

RETURN-TO-THE-WORKPLACE **SAMPLE FLOORPLANS**



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1 Pre-Arrival

All associates should follow state guidelines regarding PPE and public transportation, as well as any building protocol outlined by your property manager.

2 Elevator Lobby

The doors to our office will remain locked, with card access, throughout the day. Make sure you carry your badge with you when entering and leaving the office.

3 Reception

In accordance with state and CDC guidelines, we have added a plastic shield to reception. Furniture will be wiped down daily or removed.

4 Wellness Area

If possible in your office, there will be a wellness room set up for visitors to remove outerwear, sanitize their hands, and don PPE before entering shared spaces.

5 Personal Workspace

Desk assignments now accommodate social distancing. Antimicrobial wipes will also be provided for you to use at your comfort.

6 Community Space

Aim to leave community spaces cleaner than you found them using provided supplies. Please maintain social distancing guidelines in these spaces.

7 Shared Workspace

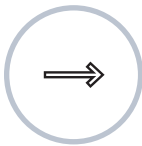
Cleaning supplies have been provided in shared workspaces as well. When conferencing, the number of chairs or signage will indicate the suggested occupancy.

8 Bathrooms

Bathroom signage will indicate suggested occupancy at a time. Please wash your hands!

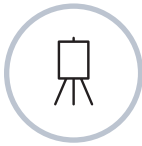
A SAMPLE FLOORPLAN

An example of what to expect upon your return.



Wayfinding:

You may find markings on the walls or floor that indicate the recommended direction of travel. These are intended to reduce the number of intersections in the office.



Signage Needed:

You will notice signage throughout the office to inform you of our measures. We ask that you take signs into consideration while operating at your comfort level.



Hand Sanitizer Stations:

Hand sanitizer dispensers are spread throughout the office for your convenience. Consider sanitizing or washing your hands at regular intervals.



Visitors:

We have laid out certain protocols for visitors. When you see a visitor icon, please follow suggested protocol for these areas.



Deliveries:

All deliveries will be brought to a designated area. When you see a delivery icon, please follow suggested protocol for these areas.



PPE:

Please consider wearing a mask and gloves anytime you're not in your personal workspace and in accordance with state, CDC, and building protocols.



Coffee Station:

To avoid the concentration of traffic in the kitchen, coffee and water stations could be spread throughout the office.



Additional Cleaning Needed:

Wherever you see the Wipe Down icon, it indicates a heavily trafficked area that may benefit from the usage of provided antibacterial wipes.

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While every effort was made to ensure the accuracy and reliability of the information provided herein, it should not be considered medical or legal advice. The recommendations provided herein are based upon CDC recommendations and other third-party health organizations/professionals deemed reliable but are subject to changes made by the CDC and those third parties. Local laws vary. The information herein is general in nature and not intended to address every situation, some of which may require individual legal interpretation.

Sample Floorplan Reflecting Signage and Traffic Changes

You may see signage in shared spaces indicating suggested occupancy and wayfinding.

1 Traffic Flow Signage

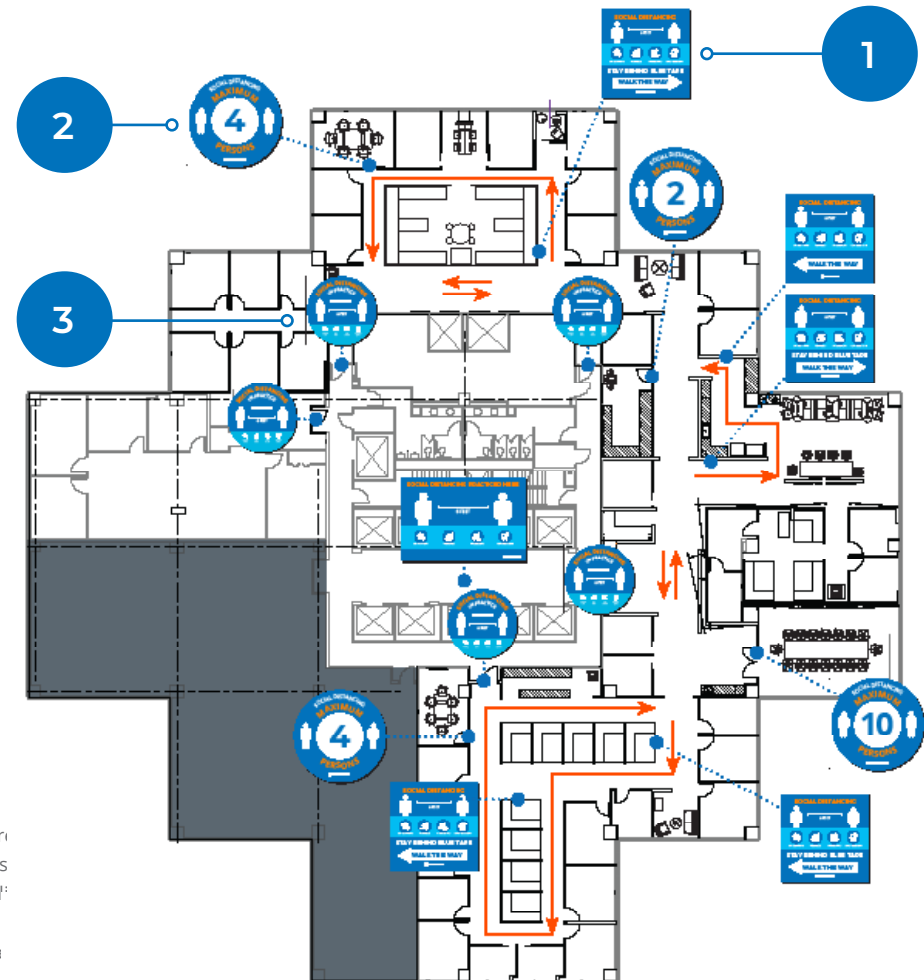
In addition to showing traffic arrows on the floor plan, we included directional signage outlining recommended traffic flow patterns in community spaces as well as ingress and egress.

2 Maximum Occupancy Signage

In addition to showing reduced and/or staggered seating capacities on the floorplan, we also placed physical signage around the office on doors and tables of shared spaces (conference rooms, breakrooms, kitchens, print rooms, restrooms).

3 Social Distancing Signage

We also included physical signage around the office to show appropriate standing distances and to remind team members of appropriate spacing considerations.



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