

Safe Access Facility Condition

Tailor-Made Mitigation For Your Organization

New Normal Series

EACH COMPANY IS UNIQUE, with its own culture and need for appropriate measures and solutions. Working with relevant authority guidelines and an

organization's unique needs, we craft a specific plan and execution strategy to balance policy directives, the physical workplace, and the human experience.

SAFECON

SAFE ACCESS FACILITY CONDITION	A	S	I	D	E
	ACCESS	SANITIZE	INTERACT	DISTANCE	EAT/DRINK
2 LEVEL 2 Transition Period is day one Office is open Limited access Facilities are operational Immediate focus	Open for employees Alternating shifts Set weekly shift assignments 50% work from home Weekly, 2-day, 3-day Isolate deliveries Sanitize delivery and mail Designated amount of time Mail and delivery protocol Essential goods only No breakfast or lunch deliveries Control point of entry Wellness/temperature check PPE check Single-point of entry No visitors or clients Post rules and procedures	Antiviral fogging Weekly Monthly Deep-cleaning protocol Daily Semi-weekly Outside services Occupant protocols Hourly Daily Employee protocols Sanitizing wipes and hand sanitizer at each seat/space Wipe upon arrival; wipe on departure Shared equipment Clean before and after each use	No shared technology equipment Employee-issued keyboard Employee-issued mouse Employee-issued headset Equipment stays with employee No shared-use supplies Bring your own supplies You touch it, you own it Increase use of disposable/single use items No physical contact between employee and employee equipment Touching equipment only when necessary	Route from parking to office Maintain physical separation (six feet) Elevator protocols Limit persons per cab Delineate standing locations Workspace protocols Maintain physical separation (six feet) Informal and formal gathering areas Meeting rooms and areas Offices and workstations Reduction of seats in meeting spaces Wear masks and gloves* Circulation paths Establish one-way circulation zones Define circulation zones Toilet room protocols One to two persons maximum at a time	Shared equipment use prohibited Refrigerator/freezer Microwave Water Ice Coffee Food & drink protocols Bring your own No outside food deliveries No self-service to happy hour Eating and drinking limited to assigned seats Coffee-Tea service Manned Contact limited to single person only Self service and shared use shut down Plates, glasses, utensils Disposable only Non-disposable prohibited



PDR has deep experience working with global companies, real estate advisors and developers to redefine the high-performance workplace. To learn more, visit www.pdrcorp.com/newnormal

*when social distancing cannot be maintained

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