JLL has identified three key pillars to re-entry: (re)activate space, (re)spect health & wellness and (re)vitalize property and workplace operations.

Here are key areas to proactively address to (re)activate your space.

**Consider objective re-entry triggers**

- What are the government mandates around re-opening and occupancy?
- Are building and tenant spaces safe and equipped for reuse?
- Is there an established employee return to work plan confirmed?
- Are protocols prepared for re-closing?

**Stagger return to office**

- Identify who will return to the office in the near term, realizing that some employees may require extended remote work due to underlying personal factors, transit challenges and school closures
- If possible, create shifts based on social distancing in the workplace
- When restructuring the number of shifts, think about company headcounts and space capacity
- Maintain separation between teams returning to the office
Implement new behaviors
- Communicate new protocols around cleanliness and gathering in common areas, as well as return to work timing and scenarios
- Impose proper travel restrictions on early returns
- Implement one-way circulation patterns to help manage foot traffic
- Limit the number of employees allowed in certain spaces
- Assign desks and make them reservable ahead of time to manage employee volume in the office

Rethink office configurations
- Redraw floorplans and reconfigure furniture, considering that some changes may be required by new government mandates
- Incorporate more touchless technologies for restrooms and trash receptacles
- Define cleaning and transition protocols for any shared workspaces
- Consider re-purposing underutilized spaces
- Limit any desk sharing in the near term

Leverage technology
- Assess existing building technology that could help in providing and monitoring access and occupancy
- Consider new products in areas such as support for remote work, health screening robotics or touchless technology

Consider spatial distancing strategies
- Limit on-site meetings and establish clear guidelines
- Use videoconferencing and other virtual meeting technologies
- If holding in-person meetings, limit the number of attendees and maintain social distancing
- Plan for and manage congestion in common areas like elevator banks, cafeterias and gyms
Limit common area and amenity access

- Limit occupancy using clear guidelines and shifts
- Manage higher demand and sanitation for microwaves and other equipment
- Encourage workers to bring food to the office or have lunch delivered in prepackaged containers to eliminate trips outside the office
- Limit congregation in any communal spaces, such as cafeterias, lounges and fitness centers

Enhance data collection

- Track space utilization and identify potential risks for contamination with digital tools

For more information, talk to a JLL professional

Contact us to learn how we can help navigate (re)entry to ensure your workplace, your assets and your people are ready for the next normal.

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