



Returning to the Workplace

Who do we bring back to the office? How can we bring employees back safely? What kind of workplace do we want to bring them back to?

These are just a few questions organizations need to consider when preparing for the return to the workplace. The lack of a connected workplace platform will make it difficult to plan a strategy around employees returning. Multiple departments need to collaborate and share the same data to make the new normal work. As cloud-based, easy-to-use solutions are now available in the market, it would benefit organizations to evaluate some of the issues they're struggling with and consider an investment in a modern solution.

Asking yourself these 5 questions is a good place to start.



1. Space Reservation

Can you ensure shared reservable desks are properly sanitized, and at the correct times?

There will be strict protocols around shared office space when employees are back in the workplace. Employee safety and health is one of the top priorities for employers looking to re-open their office buildings. As employees start to come back to the office, most will do so on a part-time basis. Organizations are looking to provide their employees with a safe reservable space that can be easily booked for the days they plan to come to the office each week.



Enabling an employee to easily reserve a desk and ensure it's cleaned and sanitized prior to the employees' use will be critical. It will also be imperative to have the ability to automatically have the space sanitized before the next reservation. This requires a solution that gives Facilities teams visibility into the space reservation schedule so all parties can work together to ensure the desks are sanitized at the appropriate times.

Going back to the office will undoubtedly be fearsome for most, and it's the organization's responsibility to ensure a feeling of safety. Now more than ever, all teams must have access to the same information to provide a positive return to the workplace experience for their employees.

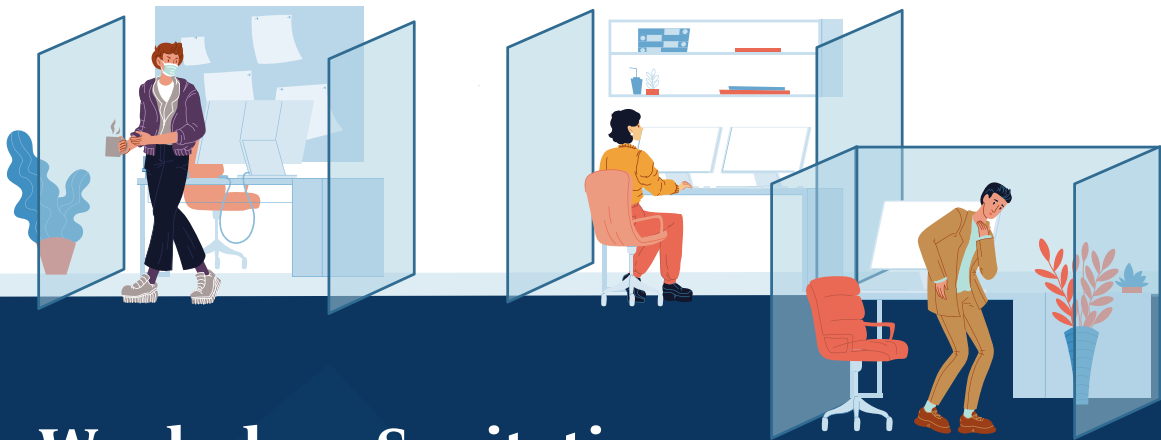


2. Social Distancing

Are your floor plans accurate? Can they be easily changed?

Do you have the space to adhere to social distancing guidelines? Can you easily view your current floorplans so you can reassess how space is used? Can you map where you'll need to place the mandated sanitation stations? And the list of questions goes on.

Very few organizations know who is sitting where at any given time, let alone have the capability to run reliable occupancy and utilization reports. Accurate, digital floor plans with employee locations not only facilitate intelligent social distancing decisions, they also make required reporting easy. Having the ability to easily generate a report to show you are complying with social distancing guidelines will be imperative. Generating those reports with the absence of reliable, electronic information could quickly turn into an administrative nightmare.



3. Workplace Sanitation

Can you ensure all high-risk surfaces and devices are routinely sanitized?

As organizations plan for the re-opening of offices, sanitation will be the most important activity to help employees and customers stay safe and healthy. Normal sanitation procedures and cleaning frequencies will not be sufficient—especially in areas such as restrooms, meeting rooms, and on high touch surfaces such as door handles, elevator buttons, countertops and faucets. The norm is to have the cleaning crew come through the office after business hours to clean the space. That will no longer be sufficient.

Facilities teams will have to manage the routine sanitation rounds of the office during business hours. Guidelines will most likely be instituted with scheduled cleanings that can be assigned in checklist form so that it can be tracked by supervisors as part of the maintenance rounds for each office location.

4. Accurate PPE Inventory

Do you know when you need to reorder based on usage?

Have you ever encountered an empty soap dispenser? Sure, we all have. It was unfortunate but you made do. When we return to the workplace, those small errors will not be acceptable. Facilities managers will have to ensure they maintain adequate and accurate levels of soap, hand sanitizer, face masks, eye protection, tissues, and hand wipes, just to name a few. This level of tracking will require maintaining an accurate stockroom inventory with set alerts when a low stock threshold is met.



5. Conclusion

Can you provide a safe return to the workplace experience for your employees?

There are many elements to think about when planning for the return to the workplace. Social distancing, sanitation frequency, occupancy rates, space scheduling, PPE inventory - and the list goes on. These elements are mandated by the CDC and exist to make your employees feel safe about returning to an office environment. The most important thing is that you provide a positive experience for your employees returning to the workplace. This requires you to take the appropriate actions to help them stay safe and healthy. Without one solution where all departments involved are able to seamlessly communicate with each other, planning for reopening could be met with chaos. Remember, nothing about this situation is normal, and we're all working to plan for what today, tomorrow and a year from now may look like, and arming yourself with the appropriate technology to do so is the first step towards success.