

Workplace Reoccupation Strategy

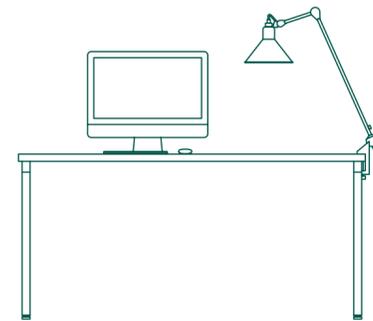
Transition & Vision



ID:SR

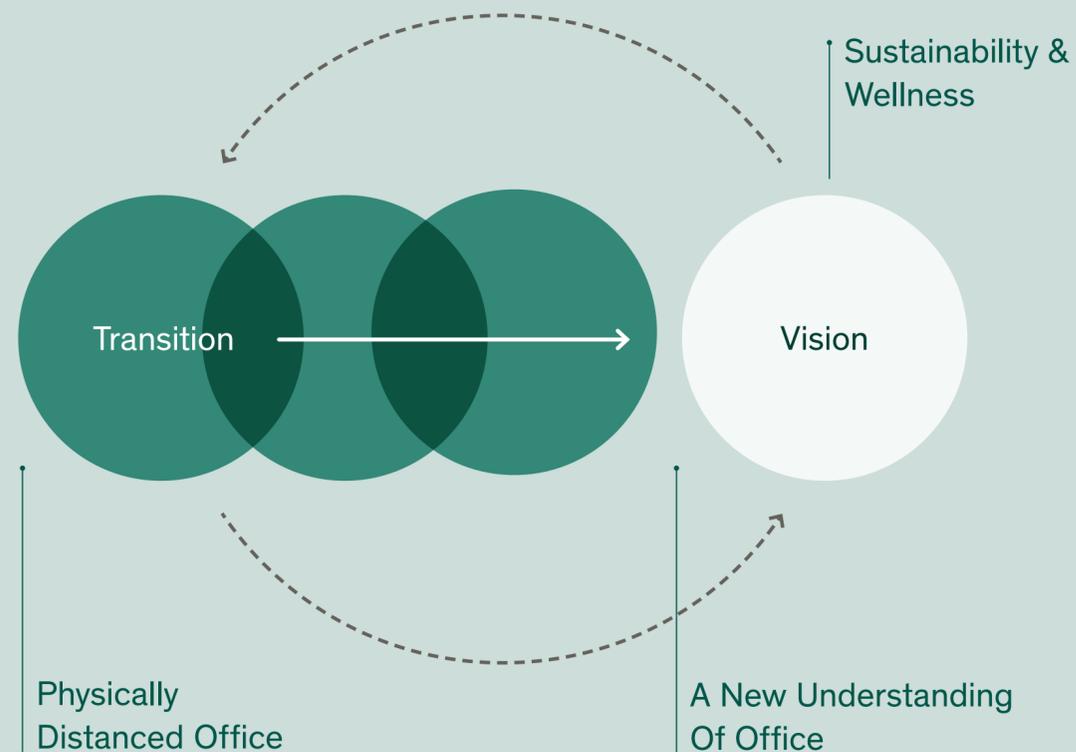
"The office will continue to be a vital part of many of our lives."

– Helen Berresford, Head of ID:SR (as published in Dezeen)



An introduction to reoccupation

The world is currently experiencing unprecedented changes and challenges, with a rapid shift to working from home highlighting both opportunities and limitations of working remotely.



Our current context

In tandem, this shift has offered more clarity on the benefits, and indeed the necessity, of having a physical, communal space that brings people together to work.

As some restrictions lift, and organisations begin transitioning back into the workplace, it is essential to have a pragmatic and personal approach to reoccupation to ensure safety, optimise wellness for employees, and promote a healthy organisational culture.

As specialists in workplace design, ID:SR can help you to create a transition strategy for reoccupation.

Combining our expertise and the valuable insights we've gained guiding the safe and healthy reoccupation of over 2 million ft² of office space, ID:SR can work with you to find the best workable solutions. This can be done whilst maintaining a wider view of a better, more sustainable, and healthier future. Put simply, we are reenvisioning the workplace.

Understanding the essentials: 10 key considerations

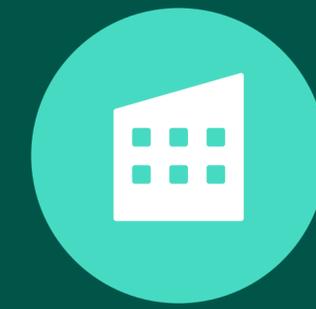
Layering Complexity

The key considerations of transitioning back to into the workplace need to be understood as a three-dimensional discussion, with multiple threads, each requiring consideration throughout the briefing, planning and realisation of reoccupation.

The key to unlocking potential is understanding the balance between these physical and non-physical constraints and opportunities.



People



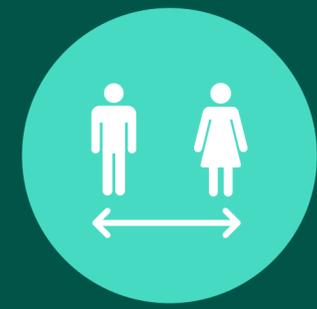
Buildings & Landlords



Access & Security



Kit of parts



Physical Distancing



Touch Points



Clear Communication



FM Cleaning & Hygiene



HR



IT

The transitional workplace: Spatial limiting factors

Physical Distancing

We are moving out of the reaction phase of the current pandemic into a more stable period of managing the risk of infection in readiness for a vaccine.

While physical distancing will facilitate the lifting of the lock-down restrictions, it will effect how we can utilise buildings.

Physical distancing, and its impact on key interdependent limiting factors, results in unique physical limitations for each space (ie. what building can allow for).

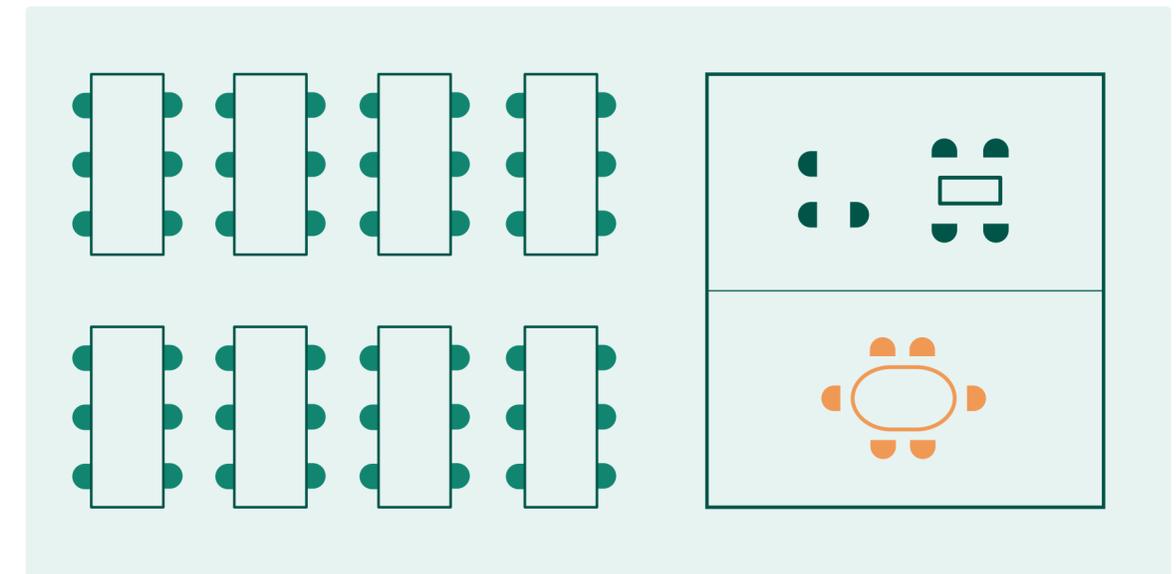
Top five spatial limiting factors in offices are:

01. Access (incl. lifts)
02. Floor layouts
03. Circulation
04. WC access
05. IT facilities

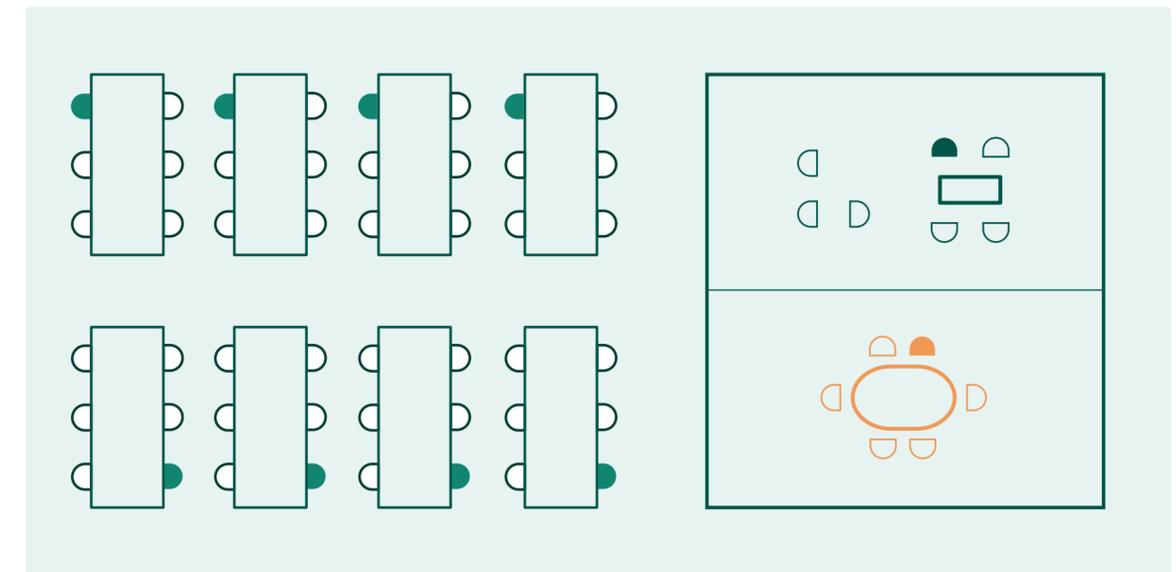
Key

- Meeting seats
- Formal work settings
- Informal seats

Pre lock-down



Post lock-down (applied physical distancing)



The transitional workplace: Occupancy insights

Knowledge

The keynote element to transitioning back to the workplace under the current guidance is the number of staff who at any one time can occupy the building. At the start, each workplace will be very different to when it was left. One of the most evident things when you enter your workplace for the first time will be the much smaller number of people present.

Based on studies by our workplace team, we have found that an initial return to the workplace (when observing 2 metre physical distancing) will yield an average initial occupancy of approximately 20% of the total possible occupancy.

This is an approximate guide that will vary depending workplace culture, location and sector.

As per the updated government guidance on physical distancing, issued on June 24, following the Prime Minister's announcement on June 23, current physical distancing measures should be maintained in workplaces, when open, and where people are unable to work from home:

..."workplaces should, where possible, ensure employees can maintain a two metre distance from others..."¹

Sampling of reoccupied buildings →

1. <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

| REV 02: June 24, 2020 | | | | | |
|-----------------------|----------------|--------------------|---------------------|------------------|--------------------------------|
| Site | Total NIA (m2) | Existing FWS (No.) | Available FWS at 2m | % Occupied at 2m | Projected. Available FWS at 1m |
| Site A | 31480 | 2650 | 478 | 18.0% | 870 |
| Site B | 8638 | 646 | 117 | 18.1% | 253 |
| Site C | 44065 | 4157 | 639 | 15.4% | 1197 |
| Site D | 3088 | 325 | 64 | 19.7% | 112 |
| Site E | 23293 | 2375 | 358 | 15.1% | 522 |
| Site F | 14338 | 678 | 112 | 16.5% | 380 |
| Site G | 23579 | 1164 | 215 | 18.5% | 488 |
| Site H | 13054 | 681 | 159 | 23.3% | 340 |
| Site I | 1650 | 254 | 60** | 23.6% | 64** |
| Site J | 791 | 114 | 25** | 21.9% | 46** |
| Site K | 212 | 28 | 9** | 32.19% | 13** |
| Total | 164,188 | 13,068 | Average* | 20.2% | 37.9% |

* Non-weighted average

** Available FWS include meeting room seats to be used as work stations (To be verified in next stage)

Activity driven design for the transitional workplace

Expertise

Our understanding of people, place, activities and process derives from a sophisticated algorithm for problem solving—one that considers physical distancing requirements alongside all other workplace functions and aspirations.

Like all projects we deliver for clients, a successful solution must balance the design approach against both short-term and longer-term aspirations and objectives.



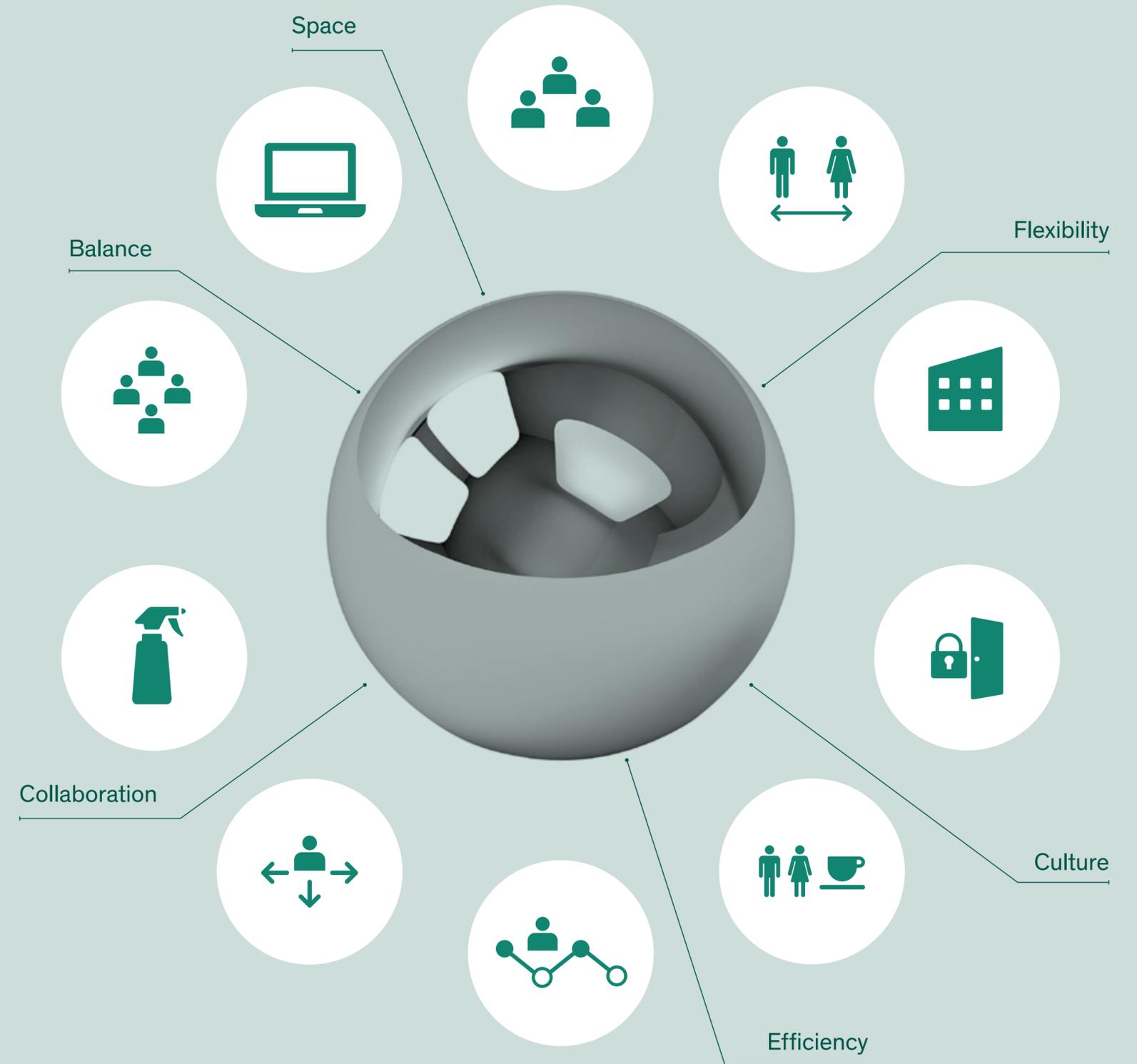
What has changed?

“Turbocharged Evolution”

These unprecedented times have given us all time to reflect. And while we need to be responsive in reopening our workplaces, we should be simultaneously looking further ahead, considering how our workplaces can be even better, more sustainable, and healthier places for us to work and play.

By approaching the transitional office while exploring a future vision, organisations can embed their long-term aspirations into their short- and medium- term planning, not just reacting to current concerns, but embracing possibilities that might not otherwise be captured.

A new understanding of the office



Contact details

We think a complete strategy for reoccupying your office should not be a checklist, but rather established from a deep understanding of your business and its culture. If you would like to continue the conversation about how our experience can help your organisation, please contact Mira Doheny:

Mira.Doheny@sheppardrobson.com

020 7504 2034

