<table>
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<tr>
<th>Time Span</th>
<th>Control</th>
<th>Internal</th>
<th>External</th>
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<tbody>
<tr>
<td>Short Term</td>
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<td>RE Strategy &amp; Workplace Design</td>
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<tr>
<td>• Changes to workplace design based on alterations to activity based working and work from home ratios</td>
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<td>Operations</td>
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<td>• Allowing for continued physical distancing, requirements to maintain and clean and safe workplace</td>
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<td>Government Policies</td>
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<tr>
<td>• Monitoring changes to government policy and how this informs changes to workplace design and strategy</td>
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<td>Return To Work</td>
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<td>• A change to a working model where increased work from home ratios are adopted, and less fixed office space is required</td>
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**Distributed Work: Team Number: 3**
A distributed working model is here to stay

The potential of distributed working has **accelerated companies at least 5 years into the future**

Recent results from global companies:

- Colliers survey: 82% of respondents now want to work remotely at least one day per week
- CoreNet Global: 66% of respondents have a positive view of remote working than previously
- TCS, India's leading company, publicly announced 75% of employees will work from home permanently
- Stockbroking companies indicating a 100% work from home strategy with employees on rotational basis to office 1-2 day a week

**Accelerated remote working looks like:**

- **Virtualisation** of teams, conferencing and meetings
- Robust **anytime, anywhere, anyplace** connectivity
- **BYOD** as a viable business option
- **IT infrastructure** creating extensions to all points
- **HR policies** for work in singular or cluster modes – remote + virtual

Source: Savills: COVID-19: Transforming Workplaces
Social Distancing has to be followed until the pandemic curve settles down and the vaccine is developed

**Major Changes being adopted:**
- Touchless interface to reduce contact points
- Systems to monitor body temperatures through thermal cameras
- Workplace maintenance costs to go up by minimum 25%
- With corporates focussed on social distancing, Socialising common areas lose their significance
- HR Policies are becoming more stringent, each employee will have to submit their travel history (both business & leisure) to the organisation

Some workplace solutions that can be cost effectively implemented in the short term for that returning workforce:

- Reduced Densities and goodbye to the typical working day
- Consider going to a four-day work week and staggering teams across five days to reduce density by up to 20 percent on any given day
- Assigned Unassigned Desks- Transition to unassigned seating that allows employees to establish boundaries enables distancing
- Respect the individual- Assign lockers, file drawers or storage cabinets to individuals to separate personal items. Remove trash cans from individual desks and replace them with a communal location that consolidates sanitation.
- Ability to control cleanliness- make it easier for employees to maintain proper hygiene, especially when it comes to washing and sanitizing their hands. Additional sinks in kitchens and break rooms offers one solution
- Humidity Control- Increase humidity levels to 40 to 60 percent to reduce infection - People and Culture
- Introduce HR policies that consider remote work on a need based and longer-term basis – Healthcare
- Design standards followed in healthcare sector will also apply to corporate workplaces - Risk Assessments
- Undertake risk assessment of the premises in consideration of Covid19

Source: Knight frank views on CRE Market
Distributed Work: Team 
Number: 3

PEOPLE: WFH LEARNINGS

- EXPERIENCE VARIED GREATLY DEPENDENT ON SITUATION. 
  - IMPORTANT TO HAVE RIGHT WFH SETUP

- TECHNOLOGY IS KEY ENABLER 
  - VC MEETINGS SHORTER & FASTER DECISION MAKING 
  - FACE-TO-FACE STILL REQUIRED FOR COLLABORATION

- PRODUCTIVITY FOR CONCENTRATED WORK TYPICALLY INCREASED

- LOSS OF LEARNING BY LISTENING & ABILITY TO UPSKILL THROUGH TEAM ADJACENCY

- STRUCTURE REQUIRED FOR WFH TO BE SUCCESSFUL

- RETHINK MEETING SCHEDULING AND STRUCTURE IN FUTURE

- IMPROVED TEAM / BUSINESS LEVEL OF COMMUNICAT ION 
  - REMOTE / GLOBAL EMPLOYEES MORE CONNECTED 
  - MORE PERSONAL INTERACTIONS

- TRUST BETWEEN MANAGER & TEAM CRITICAL 
  - RECOGNITION AND ACCEPTANCE THAT WFH IS OK

- DESIRE TO INCREASE WFH MORE PERMANENTLY FOR ALL ~1-2 DAYS PER WK

- NEED TO PRIORITISE HEALTH & WELLBEING 
  - MORE ‘ME’ TIME WITH LESS COMMUTE TIME 
  - REDUCTION IN INCIDENTAL EXERCISE 
  - INCREASE IN UNINTERRUPTED SCREEN TIME

- NEED FOR THE BUMP FACTOR 
  - INCIDENTAL INTERACTIONS CRITICAL TO SOCIAL NETWORK, RELATIONSHIPS AND BUSINESS OUTCOMES

- DIFFERENT SPACES / LOCATIONS REQUIRED FOR DIFFERENT TYPES OF WORK 
  I.E. OFFICE = COLLABORATION HOME / HUB SITE = CONCENTRATED WORK