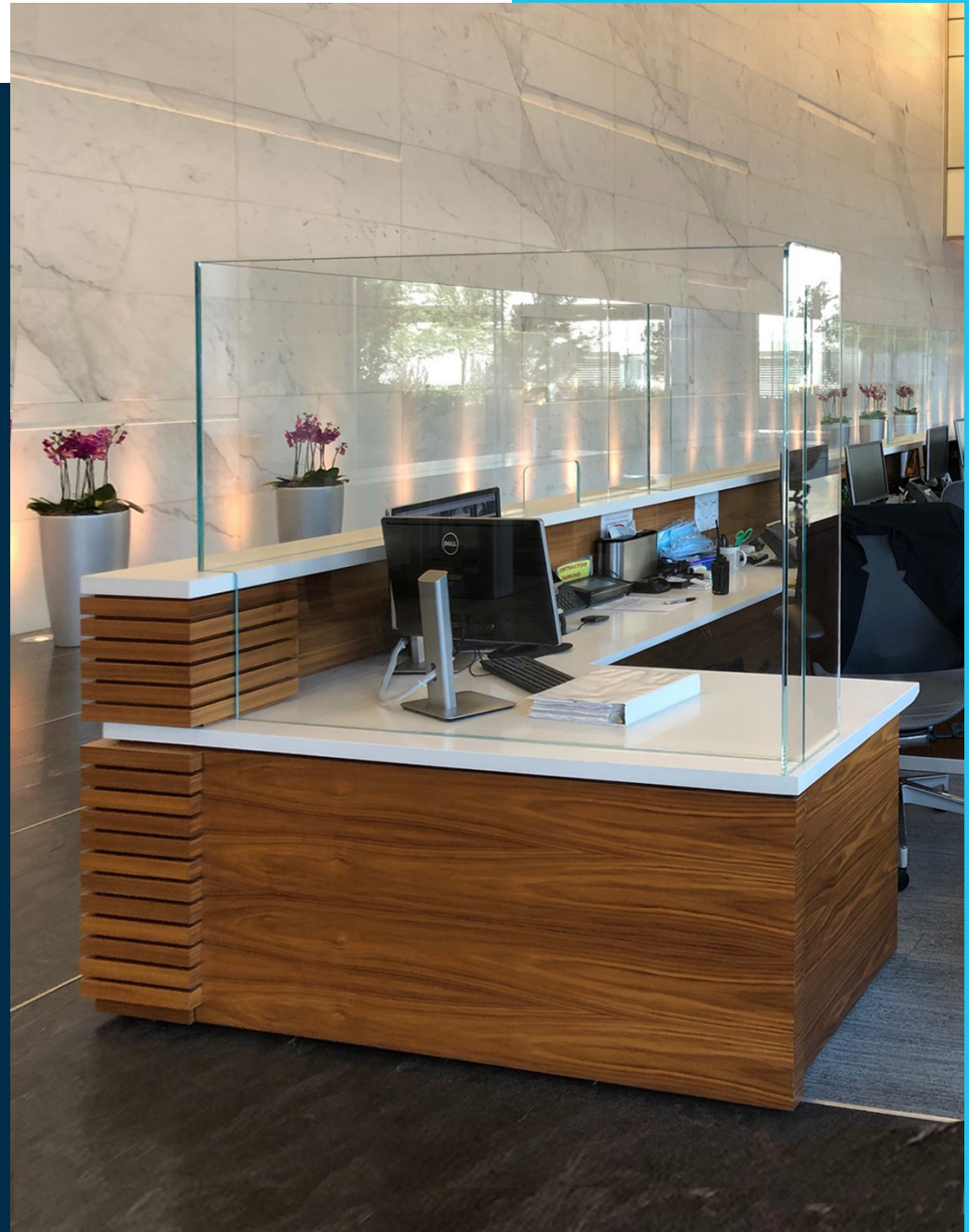


# Fostering Creativity & Productivity In A Safe, Sanitary Work Environment

800-325-0596

[DILLMEIERGLASS.COM](http://DILLMEIERGLASS.COM)

[REFLECTIONS@DILLMEIERGLASS.COM](mailto:REFLECTIONS@DILLMEIERGLASS.COM)



RETURN TO WORK GUIDELINE

# Safely Navigating the Future of Work

The novel coronavirus (COVID-19) pandemic has changed how we live, socialize, and work.

As businesses across the country reopen from lockdown, ensuring the health and safety of employees must be top priority. This will require project managers and architects to reconfigure and re-equip offices and workstations in accordance with local and federal guidelines—while maintaining meaningful and productive collaboration among staff members. Such upgrades will likely be implemented in phases.

While no one can foresee the future, the next several weeks and months are expected to be an important, transitional and educational period for employers and employees throughout the nation as we collectively adapt to this new, COVID-19 world.

We at Dillmeier Glass Company uphold the highest health and safety standards for our own employees, customers and partners, and are proud to provide businesses across all industries with expertly crafted glass dividers and partition solutions to assist during this transition.

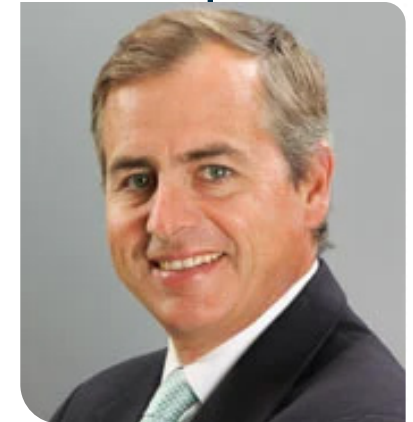
Learn more about how we can work together to transform your workplace and safeguard team members and clients, while fostering creativity and innovation.

Warm Regards,

David Dillmeier, Owner & CEO,

Dillmeier Glass Company

[ddillmeier@dillmeierglass.com](mailto:ddillmeier@dillmeierglass.com)



# The Office Environment of the Future

With COVID-19 lockdown restrictions easing throughout the country and businesses from every industry slowly reopening and welcoming employees back, employers and office managers find themselves in the precarious situation of protecting the health and safety of team members, customers, and clients while simultaneously maintaining long-standing environments of collaboration and communication.

Designs must be readjusted, schematics modified. State and federal guidelines must be followed, and mandates adhered to. Updated strategies and recommendations from the U.S. Centers for Disease Control & Prevention (CDC) include the implementation of policies and practices for social distancing in the workplace.

Companies unable to resume operations with a remote workforce demand viable solutions.

## What can organizations do to curtail COVID-19 spread while accommodating employee comfort and productivity?

The following best practices can help you successfully develop and implement a plan for a safe and efficient COVID-19 office environment:

### PRESENTLY

- Examine your current office design. Revise pre-COVID-19 workstations to incorporate social distancing. CDC social distancing guidelines advise individuals: “Stay at least 6 feet (about 2 arms’ length) from other people.”
- Think of easy adaptable changes to existing layouts and workstations.
- Reconfigure desks to include glass barriers or dividers when the CDC’s social distancing guidelines can’t be achieved.
- Implement additional glass dividers—so-called “sneeze guards”—or glass partitions behind and to the sides of workstations, for total sanitary protection.
- Decide on new purchases. This applies to items and/or office furniture you intend to keep, reuse, and discard.
- Consider additional long-term protective equipment, such as glass dividers and office partitions.

### SHORT-TERM

- Finalize new office setups and rearrange how new COVID-19 modifications and design will look like once employees return.
- Decide how new furniture items fit in once the office reopens.
- Ensure new solutions are easily adaptable for employees and any visitors—while keeping to social distancing guidelines.
- Sanitize items that can be re-used to adhere to improved health and safety standards.
- Discard items that no longer meet new safety and sanitary requirements.

### LONG-TERM

- Ensure functionality of all additions.
- Implement aforementioned solutions to safeguard customers, staff, and visitors.
- Improved reconfigurations should promote social distancing, while also providing spaces to collaborate.



# Glass Dividers

These clear, transparent, durable, and easily adjustable components create protective barriers between workspaces and common meeting areas, such as conference and break rooms.

Also known as sneeze guards, they originated at self-service food buffets and cafeterias yet have found new, meaningful applications in the advent of COVID-19.

Dr. Susan Huang, medical director of epidemiology and infection prevention at the University of California, tells The New York Times such barriers were initially created to facilitate workplace collaboration and lessen noise.

“Now, the barriers may have an added benefit of creating some biological isolation,” she explains.

## Glass Dividers & Partitions:

- Feature Clear, Easy-to-Clean, Non-Porous Materials, Such as Tempered Glass & Stainless Steel
- Can Be Shipped Easily & Quickly
- Functional Social Distancing Barriers With Feature-Rich Elements
- Retrofit Properties While Adhering to Safety & Sanitary Measures

## Important Questions

Whether a small, family owned business or large Fortune 500 company, the size and scope of your COVID-19 workplace modifications will ultimately depend upon your budget.

Considering the following FAQs can help:

### What Is the Best Material for These Projects?

Tempered glass will lower your overall spend and won't need frequent replacement because of its long-term durability and scratch resistance. Plexiglass and acrylics are not as efficient or cost effective. COVID-19 also has a shorter lifespan on tempered glass than plexiglass and other materials.

Over time, a tempered glass solution will pay for itself because of its competitive price point and long-lasting qualities.

### How Do I Prepare?

After readjusting your office layout and workstations, decide which solution is most optimal for your specific purposes, needs, and setting:

**Cubicles:** Financial & Professional Services

**Modular Walls:** These provide added protections for industries driven by confidentiality requirements, such as healthcare and law.

**Partitions:** Such solutions are best for areas that foster creativity and frequent motion, such as technology, media, advertising, and startups.

### Where Can I Find Assistance?

Work with an experienced fabricator, such as Dillmeier Glass Company, who can provide a customized divider or partition solution within your budget and time frame.



# End of the Open Office & Return of the Cubicle

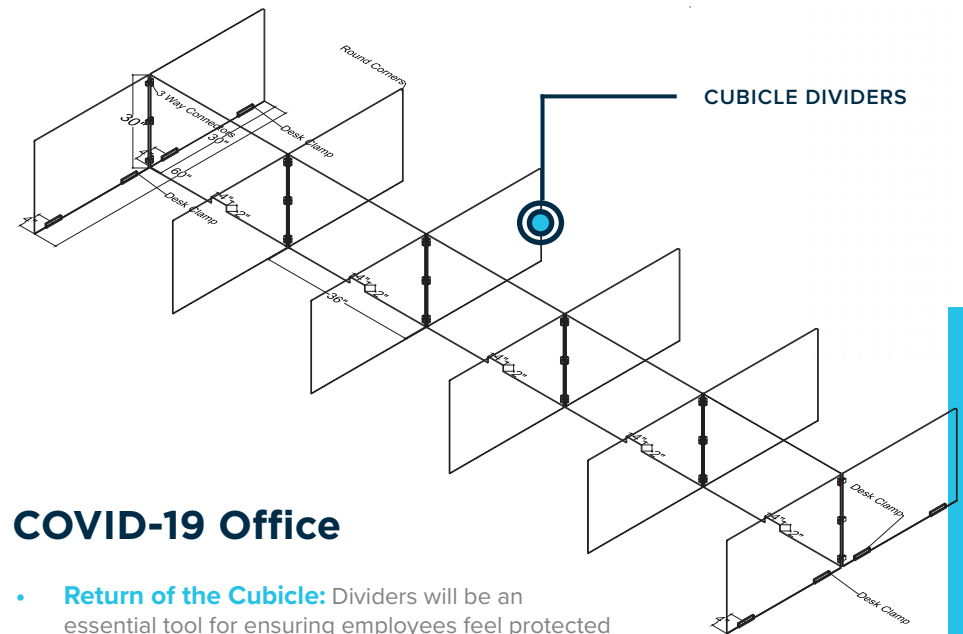
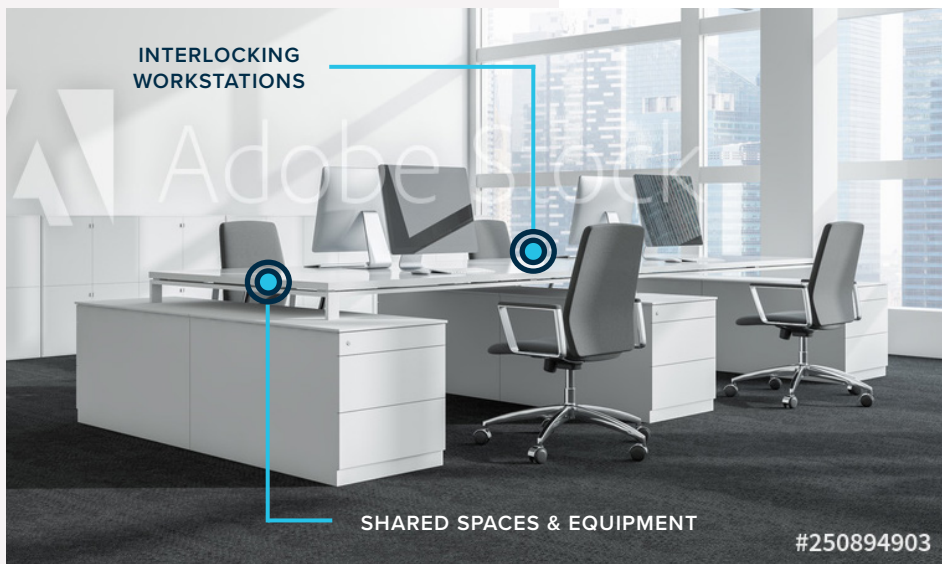
Prior to COVID-19, open-office floor plans were the norm for many companies, with their community-orientated designs for increased communication and collaboration among employees a significant factor.

Now, health and safety measures must take center stage to reduce transmission of this devastating disease.

**\*Note the following components of a pre-COVID-19 open office compared to the necessary space-enhanced layout:**

## Pre-COVID-19 Office

- **Highly Compacted Space-Per-Person Allocation:** Interlocking workstations with little room for division
- **Shared Spaces & Equipment:** This includes hoteling—whereby different employees share communal workspaces, such as desks, cubicles, and offices.
- **Conferencing Rooms:** Designed to encourage group collaboration in a casual, creative setting



## COVID-19 Office

- **Return of the Cubicle:** Dividers will be an essential tool for ensuring employees feel protected and comfortable at the office.
- **Employee Workstations:** Shared workstations will be clearly assigned for single-employee use per day, with advanced cleaning and sanitizing protocols adopted.
- **Condensed Meeting Areas:** Capacity guidelines will be established in accordance with state and local regulations. This includes chairs, sofas and tables for individual use if 6-foot social distancing can't be maintained.



OVERCOMING

# Overcoming COVID-19 Challenges

Many organizations want a quick, short-term solution, such as temporary, plexiglass or acrylic dividers. These are counterproductive for the COVID-19-era office environment, since health publications such as Medical News Today, for example, report social distancing protocols “to remain from the next 6-18 months.”

AT INSTALL:



**Design elements should be easily adaptable to fluctuating social distancing requirements. Tempered glass holds the following, long-term qualities:**



### **Durability & Strength:**

A specialized heating and cooling process called tempering improves strength—and therefore, safety.



### **Competitive Price Point:**

Tempered glass is less expensive than other options, and its longevity pays for itself over time.



### **Shortened Surface Exposure Time:**

COVID-19 survives for shorter on tempered glass and stainless steel surfaces than other materials, such as plexiglass and acrylic.



### **Shatter Resistance:**

Breakage creates small, pebble-like pieces rather than sharp, dangerous shards.



### **Easy Cleaning & Maintenance:**

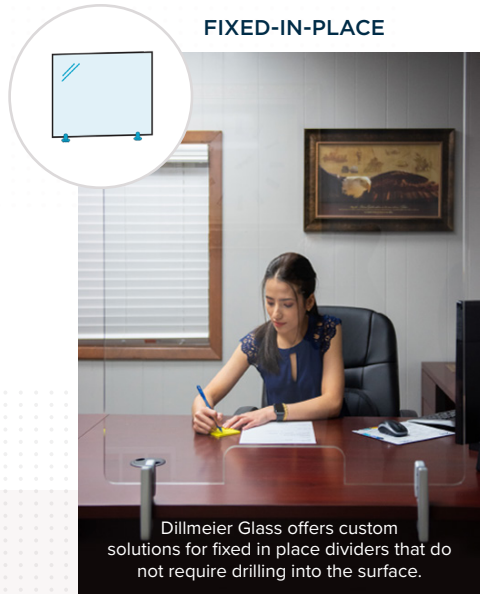
Tempered glass dividers and partitions won't scratch or cloud from cleaning products and cloths.

# Choosing Your Glass Dividers & Partitions

Dillmeier Glass Company can customize glass dividers and partitions to meet the needs and specifications of any project. The following is a list of several common aspects, along with useful tips pertaining to each.

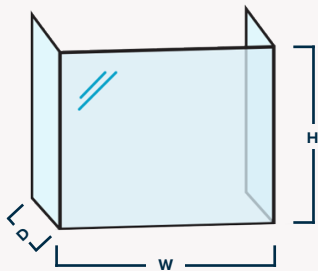
## Panel Type:

Choose from fixed-in-place with stainless steel mounting hardware or free-standing to include acrylic stands. Full surround coverage is available with chrome and plastic connectors, or UV-bonded, gapless glass, for a seamless appearance.  
*\*Includes 3/16-Inch-Thick Glass with Pencil-Polished Edges*



## Specifications

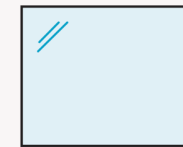
### Size & Scope:



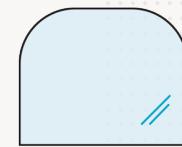
Consider panel height, width, and quantity. Depth is required for a surround solution. It's recommended to add the highest division possible above the workstation when CDC-mandated social distancing guidelines can't be achieved. This ensures a protective barrier, whether employees are seated or standing.

### Shape:

Choose from standard rectangle or computer-aided design (AutoCAD), customized dividers.



Rectangular



Custom Shape

### Opening:

For contactless transaction settings such as finance or medical offices, consider square, rectangle, circle, or full-width openings.



Circle



Full-Width



Rectangle



Square

# Dillmeier Glass Clamping System

## Safe & Secure, Drill-Free Clamping System

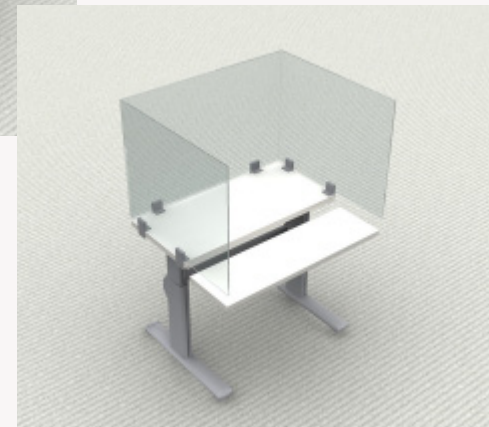
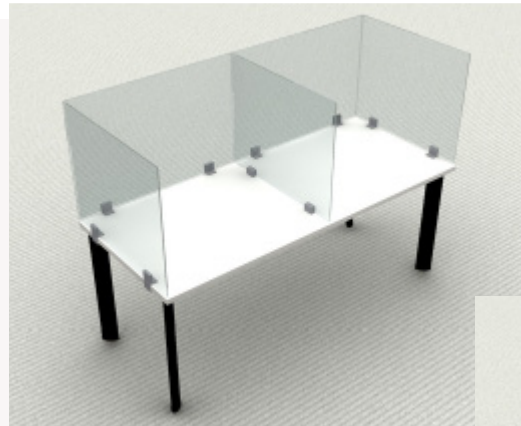
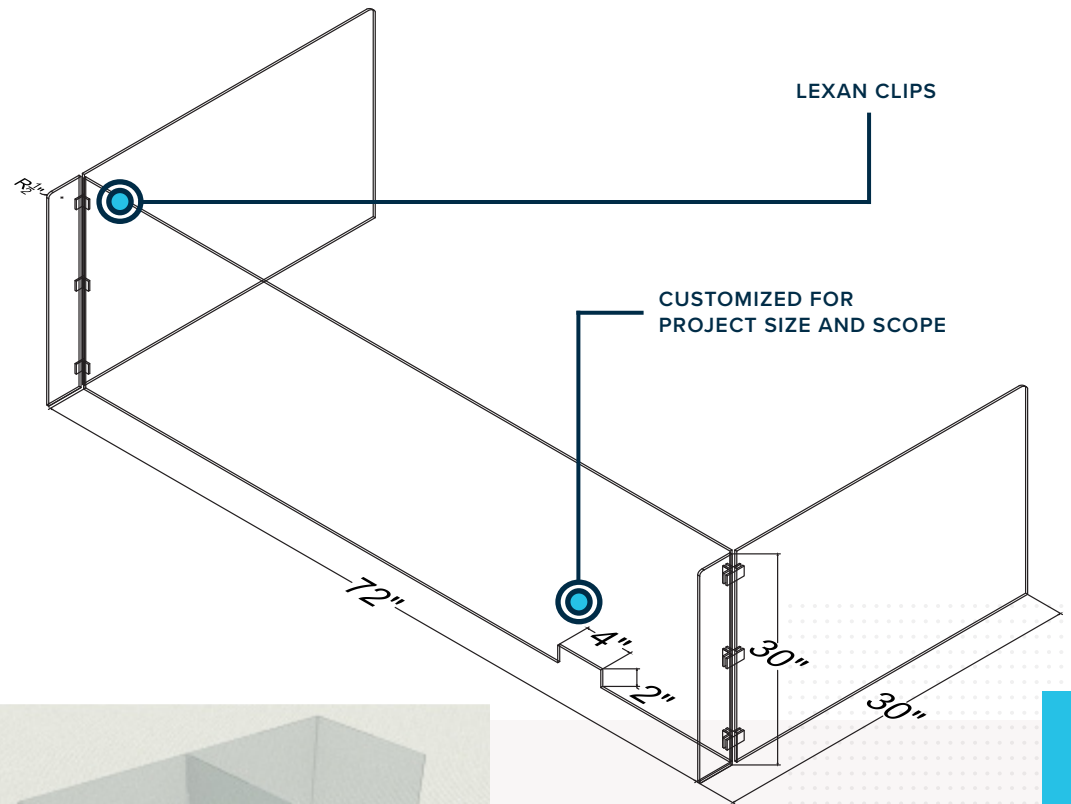
Created by our recognized engineering team, our customized, drill-free clamping system complements glass dividers and sneeze guards. Available in various sizes with accompanying lexan clips, these vertical powder-coated metal brackets safely and securely clamp down dividers to any desk edge.

## Careful Planning

Regardless of your project size and scope, we customize your glass divider clamping system through drafted prototypes, in-house floor-plan takeoffs, and staging areas for added accuracy and speed.

## Shipping & Logistics

Once your project is ready for shipment, our logistics team carefully label and strategically place all of your glass dividers and accompanying clamps for easy installation. This includes Dillmeier's customized crate shipping and logistics process.



Our customized clamps complement various glass divider measurements, such as 30 x 72-inch (left), and 30 x 36-inch (right) configurations.



# Capabilities & Decorative Glass

Dillmeier Glass Company can customize glass dividers and partitions to meet the needs and specifications of any project. The following is a list of several common aspects, along with useful tips pertaining to each.



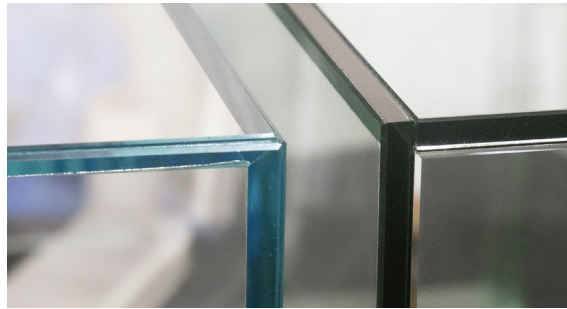
## Edgework & Polishing

Precision equipment operated by skilled professionals ensures perfect edges on pencil polish, flat polish, miter or beveled cuts.



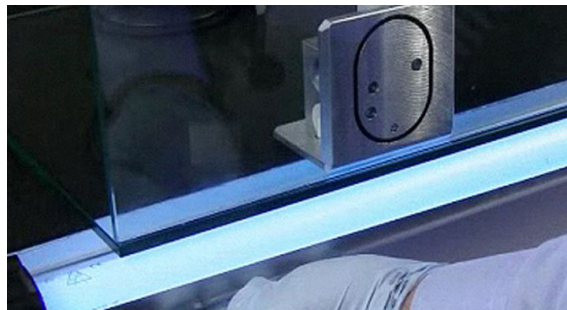
## Laminated Glass

Removes damaging UV rays while facilitating natural light for less stress and increased creativity.



## Low-Iron Glass

Its modified iron content minimizes tinting, increasing natural light flow and clarity.



## UV Bonding

This specialized, two-step adhesive process of pre-curing and final curing creates smooth, seamless lines.



## Back-Painted Glass

Reduce transparency with custom color matching.



## Custom Cutting & Shaping

Specialized, finely tuned machinery can achieve any shape, dimension, or glass configuration.



## Silk Screening

Apply any decorative artwork pattern to your tempered glass divider.



## Frosted Glass

Add frosted logos, designs, shapes, and images for enhanced branding.

# About Dillmeier Glass Company

In 1933, William M. Dillmeier opened a small glass fabrication business in Brooklyn, N.Y. Since then, Dillmeier Glass has grown to a leading fabricator of glass store fixtures, glass components, glass wall systems, and other glass applications for customers worldwide.

Today Dillmeier Glass operates its own 150,000-square-foot facility with a broad range of technologically advanced equipment and highly skilled operators that can fabricate virtually any thickness, size, edgework, surface treatment, cut-out or drill pattern. Our customers include store fixture manufacturers, regional and national retailers, glass distributors, interior wall companies, architects, builders, shower door installers, sporting arenas, and furniture and table manufacturers.

**Now, more than ever, it's imperative to quickly receive a quality product, so we've set up our shop to accommodate you. Contact us today, and we'll deliver your customized glass divider or office partition within industry-leading turnaround times.**

800-325-0596

[DILLMEIERGLASS.COM](http://DILLMEIERGLASS.COM)

[REFLECTIONS@DILLMEIERGLASS.COM](mailto:REFLECTIONS@DILLMEIERGLASS.COM)

