Continental Office

Return to Work Assistance

Keeping people and
companies safe.

Overview

There are many factors that need to be considered as we all develop our Return to Work (RTW) plans.

Our objective is to provide as much insight and support as possible to our clients.

The information that follows is not meant to be an all-inclusive guide, but rather ideas and insights.

There are specific areas where we have deep expertise and can provide products and/or services for RTW programs.
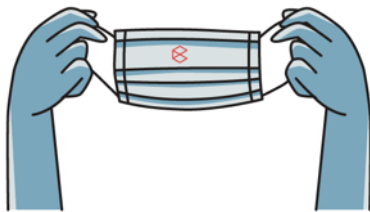
You're already...

Guidelines

Virtual Training

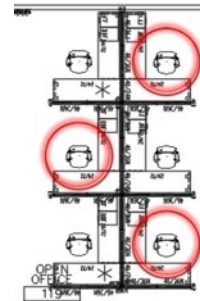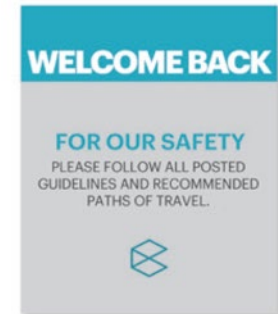Communicating Changes

Cleaning

Getting PPE

Phasing People Back In

Assessing Layouts

Visitor Guidelines

You're asking...

Are we ready to return to the office?

How do we ensure the office is safe... Day 1 and beyond?

Do we return to how things were before?

What have we learned from WFH?

What technologies will be required?

What are our associates most concerned about?

Will we need new products and/or solutions?

How can we best serve our customers' needs?

What we know...

> Companies like yours are figuring out how employees safely return to work:
Day 1, Near-Term, & Long-Term

> Key topics include:
- proper safety & cleaning methods
- open areas, conference rooms, workstations
- new products to support 6' distancing
- communicating changes and safety signage

> Current planning includes phased approaches & continued WFH

> New workplace guidelines will continue to evolve

People want to know they'll be safe in the office

How we're adapting...

Our Return to Work Action Plan:

- Disinfected our work areas and deep cleaned all locations
- Increased cleaning and disinfecting protocols
- Implemented associate identification plan & work procedures
- Building access protocols
- Evaluating and reconfiguring our work areas
- Providing technology to WFH
- Providing PPE
- Enforcing CDC social distancing guidelines
- Implementing a visitor best practices process
- Developed a COVID-19 protocol should someone test positive

Continental Office

COVID-19

Return to Work (RTW) Action Plan

Columbus, Main Campus

What we're doing...

> Created a survey to understand people's experience with WFH, identify concerns they have upon returning to the workplace and gain insight into future company plans (420+ responses!)

> Developed scenarios for Continental Office work spaces to meet government requirements and ensure physical distancing

> Based on our own research and numerous discussions with clients and CRE leaders, drafted a procedure and protocol handbook

What we found*...

1. Ongoing Disinfecting & Regular Cleaning is Paramount

- **95%** of today's workforce expects the workplace to be fully disinfected prior to returning.
- **96%** want increased cleaning and disinfecting protocols on a regular basis
- **90%** of workers want to know what their company's cleaning process

2. Reconfiguring Space for Physical Distancing is a Reality

- **71%** of people want dividers and partitions for open workstations
- **89%** think we need to limit the number of people in common areas
- **76%** of people think we should eliminate shared seating.
- **58%** of C-Level Leaders are planning to redesign their workplace (33% are undecided)

3. Accepting Part-Time Remote/WFH is the New Normal

- 67% of C-Level said COVID-19 changed their perception of working from home and are planning to have some/all work from home now
- 74% of people ages 25-44 want WFH options as compared to 53% of those ages 45-64.

What **we found***...

4. People Can Be Productive While Working From Home

- 30% of people feel more productive & 42% feel they are just as productive
- 59% cited less distractions and 53% credit a flexible schedule
- 73% would like a better home office set-up (ergonomic chair, etc.)

5. People Still Want a Physical Workplace Environment

- 94% still want a physical workplace to work within at times
- Only 12% want to work in the office 100% of the time
- 63% want a mix of working in the office and remote
- 19% want a mix of the office, at home, and a co-working space

6. Without a Physical Workplace People Miss:

- 22% miss the ability to use meeting rooms and other private spaces
- 46% feel less connected to their team when 100% remote
- 49% miss visiting with customers
- 72% miss the social aspect of being with co-workers

How we can help you...

CLEANING & DISINFECTING

- Deep clean of floors, furniture, and surfaces
- Disinfect entire work areas
- On-going scheduled service

PHYSICAL DISTANCING (6 FEET)

- Assess existing designs / layouts to identify any gaps
- Reconfigure workstations
- Provide temporary storage

SAFETY SIGNAGE/ COMMUNICATION

- Wayfinding and other graphics to communicate new protocols and procedures

SAFETY & WFH PRODUCTS

- Screens, panels, dividers, etc.
- WFH products (height adjustable tables, task chairs, monitor arms)
- PPE (face masks and hand sanitizer)

> We use our own associates to perform these services

How to get started...

1. Initial meeting to understand your current RTW plans and identify any gaps

2. Review existing layouts and create design modifications as needed

3. Develop product options to meet company safety protocols (if needed)

4. Provide WFH product options if requested

5. Review recommended solutions and estimated costs

Cleaning & Disinfecting Services

Wipe Down

Deep Clean

Disinfect
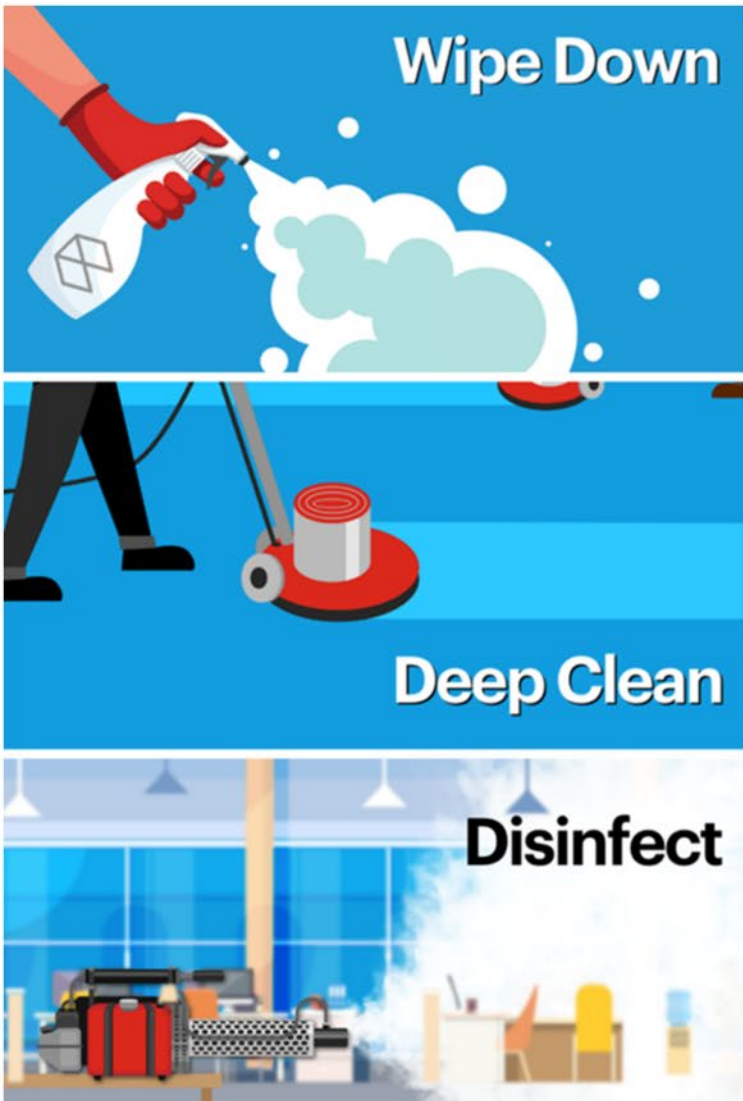
HOW WE CAN HELP:

We'll respond quickly and affordably so you can get back safely

You'll feel confident knowing our team (not outsourced contractors) is cleaning your space with over 10 years of furniture and floor cleaning experience

By providing a deep cleaning of and wiping down all furniture and floors

You'll have peace of mind knowing we use a hospital-grade disinfectant on the EPA's list for use against COVID-19. Hospital-grade means it kills viruses and bacteria

CLICK TO WATCH VIDEO

Safety Signage Overview

A WELCOME SIGNAGE

Welcome employees and guests back to the office while advising them of important new protocols. Sign can be featured in a stand or displayed directly on a wall.

B CDC INSTRUCTION SIGNAGE

Infection control messages remind employees of safe CDC guidelines. Messaging can include protection practices, sanitary guidelines, or even how to check for symptoms. Signs are available in a variety of materials.

C FLOOR GRAPHICS - SPACING

Durable floor graphics reminding pedestrians to remain 6-ft apart work on carpeted and hard flooring surfaces.

C FLOOR GRAPHICS - DIRECTIONAL

Directional arrows on carpeted and hard flooring surfaces inform guests and employees to follow a new workplace pedestrian traffic pattern.

D MAX OCCUPANCY SIGNAGE

Custom signage solutions redefine max-capacity during crisis for conference rooms, bathrooms, elevators, and more. Signs are available in a variety of materials to fit your budget.

E ROOM GUIDELINE SIGNAGE

Help maintain reduced capacity by implementing a custom hang-tag solution. Unique sign solutions are available for conference rooms, restrooms, elevators and other areas in a variety of materials.

F CLEANING SUPPLY STORAGE

Identification signs for cleaning supplies helps everyone be on the same page and enables individuals to stop the spread of germs. Signs are available in a variety of materials.
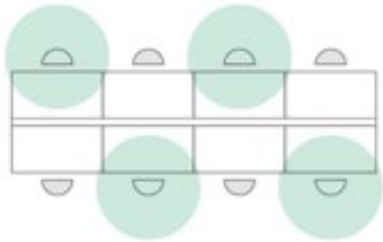
G ENGAGEMENT SOLUTION

Educating your associates is imperative to establishing a healthy and safe culture. Customizable solution are available to allow your associates to document how they will be part of the solution.

Physical Distancing Seating & Workstations

Staggered Desk Assignment:

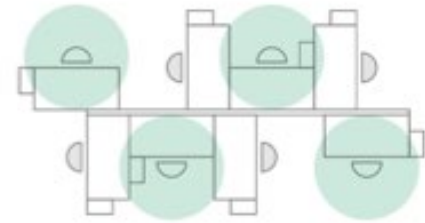Alternating days | No desk sharing | Less density per desk

Benching
8 person to 4 person per day
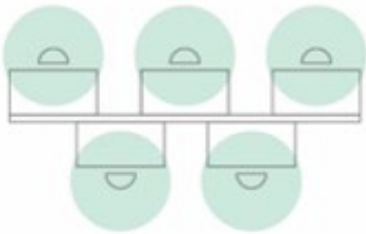
120 Layout
6 person to 4 person

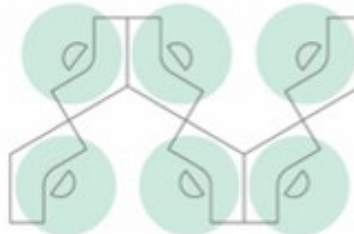**Alternating Orientation**
8 person to 4 person

Dedicated Desk Assignment:

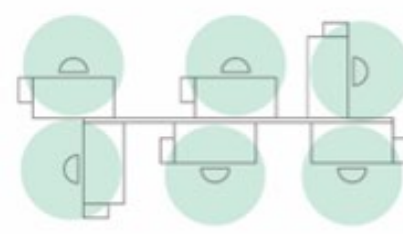Furniture adjustments required | No desk sharing | Increased density per day
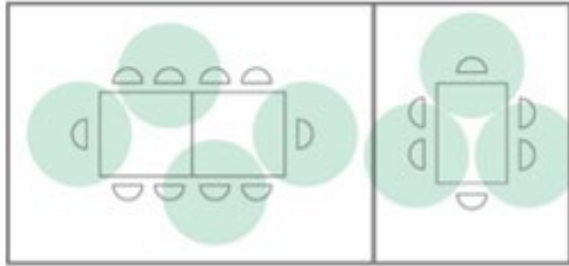

Benching
5 person

120 Layout
6 person

Alternating Orientation
8 person to 6 person
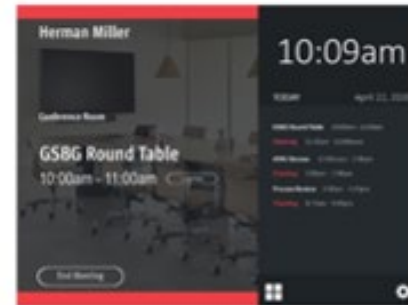
Physical Distancing Meeting Rooms

Reduce Occupancy of Enclosed Spaces:
No furniture changes| May require chair storage
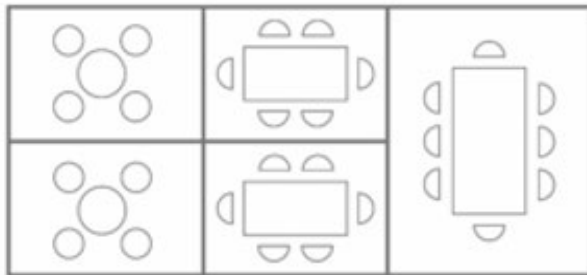
Meeting Room A
10 seats to 4 seats

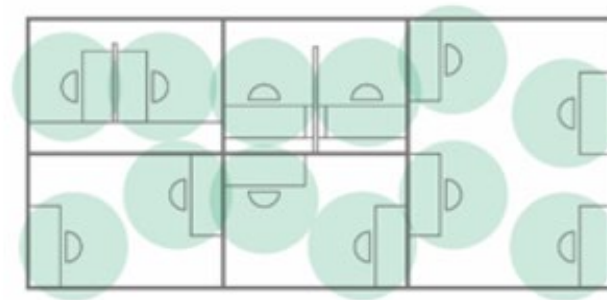**Meeting Room B**
6 seats to 3 seats

Scheduled Cleaning Protocol
Between each meeting

Alternate Applications:
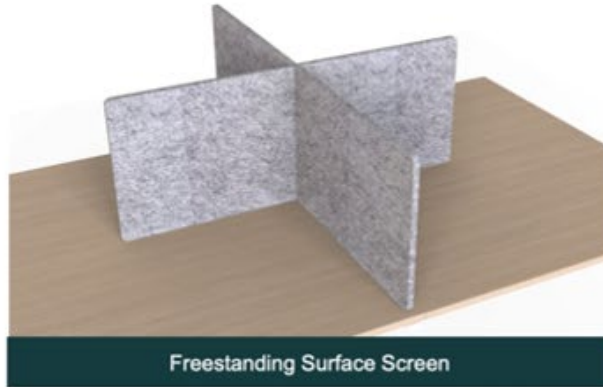Furniture adjustments required | Increased floor density per day

Existing Meeting Rooms

Convert to Workpoints
12-seat exploration

Safety: Worktop Screens

- **Visual cue that things have changed**
- **Delineates workstation space and ownership**
- **Quick to deploy and easily removable for flexibility**

Surface Mounted Corner Screen

Freestanding Surface Screen

Surface Card-Slot Screen

Surface Mounted Screen

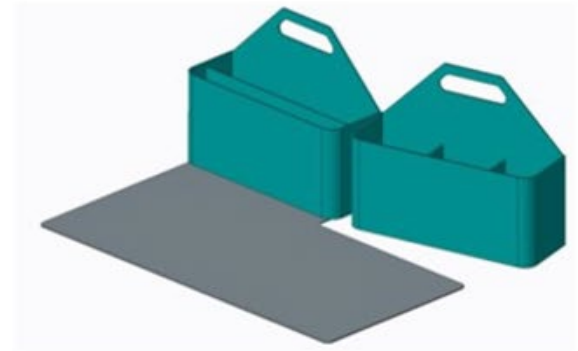Hoodie Screen

Safety: Personal Mobile Storage

- **Great for moving between home and office!**
- **Reduce contact with common surfaces**
- **Easy to move between workpoints**
- **Take home personal items at the end of the day**

Desk Mat

Mask Mat

Personal Caddy