→ **Point of View**

At Figure3 we have been assisting our clients interpret the flood of COVID-19 information with the short-term goal of helping them get back to the office safely.

Over the past 25 years we have built our reputation creating thoughtful solutions, backed by science and shaped by our clients' individual needs. We have proven our ability to navigate uncertainty and translate research and ideas into high performance spaces that **connect people to place.**
Introduction

As COVID-19 restrictions lessen, there is much to consider when creating your return-to-workplace (RTW) plan. Transportation and building access, cleaning protocols, office densities, work-from-home strategies, and technology interventions all must be considered to create a holistic solution that ensures the health and well-being of your employees.

We will guide you in preparing your facilities and employees through this transition.

Figure 3 has developed a comprehensive framework of activities for the planning, logistics and implementation of your re-entry to the workplace.

We recognize that every client’s situation is unique, and our approach will be tailored to guide you through the following process:

- Uncover your up-front needs
- Evaluate your programming and planning scenarios
- Communicate your transition strategies
- Implement your RTW plan

The goal for re-entry to the workplace is to establish new protocols and procedures with meaningful interventions supporting a safe work environment.
Your first step is establishing a **RTW task force**. This team will be responsible for navigating your workplace needs through this unprecedented time.

Working hand in hand with your team, Figure3 will help you interpret building operations and protocols, and connect you with the best team of experts to ensure sound strategy and execution as you return to your workplace.
Integrated Team

Client
- Leadership
- Finance
- Facilities
- Human Resources
- Information Technology
- Communications

Real Estate / Landlord
- Real Estate Broker
- Landlord Representative
- Building Operations
- Security

Consultants
- Interior Design & Workplace Strategy
- Project Management
- Audio/Visual & Information Technology
- Electrical & Mechanical Engineers

Vendors
- Furniture
- Signage
- Audio/Visual Technology
Our Approach

Despite today’s uncertainty, we are confident our current challenges will encourage a positive evolution of the workplace.

Our approach to assisting you with a RTW strategy is based on the principles of design thinking. Your re-entry solution can evolve over time into a workplace model that embraces new levels of mobility, safety, comfort and reassurance to provide a renewed purpose for the workplace.
Evolving Workplace

Re-Entry
Now
Workplace to support physical safety and psychological health.

Re-Evaluate
Next
Create new strategies to improve comfort and efficiency.

Re-Launch
Future
Develop new space standards, and technologies to support the new workplace model.
# Re-Entry

Your integrated team will guide you through the following process based on your unique needs:

## Uncover
- Proprietary, customizable surveys to evaluate work-from-home success & readiness to RTW*
- Confirm base building protocols
- Identify workers for re-entry
- Validate RTW ratios, shift work & staggered starts
- Assess multi-sites and real estate strategy

* Optional Scope

## Evaluate
- Program of requirements
- Density goals
- Distancing plan for focus, team & social spaces
- Path of travel plan
- Protocol signage plan
- Technology plan
- Models for staggered re-entry
- Prepare budget & prioritize any workplace interventions

## Communicate
- Workplace guide for focus, team & social spaces
- Cleaning policies and behavioural protocols
- Visitor and delivery policies and protocols
- PPE policies and protocols
- Communication package for RTW approach & timeline
- Change management package to onboard staff

## Implement
- Train staff with new protocols
- Prepare seating for modified density for focus, team & social spaces
- Install path of travel markers
- Modify technology
- Coordinate install of new sanitation stations
- Coordinate, supply & install of any furniture interventions
Surveys

An employee survey is an invaluable tool to understand the impact of COVID-19 on your employees, culture and engagement. It can help identify vulnerable employees, and establish a roadmap for necessary improvements to communication and technology to ease challenges associated with distributed work. The results will also help you understand who is best suited to return to the office as a first step in your re-entry strategy.
Programming

Our programming tool is a time-efficient way to explore and communicate scenarios for workplace re-entry. The program reflects floor plan density assessments, evaluation of your work-from-home objectives, and approaches for occupying your office through staggered or divided shifts.

This information will be illustrated on a plan as part of your communication strategy. The program tool will evolve to explore how occupancy strategies change with restrictions and regulations over time.
Distancing Plan

This plan applies a physical distancing radius to all focus, team and social spaces to determine a recommended safe capacity for the floor.

Using this information, we will help you plan and evaluate alternate strategies for employees to return to the workplace, either by phasing or shifts.
This plan illustrates suggested signage locations outlining protocols to guide safe behaviour. It will highlight optimal areas for sanitation stations, and signals for safe distancing.
Path of Travel

Plan

This plan illustrates how to navigate safely throughout the floor. It points out strategies to discourage collisions and congregating by pointing to a single direction.
This plan highlights opportunities for technology to enhance the safety of your employees. We believe many of these technologies will be ubiquitous in your future workplace.
No matter what stage in the process you are at, whether it be planning for staff re-entry, rethinking your current workplace design, or assessing your real estate footprint, Figure3 is here to support you.

As a leader in thoughtful workplace design solutions, Figure3 remains at the forefront of forward-thinking approaches to meet your timelines and exceed your expectations.
Let’s Talk

Eric Yorath / Principal
416-728-0421 / e.yorath@figure3.com

Michelle Berry / Vice President, Workplace
416-910-5972 / m.berry@figure3.com