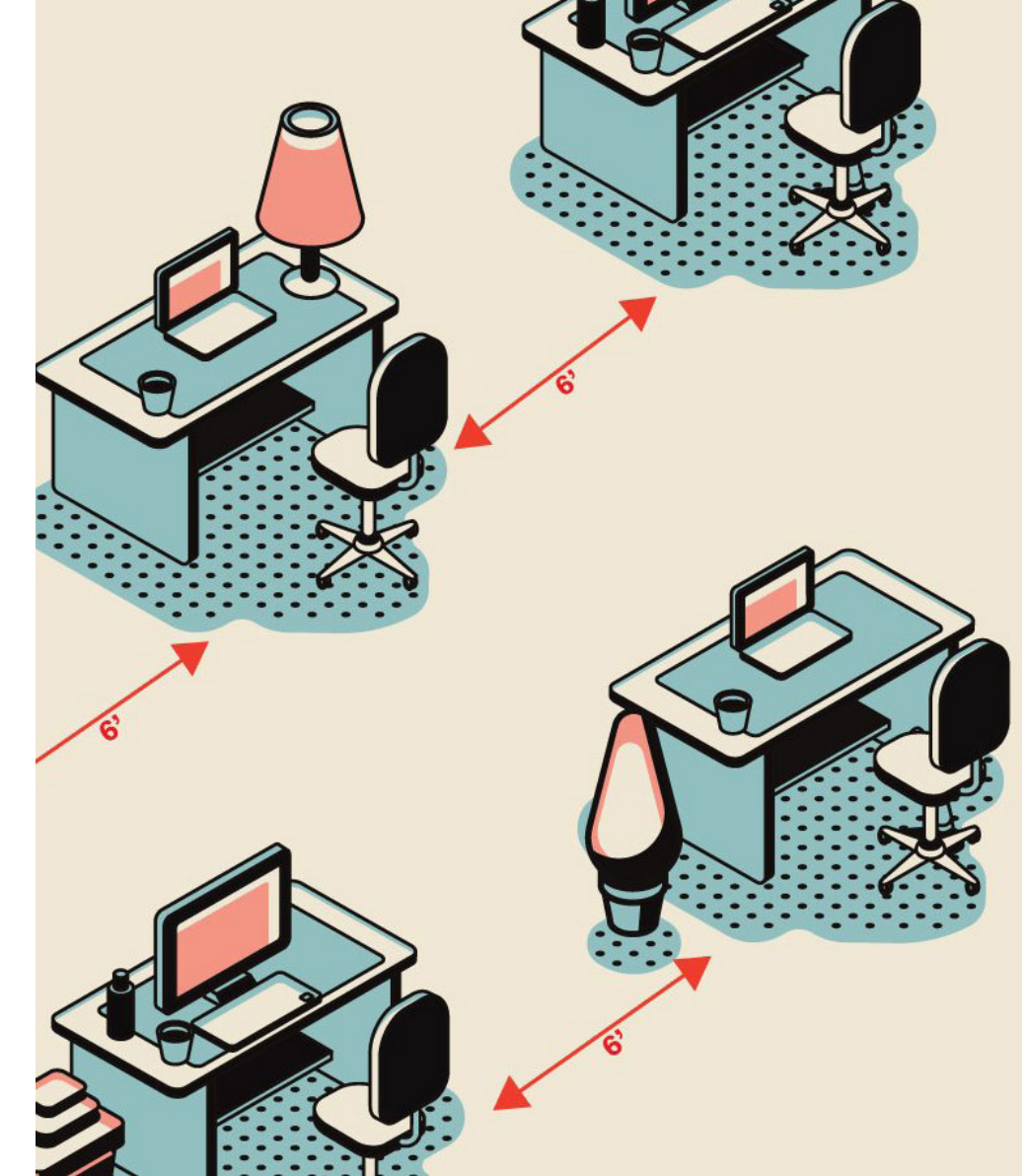


Opening a Safe Workspace after the COVID-19 Pandemic

Webinar Follow-Up



Thank you to our Host



Connecticut's Real Estate COVID Consortium

The ongoing coronavirus pandemic is forcing businesses to make significant changes to workspaces. Leaders in charge of corporate real estate must take action now.

These experts in Connecticut's **Commercial Real Estate, Design, Construction + Life Science Facilities** have the answers you need to help process and plan, and adapt your workplace to changes in codes and regulatory amendments in the post-COVID-19 world.

CBRE

AMENTA | EMMA

GRE:



Architectural Building
Systems, Inc.

GENERAL CONTRACTORS
CONSTRUCTION MANAGERS



Workplace Assessments

- + Architectural, planning/programming
- + Interviews with Business Owners + Staff
- + Existing Conditions Evaluation
- + Assess furniture components + flexibility for reconfiguration
- + Formulate a plan



Building System Assessments

- + Assess HVAC + M/E/P system capabilities
- + Free air
- + Optimal humidity, air quality and occupancy indicators
- + Improved filtration
- + Cleaned and/or upgraded ventilation systems

Tenant / Landlord Considerations

- + Understand the building HVAC system and capabilities
- + Ask for their cleaning protocol
- + Ask when air filters were last cleaned
- + Have you upgraded filters?

Adapting the Workplace: Day 1

DE-DENSIFIED WORK
STATIONS

VISIBLE HOUSEKEEPING

TRANSPARENCY

CHANGE
COMMUNICATIONS

back-to-the-office change champions, tours +
instructions

SAFETY PROTOCOLS

voice-controlled doors, etc.

RECEPTION AREA

Temporary plexiglass “sneeze guard” screens

HAND SANITIZER
DISPENSERS

in plain view

WORKSTATION
ADJUSTMENTS

Installing higher panels/shields +
re-orienting workstations

EXTRA CHAIR REMOVAL

KITCHENS + CAFETERIAS

Develop a back-to-work strategy

1

Interview employees to understand their thoughts, fears, motivation

2

Develop a work from home strategy (if employees are capable)

3

Employee temperature checks or thermal temperature scans upon entry

4

Prevention measures (handwashing, discourage sharing of desks, phones, wear face coverings)

5

Develop a contingency policy- if a worker is sick or comes in contact with a sick person

6

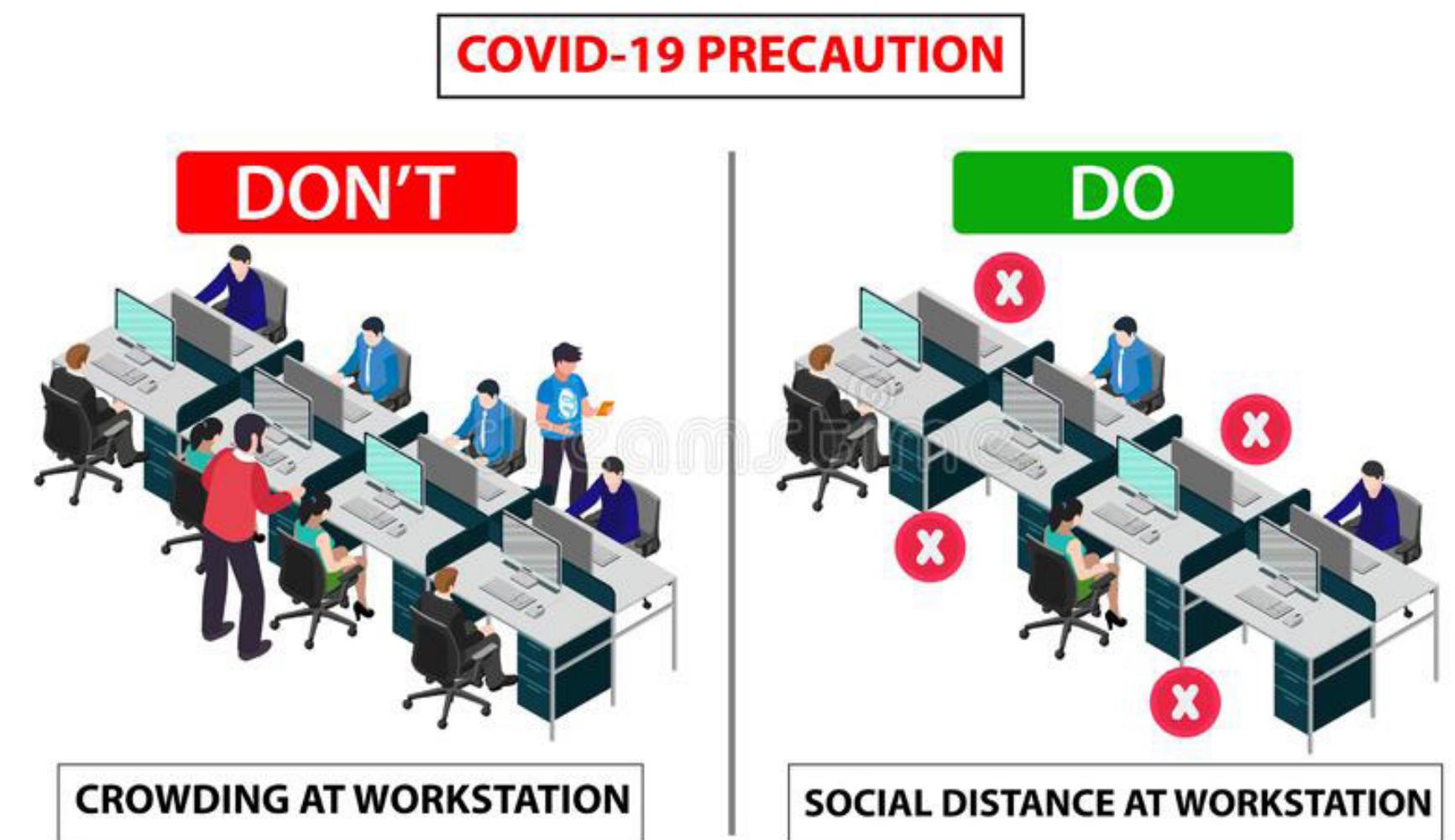
Flexible hours + staggering shifts

Communication and Signage

Perception is reality; what employees perceive is what they will believe.

Transparency is essential for building trust and managing misinformation.

- + Communicate your written plan to your employees
- + Post the plan
- + Indicate when areas have been cleaned
- + Consider workflow- clockwise rotation
- + Floor, elevator and entry signage



Consult with National, State + Local Government Guidelines □

- + Connecticut State Guidelines
- + National Institutes of Health
- + Centers for Disease Control and Prevention □

Touch Surfaces

- + Inventory + address all touch surfaces
- + Hardware-wraps, modifying handles to use elbows
- + Understand how to use equipment and make sanitizing wipes available
- + Cleaning coffee makers, copiers, shared kitchen appliances. etc.



TOILET FLUSH HANDLES



BATHROOM & KITCHEN
FAUCETS



BATHROOM & KITCHEN
SINKS



COUNTERS & TABLES



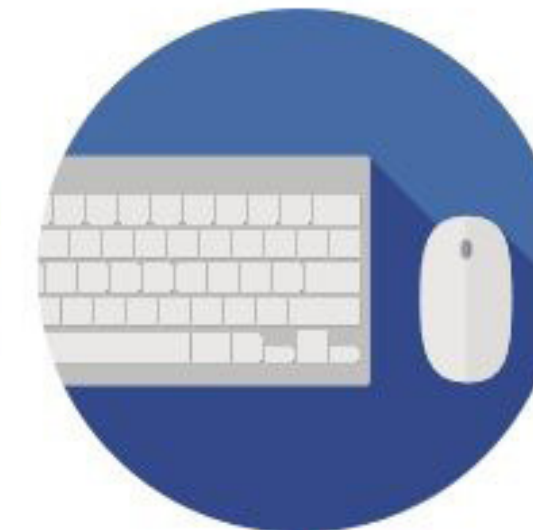
LIGHT SWITCHES & PLATES



DOORKNOBS &
RAILINGS



STOVE/MICROWAVE
CONTROLS



COMPUTERS



PHONES



REMOTE CONTROLS

Develop a Cleaning Strategy

- + Understanding cleaning procedure for furniture + Upholstery
- + Adding in sanitizing stations or an Infection Prevention Center
- + Ask landlord to provide a deep clean prior to opening the space
- + What are appropriate products that can be used to clean the various materials around the office?



Lab Cleaning Strategy

Post COVID-19, labs will need to put extra measures in place to ensure a clean and appropriate environment.

Identify high-touch locations and equipment specific to each lab:

- + Benchtops
- + Equipment handles and latches
- + Equipment controls and touchpads
- + Drawer and cabinet handles
- + Bin and water incubator lids
- + Hand tools
- + Micro-pipettors and other shared tools
- + Faucet handles and sprayer grips
- + Baskets, bins, trays, etc.
- + Exteriors of shared chemical bottles and caps
- + Pens, whiteboard markers, etc.



Social Areas - Kitchens, Conference Rooms

- + Lunch breaks in shifts
- + Removing seating to limit large groups
- + Rearrange chairs to have them face in different directions
- + Holding meetings in open areas
- + Removing conference rooms chairs
- + Using huddle rooms to hold Zoom meetings

Adapting the Workplace: Day 2 + Beyond

Future considerations for the new workplace environment include adopting healthcare industry practices and materials.

MEETING ROOMS /
OFFICES

HARDWARE

hands-free doors, elevators, appliances

SELF-CLEANING MATERIALS

metals, plastics

FURNITURE SELECTIONS

safe, easy cleaning, anti-microbial

BUILDING TECHNOLOGY

no touch doors, badge readers, garbage bins,
hands-free faucets, soap + paper towel dispensers

WORK STATION

changes in depth, width, partitions/shields

HVAC TECHNOLOGY

UV, standalone units

BUILDING CODES

LABORATORIES

KITCHENS + CAFETERIAS

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