

**TOOLBOX TALK 23/60**

**TOPIC: OPEN PLAN SPACE**

**OBJECTIVE: TO ENSURE WORKERS ARE AWARE OF WORKING IN OPEN PLAN SPACES**

Work has changed, but that doesn't mean employees can forget workplace etiquette. More employees are at the office again. Some might be inclined to bring their work-from-home habits and etiquette back to the office. Some etiquette relates to the results of how COVID-19 changed our workplaces and lives.

**Respect another's need to work**

- Respect one another's privacy. Act as if there is a door between you and if a colleague appears to be busy, ask if they have a moment to talk.

**Be aware of smells**

- Within an office, smells can be magnified, be considerate when packing your lunch or snacks. Meals are to be eaten in the kitchen or outside and not at your desk. Since many people have allergies to scents, forgo wearing strong smelling perfumes, cologne, and aftershave to the office. Pay attention to your personal grooming.

**Keep noise and distractions to the minimum**

- Noisy conversations (either between colleagues or on the telephone) or habits such as tapping on the desk, sniffing, snorting, perpetual gum snapping, loud chewing, fidgeting, singing, humming, whistling, or getting up and down often can create an annoying distraction to those trying to concentrate. Refrain from doing this.
- Be aware of the sounds you make while working. Do you type excessively hard? Be aware of how much noise your mouse or keyboard make.
- When you listen to music, podcasts, or videos (that will not affect your work performance), use earphones or ear buds that block out the noise for others and keep the volume low enough that others cannot hear it.

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