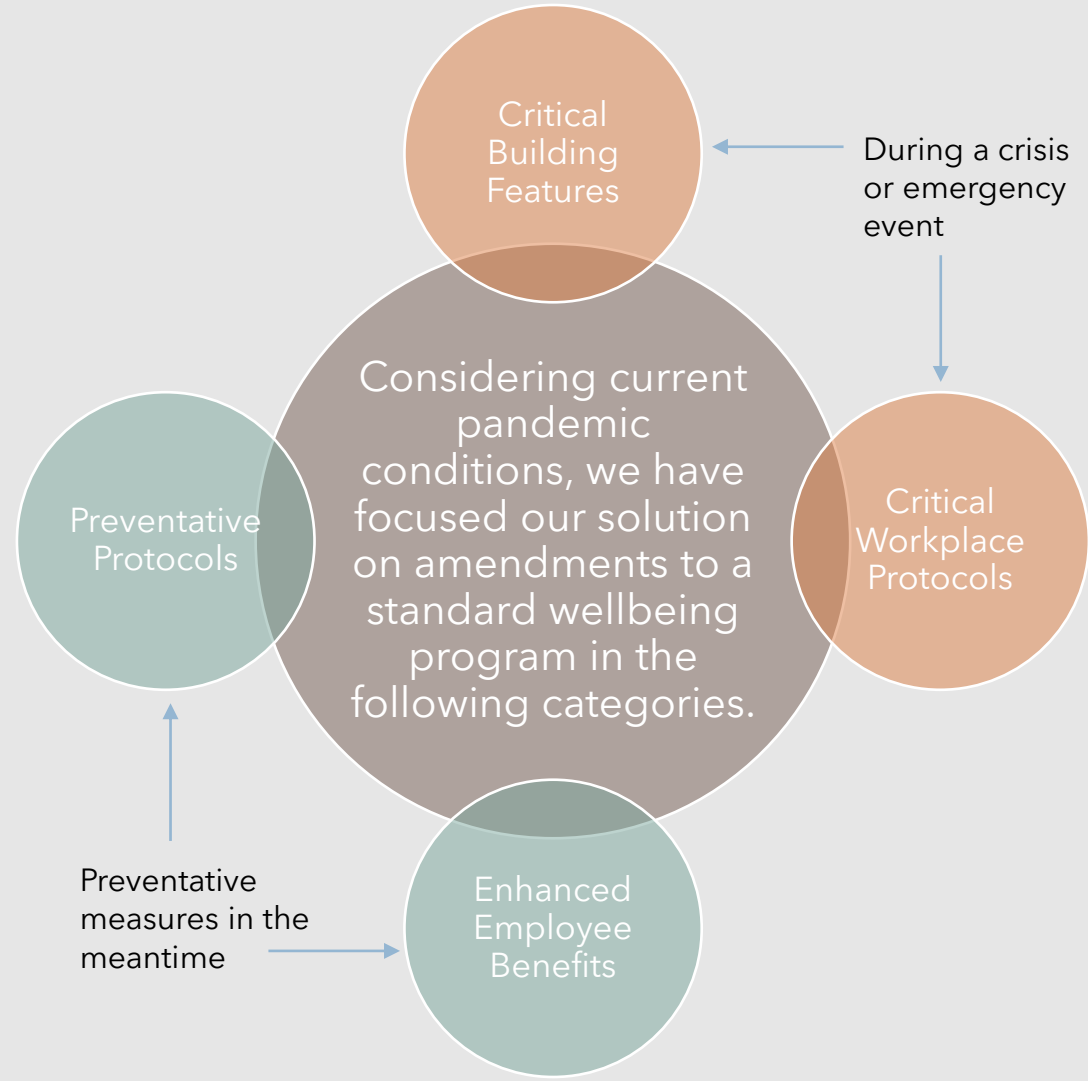


WORKPLACE WELLBEING

TEAM 6 MEMBERS

- Chloe Simoneaux - HNI Global
- Thomas Irpan - ProLivings
- Darrell Smith - Micron
- Katie Schiavi - OTJ Architects
- Michelle Boolton - National Office
- Melinda McCann - Meyer Design
- Mike D O'Brien
- Francesca Gentile - Savills



OUR FORECAST

1 Health and Safety is Paramount to Productivity

2 Growing Global Wellness Industry

3 Evolving Needs / Use of Physical Space

4 Greatest Success to be Informed by Data

The world's **3.2 billion** workers are increasingly unwell

THEY FACE SIGNIFICANT ECONOMIC INSECURITY.

74%
Live on less than \$13 per day

45%
Work in low-skill or manual occupations

77%
Work in part-time, temporary, "vulnerable," or unpaid jobs

THEY ARE GROWING OLDER AND LESS HEALTHY.

18%
Of labor force over 55 by 2030

52%
Of adults overweight or obese

9%
Of adults with diabetes

76%
Are "struggling" or "suffering" in their physical wellbeing

THEY ARE STRESSED, UNHAPPY, AND EVEN UNSAFE AT WORK.

38%
Suffer from excessive pressure on the job

24%
Are actively disengaged at work

2.3M
Annual work-related deaths

313M
Annual work-related accidents

BUDGETING YOUR PROGRAM

A Government, or otherwise sponsored relief funds

B Partner with your health insurance provider

C Survey employees to see what features/services they'd pay for

D Free community resources / Wellness Research Organizations



COMPONENTS TO CONSIDER:

- MARKETING
- COST OF INCENTIVES
- PROGRAM DESIGN

Site Implementation Checklist

Additional Measure to Ensure Health and Safety of All Associates

BREAKROOMS AND CAFÉ AREAS

Minimize contact with service providers - screens, distancing, hands free money transfer systems
Mark floors as needed in breakroom, cafes and smoking areas to maintain 6 ft/2m separation B64
Reduce touchpoints for coffee/tea and water dispensing.

COMMUNICATIONS and CHANGE MGT

Communicate traffic, elevator and distancing expectations
Communicate expectations for lab and other shared space disinfection and post protocols
Post cleaning protocols for labs and other shared spaces

ELEVATOR SURVEY AND CHANGES

Elevators evaluated for number of occupants, labeled and floor taped, if required maintain distancing
Designate elevators Up only or Down only or designate elevators as travel to particular floor only

EMERGENCY PROCEDURES

Procedures for evacuations and distancing at assembly area
Procedures to maintain 6 ft/2m distancing and continue wearing masks at emergency assembly areas
communicated to employees and contractors

JANITORIAL AND RESTROOMS

Install hands-free faucets, soap and paper towel dispensers.
Disinfecting of commonly touched surfaces 3-4 times per day with disinfectants approved for use against SARS-CoV-2 (EPA List N)

MEETING ROOMS + WORKPLACE CIRCULATION

Limit number of chairs in conference rooms to promote maximum meeting size
To discourage large group gatherings
Limit number of active conference rooms to half or less of available
To reduce density of team members in meeting rooms, post max occupancy on door and/or through Outlook

Critical Features

Actions to be considered / steps to be taken in the event of a crisis or emergency

- Employee Safety
- Building Cleaning
- Building Function
- Physical Distancing

CRITICAL FEATURES

Plan Showing Max Capacity with Social Distance



- Assignable Office Seats
- Assignable Workstations
- Conference Room Seats
- Workstations to be removed
- Distance/Queuing Protocols
- Circulation Pinch Points
- Primary Circulation
- Secondary Circulation
- Workstation Circulation

CRITICAL PROTOCOLS



Update/Expand Crisis Management Plan



Appoint A Designated Crisis Team



Create An Effective Communication & Change Management Plan



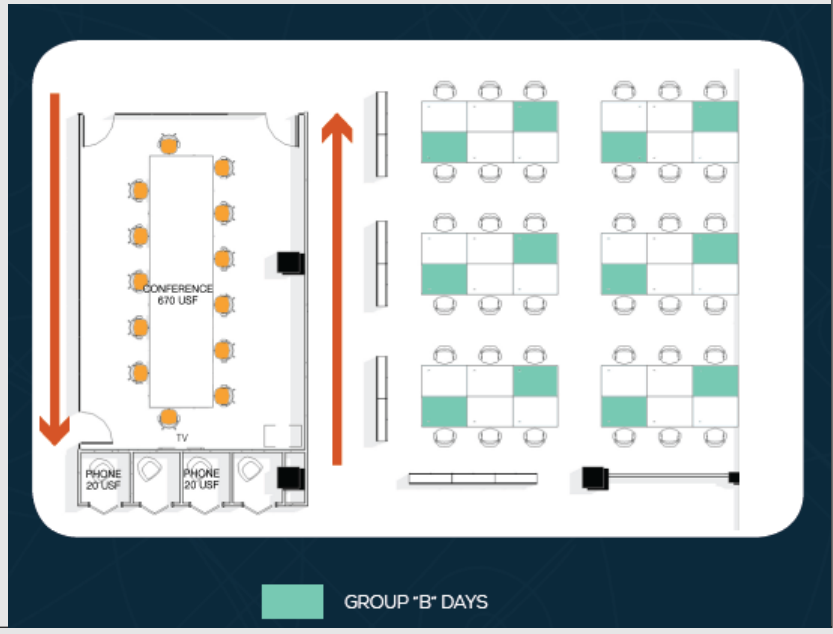
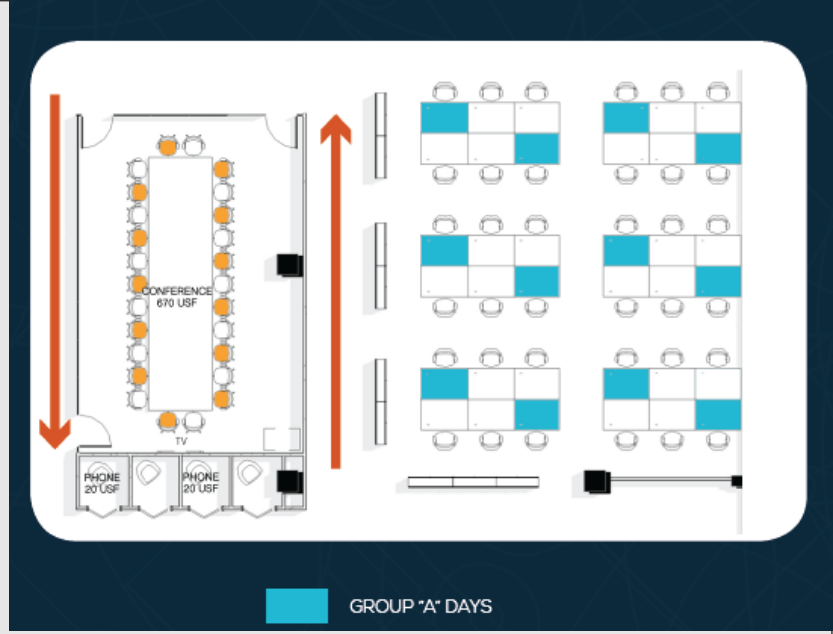
Provide Timely and Useful Advice



Implement Remote Work at Home



Increase Frequency of Environment Cleaning



PREVENTATIVE PROTOCOLS

1 Promote good hygiene and socially responsible behavior to prevent virus transmission.



2 Boost employee immunity system as first line of defense against infectious disease.

3 Upgrade and manage indoor air quality.



4 Incorporate health into the built environment.

5 Implement active stress management techniques.



EXPANDING EMPLOYEE BENEFITS

Exercise

- On site physical facilities
- Virtual exercise tools or programs (to be utilized in the home)
- Resources / group rates to variety of exercise options

Mindfulness

- Physical spaces dedicated to mindfulness
- Resources / group rates to meditative apps or tools
- Additional (more creative or cultural-specific) opportunities such as: painting, gardening, music

Access to Nature

- Enhanced biophilic elements to support cognitive functioning of employees
- Natural light / Outdoor access, such as dedicated outdoor spaces that support both work and mindfulness
- Ex: "Community" garden with training and educational component

Work from Home Considerations

- Home Office Budget
- Distributed Work Training - Best Practices / How to balance
 - Family support programs (i.e. flexible schedules)

LOOKING AHEAD

Will people and companies be reluctant to use coworking spaces and shared office settings as part of their real estate and workplace needs?

What becomes of our willingness to be in common spaces?

Will this be the end of benching and other solutions without partitions (e.g., protection) from others around us?



LOOKING AHEAD


What steps should be taken in the event of a future crisis?

WORK FROM HOME SUPPORT

- Technology
- Scheduling - flexible working hours
- Communications
- Work Environment

BUSINESS CONTINUITY PLAN


- Prevention Levers
- Mobilized Response Team
- Robust Wellness Program



An opportunity
for revisiting
your Business
Continuity Plan

An opportunity
to build
resiliency and
employee loyalty

Covid-19 Wellbeing Resources

- Harvard Business School - Why COVID-19 Raises the Stakes for Healthy Buildings - <https://hbswk.hbs.edu/item/why-covid-19-raises-the-stakes-for-building-health>
- Cushman Wakefield - Re-Entry Guidelines - 
Cushman Wakefield Re-Entry Guidelines.pdf
- CBRE - Reopening the World's Workplaces - https://www.cbre.com/-/media/files/back-to-work/reopening-the-worlds-workplaces_cond_041620.pdf?la=en
- Navigating Your Future Workplace Post COVID-19: A Roadmap - <https://www.workdesign.com/2020/05/navigating-your-future-workplace-post-covid-19-a-roadmap/>
- Gartner: **4 Ways to Ensure Social Distancing for On-Site Service Employees** - <https://www.gartner.com/smarterwithgartner/4-ways-to-ensure-social-distancing-for-on-site-service-employees/>
- Allsteel-Gunlocke: Workplace Strategy in the COVID Era - [file:///C:/Users/mobhe/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/5/Attachments/Workplace%20Strat%20Post%20COVID%20Hot%20Topic%2028April20\[1587\].pdf](file:///C:/Users/mobhe/AppData/Local/Packages/microsoft.windowscommunicationsapps_8wekyb3d8bbwe/LocalState/Files/S0/5/Attachments/Workplace%20Strat%20Post%20COVID%20Hot%20Topic%2028April20[1587].pdf)
- Designing for New Realities - <https://www.allsteeloffice.com/spaces-inspiration/inspiration/designing-new-realities>

Ref. World Economic Forum,

<https://www.weforum.org/agenda/2020/04/covid19-coronavirus-change-office-work-homeworking-remote-design/>

Ref. Facility Executive,

<https://facilityexecutive.com/2020/04/the-new-office-space-4-ways-coronavirus-will-change-the-workplace/>

Ref. Transform Office Space into Wellness Place,

<http://healthycapital.com/employee-wellness/10-ways-to-transform-your-office-space-into-a-wellness-place/>

Ref. Society for Human Resource Management,

<https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/howtoestablishanddesignawellnessprogram.aspx>