

Step One – The Office Building

Each office occupier should be in contact with their landlord and/or property management agent to understand the measures the property is taking to ensure the safest work environment possible. The landlord's involvement in your re-occupancy plan is paramount.

- Is the office building open to tenants, and if not, when?
- Has the property undergone a thorough deep disinfectant cleansing prior to reopening?
- What is the building's ongoing sanitation plan for touch points such as elevator buttons and doors?
- Will elevator capacity be limited or will the staircases be opened?
- What additional sanitation precautions are in place for tenant spaces?
- Will entry and exit into the building and garage transition to touchless technology?
- Will common area restroom doors continue to be closed or locked?
- Will amenities such as gyms, conference centers and cafeterias be available for employee use?
- Is the current air conditioning system capable of fresh air standards? Have filters been changed or upgraded? UV light?
- Will the property require and/or provide personal protective equipment such as face masks and gloves?
- What is the visitor policy of the property?
- Is the property's data infrastructure adequate for the new online demands of teleconferencing?

Step Two – The Workforce Strategy

Once a company can feel confident the property has an active plan to provide a safe work environment, the next step is to determine your company's workforce strategy; namely, how and when to bring employees back to the office.

- What is the corporate policy for work from home versus work at the office? Has it been communicated to the firm?
- How will you phase in the return to the office?
- Which employees are vital at the corporate office and which can continue to effectively work from home?
- Are there employees who express safety concerns in returning to the office? What's the policy and for how long?
- Will health checks be required of employees such as temperature checks?
- Will personal protection equipment be required of employees in the office?
- What is the policy if an employee test positive for COVID-19?

Step Three – The Physical Office

With an understanding of the property's re-occupancy plan and your own workforce strategy, let's fix our attention on the actual office.

- Can the front door(s) of the office be modified for touchless entry?
- Will cubicles and work stations need to be displaced to accommodate for social distancing?
- Consider taping off chairs and workstations to provide extra space.
- For sizeable companies, consider directional arrows and other markings on the floors to direct traffic flow.
- Post signs throughout the office to practice social distancing especially common areas such as kitchens, reception, mailrooms, and conference rooms.
- Will the office still provide coffee/tea/water? Can it be provided safely?
- Can social distancing be accomplished in the kitchen/lounge or will it need to be off limits?
- Will the shared refrigerator be plausible or will you encourage employees to bring their own coolers?
- Will visitors or solicitors be allowed in the office?
- Is your current data plan adequate to accommodate teleconferencing?

Having a comprehensive plan which encompasses the office building, workforce and your physical space is key to bringing employees back to the office. Taking the above threefold approach will streamline your re-occupancy plan and smooth the transition back to the office.



RE-OCCUPANCY: STRATEGIES FOR OPENING THE OFFICE IN A COVID-19 WORLD

The Blue Box Advantage

Blue Box Real Estate is offering no fee lease reviews to allow tenants to understand their current real estate position and help mitigate fixed occupancy expense. Our team of experts have over sixty-years of combined high-level corporate leasing experience throughout all of South Florida.

We can help

- Review your lease and prepare a lease abstract
- Update your firm on current market conditions
- Provide an inside look at your building's leasing position
- Mediate rent reduction/deferral discussions with the landlord
- Sublease and/or assignments
- Discuss acquisition and disposition options
- Find alternate value add office space

Who we are

Blue Box Real Estate is an independent, best-in-class commercial real estate firm in South Florida. We provide thoughtful and innovative corporate real estate solutions to tenants enabling them to reduce their total occupancy cost, enhance the workplace, and meet their business objectives.

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