

# Covid-19 Re-Entry Considerations

When and how we will phase back into the workplace is a big unknown. T3 is formulating planning considerations associated with "re-entry" but we want to be careful that the prescriptive solutions are yet to be determined. Each company will have a different plan for coming back to the workplace. Also, some of the plans will be dictated by governmental compliance, scientific studies and overall comfort levels of employees. Regardless of the unknown, the evolving considerations below will be beneficial for your planning regardless of the final solution.

We strongly recommend immediate engagement with Landlords on what will need to be a new partnership in order for the new workplace to be safe for everyone.

## THINGS TO CONSIDER

*Policies will look different depending on the size of the office under consideration - a tiered approach to the below is likely the best approach.*

### WORKFORCE



- ✓ **Tiered Scheduling/Phased Re-Entry Physical Distancing Layouts**
  - Analyze seating plans and only activate desks that create a required 6' buffer between individuals when considering the first phase. Changes can be as easy as removing chairs or adding desk occupancy sensors. Other major design modifications will have long-term impacts that need to be considered.
  - Look at furniture solutions that allow for barriers between desks. *(Important to consider long-term implications here. If the barriers are not going to be used long-term, they should be items that can be repurposed for sustainability... ie convert into acoustical wall panels or other)*
- ✓ **Partial Remote Workers**
  - Take the time now to understand how teams are performing in the remote environment so that when you go back to work, you can bring back essential functions first that need to be present.
  - Consider longer-term strategies to allow teams performing well to continue remote work.
  - Consider employees with children who may still be managing distance learning when the return to work happens. Work with HR to create flexible plans that support those employees.
- ✓ **Visitor Policies**
  - Only essential business guests allowed.
- ✓ **Public Transportation**
  - More employees will be driving to work - offer resources around public lots and other alternatives.
- ✓ **Communication is Key**
  - Work with HR/IT/Physical Security and have a team approach with clear communication to help employees feel safe coming back.
- ✓ **Employee Comfort**
  - Pulse survey regularly, this is uncharted territory. Show your employees you are listening and enacting changes based on their feedback.
  - Think about visual cues, while X's on the floor may indicate safe social distancing they also may be jarring to the employee and make them feel uneasy in the workplace. Think about softer ways to close areas, such as planters or free standing room dividers.
  - Lead with empathy, give employees the choice to work where they feel comfortable.

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## WORKPLACE



### De-Densify Conference Rooms

- Update occupancy limits, and educate employees the best way to use the space (sitting diagonally).
- Consider ½ of the original occupancy for usage post-COVID. Make a case for more meetings in the open space (more allowance for airflow) - will have the side benefit of freeing up conference room space for essential/private meetings

### Building Common Spaces

- Work with your Landlord to understand common space updates - shared lobbies, elevators. Are they going to be setting limits on the number of people allowed in elevators? How will that impact employees' ability to get to work?

### Modified Snack and Food Service Policies

- ✓ • Food service should be ordered ahead grab & go / pre-boxed / vending (many great, high-quality options available from salads to ramen). Absolutely no self-service.
- Close cafe, group seating, and common areas (or largely reduce capacity) to prevent large gatherings.
- No bulk food serving unless using touch-less dispensers.
- PERKS WILL BE CHANGING and funds will be reallocated - consider encouraging employees to go out and support local businesses that have been hurt by the shutdown. Work with HR to poll employees to understand what perks matter now. We may find that support geared towards family, pets, and childcare are more important than free food and gym memberships. Build programs around these findings.

### Cleaning/Safety Procedures

- ✓ • Along with better advertising of your current and new cleaning procedures to garner trust, consider offering personal sanitizing kits to employees when they return to work ("welcome back gift")
- Add mobile phone sanitizing stations for use (UV light)

### Cover Door Opening Mechanisms or Automate Doors

- ✓ • In lieu of expensive mechanical updates to make this happen, there are anti-microbial nano-septic "stickers" that you can add to push bars, and add foot-pulls to doors as well.

### HVAC Considerations

- ✓ • Many MEP firms are available to work with landlords and companies to update mechanical systems to increase air flow and clean the air in the space.

### Manage Flow

- ✓ • Consider one-way hallways, if possible.

### Signage Reminders

- ✓ • Clear, graphical instructions that support the new way to work, how to maintain distancing.

### Shipping & Receiving

- ✓ • Consider new policies around personal packages at work to limit opportunities for contamination.

### Impact on Sustainability

- ✓ • This needs to be considered with all changes being made, as individually wrapped items/water usage/more temp solutions will cause waste.

# Covid-19 Re-Entry Helpful Links & Resources

## PRODUCTS

- Automated sanitizer dispensers
- Hands-free soap dispensers
- Increased Hand Sanitizer stations
- Desk availability visual indicators
- Privacy dividers/protection between stations
- Anti-viral tissues

## EASY CHANGES

- Day porters for regular cleaning schedules
- Increased cleaning schedules
- Phased re-entry
- Team based schedules
- Remove doors off cabinets
- Foot-operated cabinets (i.e; garbage)

## THOUGHT PROVOKING CONTENT

- [Tomorrow's Workplace, NYT](#)
- [What Happens After the Outbreak Breaks, Medium](#)
- [20 Questions to ask employees working from home, T3 Advisors](#)
- [The new "workplace" argument, Radius Data Exchange](#)
- [How to adapt to COVID, eden.io](#)

## INDUSTRY LEADER RESOURCES

### Construction

- [How COVID will change construction, Skyline Construction](#)

### Engineering

- [Improving Indoor Air Quality, WB Engineers](#)

### Government

- [CDC Guidelines](#)
- [United States of America - Cares Act](#)

### HR

- [Coronavirus HR Comms & Resources Guide](#)

### Lab

- [Returning to the lab after COVID, T3 Advisors](#)

### Cleaning

- [Questions for your cleaning crew, Paul Davis](#)
- [COVID-19 Cleaning Protocol, Select Demo](#)
- [ATP Testing to Measure Cleanliness, Hygiena](#)
- [EPA List of recommended cleaners](#)

### Architect & Design Community

- [Design Responds to a Changing World, Gensler](#)
- [Keeping our workplaces clean & people healthy, M Moser](#)
- [Healthy Workspace Delineation, Knoll](#)
- [Considerations for Returning to a Healthy Workplace, Knoll](#)

### Legal

- [COVID-19 Impact on Commercial Leases, Valance Law Group](#)