

BEST PRACTICES FOR FACILITY REOPENING AND PROMOTING WELLNESS

RE-ENTRY CHECKLIST

- ▶ Check local and state guidelines
- ▶ If applicable, confirm landlord/building protocols
- ▶ Strengthen work policies
 - » WFH/Remote policies
 - » Sick leave
 - » Staff travel
- ▶ Prepare facilities for social distancing
 - » Evaluate and restructure workplace
 - » Modify shared/common areas and shared tools/equipments
 - » Increase cleaning protocols and frequency
 - » Promote hygiene best practices
 - » Install automatic equivalents for doors, accessories, fixtures, etc.
- ▶ Workplace Safety
 - » Employee testing/screening
 - » Provide PPE
 - » Define guest protocol
- ▶ Train staff
- ▶ Before restarting, thoroughly clean and disinfect water fountains and features that have not been in use for more than five consecutive days
- ▶ Test the water and ensure the sample meets local environmental public health standards before restarting
- ▶ Monitor Risk - Developing an exposure-response plan
 - » Flexible leave policies
 - » Sufficient paid leave
 - » Review local/state/federal leave policies and upgrade Consider capacity due to demand changes

Since 1998, Denham Wolf has provided real estate services to New York City's nonprofit community. As consultants, project managers, and brokers, we empower our clients to take a thoughtful, mission-first approach to real estate. We see our role in a holistic manner, meaning that we support and bolster our clients throughout our engagements, whether the project involves planning and assessment, development project planning, or otherwise.

Above all, we are committed to advancing the mission and goals of our clients.

MISSION LEADS; REAL ESTATE FOLLOWS.

Get in touch, and we'll start a discussion about your project.

DENHAM WOLF REAL ESTATE SERVICES
520 8th Avenue, New York, NY 10018
212.736.6777
info@denhamwolf.com
www.denhamwolf.com

SAMPLE SURVEY

When planning for workplace re-entry, it's essential to conduct a staff survey

DEMOGRAPHICS

1. Please select where you live.
2. Please select the range of your birth year.
3. Please select the department you work in.
4. Please select your role.
5. Please select how many employees work on your team.
6. Before COVID-19, did you ever work remotely?
 - a. Yes, I have been working remotely full-time.
 - b. No, I haven't been working remotely at all.
 - c. I work remotely part-time.
7. When you were in the office, what was your primary work space?
 - a. Private Office
 - b. Shared Office
 - c. Workstation
 - d. Hot Desking/Touch Down Space
 - e. Support Space (reception desk, mail room, etc.)

WORK EXPERIENCE

8. When you worked remotely before COVID-19, please rate your satisfaction with your ability to do the following:
[N/A. Very Dissatisfied, Dissatisfied Neutral, Satisfied, Very Satisfied]
 - a. Access to necessary technology and tools
 - b. Conducting conference calls/phone calls without distraction
 - c. Conducting focused work without distraction
 - d. Connecting with your clients and other outside stakeholders
 - e. Connecting with your team
 - f. Overall work productivity
 - g. Work setup at home
 - h. Taking mental breaks

9. For the following statements, please rate your satisfaction with how your company is responding to COVID-19.
[N/A. Very Dissatisfied, Dissatisfied Neutral, Satisfied, Very Satisfied]
 - a. My company communicates updates in a clear and effective manner
 - b. My company makes it easy to stay connected as a community.
 - c. My company organizes activities to keep me engaged while working.
 - d. I understand my company's approach or plan to return to the physical office
10. While now working remotely during COVID-19, please rate your satisfaction with your ability to do the following:
 - a. Access to necessary technology and tools
 - b. Conducting conference calls/phone calls without distraction
 - c. Conducting focused work without distraction
 - d. Connecting with your clients and other outside stakeholders
 - e. Connecting with your team
 - f. Overall work productivity
 - g. Work setup at home
 - h. Taking mental breaks
11. During your ideal work week (assuming 40 hour work week) after COVID-19, please estimate how much time (% or number of hours) you would want to spend in the following locations)

- Working Remotely From Home
- Working In the Physical Office
- Working Remotely From a Third Party
- Location (Coffee Shop, Co-Working, etc.)

SAMPLE SURVEY

FUTURE OF THE WORKPLACE

12. Given what you know now, please rate how you feel about returning to your physical workplace:
(1: very concerned, 5: very comfortable)
13. When considering the return to your physical workplace, rank the following factors in order of importance to you in having:
 - a. Communication protocols & tools
 - b. Company-provided Personal Protection Equipment
 - c. Flexible hours / More PTO days
 - d. Health & Wellbeing
 - e. Incentive Programs
 - f. Improved hygiene and disinfection protocols including deployment of cleaning products (e.g. hand sanitizers, disinfecting wipes)
 - g. Optional working from home days
 - h. Other (Please specify in the comment box below.)
 - i. Personal technology
 - j. Practicing social distancing
 - k. Reduced density in the office
 - l. Safe Transportation Options (to/from) the office
 - m. Screening procedures and health assessment measures
14. After returning to your physical workplace, rate how you feel about doing the following work activities:
[N/A. Very Dissatisfied, Dissatisfied Neutral, Satisfied, Very Satisfied]
 - a. Commuting to the office
 - b. Focused work in your personal workspace
 - c. Internal Meetings
 - d. Meetings with guests (e.g. clients, vendors) in the office
 - e. Meetings with guests (e.g. clients, vendors) outside of the office
 - f. Work related domestic travel
 - g. Work related overseas travel
15. After returning to your physical workplace, rate how you feel about the following work spaces:
[N/A. Very Dissatisfied, Dissatisfied Neutral, Satisfied, Very Satisfied]
 - a. Bathrooms
 - b. Café
 - c. Communal tables
 - d. Elevators
 - e. Huddle booths
 - f. Lobby/Reception
 - g. Lounge areas
 - h. Meeting rooms
 - i. Pantry
 - j. Personal workspace (workstation or office)
 - k. Phone booths
 - l. Outdoor space
16. Do you have any other concerns, thoughts or expectations in regards to transitioning to the physical workplace?