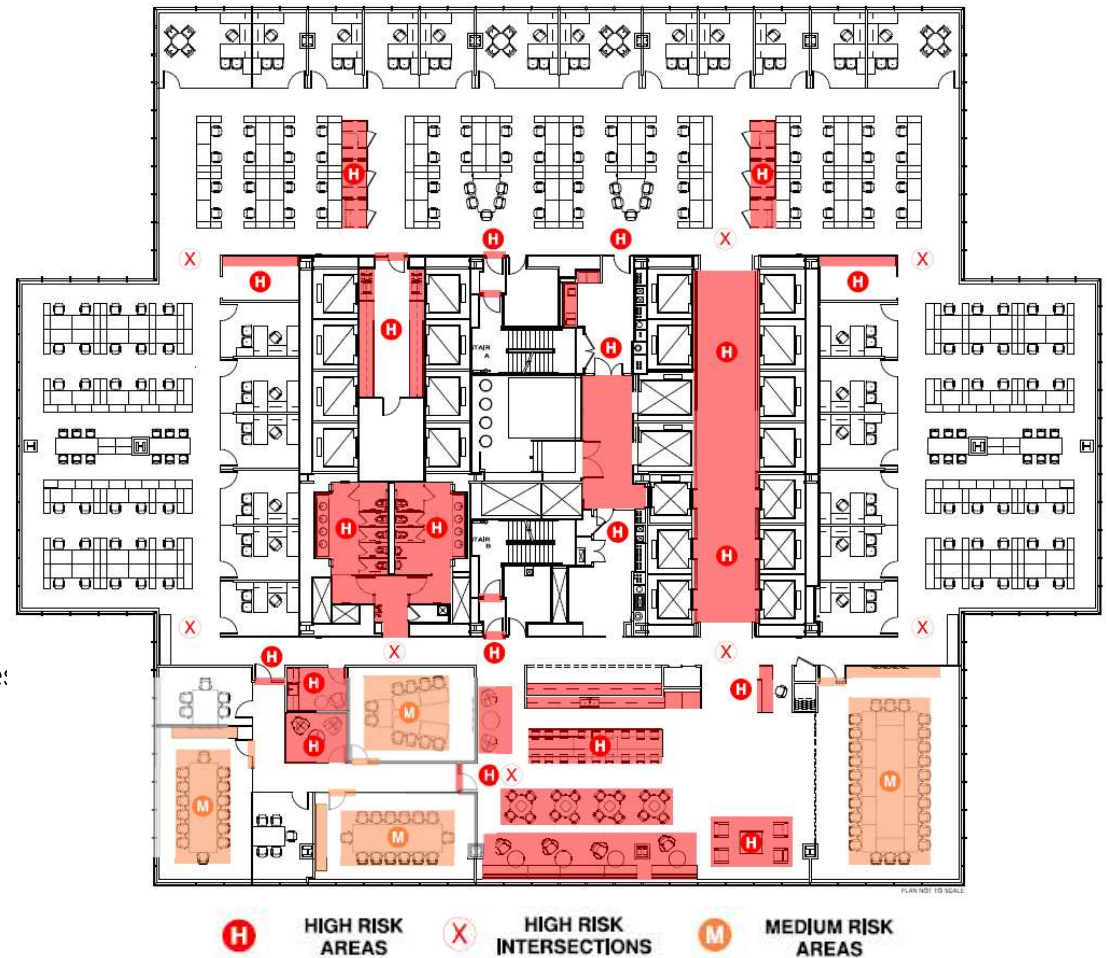


COVID-19 Office Re-Boarding Process Roadmap

Risk Overlay

Identify

- High Risk Areas
 - Elevator lobbies
 - Reception/waiting spaces
 - Break/café areas
 - Shared phone rooms
 - Restrooms
 - Printer/copier/mail areas
 - Office supply areas
 - Specialty spaces
 - Stairwells/exits
 - Vending areas
- High Risk Intersections
- Medium Risk Areas
 - Group coffee/food areas
 - Conference rooms
 - Shared equipment/service:
 - Shared storage/filing
- High-Touch Devices
- Low Risk Areas



COVID-19 Office Re-Boarding Process Roadmap

Capacity Overlay

Identify

- Enclosed Spaces
 - Offices
 - Conference rooms of 5 people or less
 - Phone rooms with doors
 - Huddle rooms or rooms with soft furniture
 - Other enclosed spaces
- Open Spaces
 - Workstations
 - Open collaborative spaces
- Rooms greater than 5 seats
- Break/café areas

- **WORKSTATIONS**
Before - 116 | After - 59
- **CONFERENCE ROOM**
Before - 64 | After - 20
- **PHONE ROOM**
Before - 8 | After - 8
- **HUDDLE ROOM**
Before - 2 | After - 2
- **OPEN COLLABORATIVE AREA**
Before - 6 | After - 6
- **BREAK / CAFE**
Before - 44 | After - 12
- **OFFICES**
Before - 24 | After - 24



TOTAL SPACES
 Before: 161 (125 RSF)
 After: 104 (194 RSF)
*(Conference room counted as 4;
 break/café counted as 1)*