

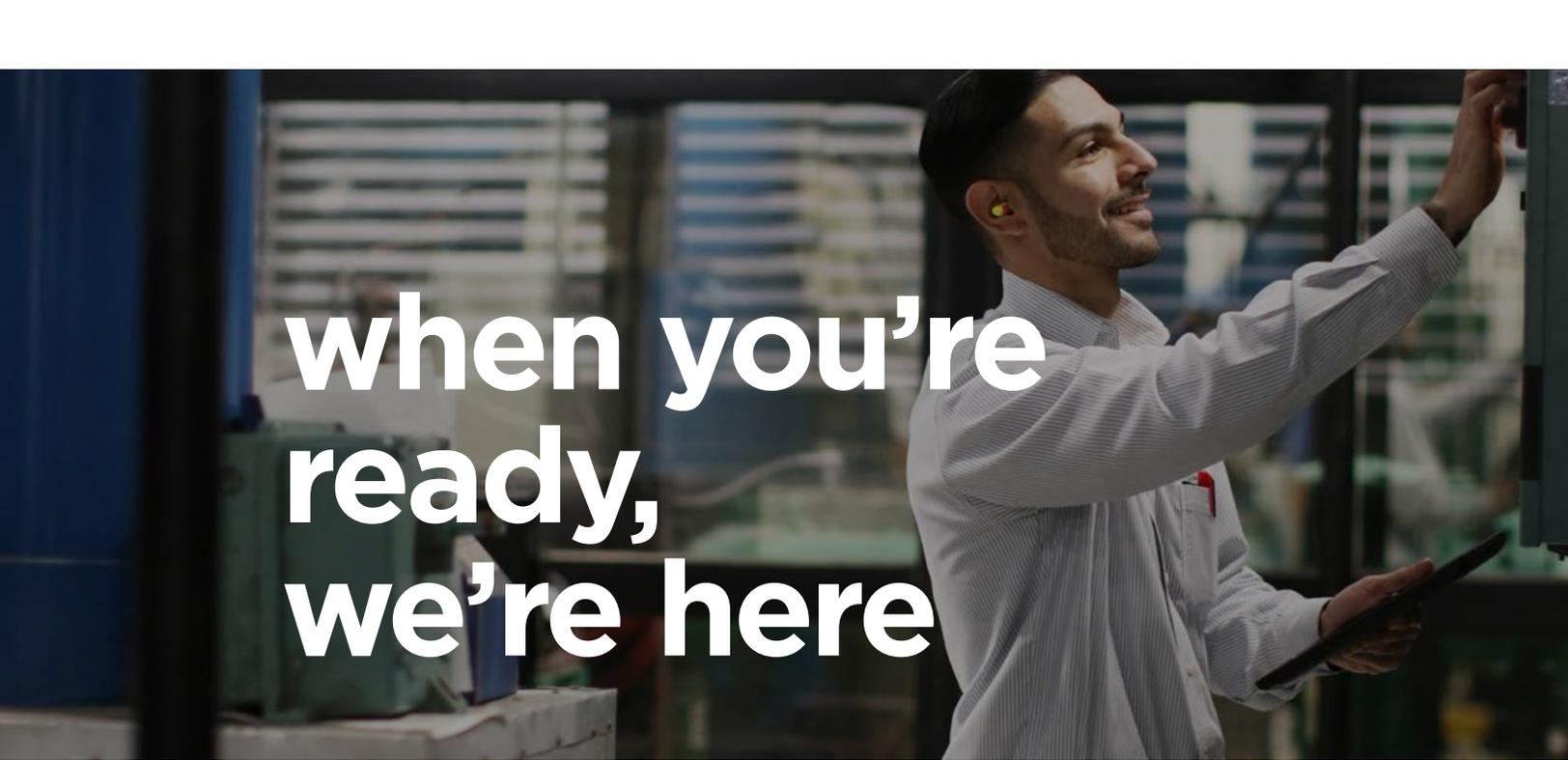
# come back with confidence

return to the  
workplace guide

JUNE 2020



BY IRVINE COMPANY



# when you're ready, we're here

Caring for our customers and communities has always been at the core of Irvine Company's mission. Now, more than ever, our decades-long commitment to Workplace Care and wellness matters. From our pristine workplaces to innovative building systems to proactive Workplace Success Team, Irvine Company is uniquely positioned to help you navigate these unprecedented times.

There's no substitute for the collaboration, innovation and productivity that happens in the workplace. That's why we're helping teams come back with confidence, returning to a healthy environment that supports well-being and community.

This document is intended to help your company plan for a safe return, including steps your company can take within your workspace, and what we're doing to promote wellness throughout the workplace community. We realize this is a dynamic situation, and as needs evolve, we'll be ready, continuing to communicate our approach and working closely with your business.

Our priority today, and every day, is your health and well-being.

**Let's come back with confidence.**

# reimagining the workspace and workday, your way

Relationships matter more than ever for business success — and they grow strong in the workplace. Six in 10 decision makers say that after recently working from home, they now think the workplace is more important for productivity, innovation, collaboration and team building.

As businesses prepare for employees to return to the workplace, leaders have an exciting opportunity to reimagine their workspace and workday. This overview will help guide your business through key considerations for how your team can best be together, safely.

## selecting an approach

- **Stagger team schedules.** Reduce the number of employees on site at any given time by rotating teams depending on the day of the week. *Benefit: limited workspace changes required.*
- **Expand the workspace.** Add square footage using space with flexible lease terms to enable all employees to return safely. *Benefit: enables all employees to return.*
- **Convert individual workspace to collaborative space.** Minimize individual work stations in favor of team space for collaborative work, employees work from home for individual projects. *Benefit: maximizes culture building scheduled to return to ensure everyone understands re-entry expectations.*

# considerations to guide decision-making

- **Promoting a Sense of Safety.** Employees need to feel safe in order to be productive. All elements of the workplace from layouts and furniture to policies and procedures need to promote a sense of control for employees over their environment and personal space.
- **Change Management.** Changes to the physical space must be accompanied by training employees to use it safely. Develop a plan for articulating and reinforcing expectations.
- **Functional design.** Impactful, functional design compels employees to intuitively conduct themselves in safer ways.
- **Flexibility.** As health guidelines evolve, space must seamlessly adapt. Consider new layouts and furniture from the perspective of agility.

## workspace modifications: the six-foot office

⋮ Before employees can safely return to the workspace, businesses must consider the best options for achieving the six feet of physical distancing recommended by CDC guidelines. These are some steps your company can take:

- **Shared Desks.** Remove long, shared tables used for “hotdesking” or “hoteling.”
- **Partitions.** Add solid or translucent partitions between individual employee desks.
- **Spacing.** Add separation between workstations or stagger seating.
- **Orientation.** Re-orient workstations to avoid face-to-face placement.
- **Private Offices.** Limit offices to one person and prop open doors for touch-free entry and exit. In spacious offices that retain guest seating, use fixed or difficult-to-move furniture to maintain distancing and add a table for each seat to eliminate the use of shared surfaces.
- **Team Spaces.** Maximize flexibility and space utilization by replacing larger furniture pieces designed for group use, like a large sofa, with lightweight

pieces that are designed for single-person use. When possible, choose pieces on casters for easy reconfiguration.

- **Conference rooms.** If possible, replace large conference tables with individual tables to maximize space utility and eliminate shared surfaces. Add high top tables at the perimeter to increase capacity if spacing allows. Keep doors open for touch-free entrance and exit.
- **Technology.** Leverage technology for touch-free control of workplace access, climate settings, lighting, shared printers and more.

## when you're ready, we're here

There's no substitute for the collaboration, innovation and productivity that happens in the workplace. That's why we're helping companies come back with confidence to an environment that supports well-being and community.

Our innovative building systems and decades-long commitment to Workplace Care and wellness makes Irvine Company uniquely positioned to address your evolving workplace needs.

For assistance adapting your company's workspace, contact your Workplace Success Team.

# planning for return

## shared responsibilities

Our goal is the same as yours: a smooth return to a safe, healthy workplace. We recognize the considerations for how and when to bring employees back are complex and each company must consider what's right for their teams and business.

Together, we all have a shared responsibility to protect and support workplace well-being. This starts with clear communication between all stakeholders:

### our teams

Workplace Success Team  
Supplier Partners  
Custodial/Sanitation Partners  
Dining Partners  
Amenity Partners

### your company

Executive Leadership  
Human Resources  
Facility Manager  
Legal Team

# bringing employees back

## planning checklist

..... Drawing on the latest best practices guidance, the following checklist is a starting point for developing your return-to-work plans.

- **Workspace modifications.** Consider the best furniture configuration to help your teams be together safely. Options include adding partitions to convert open floor plans into more private spaces, eliminating hot desking and reducing the number of seats in team rooms or conference spaces.
- **Phased return.** Current guidance recommends a gradual, phased return, such as staggering work days for different teams to minimize on-site headcounts. It is recommended that employees who are at high risk for COVID-19 health complications continue working from home. **Please share your employee return plans with your Customer Resource Team.**
- **Establish health screening protocols.** Your business may also wish to add health screening requirements for entry, such as temperature checks, or require employees who have recently traveled to self-quarantine and work from home.
- **Support employee health.** Add disinfectant wipes and hand sanitizer stations to shared spaces. Post hand washing guidance near sinks in your workspace, such as your break room or kitchen.

# bringing employees back

## planning checklist

- **Discuss face covering requirements with employees.** Depending on your location, current guidelines may mandate the use of cloth face coverings while indoors, such as when 6 feet of physical distancing cannot be maintained. Irvine Company strongly encourages everyone to wear facecoverings in common areas and will proactively remind customers to do so when required by local guidelines. Please discuss with your employees, visitors and vendors their responsibility to creating a healthy workplace environment.
- **Check suite water.** If no one has used kitchen sinks, dishwashers or water dispensers for an extended period, flush all water prior to reuse, including faucets and ice makers. Water heaters should also be flushed. Our engineering team can answer questions or assist as needed.
- **Enhance cleaning and sanitation protocols.** Follow above-standard cleaning guidelines for your suite and use EPA-approved cleaning supplies. Ask employees to sanitize their workstations when starting and finishing the workday. Let us know if you'd like to discuss above-standard cleaning options for your suite.
- **Establish visitor and delivery guidelines.** Consider limiting non-essential on-site meetings with partners, clients and vendors, and consider desired protocol for receiving packages or large deliveries.
- **Communicate the plan.** Hold a virtual meeting with employees before they are scheduled to return to ensure everyone understands re-entry expectations.

# your new workday

## what to expect

The following are general guidelines to help you and your team know what to expect when returning to the workplace. There may be slight variations in arrival procedures, physical distancing and amenity/dining access, depending on your workplace community. We are proactively monitoring the latest federal, state and local guidelines and consult regularly with public health experts. We will continue to update our approach to support your well-being and help your teams be together safely.

**For questions or detailed information specific to your workplace, please contact your Customer Resource Team.**



## arrival

### staying protected

We're all part of creating a healthy workplace. Remind employees that face coverings must be worn when required by state and local guidelines, such as when 6 feet of physical distancing cannot readily be met. Hand sanitizer stations continue to be available at entry.

### following parking and entry procedures

Doors may be designated for entry or exit and may remain open throughout the day for touchless movement in and out of your workplace. If you need to use the elevator, please follow signage and floor placement guidance. Elevator capacity will be limited to maintain physical distancing.





# navigating your workplace

## practice physical distancing

Please maintain a minimum of 6 feet of physical distance when navigating corridors and accessing restrooms.

## connect safely

Our teams are evaluating outdoor spaces to allow for safe connection. Additional shared amenity spaces, including KINETIC fitness centers, indoor lounge and game rooms, and meeting and event spaces are currently closed in keeping with state and local mandates.

## know your dining options

On-site cafes are currently offering reduced service. We're working with our dining partners to modify layouts and add directional signage to minimize cross traffic, and we're adding plexiglass safety shields at purchase points.

## explore new options for team connections

Virtual WorkLife experiences are keeping teams connected while in-person events continue to be paused.

## review new wayfinding guidance

We've added new signage to guide your teams through the workplace and support physical distancing.





# spacing safely together

These illustrations can help your team prepare for safe workplace navigation.

## space safely in lobbies and when waiting for the elevator



## stand only on marked areas in elevators



## follow the path of travel as indicated





## our workplace success team is here for you

### customer resource team

Your Customer Resource Team continues to be available to support your business needs. Please call, email or use the [Angus](#) service portal. Contact information can be found at [IrvineCompanyOffice.com](#).

### engineering team

Engineers continue proactive service for Irvine Company workplaces and customer suites while using enhanced safety practices. Engineers wear cloth masks at all times while on property and wear N95 masks, nitrile gloves and safety glasses when physical distancing may not be possible. All tools, parts and carts are regularly disinfected.



# continuous response and readiness

As your teams begin to return to the workplace, our teams will continue to be ready to respond as needs evolve. We maintain an active, ongoing commitment to a safe and healthy workplace environment.

## common area cleaning protocols

Our enhanced sanitization program exceeds federal Centers for Disease Control and Prevention guidelines and includes cleaning high-touch surfaces using EPA-registered disinfectants four to six times per day. High-touch surfaces in parking garages are cleaned up to six times per day. Parking garage elevators and stairwells are fogged overnight, three times per week.

## enhanced workspace cleaning options

Our standard cleaning specifications have been enhanced to focus on hard surfaces and high-touch points. Above-standard cleaning and sanitation options are available for customer suites overnight, including electrostatic disinfecting, that can be contracted with the assistance of your Customer Resource Team.

## air filtration

Our mechanical systems use high-efficiency MERV (minimum efficiency reporting value) rated air filters based on the latest industry guidance. Filters are disinfected as part of the replacement process and coils/unit interiors are sanitized to maximize air quality.

## building ventilation

Ventilation rates are important for fresh air exchange and minimizing stale air circulation. We flush and replace the air in our workplaces at regular intervals, both during occupancy and after hours. All indoor air is flushed and replaced every 30 to 60 minutes. In our restrooms, air is replaced approximately 10 times every hour.

## system testing

As part of our facility readiness process, indoor environmental consultant UL performs onsite Indoor Environment Quality (IEQ) testing that goes above industry standards. IEQ testing evaluates air, water and cleaning effectiveness in the workplace community. In addition to IEQ testing, our engineers proactively monitor filtration, ventilation rates, temperature and humidity levels for an optimized workplace environment.



FOR ADDITIONAL DETAILS SPECIFIC TO YOUR WORKPLACE  
COMMUNITY, PLEASE CONTACT YOUR CUSTOMER RESOURCE  
CENTER. CONTACT INFORMATION IS AVAILABLE AT  
[IRVINECOMPANYOFFICE.COM](http://IRVINECOMPANYOFFICE.COM)



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