THE SAFE SIX:
WORKPLACE READINESS ESSENTIALS

The migration from furloughed and Work From Home (WFH) workforce back to places of business will look different for every organization. How can real estate owners most effectively prepare their assets for the return of building occupants? And how can employers make sure they are prepared to receive their workforce—and make sure their employees are prepared? Faced with many of the same challenges, owners and occupiers have a unique opportunity to come together, following a handful of operational guiding principles to help navigate the return to the workplace:

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PREPARE THE BUILDING

Cleaning plans, pre-return inspections, HVAC & mechanicals checks

- ❒ Ensure safety of all workers
- ❒ Ready Mechanical, HVAC, Fire/Life Safety systems
- ❒ Clean with products from approved lists from governing authorities
- ❒ Ensure compliance with owner/ Landlord requirements policies
- ❒ Engage vendors in back-to-work plan
- ❒ Review and prepare plans regarding changes to cleaning scope or any additional services
- ❒ Ensure all inspections, remediations, repairs and communications are complete before reopening



PREPARE THE WORKFORCE

Policies for deciding who returns and when; employee communications

- ❒ Mitigate anxiety of returning to the workplace through change management planning and communications
- ❒ Consider why people can benefit from returning to work
  - Productivity from proximity to colleagues; socialization; amenities; and work tools & resources
- ❒ Consider why people can benefit from continued WFH
  - Health and family priorities; reduced commute time; technology enables WFH without loss of productivity
- ❒ Develop and execute detailed plan on how to return to work
- ❒ Advise on alternate means of safe commuting
- ❒ Prepare and post reminders of social distancing and cleaning protocols



CONTROL ACCESS

Protocols for safety and health checks, building reception, shipping/receiving, elevators, visitor policies

- ❒ Control the entry points including deliveries
- ❒ Reconfigure gathering and lobby areas for social distancing
- ❒ Install plexiglass shields as appropriate
- ❒ Clearly communicate building protocols through signage and floor markings
- ❒ Consider temperature screening
- ❒ Provide sanitizer, wipes, PPE as appropriate
- ❒ Disable touchscreens



CREATE A SOCIAL DISTANCING PLAN

Decreasing density, schedule management, office traffic patterns

- ❒ Consider phasing based on roles and priorities, including temp workers if needed
  - Alternating work weeks in the office and WFH
  - Staggered arrival/departure times
  - Enable teams to negotiate their own 'in-office' schedules
- ❒ Introduce planning to support social distancing/ 6 Feet Office Protocols
- ❒ Monitor space usage
- ❒ Specify seating assignments for employees to ensure staff adheres to minimum work distances
- ❒ Redesign spaces, alternate desk/chair use, etc., for social distancing
- ❒ Add panels between desks including height adjustable panels for sit/stand desks
- ❒ Enforce stringent cleaning protocols for shared spaces
- ❒ Reduce capacity of spaces—e.g., remove some chairs from large conference rooms
- ❒ Prohibit shared use of small rooms and convert them to single-occupant use only
- ❒ Designate and signpost the direction of foot-traffic in main circulation paths



REDUCE TOUCH POINTS & INCREASE CLEANING

Touchless ingress/egress, clean desk policy, food plan, cleaning common areas

- ❒ Maintain enhanced cleaning and disinfecting practices
- ❒ Supply disinfectants near or on each desk or work area, particularly those that are shared
- ❒ Remove food/beverages – consider restocking with single-serving items
- ❒ Enable DIY cleaning through hand sanitizer, disinfectant wipes, and other such products
- ❒ Sanitize all workspace areas, including office, conference room, breakroom, cafeteria, restroom, and other areas prior to opening. Ensure appliances/ equipment are in working order
- ❒ Limit in person meetings
- ❒ Consider low-touch or no-touch switches, doors, drawers and other fittings
- ❒ Remove high-touch shared tools such as whiteboard markers, remote controls, etc.
- ❒ Institute a clean desk policy
- ❒ Create secured, designated storage areas for personal items
- ❒ Designate a specific enclosed room to isolate any person identifying themselves with symptoms



COMMUNICATE FOR CONFIDENCE

Recognize the fear in returning, communicate transparently, listen/ survey regularly

- ❒ Ensure leadership alignment on re-entry
- ❒ Establish two-way communication
- ❒ Ensure a trusting and transparent culture
- ❒ Clearly set employee expectations, with an emphasis on making them feel secure
  - Return to work/WFH policies and incentives
  - Guest and visitor policies
  - Employee travel policies
  - HR policies regarding illness, support for caregivers, etc.

MOST IMPORTANTLY

Constantly reinforce hand washing, social distancing and staying home when ill