

FRAMEWORK



KEY QUESTIONS TO INFORM YOUR RETURN TO THE WORKPLACE DECISIONS

As you transition from “Safer At Home” to welcoming employees back safely, EUA suggests taking a holistic view of your organization to help you ultimately shape the “new normal” for your work environment. By aligning people, place, and technology it allows your culture to authentically shine through, motivating employees to bring their best and whole selves to work – regardless of what it physically looks like moving forward.

Through our experience and research, we’ve identified **five key drivers** to an engaged workplace. By applying these drivers and key questions to your return-to-work phases, you can create a plan that will elevate positive employee engagement.



SAFETY + SECURITY

Personal Comfort, Security + Acoustics

In what ways are we adjusting our workplace and leveraging technology to elevate the physical and psychological security of our employees? How are we regularly communicating those adjustments?



BRAND + IDENTITY

Experiential, Display + Personalization

How do we keep our clients, customers, visitors, the community and our employees connected to the purpose of our work and the culture of our organization during longer periods of virtual communications?



WELL-BEING

Access to Nature, Enclosure, Amenities + Support

How are we best supporting our employee’s well-being both at the workplace and in their remote work setting? What behavioral modeling might we demonstrate to prove our authentic support and care of our employees?



KNOWLEDGE SHARING

Mobility, Proximity, Interaction + Retreat

With respect to social distancing recommendations, how are we providing the best opportunity through our workplace and technology for employees to engage and collaborate?



TRUST + TRANSPARENCY

Variety, Choice + Control, Flexibility

How do we best support and promote a culture of trust that enables our employees to choose where and how they work best?

CHECKLIST



PEOPLE, PLACE AND TECHNOLOGY CONSIDERATIONS

No matter where you are in preparations for returning to your work environment, the alignment of people, place and technology can serve as a guide to ensure your culture is maintained throughout. This checklist of considerations details areas you might explore, as you seek to bring teams back and support workforces.



PEOPLE

CULTURAL CONSIDERATIONS

- Key priorities established
- Employer and employee commitments
- Rules of engagement
- Protocols and non-negotiables
- Visitor and guest policies
- Landlord protocols
- Cleaning protocols
- Governmental or healthcare advisories and updates
- Schedule and phasing documentation
- New habits + social norms
- Behaviors and behavioral modeling
- Virtual social programming
- Mental well-being and support services
- Feedback loop
- Future phasing
- Inclusivity



PLACE

PHYSICAL CONSIDERATIONS

- Reentry identification and planning
- Workplace readiness assessment
- Social distancing diagrams + signage
- Accessible and non-accessible spaces
- Directional pathways + signage
- Protective equipment location identification
- Vertical circulation accessibility and paths
- Individual workspace protocols
- General workplace protocols
- Shared environment protocols
- Access or adjustments to amenity spaces (i.e. cafeteria operations, mother's room, fitness, meditation rooms, wellness rooms, etc.)
- Dedicated waiting and meeting spaces for visitors and guests
- Room use and access changes



TECHNOLOGY

TECH CONSIDERATIONS

- Touchless technology solutions
- Environmental modifications + cleaning
- Entrance technology
- Health scanning
- Equipment cleaning + storage
- Support with remote work capabilities and infrastructure
- Business technology check-out + check-in procedures
- Contact tracing technology
- Location notification / identification
- Visitor identification
- Equipment lockers

When **people, place and technology** align, it allows your culture to authentically shine through and motivates employees to bring their best and whole selves to their work, wherever that work may occur.