

10 TIPS FOR RETURNING TO THE WORKPLACE

We are architects and designers tasked with creating safe and healthy work environments.

Workplace is our business. Below are ten things to consider before returning to your place of work, based on CDC guidelines.



1 De-densifying

Evaluate your current workplace model. Provide for workplace flexibility, assigned and unassigned seating, agile workforce, block scheduling and virtual workplaces.



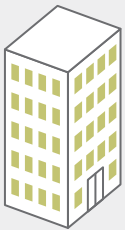
2 Social Distancing

Provide a 6ft radius of personal space at workstations, conferencing, break rooms and pathways. Define workspaces and pathways with screens or planters to provide physical safety and psychological comfort.



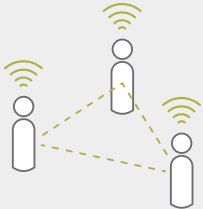
3 Cleaning + Disinfecting

Develop and post cleaning protocols. Provide automatic hand sanitizer and cleaning stations throughout the office. Provide employees with PPE.



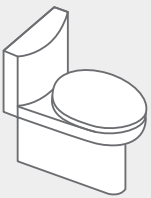
4 Building

Manage the number of people entering the lobby. Provide markers for safe pathways, queueing and maintaining 6ft social distancing. Consider touchless sign-in systems.



5 Gatherings

Limit number of people within large gathering spaces and conference rooms; use signage to note desired occupancy.



6 Restrooms

Manage the number of people using restrooms and consider auto-sensing fixtures and soap dispensers.



7 Air

Maintain optimal humidity: 40% - 60%. Run mechanical systems longer, per ASHRAE. Install MERV 13 or better filters.



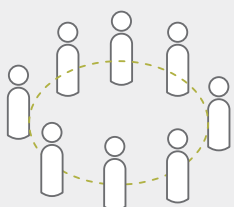
8 Signage

Post secure and safe messaging of policies and procedures in highly visible areas to provide information and instill confidence.



9 Technology

Utilize robust software and systems to support a flexible, agile and virtual workforce.



10 Culture

Foster communication and personal connections. Communicate company commitment to a safe, healthy workplace for everyone. Empower, trust and support.