
A modern office interior with large windows, glass partitions, and people working. The scene is dimly lit, with the primary light source being the office lights and the natural light from the windows. The office has a clean, minimalist design with grey cubicles and red armchairs. A man is sitting at a round table in the foreground, and a woman is sitting on a red sofa. In the background, other people are working at their desks.

PERKINS EASTMAN IS HERE

TO HELP YOU

WITH YOUR COVID
RESPONSE AND REENTRY

PERKINS —
EASTMAN
Human by Design

A photograph of a modern office interior. In the foreground, a long wooden table is surrounded by green chairs. A woman is sitting at the table, working on a laptop. In the background, another woman is sitting at a table, and a man is standing. The office has large windows, pendant lights, and a clean, minimalist design.

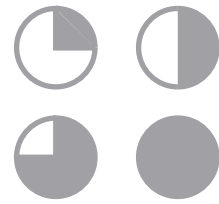
Understanding you have a big job ahead as you plan for a safe and healthy return to work, Perkins Eastman is here to support your efforts. From the basics of having accurate floor plans of your space, to a signage and communications strategy for re-entry, we are here to help.

Every day our workplace, research, healthcare, and education teams are collaborating to redefine tomorrow's best practice design strategies. We are looking toward the future. A future working side-by-side with our clients to help realize safe and sustainable work environments for all.

Our team offers a wide range of strategic services including:

- **Re-entry planning diagrams**
 - **Change management**
 - **Signage and wayfinding design**
 - **Space-use guidelines**
 - **Staff engagement (interviews, surveys, virtual workshops)**
 - **Bid and construction consulting**
 - **Infection control best practices**
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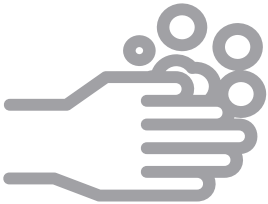
Perkins Eastman can create workplace guidelines that are tailored to support the needs of your organization, employees, and the parameters of your workspace.



Phased re-entry strategy



Revised workplace policies



Proactive behavioral guidelines



Safe social distance policies



Comprehensive communication plan

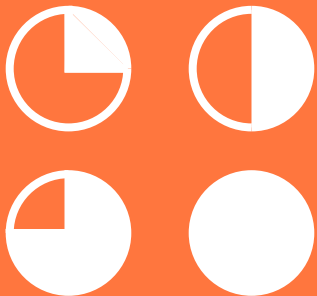


Work from home



Frequent compliance checks

Perkins Eastman can help assist you in planning your re-entry strategy



How do we define the **start** and **end of each phase**? How many phases?

What is the **target density for each phase**? Does it vary by office?

Which policies and **protocols are phase-specific**?

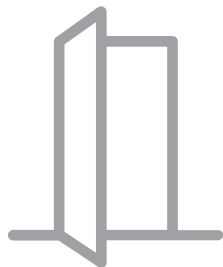


Personnel	Phase 1	Phase 2	Phase 3
High Risk Employees	Remain at Home		Return to office to be evaluated
Employees & Contractors who can work from home effectively	Participants in Phased Approach		Return to office to Full-Time
Employees with household members who are infected or in quarantine	Remain at Home		
International Travel	?	?	?
Domestic Travel	?	?	?
Visitors	?	?	?
Off-site Meetings	?	?	?

**Perkins Eastman can help you
create your new workplace
safety protocols**



**Heightened sanitation
protocols**



**Touch-point
interventions**



**Touchless and self-cleaning
technologies**



**On-site illness
response**

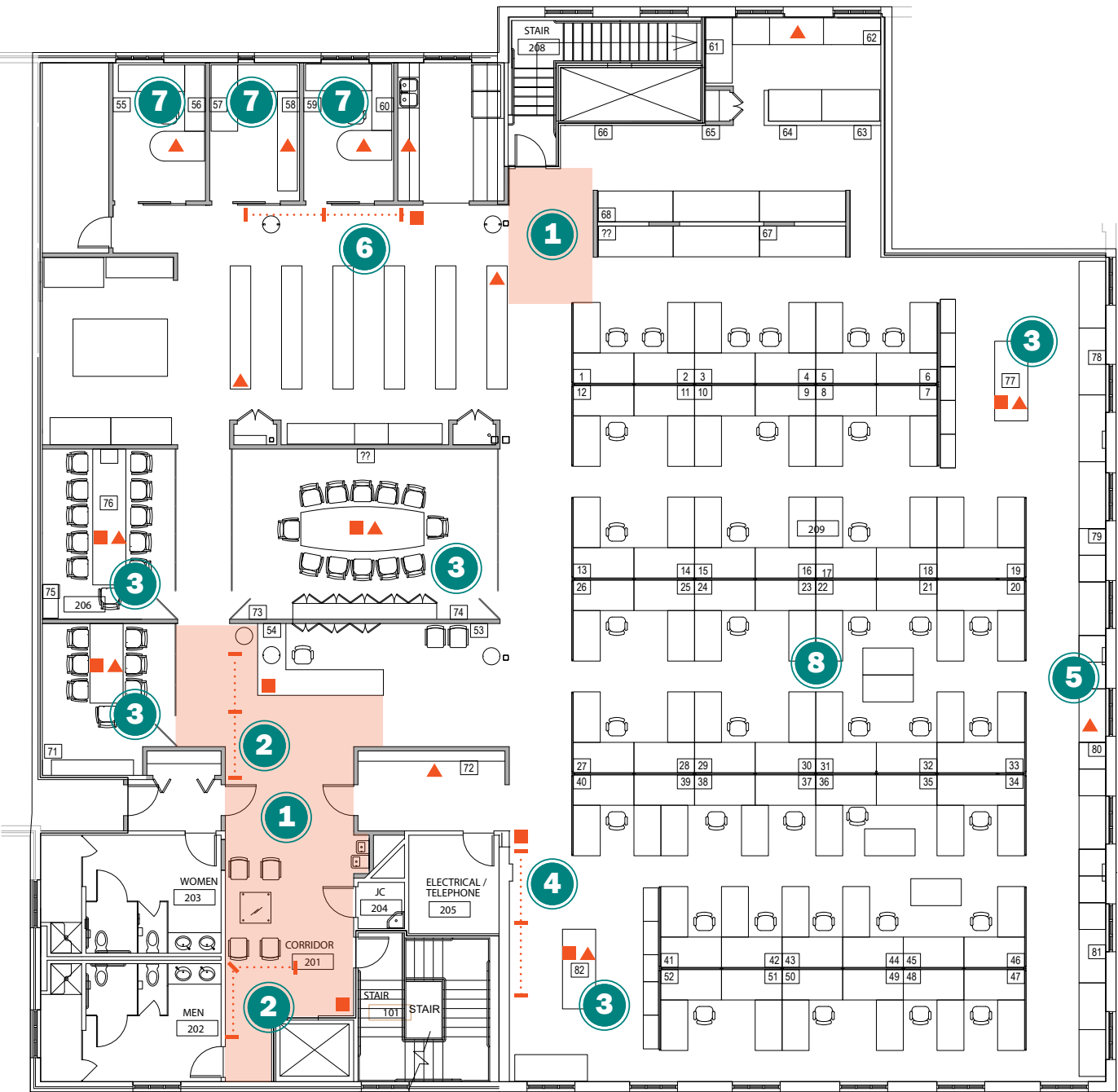


**Hygiene
stations**



**Signage & environmental
graphics**

Creating Protocols for your Workplace Before a Phased Re-entry



LEGEND

- Queue with 6'-0" distances marked
- Disinfecting wipes
- Hand sanitizer
- Congested area

NOTES

- 1 Identify areas of congestion and provide signage instructing single person through at a time.
- 2 Restroom queue
- 3 Reduce meeting and collaboration capacity, provide hand sanitizer and disinfecting wipes.
- 4 Copy/Print queue, include hand sanitizer with signage encouraging people to use prior to entering high-touch environments.
- 5 Disinfecting wipes no more than 25 feet from any workstation.
- 6 Pantry queue, include hand sanitizer with signage encouraging people to use prior to entering high-touch environments.
- 7 Close shared single-occupant rooms, or establish hoteling protocol to limit their use. Provide disinfecting wipes and signage with reservation and cleaning protocols.
- 8 Provide phased re-entry plan strategy

How will we plan for social distancing in our different offices?

Three possible scenarios for a phased return to the office have been outlined, though many other viable approaches may exist to maintain social distancing in the office. Local leadership will be empowered to identify and proceed with the solution(s) that are best suited for their specific location, office, and workforce.

A SCALABLE SOLUTION FOR SOCIAL DISTANCING

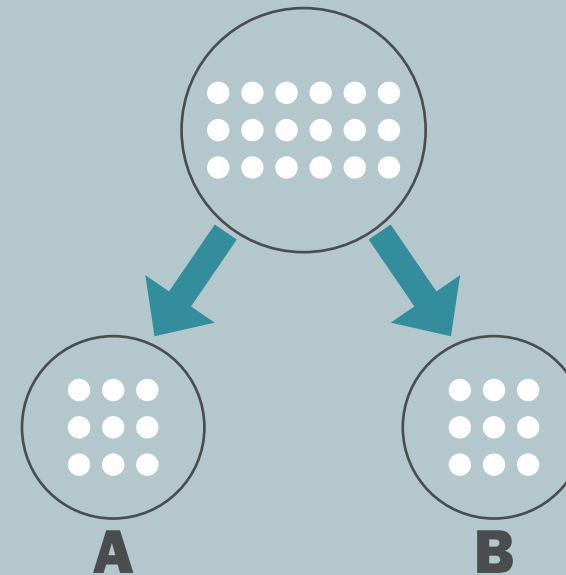
Phased Return

Phase 1	25%
Phase 2	50%
Phase 3	100%

Employees are grouped into distinct phases, allowing a gradual return to work. When identifying individuals for each phase, a variety of factors should be considered including personal transportation options, childcare responsibilities, relative health risk for employee or cohabitants, and much more.

The duration between each phase should be informed by local health authorities' recommendations and coordinated with firm leadership. No one should feel obligated or pressured to return to work until it has been deemed completely safe to do so.

Alternating Shifts

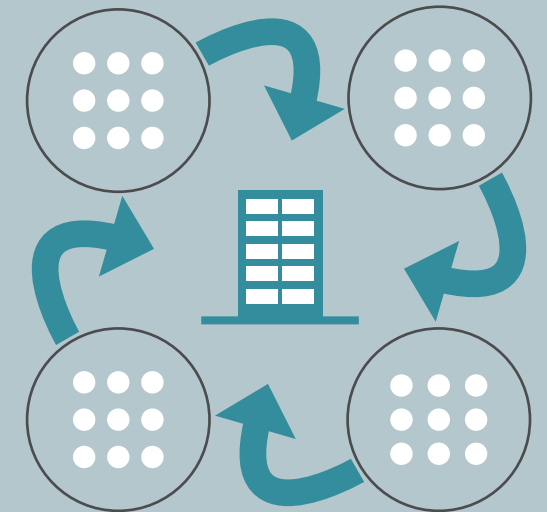


The workforce is separated into shifts of no more than 50% of employees, alternating which days and times each shift is in the office. Full occupancy should only be permitted once it has been deemed safe to do so by local health authorities and firm leadership.

Potential divisions of time:

- Even/Odd Days
- Monday, Wednesday, Friday/
Tuesday, Thursday

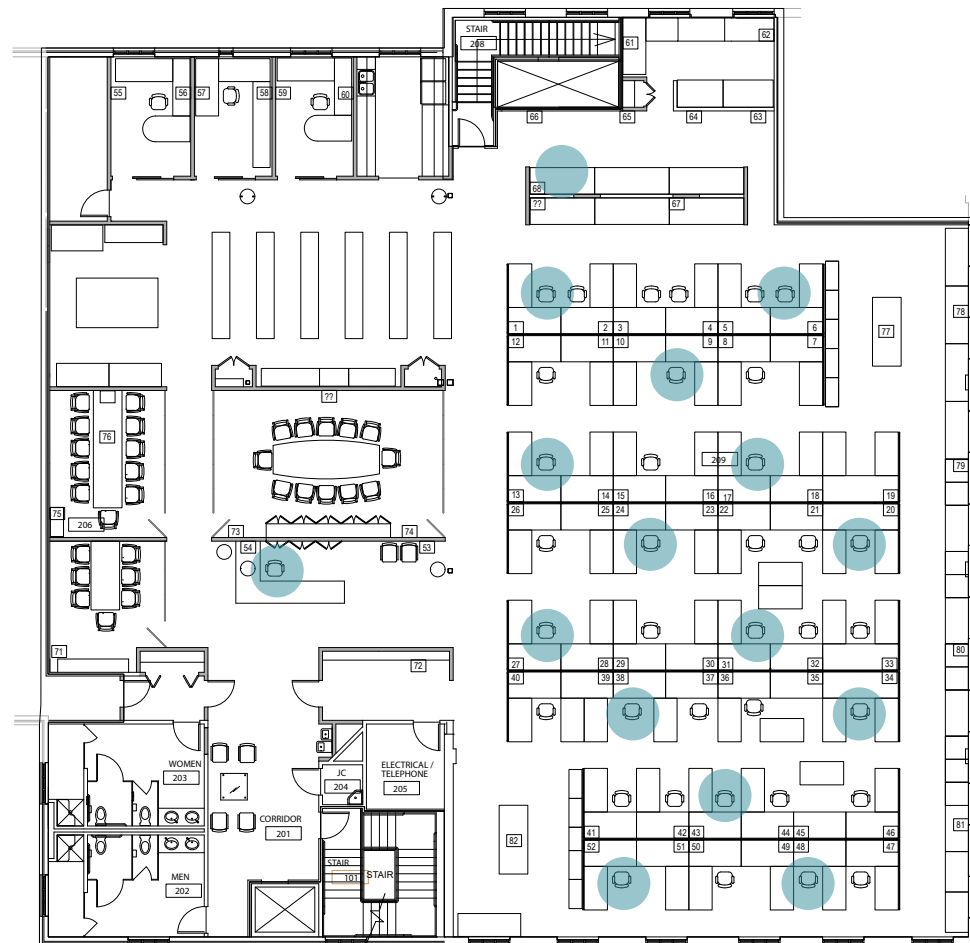
Prioritized Workflow



Different teams, groups, or individuals are granted access to use the office on an as-needed basis based on need to access office-based work tools, resources, or technology. Once the priority need subsides the team can return to working from home, allowing other teams to access the office.

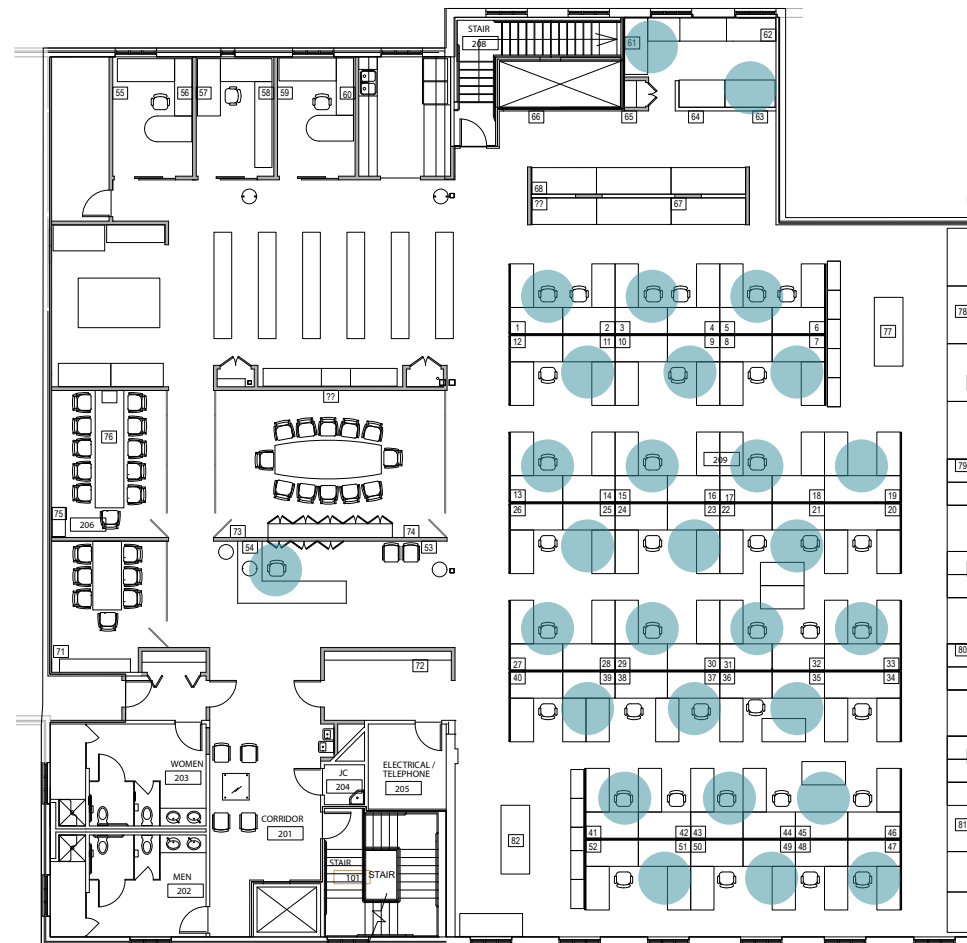
When paired with a Phased Return strategy, the overall number of individuals working in the office simultaneously may gradually increase over time.

25%



- Staff spread out to maximize distance between individuals.

50%



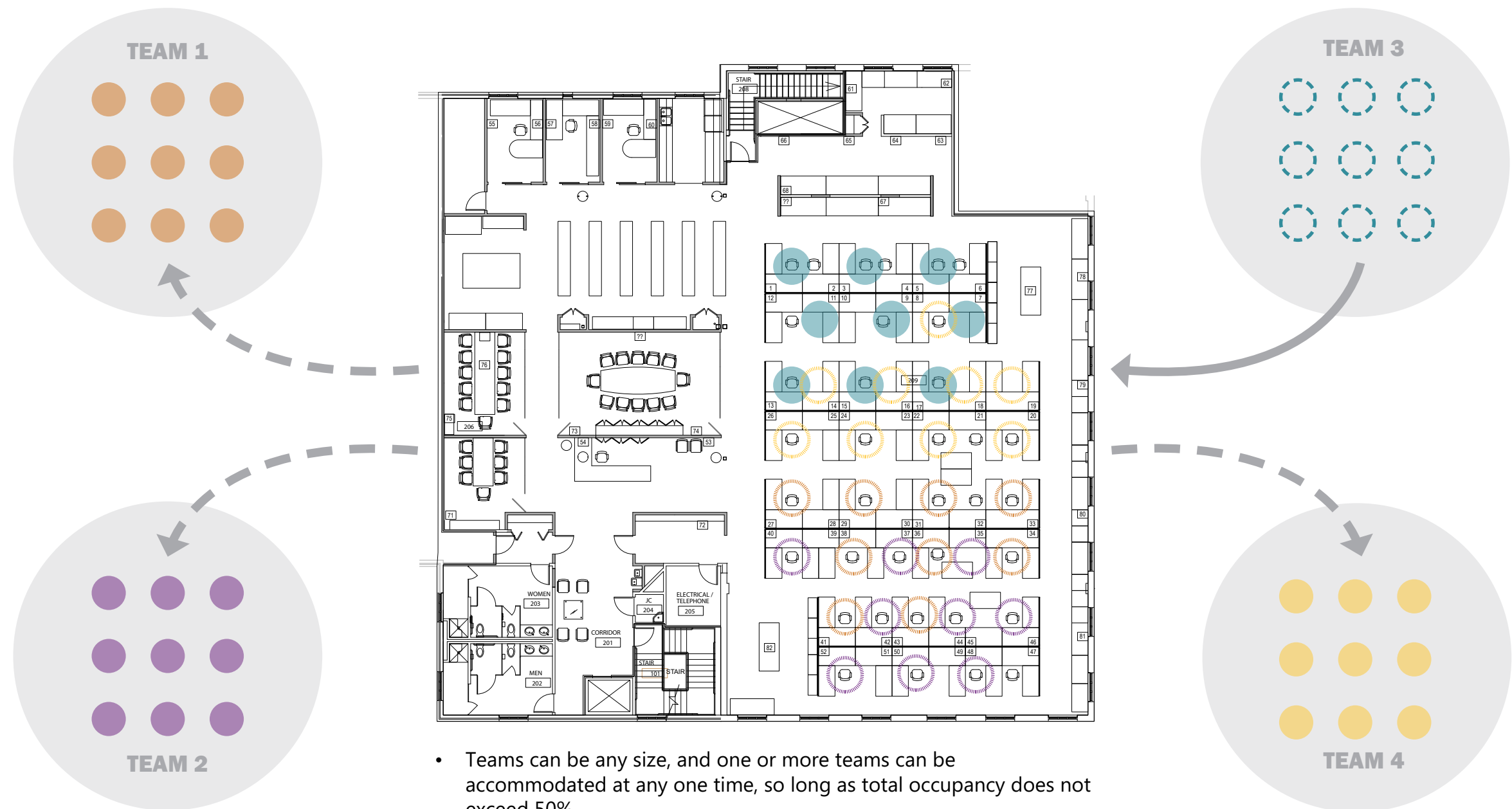
- Alternating seats occupied to maintain minimum 6'-0" social distancing.

100%



- Note overlapping social distancing circles, 100% occupancy may only be implemented once the danger has passed and it's deemed safe to eliminate social distancing requirements by local health officials and firm leadership.

Prioritized Workflow



- Teams can be any size, and one or more teams can be accommodated at any one time, so long as total occupancy does not exceed 50%.
- Social distancing continues to be in place, occupants should be separated by at least one workstation.
- Desk occupancy should be staggered to prevent the same desk from being occupied by multiple individuals from day-to-day.

We can help you develop new wayfinding principles.

Questions that we ask when developing your Wayfinding Principles:

What principles are driving our wayfinding response/approach?

Who is the determining voice for all final messaging to be posted in our workplaces?

How are we ensuring that information is consistent across all information platforms?

Ensure information is where staff and visitors need it, to provide a safe and healthy workplace.

Establish a unified language that is consistent across all information platforms. This offers staff and visitors predictable, seamless, and intelligible experiences.

Develop a signage and wayfinding toolkit that can easily respond to various architectural conditions and user needs.

Create a master file of templates, with symbols to provide all offices with the ability for quick and easy updates and additions to meet unique needs.

Wayfinding

Print Ready Sign Options

TO HELP STOP THE SPREAD OF CORONAVIRUS, WE'VE MADE SOME CHANGES.

Information has been posted throughout our workplace to ensure the health and safety of our staff and visitors.

Information has been posted throughout our workplace to ensure the health and safety of our staff and visitors. Ferita secum aligentotas ad quias esenienti sam, vid qui qui diti quos nit fuga. Et quos nusam adis ilicate mperfero quassunt earibus aliant.

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FEELING SICK? STAY HOME!

Please do **not** enter if you have:

- . Fever
- . Cough
- . Shortness of Breath

Other possible symptoms include:

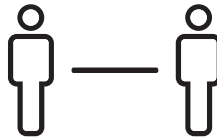
- . Intestinal Distress
- . Sore Throat
- . Headache



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HELP KEEP OUR OFFICE SAFE, WITH SOME EXTRA SPACE.

Help stop the spread of Coronavirus by keeping your distance. Whenever possible stay 6 feet apart.



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HELP US HELP YOU



Limit the number of people in this room



Avoid shaking hands



Use hand sanitizer before you leave



WE'RE OPEN

As we prepare to re-enter the workplace, **Studio X4**, please use the following directions upon your arrival to the office to help us ensure a safe and healthy workplace for our staff and visitors.

ENTRANCE

To help control the number of people using each entrance and traffic on our work floors, please enter and exit the building through the Fifth Avenue entrance.

ELEVATOR/STAIRS

We encourage you to use the stairs. Stay to the right and avoid touching the banister if possible.

When using the elevator, please limit the number of persons to 3 per cab.

RECEPTION

Please use the hand sanitizer located near reception before proceeding into

PLEASE LIMIT THE NUMBER OF PEOPLE IN THIS ROOM.

6

PERSON LIMIT



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PERSONAL PROTECTION EQUIPMENT COLLECTION

Please dispose of your personal protection equipment in the collection bin below.



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KEEP THE GERMS AWAY, KEEP HANDS CLEAN.

- . Wet hands under warm water
- . Apply soap
- . Rub hands together for 20 seconds
- . Rinse hands well under running water
- . Dry hands with a paper towel



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Stay Safe!

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Human by Design



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