A ROAD TO RE-OPENING

Session 2 | Deep Dive Into Space Planning

Tuesday, June 23, 1 to 2:30pm

Discussion led by
Jeff Gagnon
Cushman & Wakefield

In conversation with

Dan Velasquez
Catholic Charities

&

Jennifer Long
Catholic Charities

Funded through a federal DHS grant via an agreement with Santa Clara County
Welcome and Introductions

• Welcome
  Please type your name and organization in the chat box so everyone can see who’s joined

• Housekeeping
  Everyone is on mute. Please enter questions or comments in Q &A box.
Agenda Overview

1. Welcome and Introductions
2. Why Are We Here
3. Planning to Re-Open Physical Workspaces
4. Applying These Concepts to Our Own Spaces
5. Questions and Answers
6. Where Do We Go From Here
Webinar Objectives

Learn about

• How to structure office environments including ideas for various floor plans

• How to handle areas like restrooms, kitchen/break rooms, shared equipment areas such as copy machines, printers, office supply cabinets, and other high touch surfaces or areas

• Planning considerations such as HVAC airflow and use of directional walking paths in indoor office/service environments
More to Come After Today...

- This is the SECOND in a series of webinars that SVCN and CADRE is offering this summer

**A Road to Re-Opening**

- **June 9**: Re-Opening in the Context of Public Health Orders
- **June 23**: Deep Dive into Space Planning
- **July 7**: Staff Care: Supporting Your Workforce in Time of Crisis
- **July 21**: Saving on Rent: A Shared Space Strategy

Webinars start at 1 pm

Watch SVCN.org for registration information
Planning To Open Physical Workspaces

Jeff Gagnon
Executive Managing Director, West Region
Strategic Consulting
Cushman Wakefield
Upfront:
- Returning to the Workplace
- Discussion

June 23, 2020
COVID19 WORKPLACE RESPONSE DASHBOARD

7 Key Factors
1. Inspire through culture
2. Leverage tech to collaborate

average office use pre COVID19
SOURCE: CUSHMAN & WAKEFIELD

56%

‘Renew’
Lagging 10-15% behind
1M people
800M sq.ft.
10k companies
Back to work in China post C19

New tools:
XSF@home
Remote working calculator

“It’s not just an office. It’s an eco-system”

CUSHMAN & WAKEFIELD
CushmanWakefield.com
Assemble a team

- Cross-functional representation

- Commit and convene frequently
- Workplace Pandemic Recovery Plan
- Address the building & facilities
- Consider the workforce and contractors
- Model the business implications of further outbreaks
- Include risk, legal implications
- Review policies related to people, place and work
- Plan for workforce and workplace changes
- “Plan for the worst but hope for the best”
## WHAT’S NEXT
### TOOLS TO ACT NOW

### Recovery Readiness: Solutions that Leverage Cushman & Wakefield’s “How-To” Guide

<table>
<thead>
<tr>
<th>RESPOND</th>
<th>REOPEN</th>
<th>REIMAGINE</th>
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<tbody>
<tr>
<td>Understand critical terms, conditions and dates in leases</td>
<td>Actively assess portfolio, leases, employees’ needs, and space demand &amp; supply to develop plans</td>
<td>The new Role of the Workplace, Employee Experience &amp; Wellness, Strategic Planning and Landlord Investment in a new environment through:</td>
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<td>Understand population needs; <strong>XSF@Home</strong> surveys</td>
<td>Space planning for social distancing; <strong>6 Feet Office</strong></td>
<td>• Health &amp; Safety</td>
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<td>Deploy cost containment efforts</td>
<td>Modify workspaces through Project and Program management</td>
<td>• Future Work Pattern development</td>
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<td>Determine excess or distressed assets and address</td>
<td>Implement enhanced cleaning and maintenance protocols</td>
<td>• Workplace Strategy</td>
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<td>Source and procure critical supplies, signage and specialty services</td>
<td>• Portfolio &amp; Location Strategy</td>
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<td>Support change</td>
<td>• Technology Enablement</td>
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<td>• Environmental Influences</td>
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Short term: The safe six

1. PREPARE THE BUILDING
2. PREPARE THE WORKFORCE
3. CONTROL ACCESS
4. CREATE A SOCIAL DISTANCING PLAN
5. REDUCE TOUCH POINTS & INCREASE CLEANING
6. COMMUNICATE FOR CONFIDENCE
1. prepare the building

CLEANING PLANS, PRE-RETURN INSPECTIONS, HVAC & MECHANICALS CHECKS

Goal: Ensure safety of all workers

- Partner with building owners/landlord to ensure compliance with owner requirements/policies
- Ready Mechanical, HVAC, Fire/Life Safety systems
- Clean with government-approved products
- Engage vendors in back-to-work plan
- Review and prepare plans for client/owner approval regarding changes to cleaning scope or any additional services
- Ensure all inspections, remediations, repairs and communications are complete before reopening
2. prepare the workforce

POLICIES FOR DECIDING WHO RETURNS, SHIFT/SCHEDULE MANAGEMENT, EMPLOYEE COMMUNICATIONS

Goal: Careful, measured return without incident

- Develop an approach to who should return to the office
- Evaluate why/how some employees benefit from returning to the office
- Evaluate why/how some employees benefit from continued WFH
- Plan a phased return based on roles and priorities, including temp workers if needed
- Enable teams to negotiate their own ‘in-office’ schedules

Alternate workdays between the office and WFH – agile teams

Rotate everyone once a week – weekly meetings etc

Flex work hours/stagger arrival/departure times – general staff

- Suggest alternate means of safe commuting
3. Control access

PROTOCOLS FOR SAFETY AND HEALTH CHECKS, BUILDING RECEPTION, SHIPPING & RECEIVING, ELEVATORS AND VISITOR POLICIES

Goal: manage the flow of people and materials into your workplace

- Consider reducing or restricting the number of entries
- Control the entry points including deliveries
- Reconfigure gathering and lobby areas for social distancing
- Clearly communicate building protocols through signage and floor markings
- Consider temperature screening
- Provide sanitizer, wipes, PPE as appropriate
- Install acrylic shields as appropriate
- Disable touchscreens
4. create a social distancing plan

DECREASING DENSITY, SCHEDULE MANAGEMENT, OFFICE TRAFFIC PATTERNS

Goal: Make social distancing easy and habitual

- Plan for social distancing, i.e. 6 Feet Office protocols
- Designate and signpost the direction of foot-traffic in main circulation paths
- Specify seating assignments for employees to ensure staff adheres to minimum work distances
- Monitor space usage
- Reduce capacity of spaces—e.g., remove some chairs from large conference rooms
- Rearrange spaces, alternate desk/chair use, etc. for social distancing
- Add panels between desks including height adjustable panels for sit/stand desks
- Enforce stringent cleaning protocols for shared spaces
- Prohibit shared use of small rooms and convert them to single-occupant use only
- Limit in-person meetings/gatherings in the office
5. manage touchpoints & increase cleaning

TOUCHLESS INGRESS/EGRESS, CLEAN DESK POLICY, FOOD PLAN, CLEANING COMMON AREAS

Goal: reduce risk of cross contamination

- Sanitize all workspace areas, including office, conference rooms, breakrooms, cafeteria, restrooms, and other areas prior to opening; maintain enhanced cleaning and disinfecting practices

- Remove high-touch shared tools such as whiteboard markers, remote controls, etc.

- Supply disinfectants near or on each desk and work area, particularly those that are shared; stock hand sanitizer, disinfectant wipes, etc.; enable DIY cleaning

- Install low-touch or no-touch switches, doors, drawers and other fittings; ensure appliances and equipment are in working order

- Designate a specific enclosed room to isolate persons identifying themselves with symptoms

- Remove open food and beverages; consider replacing with single-serve items

- Institute a clean desk policy; create secured, designated storage areas for personal items
6. communicate for confidence

RECOGNIZE THE FEAR IN RETURNING, COMMUNICATE TRANSPARENTLY, LISTEN/SURVEY REGULARLY

- Ensure leadership alignment on re-entry strategy
- Clearly set employee expectations, with an emphasis on making them feel secure
- Establish two-way communication
- Create a trusting and transparent culture
- Articulate Return to Work and Work from Home policies and benefits
  - Guest and visitor policies
  - Employee travel policies
  - HR policies regarding illness, support for caregivers, etc.
Participant Poll
Applying These Concepts to Our Own Spaces

A Discussion
Placement suggestions
Placement suggestions
Placement suggestions
Placement suggestions
Placement suggestions
Questions?
A ROAD TO RE-OPENING

webinars start at 1 pm

June 9
Re-Opening in the Context of Public Health Orders

June 23
Deep Dive into Space Planning

July 7
Staff Care: Supporting Your Workforce in Time of Crisis

July 21
Saving on Rent: A Shared Space Strategy

A Webinar Series for CBOs
Save the Dates!
Register at SVCN.org

Funded through a federal DHS grant via an agreement with Santa Clara County
A ROAD TO RE-OPENING

Session 3 | Staff Care: Supporting Your Workforce in a Time of Crisis

Tuesday, July 7, 1 to 2:30pm

Moderated by Imelda Gonzalez
VP Human Resources
Silicon Valley Community Foundation

SVEN + CADRE
NONPROFITS RESPONDING TOGETHER

A Webinar Series for CBOs
FREE
How to Support the LGBTQ+ Community

Close out Pride Month with this FREE webinar

June 30, 2020, 10 am to 11:30 am PST

We'll discuss

- SOGIE Basics -- Sexual Orientation, Gender Identity + Expression
- How to support the LGBTQ+ community
- Debrief Pride & BLM actions

Kilani Louis

County of Santa Clara County Office of LGBTQ Affairs

Sera Fernando

FREE
CENSUS 2020: WE ALL COUNT

LEARN HOW NONPROFITS CAN HELP ENSURE A FAIR AND ACCURATE COUNT!

FRIDAY, JULY 10, 2020
9:00AM - 10:00AM PT
VIA ZOOM CONFERENCE
REGISTER @ SVCN.ORG
CENSUS 2020: WE ALL COUNT

LEARN HOW NONPROFITS CAN HELP ENSURE A FAIR AND ACCURATE COUNT!

THURSDAY, JULY 16, 2020
6:30PM – 7:30PM PT
VIA ZOOM CONFERENCE
REGISTER @ SVCN.ORG
SV CN's Race Equity, Diversity & Inclusion

SV CN is committed to supporting equity, justice, inclusion, and the opportunity to thrive, for all. SV CN recognizes that existing systems of power, privilege, and access to resources are based on race, sex, gender identity and expression, national origin, ethnic background, religion, sexual orientation, and disability. This is in direct opposition to the values of our institution and other institutions. SV CN is committed to using diversity, equity, and inclusion values and practices in our business and to bring awareness and capacity to embrace and celebrate these values in our nonprofit space. We also champion these values in public and private sector contexts.

SV CN & Thrive Alliance Stand Together for Racial Justice

Thrive Alliance and Silicon Valley Council of Nonprofits supports and empowers nonprofit organizations to transform race equity and inclusive practices in our communities.

SV CN together with our partner agencies Thrive Alliance & Center for Excellence in Nonprofits, will be a hub for diversity, equity, and inclusion (DEI) education, support, and practice, to support the nonprofit ecosystem in Silicon Valley. We will do this by providing nonprofit staff and organizations opportunities to:
- design and interactive and practical workshops that help organizations to reflect their DEI values in their operations and activities
- curate thought-provoking presentations that help nonprofit leadership arrive at a greater understanding of structural racism and the imperative for nonprofits to work towards continuous improvement in diversity, inclusion, and race equity work
- connect with mentors and advisors who can help nonprofit leaders advance conversations and frameworks initiatives
- share experiences and practices with nonprofit peers in peer learning groups

Promising leaders advance conversations and frameworks initiatives

Mid-Peninsula Boys & Girls Club
National Coalition of 100 Black Women/SV
CROSSS
Women’s Services
People Actively in Community Together
Razing the Bar
Retraining the Village
Roots Clinic
San Jose County Alliance of Black Educators
San Jose NAACP
Silicon Valley Black Chamber
SJ/SV NAACP
StreetCode Academy
Tabia African American Theatre Ensemble
Takoda North"
FUNDING YOUR IMPACT SUMMIT

A webinar series on fundraising & fund management for CBOs

Save the Dates
Thursdays at 10 am
August 6
August 13
August 20
August 27
August 34

Watch SVCN.org for registration

SVCN! + CADRE
NONPROFITS RESPONDING TOGETHER
It's time to renew your SVCN nonprofit membership.

We need each other now more than ever.
Meet our team.

Kyra Kazantzis | Chief Executive Officer
KyraK@svcn.org

Wendy Ho | Chief Policy and Strategy Officer
WendyH@svcn.org

Jenn Torai | Director of Learning & Member Engagement
JennT@svcn.org

Alexa Nolder | Operations Manager
AlexaN@svcn.org

Marsha Hovey | CADRE Board Chair
admin@cadresv.org

Annamaria Swardenski | CADRE Disaster Preparedness and Response Consultant
arswardenski@gmail.com
THANK YOU

Next session in this series:

July 7, 2020
1:00 to 2:30pm

Register at www.svcn.org