

Getting Your Business Post Pandemic Ready



Companies around the world are preparing to bring their employees back to a workplace that many believe will be the new normal. Several considerations ranging from janitorial procedures and social distancing requirements to utilization of space and technology may permanently alter the way employees collaborate. While many unknowns are still in our horizon, health and safety will continue to be at the forefront and a new generation of office design standards will come to fruition in the near future.

As a business, it is essential to develop a comprehensive game plan for employees to return to the office and clear guidelines need to be communicated in advance. Consider an action plan with detailed phases inclusive of your space plan, social distancing protocol, safety procedures, and sanitation best practices.

While every company we work with is unique, there are some basic requirements that organizations should consider in order to ensure the health and safety of employees returning to work while maintaining a positive company culture and productive work environment.



Space Utilization

1. Consider creating an office reintroduction policy that includes an employee density reduction plan such as return-to-office shifts or blended schedules.
2. Consider stationing your employees 6' apart (CDC guidelines). Evaluate those that are assigned to "bench-style" seating and consider eliminating "hoteling" workstations and "hot desks."
3. Consider reducing the density of your conference rooms and huddle rooms by removing chairs.



Technology

1. Sort out all remote working issues so employees can continue to work from home to accommodate for shift schedules.
2. Consider upgrading video-conferencing technology to allow for client and employees dialing in.
3. Leverage new technologies to track employee use of conference rooms, break rooms and huddle rooms. Heat mapping tools allow organizations to track activity throughout the office.



Sanitation and Janitorial

1. Equip your office with the necessary safety items including directional signs indicating 6' distance, "wash your hands" reminder signs, hand sanitizer (min. 60% alcohol), tissues, additional waste paper baskets, masks, gloves, etc.).
2. Consider upgrading your office janitorial services to include sanitizing and disinfecting of spaces.
3. Consider assigning and properly training a staff member to assist in the implementation and adherence of the new, safety-first at work policies.

Our Tenant Representation team is prepared to advise you on any real estate matter including:

- New requirements
- Move and Renewal Scenarios
- Early restructuring of current lease agreements
- Space utilization review and recommendations
- Subleasing of your space
- Short-term temporary space solutions



For more information on how we can help, please reach out to any of our Tenant Representation practice leaders:

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