COVID-19 WORKPLACE STRATEGY

Spacesmith

QEDC
From New York State

Governor Cuomo plans to reopen NYS businesses in four phases:

(1) **Essential Services**
   Construction, Manufacturing, Curbside Retail, Agriculture, etc.

(2) **Professional Services**
   Finance, Retail, Real Estate, etc.

(3) **Restaurants, Hotels, etc.**

(4) **Arts, Recreation & Education**

From the CDC

- Space hazard assessment
- Conduct daily health checks
- Wear face coverings
- Implement firmwide social distancing policies
- Improve building ventilation
- Improve building cleaning methods and frequency
(1) Develop policies for enhanced cleaning, changes to workplace design, and new HR policies; communicate these effectively in order to increase staff confidence in their safety.

(2) Understand which employees need to come back to the physical office and when.

(3) Understand what employees need at home to work effectively and supply the same: computers, printers, high speed internet.

(4) Develop rotating schedules for remote and in-person work.

(5) Develop strategies for visitor management.
(1) Develop signage to ensure implemented strategies are being communicated to staff in order to increase people’s confidence in their safety.

(2) Provide tissues, no-touch trash cans, hand soap, min. 60% alcohol-based hand sanitizer and wipes; replace automatic hand dryers with paper towels.

(3) Maintain stocks of PPE

(4) Evaluate air distribution and filtration; inquire about enhanced air distribution and MERV filtration.

(5) Let employees and clients know that face masks are required at all times. Especially while circulating through or using spaces.
(1) Make sure there are **6 feet between people**, including meeting rooms.

(2) **Reconfigure or remove seats** to create adequate spacing.

(3) **Use of sensor occupancy technology** can offer updates on the density of areas for active avoidance, and when someone was in a space last, to know to clean and sanitize.

(4) **Place signage to encourage healthy habits** like hand-washing and access to PPE & sanitizer, and to inform how spaces within the facility should be used.

(5) **Check your surfaces.** Certain surfaces do not allow bacteria/viruses to start a colony and spread faster. Think of things in terms of what you can **spray down and clean as often as possible.**
Maximum capacity is determined by the certificate of occupancy that lives within the Department of Building's website.
WORKPLACE
Group A

Capacity
(After — Group A)

- Reception: 2
- Work Stations: 7
- Meeting Rooms: 5
- Guest Chairs: 1
- Pantry: 1
- Restrooms: 1

Total: 17

Maintain doors open to limit touching.

No-touch accessories

Wash your hands regularly

Keep a safe distance of at least 2 metres

Place signage to encourage healthy habits

Add reception shield
One-Way Stair for Exiting Sanitizer Station

**Capacity**
*(After — Group B)*

- Reception 2
- Work Stations 7
- Meeting Rms 5
- Guest Chairs 1
- Pantry 1
- Restrooms 1

**Total** 17

*Only use alternate desks; add panels between desk*

*One person per pantry and copy room. Wipe down surfaces between use.*

*Lease water dispenser and coffee machines.*
RECOMMENDED PRODUCT

Enter Safe
Hands Free Door Opener
$15

Enter Safe
Safe Touch Tool
$5

Enwork
Harbor Screens
$48

Versatiles Respiratory
Hygiene Sanitation Station
$400

Victory Innovations
Cordless Electrostatic Sprayer
$830

Clean Well
Disinfected Wipes
$10

Brio Countertop Self Cleaning Bottleless
Water Cooler Dispenser with Filtratio
$280

AeraMax PRO AM 4 PC Air Purifier 120V
with HEPA filter Coverage of 600 - 1,400
square feet. $2,400 Initial Cost.
$240 Filter Replacement

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AIR PURIFIER INFO

An effective air purifier must:

1. Have a true HEPA filter
2. Be the right size for the room
3. Produce zero ozone
4. Use a fan that’s quiet enough
5. Be around for the long-term

Nice-to-haves:

- Carbon air filters can absorb smoke, odors, chemicals and gas
- Ultraviolet light filters can kill bacteria

Tips for using Air Purifier:

1. Best used in air-conditioned or closed rooms.
2. Keep air purifiers well-ventilated.
3. Only need to run the air purifier when you’re in the room, or just before you’re going to use the room.

HEPA Filter - most important

High Efficiency Particulate Air (HEPA) filter, which can remove more than 99.97% of 0.3-micron particles.

PM10 particles can be trapped by your nose or throat, but PM2.5 particles are so small that they can slip through and lodge in your lungs, causing all sorts of health problems.

Beware of air purifiers claiming to be “HEPA-type,” “HEPA-like,” or “99% HEPA,” which are not true HEPA filters and not as effective.
Area Calculation Formula

Length (feet) x Width (feet) = Area Square

Area 1 + Area 2 + Area 3 = Total Square Feet
In the face of extraordinary disruption, organizations across the world are navigating the challenges and uncertainties of preparing the workforce to come back into the physical workplace. While no two organizations are alike—and no two plans to return to the workplace will be identical—everyone is facing the same unprecedented complexities. But through a thoughtful and comprehensive approach, leaders can make informed decisions as they bring employees back into the workplace.

Cushman & Wakefield has developed a dynamic suite of Recovery Readiness tools and services that consider both your physical environments and your most valuable assets—your people.

A Phased Approach

- **ASSESS**
  - Assess the interconnected and multi-faceted needs for the workplace and the workforce
- **PLAN**
  - Plan custom solutions for organizational priorities and workplace needs
- **DOCUMENT**
  - Develop a Playbook that specifies the actions to enable success
- **IMPLEMENT**
  - Organize execution team and implement the plan

Different expertise is needed to assess and effectively plan for your organization's re-entry efforts, including:

- Strategy Consultants
- Project Managers
- Transaction Professionals
- Sourcing Experts
- Cleaning & Maintenance Experts
- Workplace Strategists
- Space Planners

**Remote Working**
- XSF@Home Employee Survey
- Space Demand Assessment
- Cultural Priorities
- Portfolio & Lease Assessments
- Building Readiness
- Supply Assessment
- Workplace Technology

**Infrastructure Solutions**
- Change Management
- Employee Communications, Training & New Protocol Guidance

**Space Planning**
- 6 Feet Office Plan
- Workplace Protocols
- Stakeholder Alignment
- Future Vision

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Infographic courtesy of Cushman & Wakefield
Spacesmith has a team of experts ready and willing to help you with your plans. Our staff include LEED and WELL accredited professionals who do ongoing research on the latest COVID-19 measures and best practices for a sustainable and healthy work environment. Our services include:

(1) On-line surveys to evaluate current work process, identify safety concerns and recommend change management strategies for return to the workplace.

(2) Space assessments including density studies and retrofitting collaboration and amenity spaces to support social distancing.

(3) Material recommendations that are anti-microbial and maintainable and support WELL & other environmental guidelines.

(4) Landlord real estate evaluations including building access strategies, elevator protocol & social distancing cues.

(5) Signage & graphic design to support design for workplace, lobbies & amenity spaces

(6) Work with real estate partners who can help you (a) negotiate rent relief with your landlord now; (b) restructure your lease for more favorable terms; and/or (c) give you alternate space options to consider.

Please contact:

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HELPFUL LINKS

World Health Organization
Getting your workplace ready for COVID-19

Centers for Disease Control and Prevention
Businesses and Workplaces,

Centers for Disease Control and Prevention
Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019

Forbes
5 Predictions About How Coronavirus Will Change The Future of Work

Cushman & Wakefield
6 Feet Office

Occupational Safety and Health Administration
Guidance on Preparing Workplaces for COVID-19

The Harvard Gazette
Your building might be making you sick

WELL Certified
Places Matter: Global health and the coronavirus
https://resources.wellcertified.com/articles/places-matter-global-health-and-the-coronavirus/

FORTUNE
The coronavirus pandemic may be a turning point for responsible business
ABOUT QEDC

This webinar was produced by the Queens Economic Development Corporation

Our mission is to help entrepreneurs start and maintain successful small businesses by partnering with local organizations to develop commercial districts and promote Queens as a destination for residential, business, and visitor growth.

During the COVID pandemic, QEDC will provide a wide array of resources, promote small businesses, help food makers in the Entrepreneur Space prepare meals for Front Line caregivers, and offer virtual counseling and webinars to guide business owners as they reopen.

BUSINESS SERVICES OFFERED BY THE QEDC:

➢ Queens Women’s Business Center
➢ Entrepreneur Assistance Center
➢ M/WBE Certification Assistance

➢ Entrepreneur Space Business Incubator
➢ Queens Start UP! Business Plan Competition
➢ Home Improvement Contractor Training

To virtually meet with a Business Advisor visit queensny.org/booknow or email info@queensny.org