

# COVID-19 Office Update:

Strategies for a Safe & Healthy Workplace

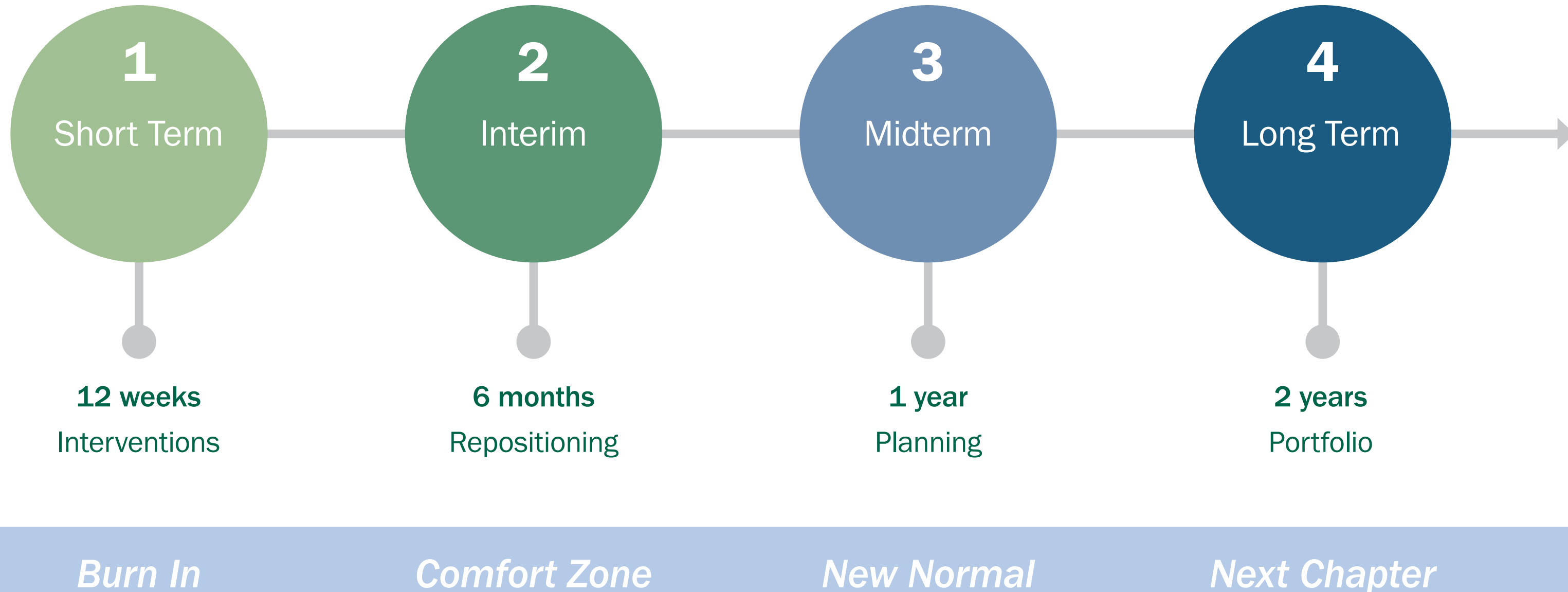


CBIZ Gibraltar  
Real Estate Services, LLC

**vocon.**



We see four phases of design implications over time.



# Benchmarking Employee Demand for Office Space



## Performance

### Am I productive?

Some employees may feel more productive working from home, but is this model sustainable?



## Fears

### What are the biggest concerns?

The risk of exposure seems to be the largest concern around going back to work so far.



## Capability

### Do I have the tools?

According to PwC's CFO Pulse survey conducted March 25, 2020, 60% of CFOs expect productivity loss due to the lack of remote work capabilities.



## Expectations

### What is the action plan?

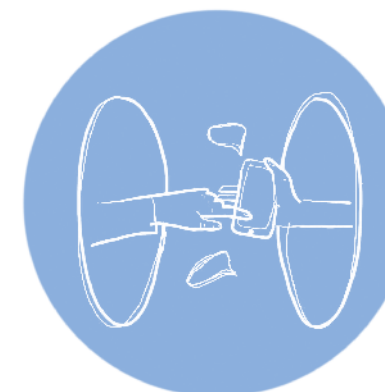
The timing of when we go back to work will be decided on by state and local governments. In this time, companies are planning on how to ramp back up when we return.



## Culture

### Am I engaged?

Can all-remote company meetups substitute for the casual office run-in?



## Confidence

### What is the confirmed expertise?

Developing a new standard with expertise gathered from reputable institutions will be critical in making employees feel safe.

## Shorter Term Workplace Interventions



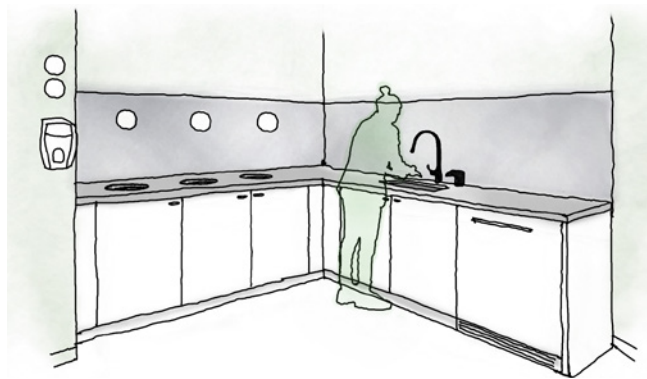
### 1 Use Remote Check-In

On smart device such as personal phone, QR code or voice activated kiosk



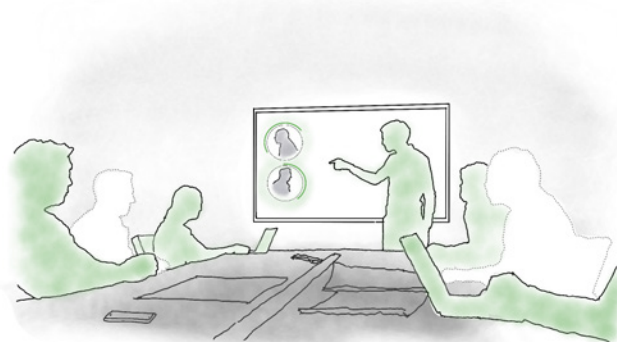
### 2 Install Seamless Hardware

Implement key card or device recognizability on doors throughout space



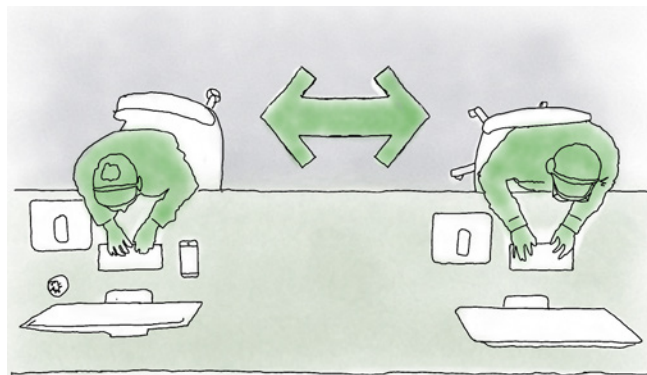
### 3 Enhance Refresh Zones

Create ancillary cleansing stations throughout a plan to incentivize cleaner habits



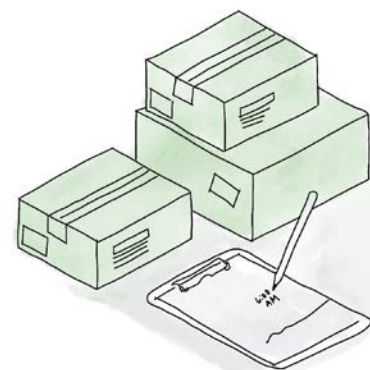
### 4 Increase Virtual Opportunities

Add technology to supplant large group meetings and allow for connectivity with WFH population



### 5 Reduce Density in Work Zones

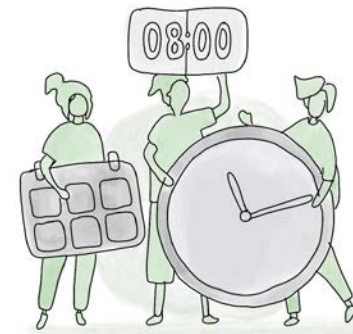
Create more space between individual work spaces using new furniture solutions or updated plans



### 6 Implement Accessibility Management

Add package drop-off locations to control guest inflow to your space

## Longer Term Workplace Interventions



### 7 Population Management

Implement work shifts and flexible work policies to control population flows



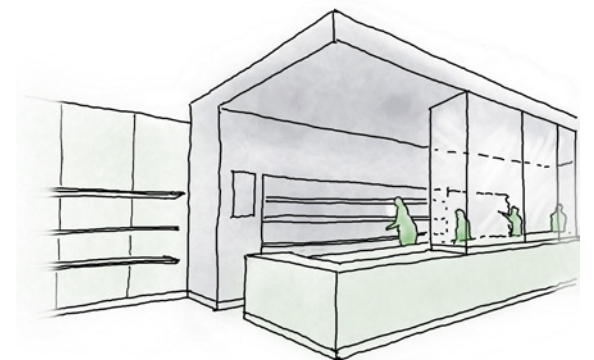
### 8 Streamline Surfacing

Create more strategic work surface versus generous work surface



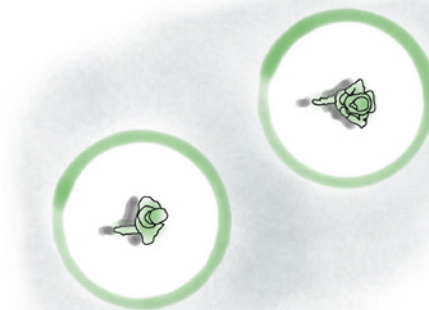
### 9 Convert Coffee Bars to Service

Convert beverage bars to service bars to increase cleanliness



### 10 Rethink Food Service

Limit the amount of self-serve areas in cafes and add drop-off zones for delivery food



### 11 Reduce Density in Shared Spaces

Create more space between groups and individuals working in shared spaces using navigation plans



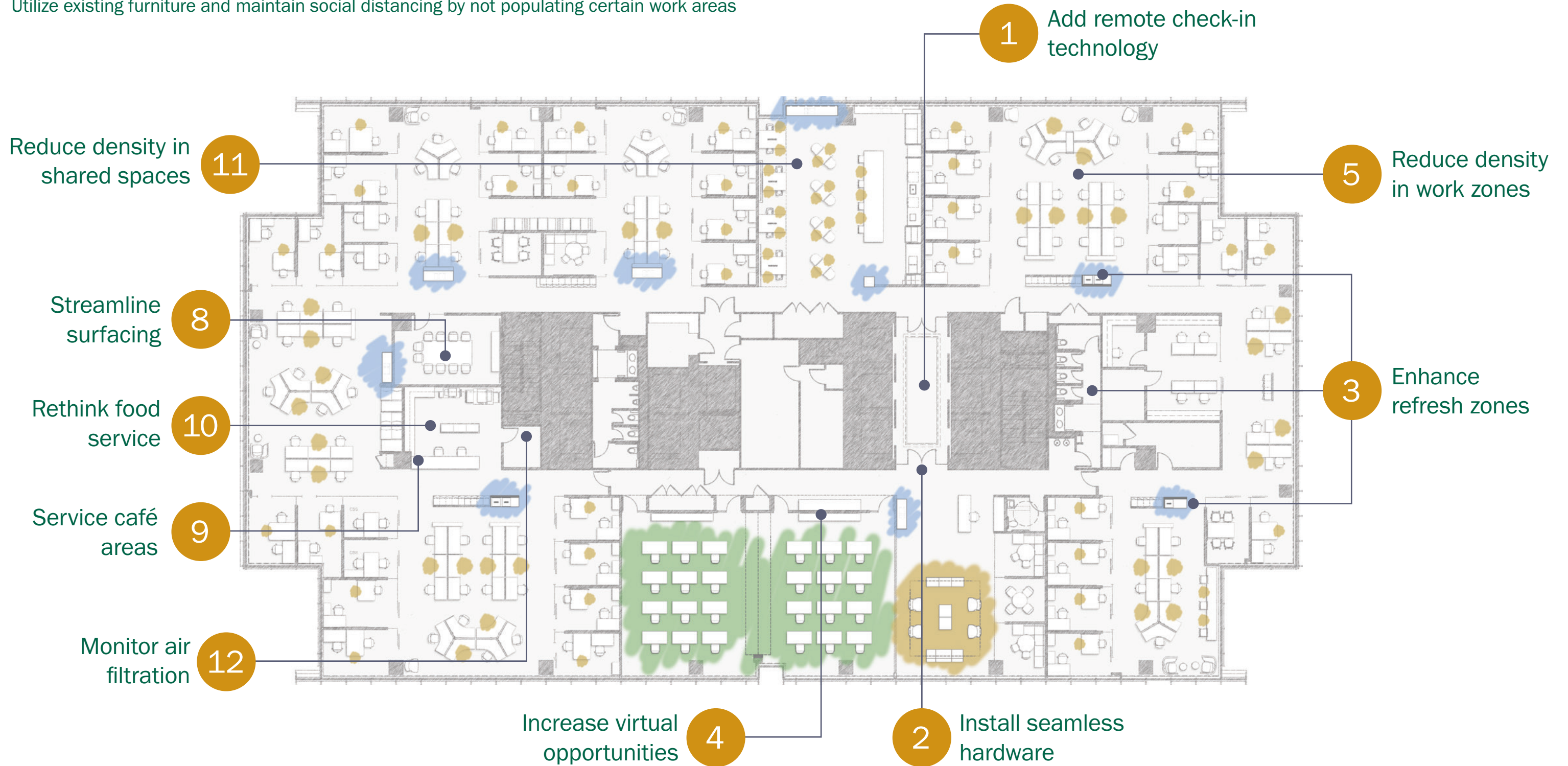
### 12 Monitor Air Filtration

Work with building management to improve air circulation quality

# Day 1 Planning Interventions

## Interim Plan Implementation

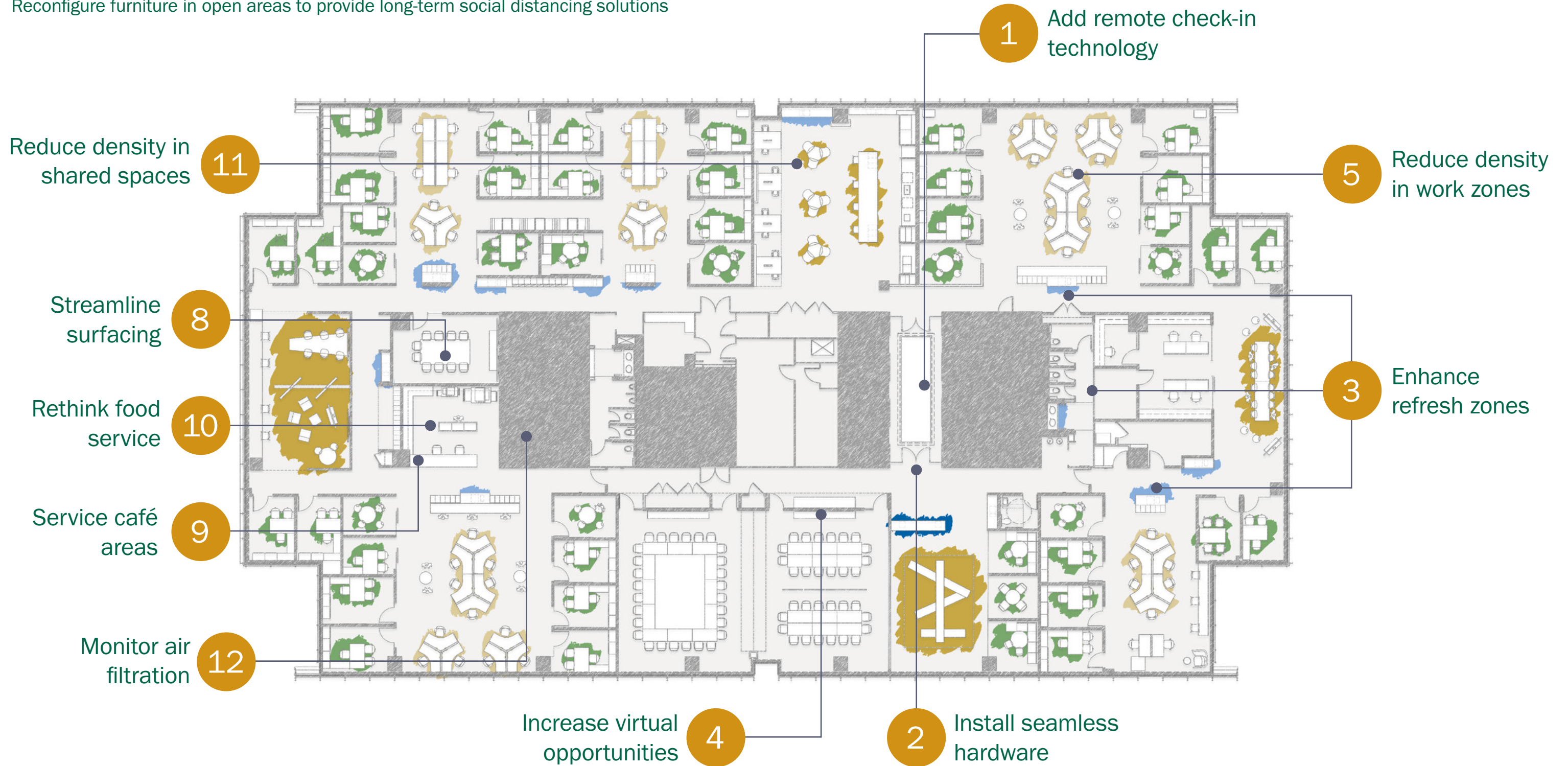
Utilize existing furniture and maintain social distancing by not populating certain work areas



# Day 2 Planning Interventions

## Future Plan

Reconfigure furniture in open areas to provide long-term social distancing solutions

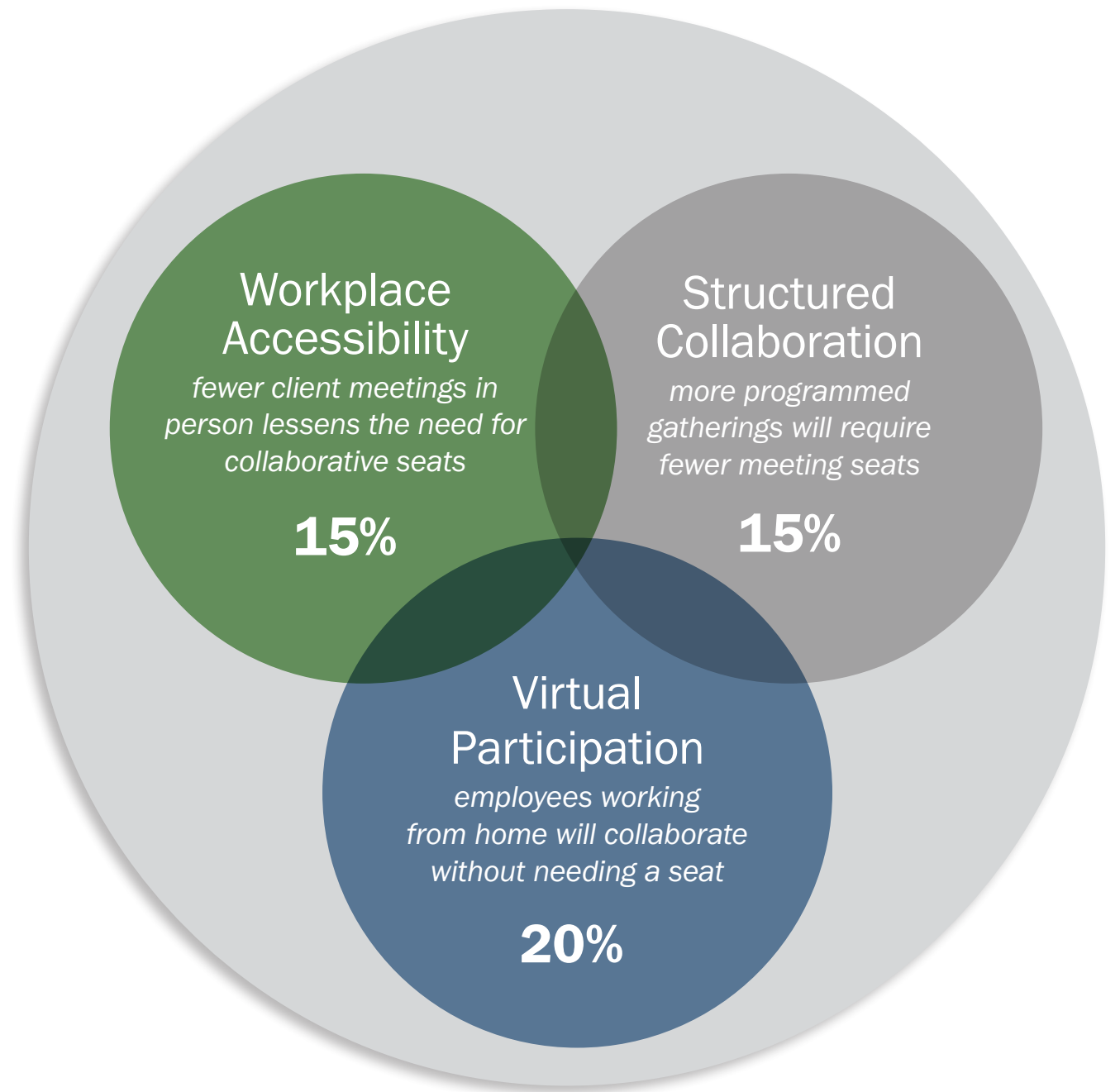


# On-Site Population Strategy Planning

A Calibrated Formula to Determine Potential Future Demand



50% shift in user demand for on-site population



50% shift in collaborative seat demand

# Example Social Distancing Plan



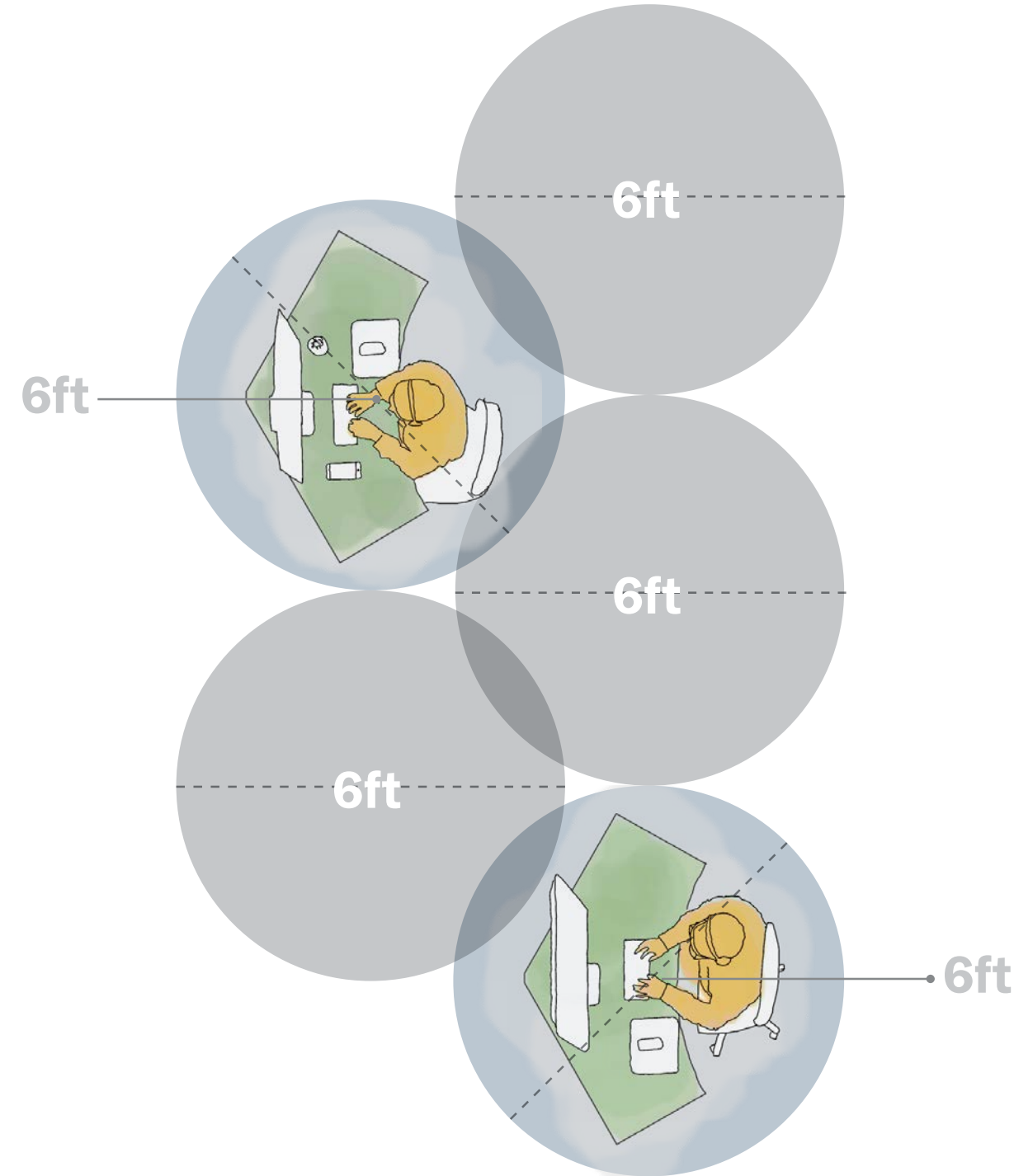
FLOOR 20	PREVIOUS QUANTITY	SOCIAL DISTANCING QUANTITY
<b>TOTAL SEAT COUNT</b>	360	205
<b>TASK SEATS</b>	<b>164</b>	<b>110</b>
Partner Office	17	17
Director Office	17	17
Workstations	122	72
Project Room	8	4
<b>FREE ADDRESS</b>	<b>91</b>	<b>53</b>
Open Team Areas	52	19
Standing Ht Adj Desk	9	6
Focus Areas	22	22
Workbar Seats	8	6
<b>GROUP SEATS</b>	<b>59</b>	<b>26</b>
Conference	10	4
Team	49	22
<b>ANCILLARY SEATS</b>	<b>42</b>	<b>15</b>
Interactive Café	42	15
<b>ANCILLARY SPACES</b>	<b>10</b>	<b>10</b>
Coats/Storage	5	5
Pantry	1	1
Service Hub	3	3
Mothers	1	1
Serenity w/ Wadu	0	0
<b>LOCKERS (10 x 3H)</b>	<b>30</b>	<b>30</b>
<b>TASK SEATS</b>	<b>52%</b>	<b>58%</b>
Partner	10%	15%
Director	10%	15%
Workstation	74%	65%
Project Room	5%	4%
<b>FREE ADDRESS</b>	<b>29%</b>	<b>28%</b>
<b>GROUP SEATS</b>	<b>19%</b>	<b>14%</b>

6'-0" SOCIAL DISTANCE RADIUS



# Physical Distancing Strategy

Spatial Relationship for 40 SF Radius Per Person



# Square Footage Change Scenario Analysis

How might a shift in user demand for onsite population coexist with physical distancing guidelines?

Illustrative Example	Metric
Average SF per person pre-COVID (square feet)	180
Total Onsite Headcount (number of people)	300
Total SF needed pre-COVID (square feet)	54,000
Change in User Demand for Onsite Population (%)	-25%
Additional SF per person required (square feet)	25
Total SF needed post-covid (square feet)	46,125
<b>Total Square Footage Change (%)</b>	<b>-14.6%</b>

Square Footage Percentage Change Scenario Analysis										
Change in User Demand for Onsite Population (% change)										
	-10%	-15%	-20%	-25%	-30%	-35%	-40%	-45%	-50%	
10	-5%	-10%	-16%	-21%	-26%	-31%	-37%	-42%	-47%	
20	0%	-6%	-11%	-17%	-22%	-28%	-33%	-39%	-44%	
30	5%	-1%	-7%	-13%	-18%	-24%	-30%	-36%	-42%	
40	10%	4%	-2%	-8%	-14%	-21%	-27%	-33%	-39%	
50	15%	9%	2%	-4%	-11%	-17%	-23%	-30%	-36%	
60	20%	13%	7%	0%	-7%	-13%	-20%	-27%	-33%	
70	25%	18%	11%	4%	-3%	-10%	-17%	-24%	-31%	
80	30%	23%	16%	8%	1%	-6%	-13%	-21%	-28%	
90	35%	28%	20%	13%	5%	-3%	-10%	-18%	-25%	
100	40%	32%	24%	17%	9%	1%	-7%	-14%	-22%	

# COVID-19 Office Upgrades: Construction Pricing\*

## SOCIAL DISTANCING AIDES

	COST	LEAD TIME
<b>Temporary Floor &amp; Wall Signage</b> Convey the new social policies of your office on walls and floors.	\$1.00/SF	1 Weeks
<b>Branded Floor &amp; Wall Signage</b> Communicate your new social policies with branded graphics.	\$3.50/SF	4 Weeks
<b>Plexiglass Screens at Workstations</b> Create physical separation with clear dividers.	\$250/EA	2 Weeks
<b>Convert Conference Room to Workstation</b> Reduce seating density. Add power and data to a meeting room seat.	\$1050/EA	2 Weeks
<b>Add Satellite Pantry</b> Reduce café crowding by adding secondary pantry.	\$24,000	6 Weeks
<b>Hand Sanitizer Station/Wall Mount</b> Add hand sanitizer coverage for your full headcount.	\$.25/SF	4 Weeks
<b>Surface Wipe Station/Wall Mount</b> Add surface wipe coverage for your full headcount.	\$.25/SF	4 Weeks

## TOUCHLESS INITIATIVES

<b>Install Automatic Door Operator</b> Retrofit your office entry for touchless entry.	\$9,500	10 Weeks
<b>Install Manual Hands-Free Door Opener</b> Install foot-operated handles for swing doors.	\$250/EA	2 Weeks
<b>Retrofit Toilet with Touchfree Flush Valve</b> Add touchless operation to a restroom fixture.	\$800/EA	2 Weeks
<b>Retrofit Bathroom with Touchless Fixtures</b> Add touchless operation to all fixtures in restroom.	\$4500/EA	2 Weeks
<b>Thermal Camera Body Temp System</b> Thermal imaging system that provides touchless fever checks, including receptionist training.	\$23,500	2 Weeks

\*Information provided courtesy of BIG Construction



## CLEANING OPTIONS

### Comprehensive Full Office Clean

Comprehensive office clean of all vertical and horizontal surfaces.

**COST**  
\$0.18/SF

**LEAD TIME**  
1 Weeks

### Clean High-Touch Areas Only

Clean with focus on high-traffic surfaces, handles, etc.

\$0.10/SF

1 Weeks

### Keyboards, Mice, Work Surfaces

Clean with focus on work-surface items.

\$0.20/SF

1 Weeks

### Carpet Clean

Steam clean carpets.

\$0.20/SF

1 Weeks

### Clean Doors, Glass & Hardware

Clean of doors, glass and door handles/hardware.

\$0.10/SF

1 Weeks

### Clean HVAC Diffusers & Exposed Ductwork

Clean all air diffusers and exposed ductwork.

\$0.30/SF

1 Weeks

### Deep Clean Common Area (Café/Training)

Deep clean high-traffic areas.

\$2000/EA

1 Weeks

### Professional Biological Cleaning

Certified biological cleaning when extra precaution is needed.

\$4.25/SF

1 Weeks

## ANTIMICROBIAL SURFACES

### Antimicrobial Countertops

Replace countertop with antimicrobial equivalent.

\$800/LF

6 Weeks

### Antimicrobial Wall Paint

Repaint walls same color with antimicrobial paint.

\$3/SF

2 Weeks

### Antimicrobial UV Undercabinet Lights

Add UV lights to passively sanitize countertops.

\$3000/Pantry

5 Weeks

### Antimicrobial In Ceiling Light Fixture

Add ceiling UV light to passively sanitize surfaces.

\$2000/EA

5 Weeks

### Antimicrobial Door Hardware Retrofit

Replace door hardware with antimicrobial equivalent.

\$1,050/EA

6 Weeks



## AIR CLEANING SOLUTIONS

### In Ceiling UV & HEPA Air Cleaner

Filter and kill airborne virus without modifying HVAC system.

COST  
**\$19,500**

LEAD TIME  
**4 Weeks**

### Convert Meeting Room to Negative Air

Remove air from circulation in a high-traffic room.

**\$8500**

**2 Weeks**

### Install In Duct Ionizers

Install air ionizers in ductwork to reduce virus lifetime.

**\$20,000**

**2 Weeks**

### HEPA Fan Filter Unit

Add HEPA filtration without resizing equipment or ductwork.

**\$3500/Area**

**3 Weeks**

### HEPA Filter Rack w/ Booster Fan in Medium Pressure Loop

Add HEPA filtration to an entire floor.

**\$50,000/Floor**

**6 Weeks**

## ACCOMMODATING REMOTE MEETINGS

### Add TV, Power, Data & Zoom Camera in Meeting/Phone Room

Accommodate increased virtual meeting traffic.

**\$3500/EA**

**2 Weeks**

### Add Professional-Grade Video Conferencing to Meeting Room

Accommodate increased virtual presentations and board meetings.

**\$19500/EA**

**4 Weeks**

### Upgrade Acoustics for Video in Typical Meeting Room

Reduce echos and poor sound quality in small rooms.

**\$6500/EA**

**6 Weeks**



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