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**Scott
Christensen**

Vice President
Olenick



TJ Johnson

Strategy Director
Olenick

REVIEW OF THE SLIDE DECK *(Toggle to the Presentation Layer for notes)*

- First Things First
- Physical distancing happens at three levels
- Preparing the Building/Office
- Technology & Security
- Ordering Supplies
- Preparing the Workforce
- Controlling Access
- The 6-Foot Office
- Creating a Social Distancing Plan
- Reducing Touch Points and Increasing Cleaning
- Communicating Effectively
- Travel
- Longer Term Challenges (Future Focus)
- Resources

What is the top issue you foresee as you contemplate reopening offices?

- Social Distancing in the office
- Social Distancing on elevators
- Cleaning/disinfecting
- Users not wanting to return yet
- Prioritizing who returns in what order
- Equipment (that may have been removed)
- Other _____



FIRST THINGS FIRST

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- VUCA world – volatile, uncertain, complex, and ambiguous
- It will not be back to operating as usual
- This will be slow, won't happen all in one day
- It's all about Risk Management - Follow the Leader

PHYSICAL DISTANCING HAPPENS AT THREE LEVELS

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Level 1:
Stay at Home



Level 2:
Safer at Home



Level 3:
Protect Our Neighbors





- **LOCALE**
 - Regional/state/county/local are driving the timeline
 - Different for different areas
 - Affects each office differently



- **BUILDING**

- Building Management Responsibilities
- Building Lobbies - Congestion
- Security / Check-in
- Elevator Use Requirements
- Building Cleaning



- **OFFICE**

- Main Goal - minimize entry and transmission of the virus in your workplace
- Review EVERYTHING
- Air flow
- Office layout
- Touch points
- Office Reception Areas
- Meeting Rooms
- Office Sharing / Open Areas / Hallways
- Kitchen Areas, Restrooms

CHECKLIST OF AREAS TO CONSIDER

- ☐ Breakrooms, cafeterias and kitchens
- ☐ Building reception
- ☐ Client/customer/patient waiting areas
- ☐ Childcare facilities
- ☐ Company vehicles
- ☐ Conference rooms
- ☐ Copy room
- ☐ Drop off and pick up areas
- ☐ Elevators
- ☐ Exercise facilities and locker rooms
- ☐ Kiosks
- ☐ Libraries
- ☐ Lobbies
- ☐ Mailroom
- ☐ Nursing mothers' space
- ☐ Parking
- ☐ Outdoor patios, picnic tables and gathering areas
- ☐ Respite, recreation, and game rooms
- ☐ Restrooms
- ☐ Security areas and checkpoints
- ☐ Shared equipment (computers, copiers, printers, mobile devices)
- ☐ Shipping and receiving areas
- ☐ Stairwells
- ☐ Storage, supply, and file rooms
- ☐ Water and hydration stations



- Equipment Pool Inventory and Access
- Technology Staff Rotation
- Protocols for going desk-side for support
- Adjustments to strategic technology plans based on more WFH
- Backlog of Tech Projects
- Review manual processes
- Review training and help desk processes/plans
- Review Security and BYOD policies
- Update Business Continuity Plans, Contingency of Reemergence of COVID

SUPPLIES – ORDER NOW!

- Thermometers (Forehead)
- Gloves
- Masks
- Sanitizer for Conference Rooms/Individuals
- Clorox Wipes
- Toilet Paper (check with building)

Make sure everyone knows where to find these items

[Intivity.com](#) – masks, gloves, disinfectants

[GetGarveys.com](#) – masks, gloves, disinfectants

[Premier Supplies](#) – masks, gloves, disinfectants

[Joolamedical.com](#) – face masks

[Geosyntec.com](#) – air quality consultants, HVAC, filters, etc.



- RTO vs WFH
- Attendance Guidelines
- Transportation
- HR, Sick leave and Insurance Policies
- Input from workforce to determine concerns, needs and expectations
- Mental health and psychosocial aspects / support
- Childcare Barriers
- Furloughed staff plans



- Staff
 - Daily Testing
 - Reporting
 - Split Days, Hours, Teams
- Vendors/Suppliers
 - Pre-testing
 - Protocols for working in the office
- Clients
 - Pre-testing
 - Limit Number
 - Masks



THE 6-FEET OFFICE

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01

BE WELCOME AT
WORK, BUT ALWAYS
ACT RESPONSIBLY

02

STICK TO THE RULES,
FOLLOW THE SIGNS

03

STAY SAFE AT 6 FEET
FROM EACH OTHER

04

WALK THE OFFICE
CLOCKWISE, ALWAYS
AND EVERYWHERE

05

ENTER AND LEAVE
MEETING ROOMS
AS INDICATED

06

REPLACE YOUR
DESKPAD DAILY AND
LEAVE A CLEAN DESK

CREATING A SOCIAL DISTANCING PLAN

- | | | |
|---|----------|--|
|  | 1 | Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building. |
|  | 2 | Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands. |
|  | 3 | Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions. |
|  | 4 | Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible. |

SOCIAL DISTANCING GUIDELINES AT WORK

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5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

- open doors
- clean desk policy
- food plan
- cleaning common areas
- hand sanitizer & wipes/garbage cans near copiers, doors, elevators, etc.



- Transparent Communications
- Alert Notifications
- Signage
- Deal with Employee Fears & Safety
- Cross-training
- Publicize info from government agencies
- Publicize info about vaccines once available

- Guidelines on employees to visit clients or other law firms locally
- Summer/Holiday Travel Guidelines – restrictions to Hot Spots?
- Self-isolation and WFH following travel?

How do we accommodate flexibility in our workforce

How do we manage a distributed workforce

How should our business model adapt

How should our client mix or practice mix shift

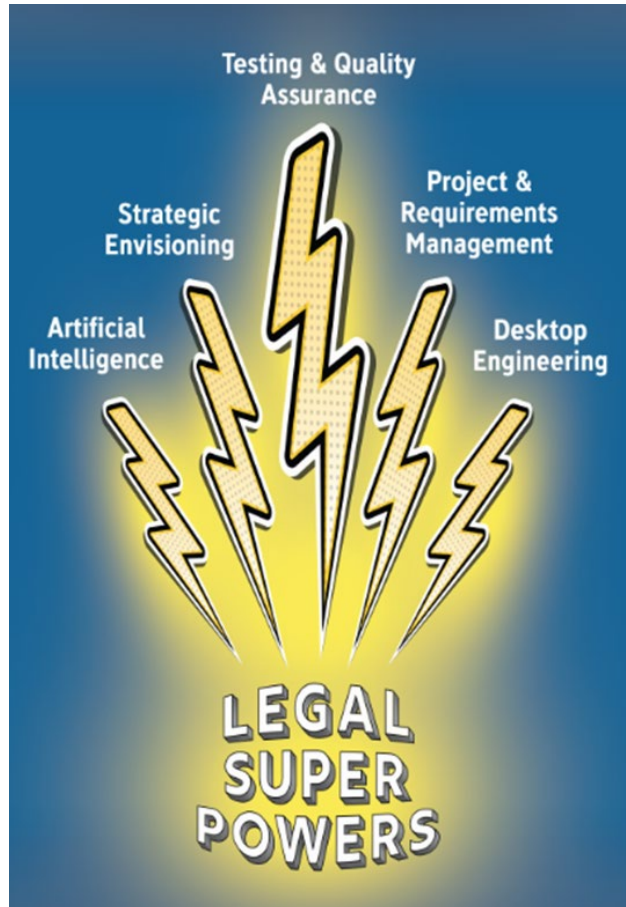
How has our definition of an ideal lawyer or business professional employee shifted

How has our definition of an effective leader or manager shifted

How has our definition of an ideal client shifted

What training, technology & communication investments do we need to make this easier

- [CDC Guidelines for Businesses & Employers to Plan & Respond to COVID-19](#)
- [CDC Communication Resources](#)
- OSHA – [COVID-19](#)
- [Illinois Department of Public Health](#)
- [State of Illinois Coronavirus Response](#)
- [COVID-19 Resource Page](#) – International Legal Technology Association (ILTA)
- [When and How to Reopen After COVID-19](#), Resolve to Save Lives (Vital Strategies)
- [Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- [Resilience in the Midst of the COVID-19 Crisis](#) - RB Consulting
- [When Crisis Calls: How Leaders Are Responding to COVID-19](#) – The Tilt Institute
- [Recovery Readiness](#), - Cushman & Wakefield
- [Privacy and Data Security Implications of Employee Screening](#) – Littler
- [Getting Back to Work: Preparations and Considerations for Employers](#)- Kelley Drye
- [COVID-19 Recovery Playbook](#) – LawVision
- [Lets Stop Asking When Are We Going Back to the Office](#) - Dentons
- [How to prevent your Zoom meetings being Zoom-bombed \(gate-crashed\) by trolls](#)



- Scott Christensen, Vice President
 - schristensen@Olenick.com
 - 312-296-2547
- TJ Johnson, Strategy Director
 - tjjohnson@Olenick.com
 - 773-343-5193

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