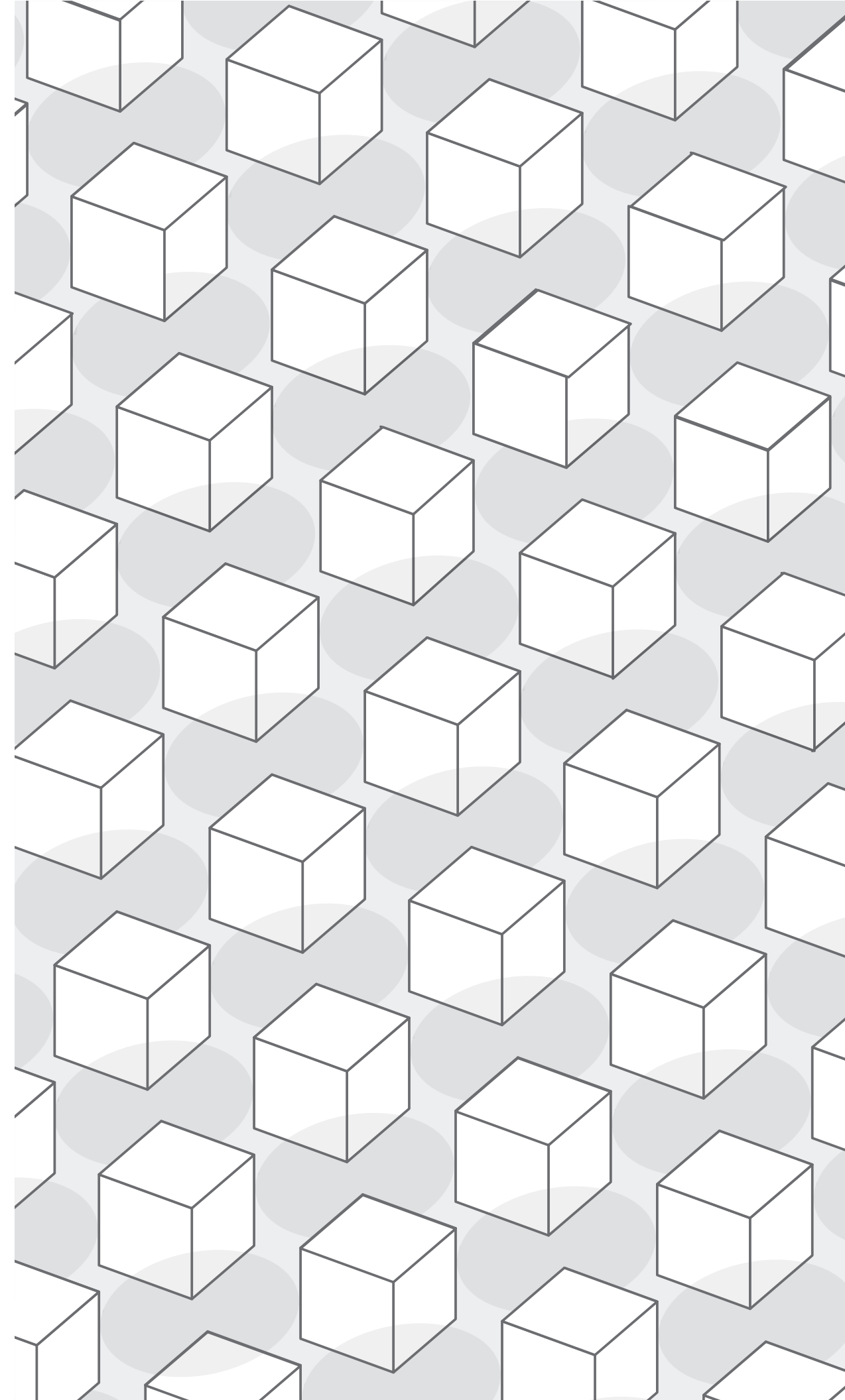


The Post-COVID Office

returning to the workplace

For Landlords + Developers



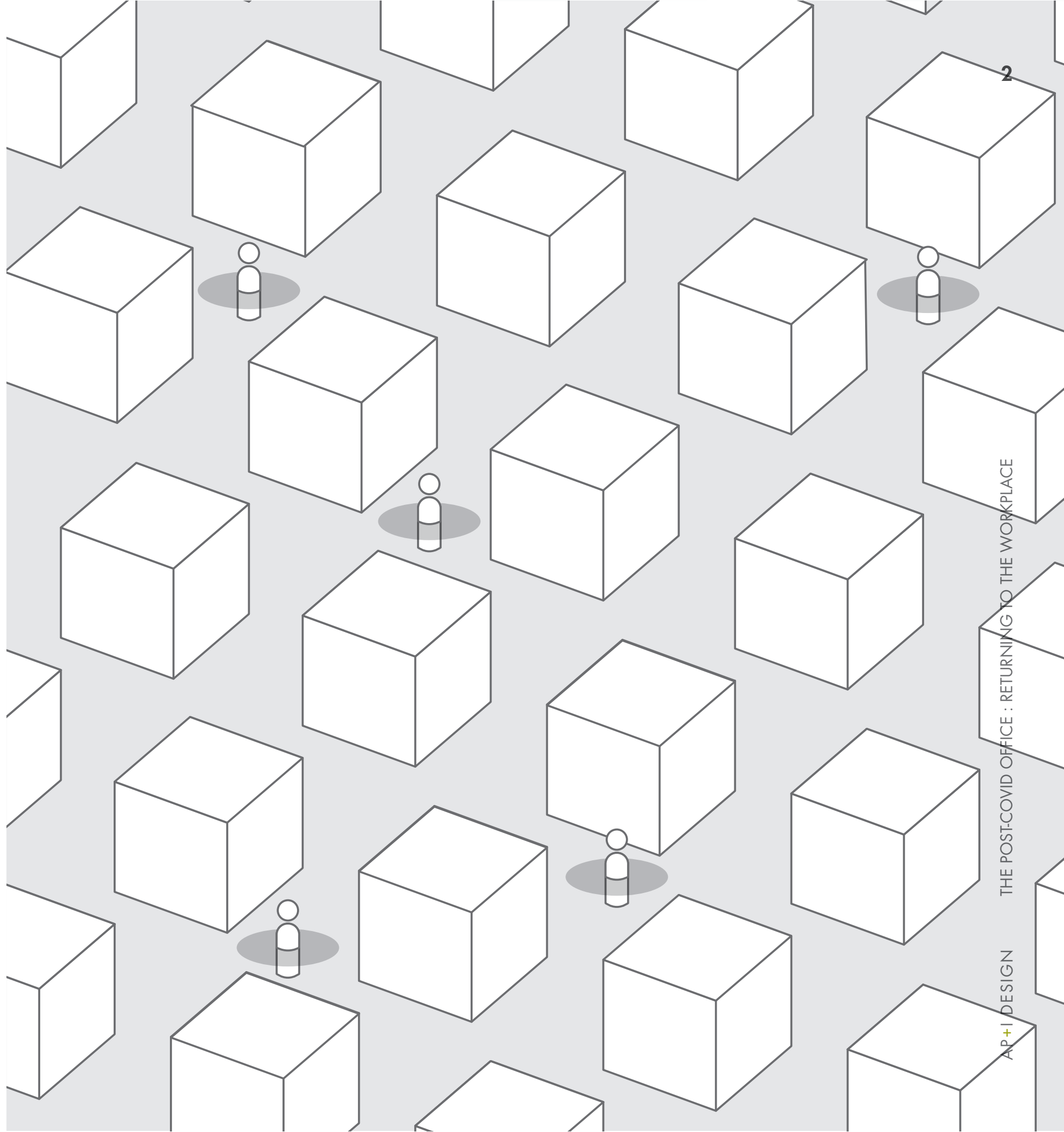
who we are

We are architects and designers tasked with creating safe and healthy work environments. Workplace is our business, and helping you design strategies for returning to work is a part of that.

why we are doing this

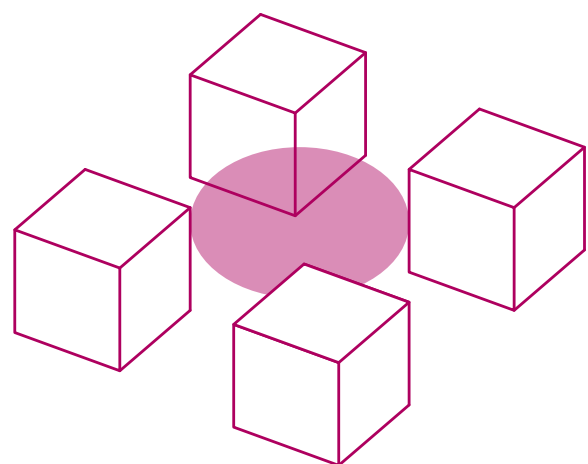
We're looking at immediate needs. What can companies do to help their employees feel more comfortable about returning to the workplace? The following walks you through a list of ideas and solutions for maintaining a safe and healthy work environment based on three overarching guidelines from the **CDC: de-densification, social distancing** and **cleaning + disinfecting**.

Beyond spatial needs, we'll share some quick thoughts on maintaining a **strong building culture** and how sheltering in place might change our **future work environments**.



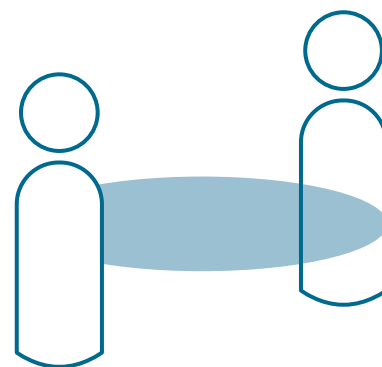
overarching goals

Maintain the health and safety of occupants and provide strategies per CDC guidelines.



de-densifying

How can we manage the number of people in spaces and have fewer people per square foot within a space?



social distancing

How can we maintain the 6ft. distance between tenants and employees as they move throughout the building?



cleaning + disinfecting

How can we improve our cleaning protocols and avoid community spread through touchless interactions?

common areas



communication	<ul style="list-style-type: none"> ▪ Communicate the landlord's/developer's personal commitment to a safe, healthy workplace for all tenants 		
<p>lobby entry</p>	<ul style="list-style-type: none"> ▪ Post secure and safe messaging of policies and procedures in highly visible areas to provide confidence ▪ Manage the number of people using elevators or stairs ▪ Consider touchless elevator solutions or encourage use of stairs 	<ul style="list-style-type: none"> ▪ Encourage use of stairs versus elevators—this also promotes wellbeing and movement 	<ul style="list-style-type: none"> ▪ Provide no-touch door openers, sensor technology, or kick plates ▪ Install nanoSeptic services on door handles and high-touch surfaces ▪ Provide alcohol based sanitizing mats at entry doors ▪ Provide extended walk-off mats ▪ Provide automatic hand sanitizer and cleaning stations ▪ Develop and post cleaning protocols
<p>workspaces open office</p>	<ul style="list-style-type: none"> ▪ Provide circulation signage and one-way floor markers ▪ Use floor and wall graphics to visualize 6ft. social distancing guidelines and safety protocols 		
<p>gathering spaces</p>	<ul style="list-style-type: none"> ▪ Limit number of people within large gathering areas; use signage to note desired capacity 		

facilities + operations



restrooms	<ul style="list-style-type: none"> Post cleaning and disinfecting protocols and schedules 	<ul style="list-style-type: none"> Consider auto sensing fixtures or soap dispensers 	<ul style="list-style-type: none"> Install foot door openers
mechanical	<ul style="list-style-type: none"> Optimal humidity range: 40 - 60% Bring in outside air to dilute airborne contaminants through HVAC systems and operable windows 	<ul style="list-style-type: none"> Restrooms: increase exhaust rates, provide fresh outside air and maintain 24/7 continuous exhaust 	<ul style="list-style-type: none"> Install MERV 14 or higher HVAC filters
shipping receiving	<ul style="list-style-type: none"> Create and post a plan for the management of packaging, deliveries and mail distribution 		
signage + messaging		<ul style="list-style-type: none"> Wayfinding maps that note safe circulation pathways and 6ft. social distancing 	<ul style="list-style-type: none"> Directional + informational signage to cleaning and First Aid stations and isolation/quarantine area Post emergency instructions: What to do when something goes wrong or if you think someone is sick
<ul style="list-style-type: none"> AP+I has developed a base signage and graphics program for returning to the workplace. The program can be customized and expanded to suit clients' needs. 			

signage + messaging examples

Positive and playful messaging



Safety Posters

Even with
that **mask** on,
-you look-
pretty
FABULOUS

Inspirational graphics for restroom mirrors in frosted vinyl

**Social
Distance**
IS the *NEW*
BLACK

Social distancing graphics for lobbies or work areas

How's
your **CORNER?**

...**mine**
is kinda
COZY

Elevator graphics for proper spacing

the future

What will the workplace roadmap look like for your buildings?

Let us help you envision a landscape for your buildings and tenants.

How will tenants assess lease terms and space needs?

Consider providing **market ready** spaces that showcase new workplace solutions available on shorter lease terms to assist companies as they transition.

What building infrastructure updates are appropriate?

To provide tenants with confidence, consider updates to mechanical and life safety systems.

Provide safety + wellness.

Touchless door and elevator solutions. Update stairs or add stairs for safe movement.

What does this mean for your real estate portfolio?

As companies evaluate their portfolio, understand how an agile, remote or **distributed workforce** affects your real estate practices.

thank you!



architecture + planning + interior design

117 Easy Street, Mountain View, CA 94043 | 650.254.1444 | apidesign.com

© 2020 AP+I Design

