

# COVID-19 RESPONSE PLANNING

As discussion shifts to the return to the workplace, we face new challenges on re-entering safely, with a focus on adaptability for the future. At Fort Point PM, we continuously review the guidelines issued by national, state and city organizations, and simultaneously study the evolving abundance of real estate related COVID-19 documentation. Fort Point PM is committed to navigating you through this process to assess, analyze and activate your new resilient workplace.

All effective action begins with a plan. We strongly recommend engaging with your key internal stakeholders and external partners to align policy, workplace, technology, and facilities requirements to support your unique business operation.

In the coming weeks, we will continue to evaluate the emerging information and streamline the process for our clients while providing a balanced approach to achieving the next generation of resilient workspaces.



## ASSESS

### What are our baselines for employee, space, and technology?

- Identify all internal and external resource groups required for consultation (HR, IT, Facilities, Security, Real Estate, etc.).
- Form your internal COVID-19 task force.
- Identify all pre-COVID-19 workplace standards and procedures.
- Continuously study the international, national, and local landscape.

### Fort Point PM Recommends: REVIEW INFORMATION SOURCES

#### NATIONAL (weekly)

Centers for Disease Control  
U.S. Department of Health  
National Institute of Health  
World Health Organization

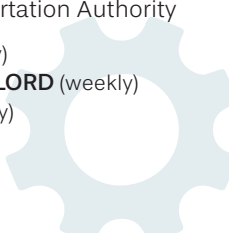
#### STATE (weekly)

Governor's Office  
Dept. of Public Health  
Executive Office of Labor & Workforce Development  
MA Bay Transportation Authority

#### CITY/TOWN (daily)

#### BUILDING/LANDLORD (weekly)

#### CORPORATE (daily)



## ANALYZE

### What recommendations optimize our space for employees and their safety while satisfying financial goals?

- Establish company goals, drivers and constraints, short and long-term.
- Identify adaptable solutions to satisfy short and long-term goals.
- Develop proposed solutions to each COVID-19 impact item for review with internal and external partners.

### Fort Point PM Recommends: STANDARDS & PROCEDURES TO REVIEW

#### POLICY

Employee Re-Entry Requirements  
Office Use & Protocol  
In-Person Conduct & Safety  
Work From Home  
Work Travel

#### WORKSPACE

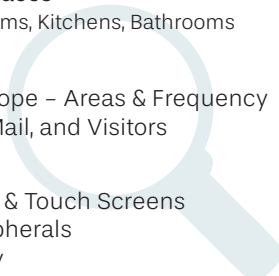
Assigned & Shared Seating Locations  
Common Spaces  
Meeting Rooms, Kitchens, Bathrooms

#### FACILITIES

Cleaning Scope – Areas & Frequency  
Deliveries, Mail, and Visitors

#### Technology

A.V. Controls & Touch Screens  
Shared Peripherals  
Secure Entry



## ACTIVATE

### How will we implement new protocol and physical changes?

- Create a project plan, including schedule and budget requirements, for all COVID-19 re-entry and post-COVID-19 modifications for approval.
- Develop a communications plan for all stakeholders.
- Integrate an operational support plan to guarantee continuity.

### Fort Point PM Recommends: SAMPLE HIGH PRIORITY MODIFICATIONS

#### POLICY

Employee Handbook Revision  
Employee Communications

#### WORKSPACE

Workspace Configuration Changes  
Furniture Modifications  
Signage & Wayfinding  
Mechanical Upgrades

#### FACILITIES

Landlord Requirements  
New Contracts / Partnerships

#### Technology

Touchless Solutions  
Conferencing Alternatives  
Building Monitoring

