RETURN STRONGER

ARIZONA SMALL BUSINESS BOOT CAMP & COLLECTIVE

RESPOND → PLAN → RETURN STRONGER

CUSHMAN & WAKEFIELD

Workplace Readiness Essentials

PRESENTED BY

Bryon Carney

What's Next- The Safe Six
WORKPLACE READINESS ESSENTIALS

1. PREPARE THE BUILDING

2. PREPARE THE WORKFORCE

3. CONTROL ACCESS

4. CREATE A SOCIAL DISTANCING PLAN

5. REDUCE TOUCH POINTS & INCREASE CLEANING

6. COMMUNICATE FOR CONFIDENCE

1. Prepare the Building

CLEANING PLANS, PRE-RETURN INSPECTIONS, HVAC & MECHANICALS CHECKS

CUSHMAN & WAKEFIELD

- Ensure safety of all workers
- Ready Mechanical, HVAC, Fire/Life Safety systems
- Clean with government-approved products
- Partner with building owners/Landlord to ensure compliance with owner requirements/policies
- Engage vendors in back-to-work plan
- Review and prepare plans for client/owner approval regarding changes to cleaning scope or any additional services
- Ensure all inspections, remediations, repairs and communications are complete before reopening

2. Prepare the Workforce

POLICIES FOR DECIDING WHO RETURNS, SHIFT/SCHEDULE MANAGEMENT, EMPLOYEE COMMUNICATIONS

- ❑ Develop and execute detailed plan on how to return to work
- ❑ Phased return based on roles and priorities, including temp workers if needed
  - – Alternate workdays between the office and WFH
  - – Stagger arrival/departure times
  - – Enable teams to negotiate their own 'in-office' schedules
- ❑ Evaluate why/how some employees benefit from returning to the office
  - – Productivity from proximity to colleagues; socialization; amenities; and work tools and resources
- ❑ Evaluate why/how some employees benefit from continued WFH
  - – Health and family priorities; reduced commute time; technology enables WFH without loss of productivity
- ❑ Advise on alternate means of safe commuting
- ❑ Prepare and post reminders of social distancing and cleaning protocols

CUSHMAN & WAKEFIELD
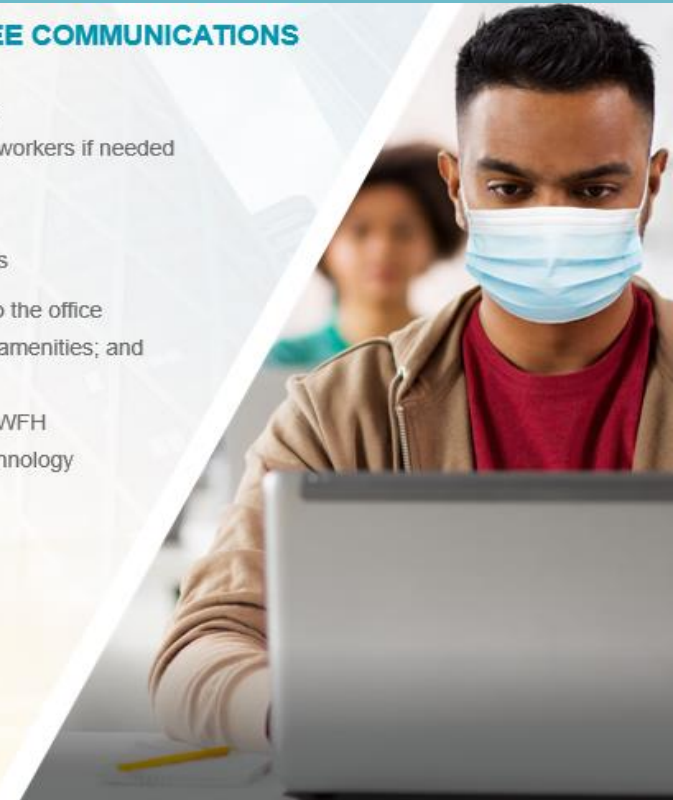
3. Control Access

PROTOCOLS FOR SAFETY AND HEALTH CHECKS, BUILDING RECEPTION, SHIPPING & RECEIVING, ELEVATORS AND 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

4. Create a Social Distancing Plan

DECREASING DENSITY, SCHEDULE MANAGEMENT, OFFICE TRAFFIC PATTERNS

CUSHMAN & WAKEFIELD

- ❑ Plan to support social distancing, i.e. 6 Feet Office protocols

- ❑ Specify seating assignments for employees to ensure staff adheres to minimum work distances

- ❑ Monitor space usage

- ❑ 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
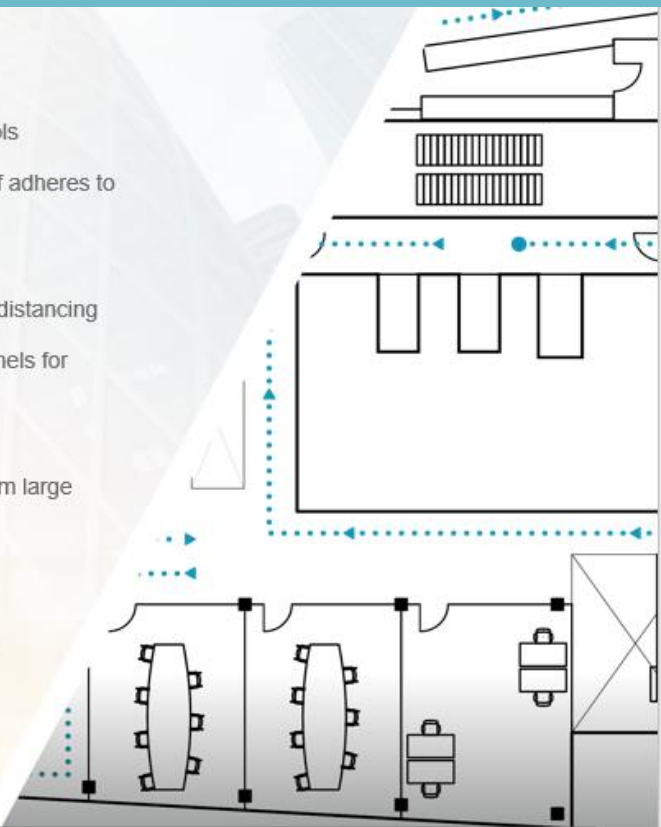
5. Manage Touchpoints & Increase Cleaning

TOUCHLESS INGRESS/EGRESS, CLEAN DESK POLICY, FOOD PLAN, CLEANING COMMON AREAS

CUSHMAN & WAKEFIELD

- ❑ Sanitize all workspace areas, including office, conference rooms, breakrooms, cafeteria, restrooms, and other areas prior to opening; maintain enhanced cleaning and disinfecting practices

- ❑ Remove high-touch shared tools such as whiteboard markers, remote controls, etc.

- ❑ Supply disinfectants near or on each desk and work area, particularly those that are shared; stock hand sanitizer, disinfectant wipes, etc.; enable DIY cleaning

- ❑ Install low-touch or no-touch switches, doors, drawers and other fittings; ensure appliances and equipment are in working order

- ❑ Designate a specific enclosed room to isolate persons identifying themselves with symptoms

- ❑ Remove open food and beverages; consider replacing with single-serving items

- ❑ Limit in-person meetings/gatherings in the office

- ❑ Institute a clean desk policy; create secured, designated storage areas for personal items

6. Communicate for Confidence

RECOGNIZE THE FEAR IN RETURNING, COMMUNICATE TRANSPARENTLY, LISTEN/SURVEY REGULARLY

CUSHMAN & WAKEFIELD

- ❑ Ensure leadership alignment on re-entry strategy
- ❑ Clearly set employee expectations, with an emphasis on making them feel secure
- ❑ Establish two-way communication
- ❑ Create a trusting and transparent culture
- ❑ Articulate Return to Work and Work from Home policies and benefits
  - Guest and visitor policies
  - Employee travel policies
  - HR policies regarding illness, support for caregivers, etc.

Working from Home

CUSHMAN & WAKEFIELD

Time Spent Commuting

City	Hours spent in congestion, 2018
Rome	272
Dublin	246
Paris	237
London	227
Brussels	195
Boston	164
Washington, DC	155
Jakarta	150
Chicago	138
New York	133
Los Angeles	128
Sydney	119

■ Hours spent in congestion, 2018

CUSHMAN & WAKEFIELD

RETURN STRONGER
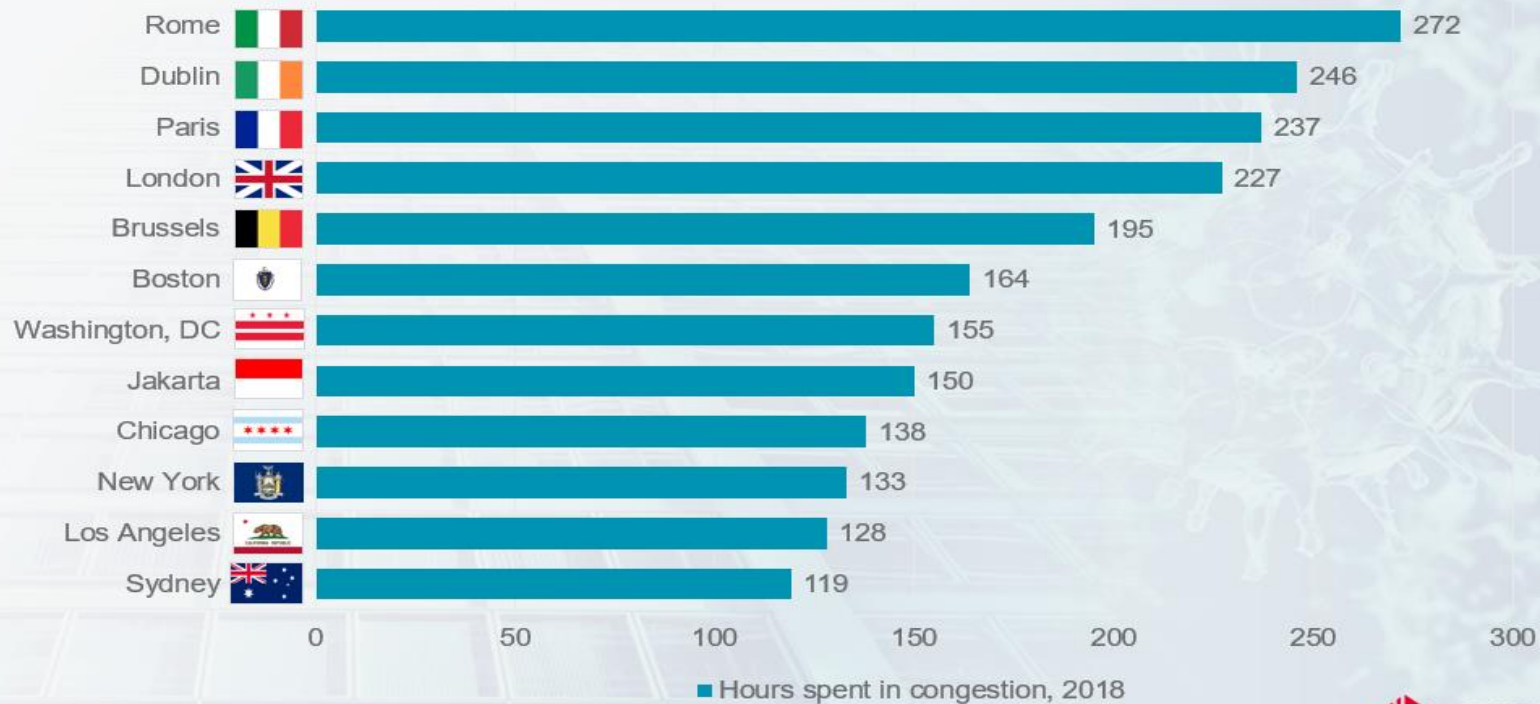
COVID 19 Accelerates this Trend

PERCENT OF U.S. WORKERS WHO HAVE WORKED REMOTELY AT LEAST SOME OF THE TIME

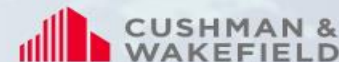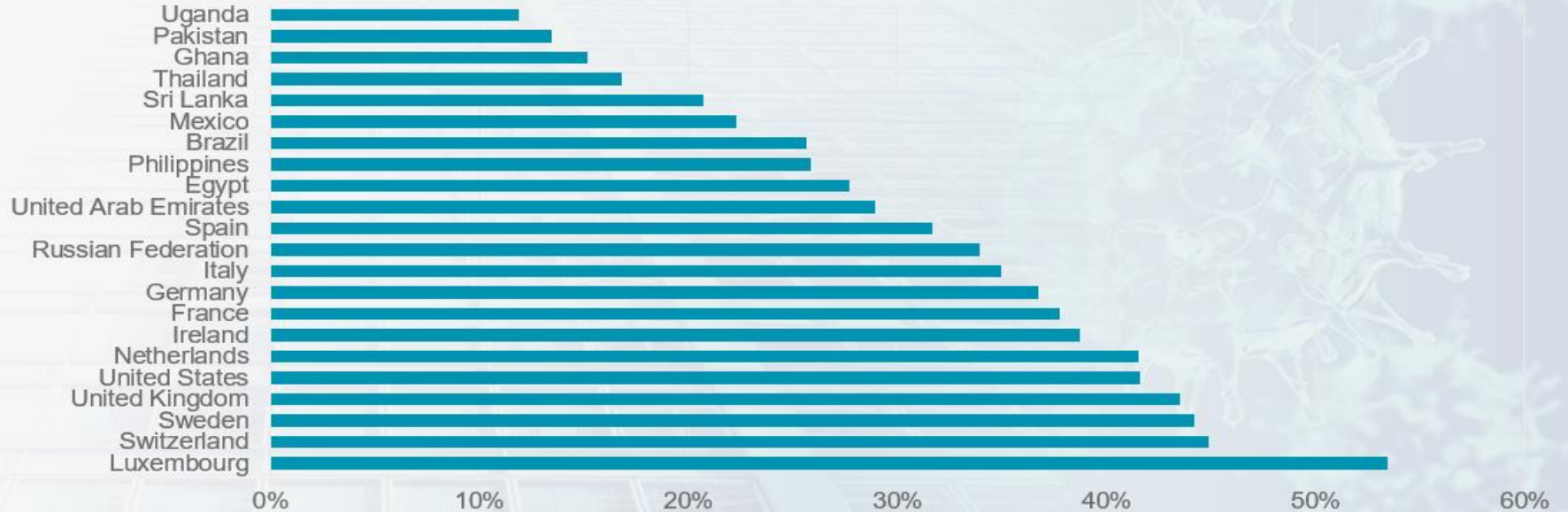| | Mar 13-15 | Mar 16-19 | Mar 20-22 | Mar 23-26 | Mar 27-29 | Mar 30-April 2 |

SOURCE: GALLUP PANEL 2020

25-30%

PERCENT EXPECTED TO WORK FROM HOME ON MULTIPLE DAYS BY THE END OF 2021

Source: Global Workforce Analytics

CUSHMAN & WAKEFIELD

RETURN STRONGER

What's the Long-Term Potential?

Percentage of Total Jobs Compatible with Working from Home, Select Countries

CUSHMAN & WAKEFIELD

RETURN STRONGER

Businesses Still Need Office Space

94%

OF BUSINESSES SAY THEY PLAN TO BRING EMPLOYEES BACK TO THE OFFICE

10%

SAY WILL ULTIMATELY REQUIRE LESS SPACE PER EMPLOYEE

SOURCE: CORENET

CUSHMAN & WAKEFIELD

RETURN STRONGER

Questions?