S. TIPTON STUDIO

A WAY FORWARD

OFFICE DESIGN POST-COVID

A CONVERSATION
We are in the midst of a massive, unplanned global work experiment. The world has changed. The office has and will change. This presentation has been created to help us better understand trends and new best practices in office design as it applies to workplace safety and maintaining a healthy and happy workforce.
POST-COVID RETURN TO OFFICE SURVEY

WHAT HAVE WE LEARNED WORKING FROM HOME?
UNDERSTANDING YOUR EMPLOYEES:

<table>
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<th>80%</th>
<th>64%</th>
<th>75%</th>
<th>51%</th>
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<td>Of end users want to continue to work from home in some capacity after lockdown ends</td>
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<td>Of end users say they’re facing challenges while working from home (i.e. inadequate workspaces, caregiver duties, and poor connectivity)</td>
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<td>Of employees still feel like they can be productive and focused while at home despite challenges</td>
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<td>Of employees have felt that working from home has affected their ability to maintain a healthy work-life balance</td>
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LASTING IMPACT OF COVID
WHERE, WHEN AND HOW WORK GETS DONE MOVING FORWARD

PRE-COVID
WORK FROM HOME
COWORKING
REGIONAL OFFICES
CORPORATE OFFICE

DURING-COVID
WORK FROM HOME
CORPORATE OFFICE
REGIONAL OFFICES

POST-COVID (2021)
WORK FROM HOME
ALTERNATE OFFICE OPTIONS
CORPORATE / REGIONAL OFFICES

“The desire to provide physical distancing will result in a reduction of density in the workplace, but we will likely see an increase in remote working as well. So, while the square footage per work point will likely increase; the square footage per employee might stay the same because there is likely to be fewer of them in the office at any given time.”

-CoreNet Global Hackathon

**THE VALUE OF THE CORPORATE OFFICE SPACE:**

**EFFECTIVE WORK**
Certain tasks require access to special tools, unique equipment, individual work areas, or specialized equipment that are simply unavailable remotely for unique solo work.

**MENTORING, COACHING, AND INFORMAL COLLABORATION**
Close physical proximity enhances learning and collaboration as ideas are exchanged and informal conversations are shared, or simply overheard. This kind of collaboration is currently impossible in a WFH situation where almost all collaboration is structured and scheduled.

**WFH LIMITATIONS**
For some individuals, home settings have unavoidable distractions with small children, pets, shared spaces, or simply non-ergonomic workspace or limited connectivity. All these undermine productivity.

**COMPANY CULTURE**
The ability of management to more effectively create and promote an organization’s unique culture is significantly amplified by person-to-person interaction only available in the office.
WHAT COMPANIES WANT TO KNOW

QUESTIONS TO ASK IN ORDER TO DESIGN MORE EFFECTIVE WORKSPACES

- How do we empower our employees to do their best work?
- How does our physical environment support our employees?
- What has worked?
- What hasn’t?
- What is the purpose of our office space?
- Does our office fulfill our original goals and needs?
- How flexible are we?
- How has this experiment changed our culture?
- How does our physical environment support our employees?

QUESTIONS TO ASK IN ORDER TO DESIGN MORE EFFECTIVE WORKSPACES
RETURNING TO THE WORKPLACE

SOLUTIONS WILL LIKELY INCLUDE A COMBINATION OF SHORT-TERM FIXES AIMED AT BOOSTING WORKER CONFIDENCE AND LONGER-TERM DESIGN UPGRADES AND MODIFICATIONS THAT PUT SAFETY AT THE HEART OF WORKPLACE PLANNING.

STAYING HEALTHY, STAYING SAFE
Implementation of new standard protocols

GETTING BACK TO THE OFFICE
Develop a plan

FLEXIBILITY FOR CHANGING NEEDS
Be ready to enact evolving solutions

DESIGN SOLUTIONS
Let us help
STAYING HEALTHY, STAYING SAFE

What’s the single most important aspect of re-entry strategy? It’s the physical and mental well being of the individual employee.

EXAMPLES OF NEW STANDARD PROTOCOLS

1. Changing employee schedules to reduce the number of employees in one building or workspace at a time. This may include staggered days or weeks.

2. Setting rules for preparing, sharing and storing food in the office. Reduce the number of dedicated satellite coffee/food stations to prevent congregation and create single points of access for decontamination.

3. Limiting in-person meetings and/or using technology to accommodate social distancing.

4. Adhering to 6’ spacing and ensuring groups of people are 10 or less.

5. Encouraging staff/employees to self screen prior to coming into the office. Alternately, providing nurses on staff at screening stations.

6. Providing mitigating factors throughout the office to prevent/slow the spread of infectious agents (e.g. provide hand sanitizer, mandate handwashing upon entering the office, providing directional signage and requiring masks upon arrival)

Local Government Officials have set ordinance for reopening business and services. Use these as a baseline and build your plan from there.

Sources:
https://dshs.texas.gov/coronavirus/opentexas.aspx
RETURNING TO THE OFFICE
DEVELOP A PLAN

Phasing based on analytical research and does not incorporate the State of Texas mandates for business occupancy.

PRE-COVID EXAMPLE

POST-COVID EXAMPLE

PHASE 1: OPEN FOR 25-30% OF STAFF?
PHASE 2: OPEN FOR 50% OF STAFF?
PHASE 3: “FUTURE STATE” WHAT IS RIGHT FOR THE BUSINESS?
Your clients’ workforce is their greatest asset. Be prepared to be nimble in the face of changing circumstances and employee needs.
"The goal is for companies to think practically about how to keep employees socially distant from one another by using signage, blocking off spaces where they would normally congregate and by removing high-touch items. It marks a fundamental shift in how employees would normally interact in an office setting."

Sharon Perley Masling, a director of workplace culture consulting at the law firm Morgan Lewis.
TRENDING SOLUTIONS

- **Materials/Surfaces**
  Antimicrobial finishes, washable and bleach cleanable surfaces/materials

- **Touch-free**
  Proximity readers or using cell phones to allow touchless entry at elevators, conference rooms and restrooms, and touch-free technology for light sensors, faucets, etc.

- **Smart Technology**
  Telecommunication upgrades, occupancy awareness sensors, and automation for reserving conference rooms, self-cleaning door handles

- **Healthcare-Level Safety**
  LED lights with UV technology to kill bacteria directly and within HVAC system, upgraded filters and mechanical systems and re-routed airflow

- **Furniture Solutions**
  Portable screens, transparent shields or other barriers to separate employees, workstation panels, etc.

- **Wayfinding**
  Products available to help encourage directional flow in and out of workspaces
DESIGN SERVICES

1. REIMAGINING THE WORKSPACE
   Occupancy planning: Rethinking density to prioritize social distancing

2. RECONFIGURING EXISTING FURNITURE
   Providing furniture plans to show less density and more separation between workstations

3. TEST FITS
   Providing floor plans to show how existing layouts can be reconfigured to meet a company’s unique needs and goals.

4. CONSULTANT SERVICES
   Let us be a resource. We can help guide you to the latest products and trends.
PRODUCT SOLUTIONS

DEMOUNTABLE WALLS

TRANSPARENT SHIELDS

PORTABLE SCREENS
ADDITIONAL RESOURCES

VENDORS AND SOLUTIONS

• SKG
• FMG
• ROCKFORD BUSINESS INTERIORS
• CBI
• WORKPLACE RESOURCE

HELPFUL ARTICLES/SOURCES

• https://dshs.texas.gov/coronavirus/opentexas.aspx
• https://www.weforum.org/agenda/2020/06/why-the-office-is-here-to-stay
QUESTIONS?