Space Utilization & Metrics
Team Number: 10

The Post-COVID Workplace

**Physical**
People need to work in places where they are able to stay healthy and minimize exposure to pathogens that cause illness.

**Cognitive**
People should not fear for their personal safety because that distracts them from being focused and productive.

**Emotional**
Everyone needs to feel safe at work. They need to be confident their employers have done everything possible to create safe environments.

*Steelcase, The Post-Covid Workplace, Edition 1*
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Phased Timeline of the Post COVID Workplace

6 months - Survive

Communications
• Ramp up communications and be completely transparent
• Virtual town halls / direct executive communication methods – overcommunicate what the company is doing to provide a safe working environment and process changes to support employees

Leasing Impacts
• Evaluation of current portfolio in relation to staff transportation.
• Focus on less dense, more varied locations

12 months - Redefine

Communications
• Decrease to non-urgent levels, but still keep regular communication paths open to remain connected with remote employees
• Surveys – working from home, level of support, connection to the company, etc.

Leasing impacts
• Providing a “communication hub” to reach remote team members or external people / clients – ensuring the proper technology infrastructure is selected

18 months – New Normal

Communications
• Maintain and evolve to suit needs
• Surveys – working from home, level of support, connection to the company, etc.

Leasing impacts
• Realigning remaining and new leases to map out the future with a focus on diversity of location
# Space Utilization & Metrics

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