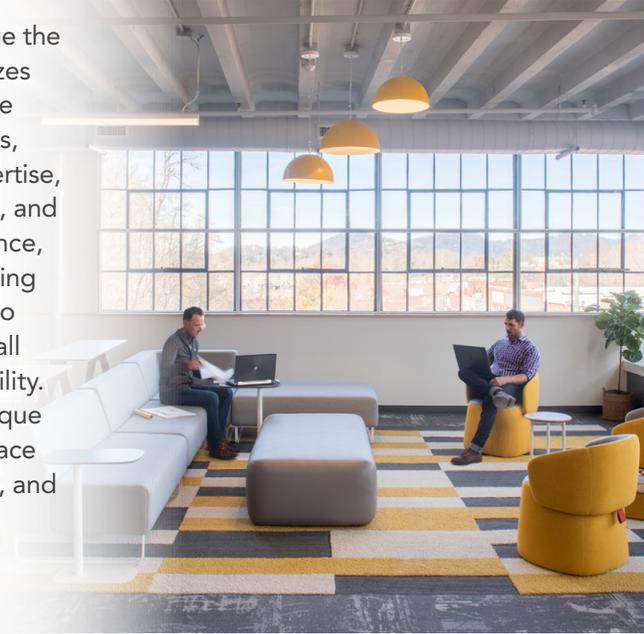


# Return to the Workplace Facility Assessment

## Re-Occupancy Design Services During COVID-19

In a post COVID-19 world, we are all learning how to proactively manage the return to our places of business. McMillan Pazdan Smith (MPS) recognizes the challenges sparked by this transition and the need to redefine a safe and comfortable place for both employees and customers. As architects, planners, and interior designers, with space planning and materials expertise, we have researched and assessed safety and hygiene recommendations, and continue to sift through published best practices, including CDC guidance, for adapting to a new workplace. We have implemented our own evolving solutions in preparation for our return to the workplace and are eager to share our expertise and knowledge with you. Instead of a one-size-fits-all approach, we offer an investigative process tailored to your specific facility. This approach enables MPS to create customized solutions for your unique workforce application. Thoughtful design can positively impact your space and shape an environment where employees are comfortable, informed, and confident returning to work during this dynamic time.



Consider how MPS can help your office return to the workplace with the following services:

### 1 CIRCULATION + WORKFLOW ANALYSIS

Evaluate and provide recommended modifications for:

- **The arrival experience** to assist in helping the return feel safe and inviting for staff and guests.
- **Ingress and egress pathways** into and within your facility and how to modify circulation that supports clearly separated directional traffic while adhering to ADA guidelines.
- **Workspace layouts / supporting spaces** focusing on staff workstations, workflows, and density adaptations to promote social distancing and minimize cross-contact among staff.
- **Public and guest spaces** with an emphasis on layout and circulation path adjustments to promote social distancing and minimize cross-contact among guests.
- **Shared amenities such as restrooms, stairs, elevators, etc.** to minimize cross-contact among all users.
- **Existing service points between staff and visitors** to minimize cross-contact.
- **Occupancy limits for collaboration spaces** such as conference, meeting, and training rooms, lobby, and café areas.



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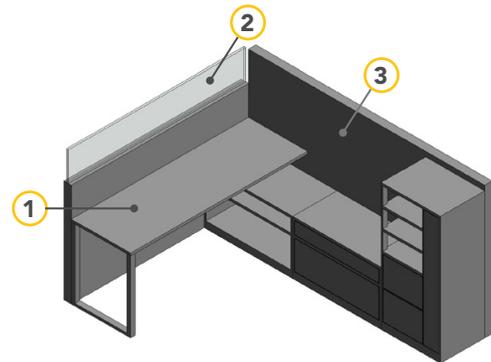
### 2 WAYFINDING ASSESSMENT + SIGNAGE

- Assess existing signage and wayfinding effectiveness and provide recommendations to modify or add signage that clearly communicates new or adapted policies and procedures.
- Plan, design, specify, and coordinate the procurement and installation of instructional / directional signage or graphics to promote new or adapted policies and procedures.



### 3 FURNITURE DESIGN SERVICES

- Assess and reconfigure existing furnishings to maximize reuse of current inventory and provide recommendations on supplementing with new as needed to promote social distancing.
- Plan, design, specify, and coordinate the procurement and installation of rapidly adaptable furniture solutions that can be easily modified as guidelines and occupancy densities evolve.
- Develop and coordinate optional work-from-home furniture and equipment packages for staff.



### 4 BUILDING FINISHES ASSESSMENT

- Evaluate and provide recommended modifications and cleaning guidelines for: Primary touch surfaces (walls, doors, hardware, millwork); Secondary building surfaces (floors); and Furniture finishes.
- Develop and specify building finish standards that promote cleanability goals and provide a phased implementation approach when necessary.



### 5 BUILDING SYSTEMS ASSESSMENT

Evaluate and provide recommended modifications for:

- Increasing air ventilation and fresh air intake, monitoring air fluctuation, and creating negative pressurized spaces.
- Air duct cleaning and filter changes, including the use of HEPA filters.
- User-friendly air control modifications that allow easy adjustments based on operational hours, the safe use of recycled air, and monitoring/maintaining humidity and temperature levels.

