


reimagining the workspace and workday, your way

executive summary
MAY 2020

Elevate



perspectives



Relationships matter
more than ever for
business success —
and they grow strong
in the workplace.

Six in 10 decision makers say that after recently working from home, they now think the workplace is more important for productivity, innovation, collaboration and team building.

As businesses prepare for employees to return to the workplace, leaders have an exciting opportunity to reimagine their workspace and workday. This overview will help guide your business through key considerations for how your team can best be together, safely.

selecting an approach

- 1 **Stagger team schedules.** Reduce the number of employees on site at any given time by rotating teams depending on the day of the week.
Benefit: limited workspace changes required.
- 2 **Expand the workspace.** Add square footage using space with flexible lease terms to enable all employees to return safely. *Benefit: enables all employees to return.*
- 3 **Convert individual workspace to open collaborative space.** To promote physical distancing, minimize individual work stations in favor of team space for collaborative work. Team members may work in alternate locations for individual projects. *Benefit: maximizes culture building.*

considerations to guide decision-making

- **Promoting a Sense of Safety.** Employees need to feel safe in order to be productive. All elements of the workplace from layouts and furniture to policies and procedures need to promote a sense of control for employees over their environment and personal space.
- **Change Management.** Changes to the physical space must be accompanied by training employees to use it safely. Develop a plan for articulating and reinforcing expectations.
- **Functional design.** Impactful, functional design compels employees to intuitively conduct themselves in safer ways.
- **Flexibility.** As health guidelines evolve, space must seamlessly adapt. Consider new layouts and furniture from the perspective of agility.
- **Timeline.** With longer production lead times for furniture and office accessories, consider short- and long-term solutions that maximize the value of current resources.



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workspace modifications: together, safely

Before employees can safely return to the workspace, businesses must consider the best options for achieving the six feet of physical distancing recommended by CDC guidelines. These are some steps your company can take:

- **Shared Desks.** Remove long, shared tables used for “hot desking” or “hoteling.”
- **Partitions.** Add solid or translucent partitions between individual employee desks.
- **Spacing.** Add separation between workstations or stagger seating.
- **Orientation.** Re-orient workstations to avoid face-to-face placement.
- **Private Offices.** Limit offices to one person, and prop open doors for touch-free entry and exit. In spacious offices that retain guest seating, use fixed or difficult-to-move furniture to maintain distancing, and add a table for each seat to eliminate the use of shared surfaces.



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- **Team Spaces.** Maximize flexibility and space utilization by replacing larger furniture pieces designed for group use, like a large sofa, with lightweight pieces that are designed for single-person use. When possible, choose pieces on casters for easy reconfiguration.
- **Conference rooms.** If possible, replace large conference tables with individual tables to maximize space utility and eliminate shared surfaces. Add high-top tables at the perimeter to increase capacity if spacing allows. Keep doors open for touch-free entrance and exit.
- **Technology.** Leverage technology for touch-free control of workplace access, climate settings, lighting, shared printers and more.

when you're ready, we're here

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Our innovative building systems and decades-long commitment to Workplace Care uniquely positions Irvine Company to address your evolving workplace needs.



For assistance adapting your company's workspace, contact your Workplace Success Team.





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