

The Return to Office



Our Commitment to You

Our purpose is to **think beyond space** – strengthening those we serve and enhancing quality of life for our clients and their employees.

Cresa's occupier-focus allows us to stand squarely in your corner, developing real estate solutions that support your organization – not the landlord's objectives.

Whether reconfiguring your space to accommodate social distancing guidelines or enhancing your remote work program, we're committed to implementing interim and post pandemic real estate strategies that work specifically for you.

A Survey of Your Peers

The following data is from Gensler's Work From Home Survey dated May 26, 2020.

12%

want to **work from home full time**

44%

never want to work from home

30%

want a **flexible work arrangement**

74%

say **people are what they miss** most about the office

55%

say **collaborating at home** is harder at home

29%

miss **access to amenities**

People First

Ask your people: "What matters to you now?"

Talk to your employees about any shifts in their expectations or perspectives of the workplace. Before formulating a Return to Office plan, our experts inquire about:

- Productivity levels during slowdown
- Preference for on-site or remote work
- Efficacy of remote work – can it be improved?
- Fear of exposure in the workspace or during commute
- Shifts in priorities at work or at home

Create Optionality

Empower employees by allowing them to choose when and how they return to the office.

Re-entry Tips

- **Timing.** Some organizations plan to return to work 30 days after state stay-at-home orders are lifted.
- **Diversify.** Returning groups should contain a cross-section of employees to ensure business continuity in case of illness.
- **Wellness.** Nominate a Chief Wellness Officer to monitor employee health and morale upon return to work.

Your re-entry plan should be **flexible** to meet the diverse needs of your employees.



Phased Re-entry

Staggered shifts or alternating days



Remote Work

Ability to work from home full or part-time



Blended Solution

Pairing remote and on-site work to maximize productivity

Priorities for the Return to Office

Ensuring your employees feel engaged, productive and healthy.



Reduce Density

Reconfigure your workspace to adhere to the CDC's latest social distancing guidance.

Increase Sanitization

Elevate cleaning protocols and offer sanitizing stations throughout your space.

Foster Productivity

Develop a Change Management and Communication Plan to facilitate the transition.

Reduce Density



Tips for creating social distance in the workplace:

- Phased re-entry schedule
- Work areas set 6 feet apart
- One-way walking routes
- Signage and guidelines for shared spaces
- Limit sharing of tech devices

Sample Phased Re-entry Schedule

Phased Re-entry

Group A	Most Essential	0-30 days
Group B	Essential	31-60 days
Group C	Non-Essential	60+ days

Shifts

Week 1	Group A	Monday – Wednesday
	Group B	Thursday – Friday
Week 2	Group A	Thursday – Friday
	Group B	Monday – Wednesday

Increase Sanitization

Healthcare Grade Furniture/Fabrics

- Field-replaceable components
- Antimicrobial finishes
- Easy to clean
- Possibility to rent instead of buy

No-touch Technologies

- Automatic doors
- Hands-free toilet flushers
- Touch-free soap dispensers
- Voice activated devices

Self-Cleaning Surfaces

- NanoSeptic skins and mats used on high traffic, public touchpoints
- Antimicrobial metals and products

Sanitizing Stations & HVAC

- Complementary gloves, masks and wipes in all areas
- Handwashing stations
- Improvements to air filtration to reduce contaminants

Foster Productivity

Controlling the narrative and positioning your employees for success post pandemic.

Change Management Plan

Identifies required modifications to workplace and the sequence of alterations and communications.

Month 1				
	Week 1	Week 2	Week 3	Week 4
Employee Communications	Employee Outreach: Current State Assessment	Distribute Return to Work Schedule and Guidelines	Seek Employee Feedback to Re-Assess and Adjust	Continue to Distribute Regular Updates to Work Strategy
Corporate Strategy & Communications	Determine viable methods for re-entry			
HR & Finance	Identify Essential Workers and Remote Candidates			



Change Management Plan

Communications Plan

Familiarizes employees with new policies regarding shared spaces, work shifts and cleaning protocols.



Return to the Office
What to Expect

Same Space, New Habits FAQs

Is everyone returning to the office at once?
No. Please see the Phased Return to Office Schedule on the following page for more details.

What measures are being taken to sanitize the workspace?
In addition to elevated cleanings between shifts/workdays, each workspace has a sanitization station equipped with masks, gloves and hand sanitizer.

Can we utilize shared spaces (meeting rooms, kitchen, etc.)?
Yes. Signage showcasing the new capacity for these spaces has been posted. Please adhere to these recommendations and be mindful of the suggested distancing measures denoted by floor and desk stickers.

We're Here For You

Working together to develop a new work strategy that is uniquely your own.

We will NOT:

- Pretend to have all the answers – no one does
- Push a mass market solution on you
- Encourage a return to work before you are ready

Our experts represent multiple disciplines and backgrounds. We specialize in:

- Portfolio Optimization
- Workspace Planning
- Project Management
- Transaction Management
- Change Management
- Communication Planning
- Lease Administration (Audit/Evaluation)

cresa

Think beyond space.

