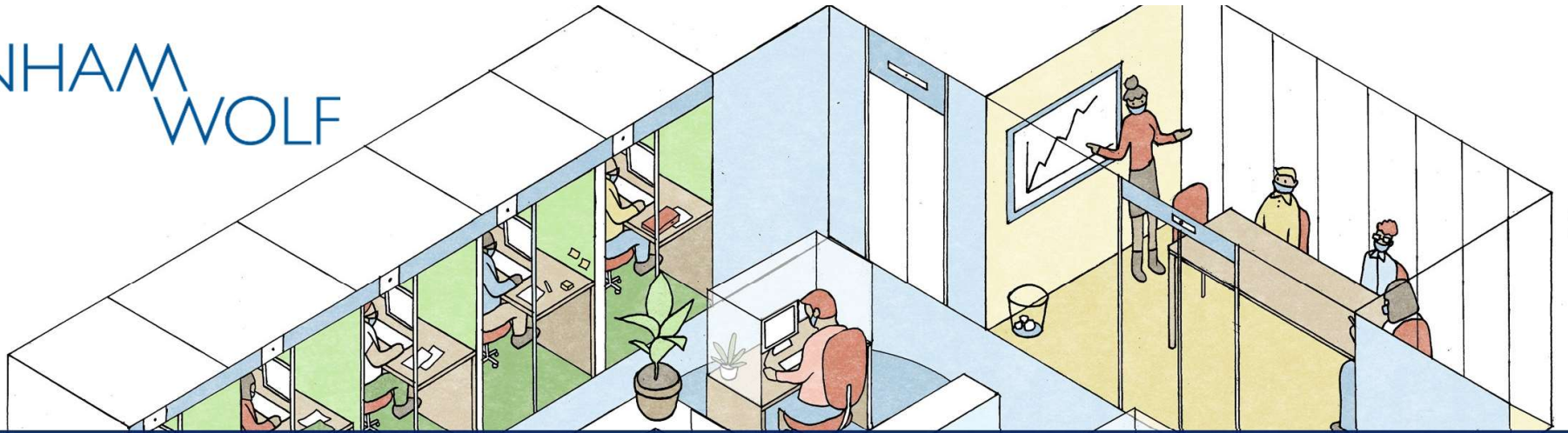
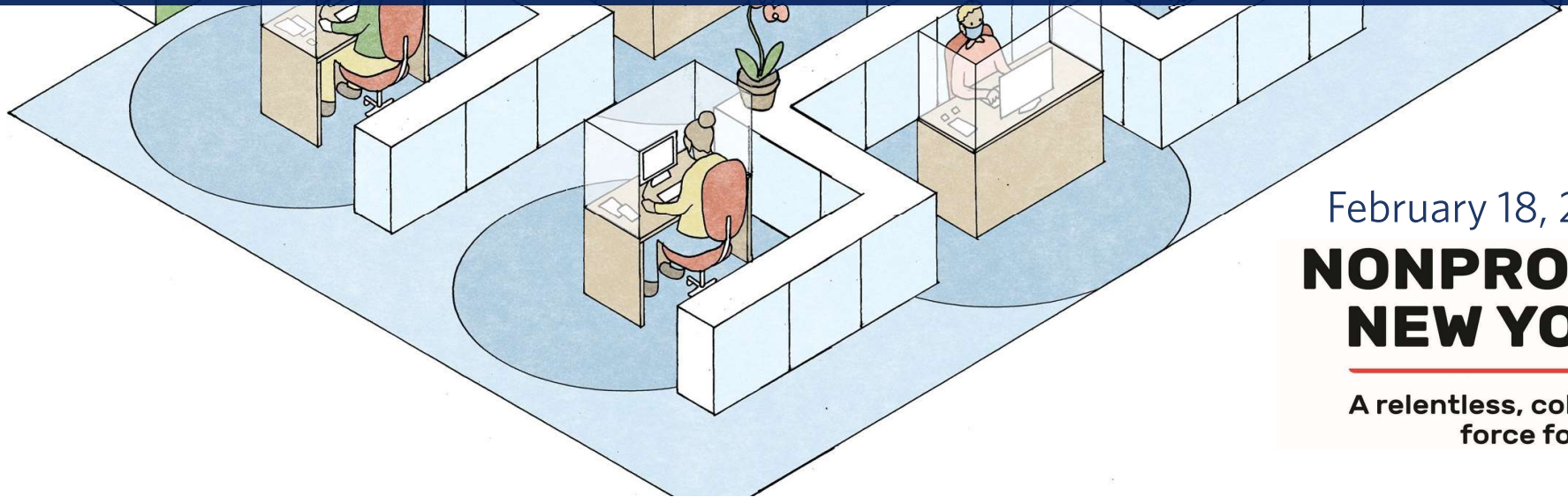


DENHAM
WOLF



Best Practices for Facility Reopening and Promoting Wellness



February 18, 2021

**NONPROFIT
NEW YORK**

A relentless, collective
force for good.

PRESENTERS' BACKGROUND

Supporting nonprofits with strategic planning for reopening:

- A. Reopening plans for a 45,000 SF, 1,200-seat theater
- B. Reopening staff surveys for 4 clients (10,000 - 30,000 SF)
- C. New offices for a 30,000 SF, 200-staff social services organization
- D. Reopening of an accredited acting school

IT'S A TEAM EFFORT!

- Architect
- Furniture rep
- Engineer (mechanical/HVAC)
- IT consultant
- Brokers/Tenant reps
- Contractors/Installers
- Owner/Client team

WHY IS THIS TOPIC IMPORTANT?

A. Employers across the country, including nonprofits, are asking:

1. What physical improvements are required to ensure **safe occupancy**?
2. How do I keep my employees safe and **comfortable**?
3. Are staff members **prepared** to return to the workplace?
4. Are constituents (students, audiences, patients) **ready** to return?
5. What government agencies or other entities govern or **impact reopening**?
6. Who should be involved? **Both external and internal.**

WHY IS THIS TOPIC IMPORTANT?

B. Other trending considerations for nonprofits

1. Adaptability and productivity trends in work from home (WFH)
2. Advantages & disadvantages of rightsizing the workplace
3. Capitalizing on the opportunities afforded by technology
4. Shifts in real estate prices
5. Availability of funding for capital improvements
6. Beyond COVID, other issues impacting reopening strategies

KEY ELEMENTS OF PREPAREDNESS



**FACILITIES
UPGRADES**



**POLICIES AND
PROCEDURES**

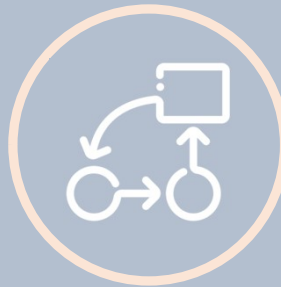


**EMPLOYEE
WELLNESS**

KEY ELEMENTS OF PREPAREDNESS



**FACILITIES
UPGRADES**



**POLICIES AND
PROCEDURES**

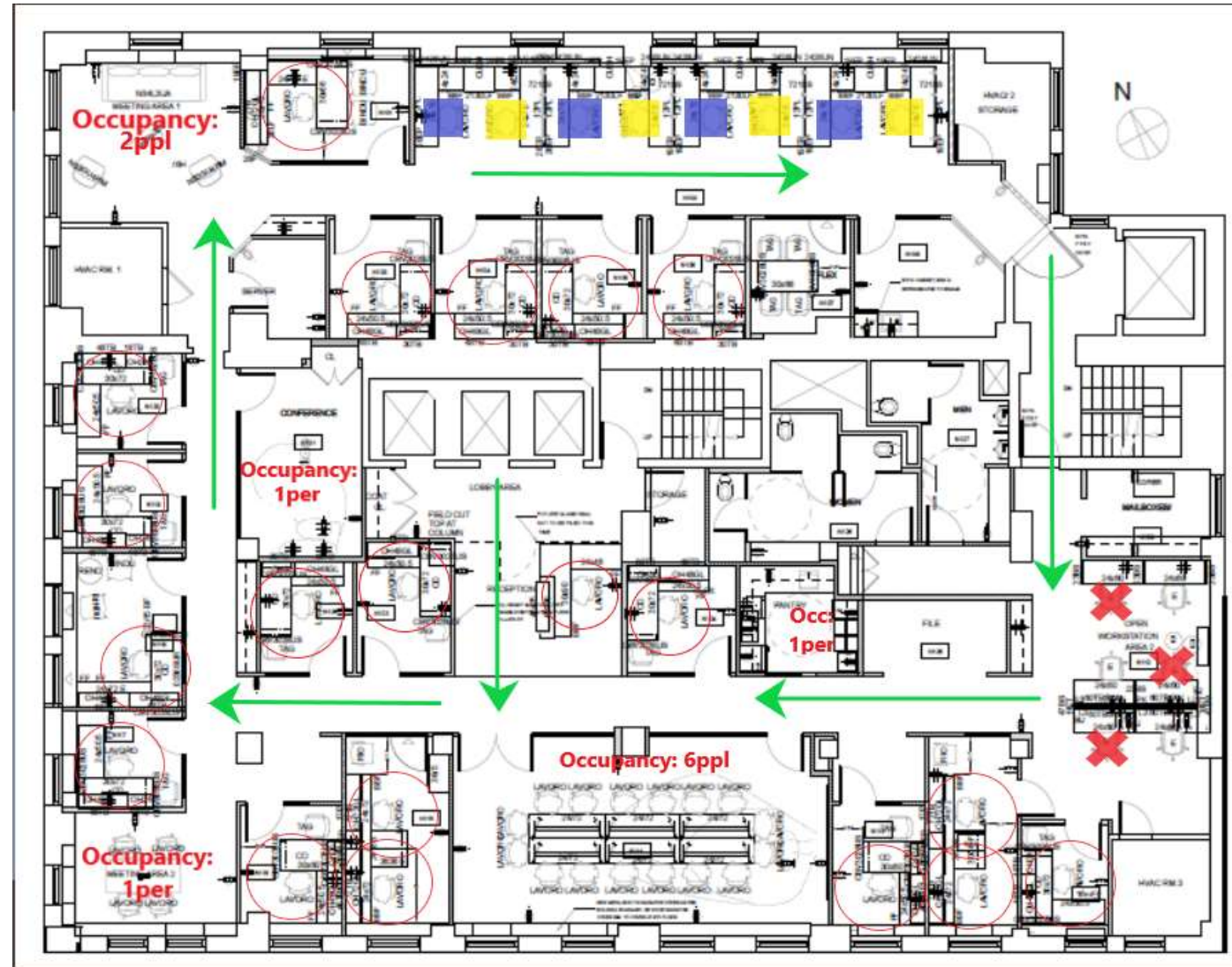


**EMPLOYEE
WELLNESS**

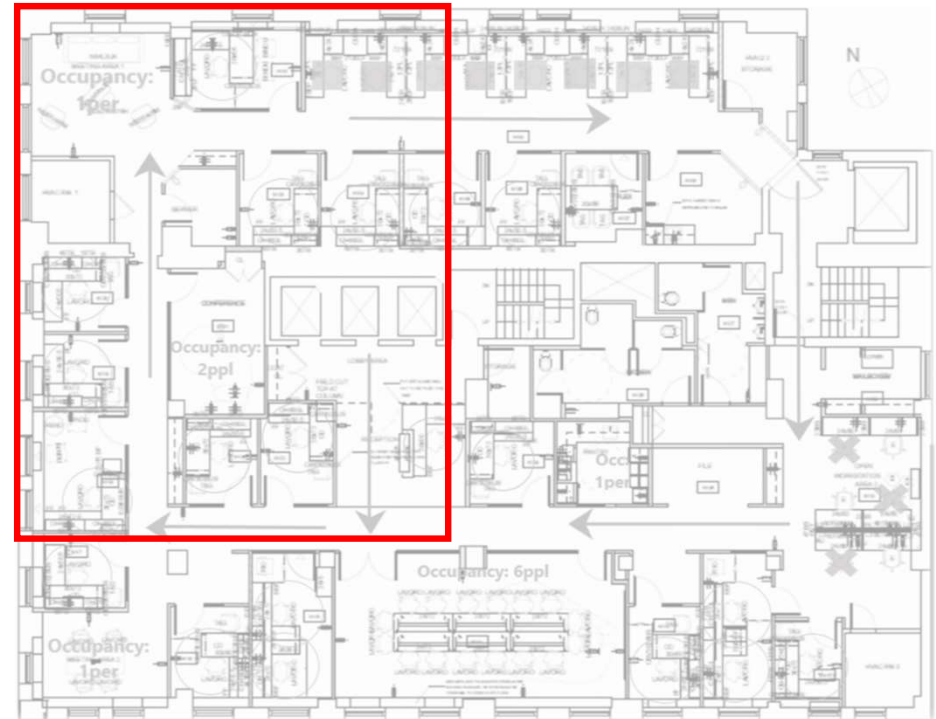
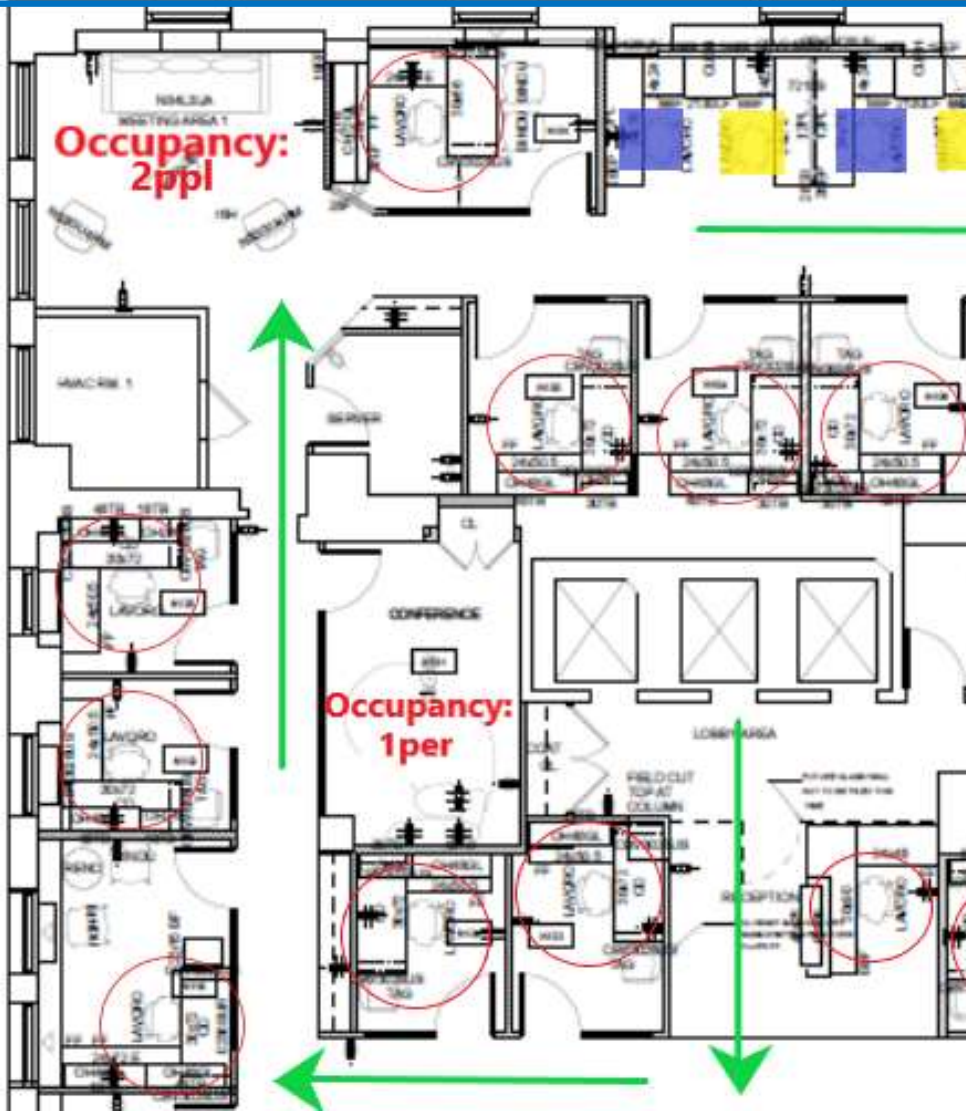
FACILITIES UPGRADES

WORKPLACE PLANNING

- ✓ 6-foot rule (confirm based on appropriate guide)
- ✓ Designated travel paths
- ✓ Occupancy limits
- ✓ Staggered schedules
- ✓ Signage & maps
- ✓ Re-examine shared areas



FACILITIES UPGRADES



FACILITIES UPGRADES

Scope	Affiliated Party	Cost
Layouts	Architect	\$4,000 - \$10,000 for 25,000 SF
Layouts	Architect	\$15,000 - \$30,000 for 1,200 seat theater
Layouts	Furniture Rep	Probono or approximately 15% of furniture

FACILITIES UPGRADES

SOCIAL DISTANCING IN OFFICE SPACE

- ✓ Using furniture to maintain 6-foot rule
- ✓ Widen corridors
- ✓ Partitions on all sides
- ✓ Rearrange furniture



FACILITIES UPGRADES

Scope	Affiliated Party	Cost
Plexiglass Partitions	Furniture Rep	\$150 each
Small Screen (29" x 12")	Furniture Rep	\$190 each
Large Screen (60" x 20.5")	Furniture Rep	\$500 each
Glass Dividers	Furniture Rep	\$150 - \$500 each

FACILITIES UPGRADES

TOUCH-FREE CONTACT POINTS

- ✓ Automated Plumbing Accessories (sink and toilet)
- ✓ Lighting Controls
- ✓ Door Hardware
- ✓ Garbage Receptacles
- ✓ Touchless and/or Mobile-Controlled Access
 - ✓ Elevator
 - ✓ Entry
 - ✓ Conference Rooms



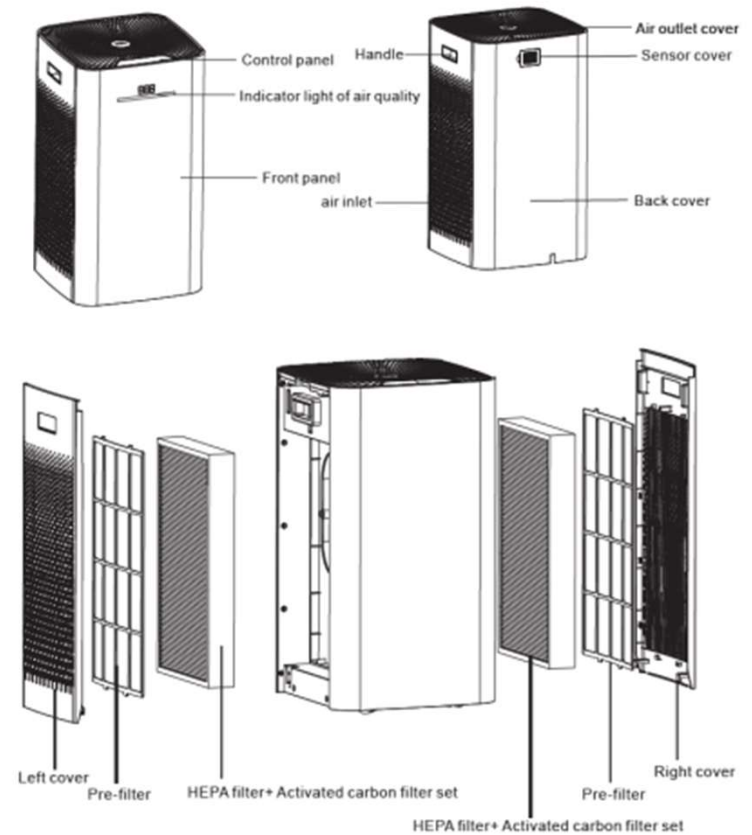
FACILITIES UPGRADES

Scope	Affiliated Party	Cost
Touchless Drinking Foundation	Architect	\$4,500 each
Touchless Faucet	Electrician	\$1,200 each
Touchless Flushometer	MEP Engineer	\$800 each
Door Hardware	Contractor	\$50 - \$300 each

FACILITIES UPGRADES

AIR QUALITY AND VENTILATION SYSTEMS

- ✓ Humidity between 40-60%
- ✓ Filtration
- ✓ Portable Units
- ✓ Fresh air
- ✓ Test and clean systems that have been idle while the workplace has been shutdown
- ✓ Upgrades - bipolar ionization, UV
- ✓ What about window AC units?



FACILITIES UPGRADES

AIR QUALITY AND VENTILATION SYSTEMS

Intellipure Compact
106 CFM
56.1 db



		Ceiling Height (ft)		
		8	9	10
Air Changes per Hour (ACH)	2	395	350	315
	3	265	235	210
	4	195	175	155
	5	155	140	125
	6	130	115	105
	7	110	100	90
	8	95	85	75
	10	75	70	60
	12	65	55	50

Intellipure Compact Model \$549

Intellipure HW Deluxe
200 CFM
58 db



		Ceiling Height (ft)		
		8	9	10
Air Changes per Hour (ACH)	2	750	665	600
	3	500	440	400
	4	375	330	300
	5	300	265	240
	6	250	220	200
	7	210	190	170
	8	185	165	150
	10	150	130	120
	12	125	110	100

Intellipure HW Deluxe \$1,495

FACILITIES UPGRADES

Scope	Affiliated Party	Cost
MEP Systems	HVAC Vendor MEP Engineer	\$3,000 - \$10,000 for \$30,000 SF
Filters		\$25 each (\$100/year, replace every 3 months)
System Servicing		\$1,500 for a single unit,
Portable Units		\$600 - \$1,500 each

KEY ELEMENTS OF PREPAREDNESS



**FACILITIES
UPGRADES**



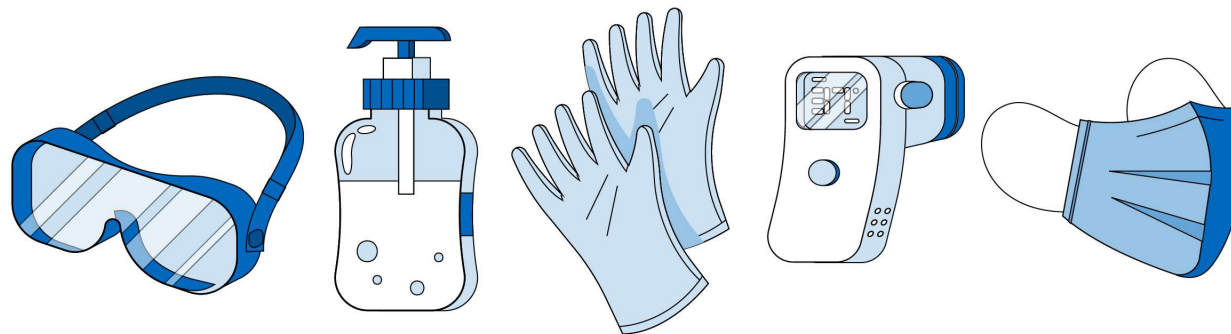
**POLICIES AND
PROCEDURES**



**EMPLOYEE
WELLNESS**

REGULAR CLEANING AND DISINFECTING

- ✓ Provide PPE to employees
- ✓ Clean and disinfect high-touch areas
- ✓ Clean and disinfect shared electronics and equipment
- ✓ Install “sanitation stations” throughout
- ✓ Schedule regular and increased workplace cleaning
 - ✓ Workplace-wide
 - ✓ Individual cleaning





Remote Work Policies

- ✓ Continue investing in remote work infrastructure
- ✓ Flexibility
 - ✓ Remote work location
 - ✓ Non-work related responsibilities (child/elder care, homeschooling, etc.)
 - ✓ Non-traditional work schedules



Return to Workplace Policies

- ✓ Phased return
- ✓ Stagger staff schedules
- ✓ Workplace reservation system



Employee Travel Policies

- ✓ Provide instructions on preferred amount of travel or modes of transportation
- ✓ Tracking procedures
- ✓ Third party site waivers and requirements



Guest and Visitor Policies

- ✓ Limit visitors to approved vendors/guests
- ✓ Restrict general public
- ✓ Restrict guest access to certain areas
- ✓ Post signage in public areas noting office policies
- ✓ Touchless scheduling system (QR, etc.)
- ✓ Company waiver for visitors and vendors
- ✓ Health screening

POLICIES & PROCEDURES

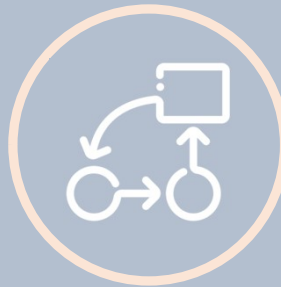
Example: Health screening



KEY ELEMENTS OF PREPAREDNESS



**FACILITIES
UPGRADES**



**POLICIES AND
PROCEDURES**



**EMPLOYEE
WELLNESS**

EXAMPLES OF SOLUTIONS



EXAMPLES

- ✓ Social Justice Office
- ✓ Law Firm
- ✓ Social Services Organization
- ✓ Theater

Social Justice Office

30,000 SF
200 Employees



- ✓ Open concept office
- ✓ Desk partitions
- ✓ Strong remote work policy
- ✓ BMS system
- ✓ Large (operable) windows
- ✓ Variety of seating options

Law Firm

10,000 SF
30-35 Employees



- ✓ Individual offices
- ✓ Acrylic partitions for cubicles/shared desks
- ✓ Designated flow of traffic
- ✓ No guests

Social Services Organization

30,000 SF
175 Employees



- ✓ Individual offices
- ✓ 6' distance confirmed with furniture
- ✓ Plexiglass partitions for cubicles/shared desks
- ✓ Handsfree fixtures

Example: Reopening of a 45,000 SF (1,200 Seat) Theater

Occupancy & Physical Distancing Plans show the number and locations of occupants by type throughout building following physical distancing regulations.

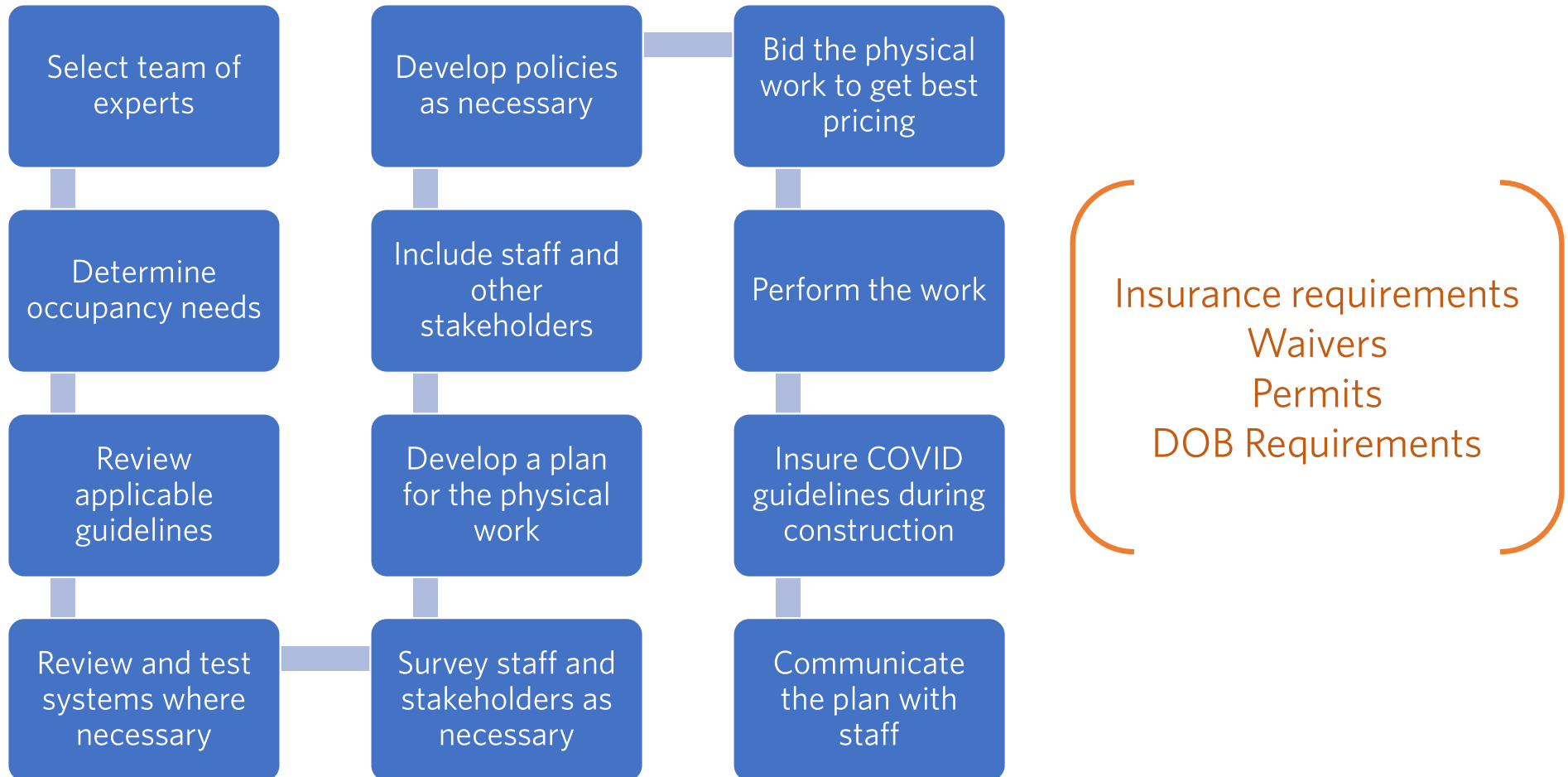
OCCUPANCY & PHYSICAL DISTANCING PLAN

FLOOR 1 - INDOOR A&E

KEY	SPACE	# OCCUPANTS
	SHARP B.O.H.	16
	GREEN ROOM 124	5
	DRESSING RM 128	1
	DRESSING RM 129	4
	DRESSING RM 130	6
	SHARP STAGE	16
	SHARP PERFORMER TOTAL	16
	SHARP QUEUE (WAITING)	26
	QUEUE WEST	14
	QUEUE EAST	9
	QUEUE MEZZANINE	5
	SHARP WEST (SEATED)	30
	SHARP CENTER (SEATED)	76
	SHARP EAST (SEATED)	32
	SHARP PARTIAL VIEW SEATS	6
	SHARP ORCHESTRA AUDIENCE TOTAL	144
	BOX OFFICE	2
	SHARP THEATRE USHERS	2



Example: Reopening of a 45,000SF (1,200 Seat) Theater



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Thank You!

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