The Return to Work
Our Commitment to You

Our purpose is to **think beyond space** – strengthening those we serve and enhancing quality of life for our clients and their employees.

Cresa’s occupier-focus allows us to stand squarely in your corner, developing Return to Work solutions that support your organization – not the landlord’s objectives.

Whether reconfiguring your space to accommodate social distancing guidelines or enhancing your remote work program, we’re committed to implementing post pandemic real estate strategies that work specifically for you.
A Survey of Your Peers

The following data is from CoreNet Global’s Worldwide Member Survey dated April 2020.

84% are planning a phased return to workplace

78% look to the CDC for guidance on re-entry timelines

30% predict a return to work in May

49% state remote work will remain an option

66% have a more positive view of remote work
Ask your people: “What matters to you now?”

Talk to your employees about any shifts in their expectations or perspectives of the workplace. Before formulating a Return to Work plan, our experts inquire about:

• Productivity levels during slowdown
• Preference for on-site or remote work
• Efficacy of remote work – can it be improved?
• Fear of exposure in the workspace or during commute
• Shifts in priorities at work or at home
Create Optionality

Empower employees by allowing them to choose when and how they return to work.

Re-entry Tips

• **Timing.** Some organizations plan to return to work 30 days after state stay-at-home orders are lifted.

• **Diversify.** Returning groups should contain a cross-section of employees to ensure business continuity in case of illness.

• **Wellness.** Nominate a Chief Wellness Officer to monitor employee health and morale upon return to work.

Your re-entry plan should be flexible to meet the diverse needs of your employees.

- **Phased Re-entry**
  - Staggered shifts or alternating days

- **Remote Work**
  - Ability to work from home full or part-time

- **Blended Solution**
  - Pairing remote and on-site work to maximize productivity
Priorities for the Return to Work

Ensuring your employees feel engaged, productive and healthy.

Reduce Density
Reconfigure your workspace to adhere to the CDC’s latest social distancing guidance.

Increase Sanitization
Elevate cleaning protocols and offer sanitizing stations throughout your space.

Foster Productivity
Develop a Change Management and Communication Plan to facilitate the transition.
Tips for creating social distance in the workplace:

- Phased re-entry schedule
- Work areas set 6 feet apart
- One-way walking routes
- Signage and guidelines for shared spaces
- Limit sharing of tech devices

Sample Phased Re-entry Schedule

<table>
<thead>
<tr>
<th>Phased Re-entry</th>
<th>Group A</th>
<th>Most Essential</th>
<th>0-30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group B</td>
<td>Essential</td>
<td>31-60 days</td>
<td></td>
</tr>
<tr>
<td>Group C</td>
<td>Non-Essential</td>
<td>60+ days</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Shifts</th>
<th>Group A</th>
<th>Monday – Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Group B</td>
<td>Thursday – Friday</td>
</tr>
<tr>
<td>Week 2</td>
<td>Group A</td>
<td>Monday – Wednesday</td>
</tr>
<tr>
<td></td>
<td>Group B</td>
<td>Thursday - Friday</td>
</tr>
</tbody>
</table>
Rethinking your existing space to reduce exposure and enhance wellness.
## Increase Sanitization

<table>
<thead>
<tr>
<th>Healthcare Grade Furniture/Fabrics</th>
<th>No-touch Technologies</th>
<th>Self-Cleaning Surfaces</th>
<th>Sanitizing Stations &amp; HVAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Field-replaceable components</td>
<td>• Automatic doors</td>
<td>• NanoSeptic skins and mats used on high traffic, public touchpoints</td>
<td>• Complementary gloves, masks and wipes in all areas</td>
</tr>
<tr>
<td>• Antimicrobial finishes</td>
<td>• Hands-free toilet flushers</td>
<td>• Antimicrobial metals and products</td>
<td>• Handwashing stations</td>
</tr>
<tr>
<td>• Easy to clean</td>
<td>• Touch-free soap dispensers</td>
<td></td>
<td>• Improvements to air filtration to reduce contaminants</td>
</tr>
<tr>
<td>• Possibility to rent instead of buy</td>
<td>• Voice activated devices</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Foster Productivity

Controlling the narrative and positioning your employees for success post pandemic.

Change Management Plan
Identifies required modifications to workplace and the sequence of alterations and communications.

Communications Plan
Familiarizes employees with new policies regarding shared spaces, work shifts and cleaning protocols.

What to Expect
Returning to Work

Same Space, New Habits
FAQs

Is everyone returning to the office at once?
No. Please see the Phased Return to Work Schedule on the following page for more details.

What measures are being taken to sanitize the workspace?
In addition to elevated cleanings between shifts/workdays, each workspace has a sanitization station equipped with masks, gloves and hand sanitizer.

Can we utilize shared spaces (meeting rooms, kitchen, etc.)?
Yes. Signage showcasing the new capacity for these spaces has been posted. Please adhere to these recommendations and be mindful of the suggested distancing measures denoted by floor and desk stickers.
We’re Here For You

Working together to develop a new work strategy that is uniquely your own.

We will NOT:

• Pretend to have all the answers – no one does
• Push a mass market solution on you
• Encourage a return to work before you are ready

Our experts represent multiple disciplines and backgrounds. We specialize in:

• Portfolio Optimization
• Workspace Planning
• Project Management
• Transaction Management
• Change Management
• Communication Planning
• Lease Administration (Audit/Evaluation)
Think beyond space.