

Back to Work Guide

The Office of the Future

*Are we ready for
the new normal?*



Businesses are slowly returning to offices, but it's not exactly business as usual. Health and safety concerns are still top of mind as the pandemic winds down but there are other concerns to keep in mind, too. The pandemic has changed the way office professionals operate from day to day and made many unprepared for a sudden return to the old ways.

Will office life ever be the same?

Read up on some positive changes you can make before bringing staff back to the office.

We cover the following issues:

- The office no longer meets stakeholders' needs
- Employees do not feel safe or comfortable coming back
- Our company culture has changed
- COVID-19 cases are rising outside the United States



Problem:
Our office no longer meets our stakeholders' needs

Solution:

Invest in Your Space

Adaptable space and furniture

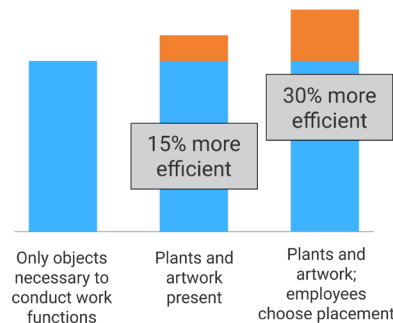
56% of executives anticipate increasing their total office space during the next three years.

Companies should invest in modular Office Furniture Systems that enable companies to reconfigure their furniture setups as new needs arise.

Artistic, unbranded decor

By installing Televisions at key points throughout the office, employers can feature a variety of still artwork or looping scenes (e.g. aquariums, ocean waves, clouds, etc.).

Employee Efficiency Based on Workspace Objects



SOURCE: The Guardian

Natural light and greenery

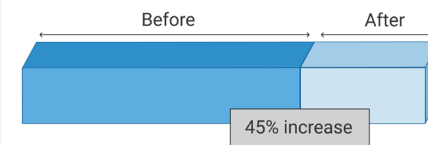
Exposure to natural light has been shown to increase employee productivity and job satisfaction.

Through the acquisition of Window & Door Installation Services, buyers can install window and door options that maximize exposure to natural light and nearby greenery.

High-performance outdoor space

By investing in Landscape Architecture & Design Services, property owners and businesses can convert their outdoor space into a place where employees can recharge.

Employee Productivity Before & After Spending 29 Minutes Outside



SOURCE: WorldHealth

Open layout for airflow and teamwork

According to employees, the number one function of an office is collaboration (PwC).

Employers looking to reconfigure their existing spaces to meet the new needs of their workforces should consider leveraging Interior Design Services to achieve an open office layout that supports collaboration.



Problem:

Employees do not feel safe or comfortable coming back to the physical workplace

Solution:

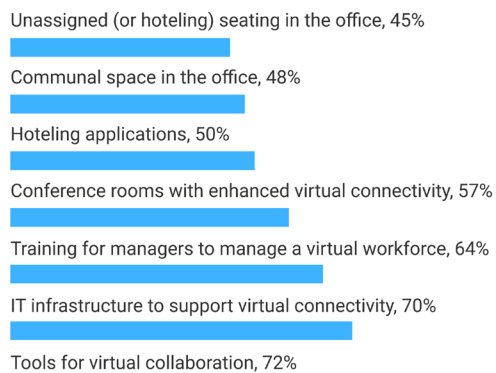
Digitize & Clean for a Safe Hybrid Office



Invest in digitization to create a seamless work environment

By implementing Audio Visual System Integration Services in their workplaces, employers can set up conference rooms with videoconferencing capabilities and invest in touchscreen devices outfitted with antimicrobial and antiviral screen protectors.

US Executives are Planning Investments to Buy into Hybrid Work Models



SOURCE: PwC

Return employees to a professionally cleaned work space

Duct Cleaning Services might be necessary in workplaces where debris has accumulated in duct systems.

There is also an increasing need to replace HVAC systems in office spaces and other commercial properties.

Through HVAC System Construction & Maintenance, building owners and tenants can replace existing ductwork with a more effective and efficient air purifying system.

Enable access to a VPN

Employers can turn to Managed VPN Services to ensure secure access to internal resources even while employees work remotely.

Virtual Private Networks (VPNs) offer security features, such as data encryption, to keep company operations safe from cybersecurity threats when transitioning to online processes.

Increase the frequency of routine cleaning

To help employees feel safe, employers should establish heightened cleaning protocols throughout the office.

Employers should consider acquiring Janitorial Services more often and, in doing so, target surface disinfection.

Consult with professionals over digitization

The complexity of IT systems is increasing exponentially; thus, it is becoming more difficult for employers to plan digitization.

Employers should consider leveraging IT Consulting Services to assist with extensive digital overhauls.



Problem:
The workplace culture is changing

Solution:

Foster Community & Invest in Your Workforce



Begin with hiring and onboarding

22% of employee turnover happens in the first 45 days of joining the company.

By acquiring Psychometric Testing Services and implementing psychometric testing into the hiring process, employers can select job candidates based on their demonstrated qualities and how those qualities fit in with the company's existing culture.

Provide personal and professional growth activities

Development and training are the most important company policies according to 68% of employees (ClearCompany).

Through Computer Training Services, employers can give staff the skills they need to cope with the digitization of company operations.

Growth activities should also cover the personal aspects of employees' lives. By offering Corporate Gym Memberships, for example, employers can demonstrate their commitment to their staff's wellbeing and physical and mental health.

Support community-building opportunities

When employees feel isolated, their productivity declines as much as 21%. Communication among team members can see more than 50% improvement when teams are given the opportunity to socialize.

Hiring Catering Services to celebrate a team's hard work, for example, can go a long way in supporting a company culture. For larger events, companies should employ Conference Planning Services or Party & Event Planning Services to organize safe online and in-person events that bring the company together.

Establish a meeting etiquette

Employers should consider establishing a meeting etiquette with the help of Human Resources Consulting services.

Remote Employee Participation in Meetings



- 43%** Employees that report being active and engaged participants in remote meetings.
- 57%** Remote employees that report after dialing into meetings, they feel that other meeting attendees forget about them.

Of the 57% that Feel Forgotten...



- 32%** Say they become passive listeners.
- 23%** Feel like they have to interrupt the conversation in order to participate.

SOURCE: Intrado



Problem:
COVID-19 cases are rising outside the United States

Solution:

Mitigate Risk



Create company-wide travel instructions

The US advises against travel to 80% of countries worldwide.

Employers can set up an internal travel guidance by leveraging Travel Risk Management Services.

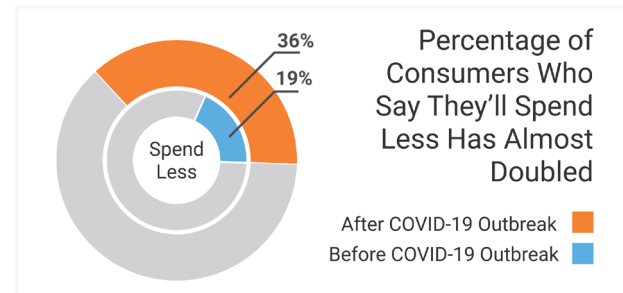
Strengthen upstream supply chains

Boosting visibility is the highest priority of supply chain executives in the next 12 to 36 months.

Supply Chain Management Software can help employers identify the effects of the pandemic on supply chains and roll out policies to mitigate disruptions to supply chains as they arise.

Mitigate dropping demand from buyers outside the United States

Employers should look into a Supply Chain Insurance policy that protects against lapses in demand under certain circumstances.



SOURCE: PwC

Prepare for a resurgence of cases in the United States

A higher number of COVID-19 cases globally amplifies the possibility of coronavirus variants entering the United States.

Employers should consider acquiring Risk Management Consulting Services to mitigate risk of a COVID-19 re-emergence.

Related Reports

Construction

- o Commercial Carpet
- o Carpet Installation
- o Painting Services
- o Parking Lot Maintenance & Repair
- o Interior Design Services
- o Masonry & Stonework Services
- o Window & Door Installation Services
- o Window Tinting Services
- o Wood Floor Installation
- o Architecture Services
- o Building Inspection Services
- o Facilities Management Services
- o Landscape Architecture & Design Services
- o Urban Design Services
- o Window Blinds & Shades
- o Drinking Fountains
- o Serviced Office Space

Furniture

- o Combination Desk Chairs
- o Conference Tables
- o Filing Cabinets
- o Industrial Furniture
- o Laboratory Furniture
- o Locker Systems (smart lockers)
- o Office Desks
- o Office Furniture Systems
- o Office Seating
- o Vending Machine Rental

Technology

- o Televisions
- o Audio Visual System Integration Services

Safety

Health

- o Sign Installation
- o Workplace Safety Consulting Services
- o Barricades & Barrier Tapes

- o Barrier Gates
- o Respiratory Protection Equipment
- o Safety Apparel
- o First Aid Kits
- o Paper Towels
- o Personal Paper Products
- o Drinking Water Delivery Services
- o Tamper-Evident Labels

Cleaning

- o Carpet Cleaning Equipment
- o Degreasers
- o Disinfectants
- o Industrial Clothes Dryers
- o Duct Cleaning Services
- o Industrial Washing Machines
- o Dumpster Rental
- o Floor Polishers
- o Trash Bags
- o Hand Dryers
- o Vacuum Cleaners
- o Air Purifiers & Cleaners
- o Air Filtration Services

Security

- o Security System Installation
- o Closed-Circuit Television Systems
- o Surveillance Cameras
- o Security Guard Services
- o Security Monitoring Services
- o Temporary Security Staffing
- o Security Lighting

Digitization

Cloud

- o Data Center Services
- o Internet Services
- o IT Hosting Services
- o Web Hosting Services

Equipment

- o Phone & Video Conference Equipment
- o Computer Leasing

People

- o Permanent IT Staffing
- o Temporary IT Staffing
- o Computer Training Services

Software

- Energy Intelligence Software

Services

- o Document Scanning Services
- o IT Support Services
- o IT Systems Integration Services
- o Internet Domain Names
- o Network Planning & Design Services
- o IT Consulting Services
- o Data Privacy Consulting Services

Culture

Physical Artifacts

- o Flame-Resistant Uniforms
- o High-Visibility Uniforms
- o Uniforms
- o Uniform Rental
- o Commercial Dry-Cleaning & Laundry Services
- o Commercial Photography
- o Business Card Printing

Events & Travel

- o Party & Event Planning Services
- o Conference Planning Services
- o Chartered Bus Services
- o International Air Travel
- o Domestic Air Travel
- o Taxicab Services
- o Cafeteria Management Services
- o Catering Services
- o Corporate Travel Services
- o Event Facilities

- o Hotel Rooms
- o Party Supply Rental

Consulting

- o Human Resources Consulting
 - o Management Consulting Services
- ### Hiring
- o Permanent Personnel Recruitment
 - o Psychometric Testing Services
 - o Reference & Background Checking Services

Moving

- o Personnel Relocation Services
- o Moving Services

Temporary Staffing

- o Contingent Workforce Management Services
- o Temporary Clerical & Administrative Staffing
- o Temporary Medical Staffing
- o Temporary Warehouse Staffing

Training

- o Learning Management Software
- o Executive Coaching Services
- o Safety Training Services
- o Language Schooling
- o Sales Training Services
- o Computer Training Services

Wellness

- o Group Health Insurance
- o Group Dental Insurance
- o Vision Insurance
- o Drug & Alcohol Screening Services
- o Corporate Wellness Services
- o Occupational Health & Safety Services
- o Telehealth Services
- o Corporate Gym Memberships
- o Physical Screening Services
- o Back & Joint Protective Equipment
- o Child Day-Care Services