

 RED THREAD

Workplace Re-Entry Program

HOW WE CAN HELP IN THE “NOW”

Space analysis planning & solutions for a safe workplace

Navigating through the decision-making process of returning to the workplace is very challenging. We believe that people, space and technology need to work together. This framework will help you develop your Workplace Re-Entry Program with employee safety, well-being, and trust as the top priority.

Jeff Keener
CEO, Red Thread

INSIGHTS

INTRO

ANALYZE

MODIFY

ADD

SUMMARY

welcome

to the Workplace Re-Entry Program

We have thoughtfully prepared this guide to help you in your journey to plan for a safe return to the office. The framework in which we consider changes to the workplace falls into the Now, Near, and Far perspective. This tool includes actionable solutions and services for the “Now.” Our team is currently working on developing a “Near” workplace design. Visit red-thread.com/post-covid-workplace for the latest information.

Navigating the Guide

The tabs above indicate which section you are in, as well as serving as an interactive link to each section.

INSIGHTS





INSIGHTS

INSIGHTS: Our Framework

Our holistic approach encompasses how people, space and technology need to work together. We utilize this framework to help you develop your Workplace Re-Entry Plan with employee safety, wellbeing and trust as the first priority.

We help you put ideas into action.



INSIGHTS from Steelcase

Returning to the workplace after COVID-19 will be like reopening the economy. It will happen in waves and it will be stressful for both organizations and workers. It's impossible to predict what may happen next.

The Now, Near and Far

As we work with our global network of leading organizations and experts, we recognize the importance of looking at the return to work across the time horizons of now, near and far. For many organizations this will happen in waves and differ across geographies, as they bring segments of their workforce safely back into the office.

Now

This will be the first wave, with portions of the workforce continuing to work from home. Planning for now also means **retrofitting** the workplace, based on a common-sense approach that adheres to governmental and global health guidelines, including physical distancing, adding barriers, cleaning and safety measures.

Near

At this stage, organizations may be ready to bring back most or all of their workforce. Building on what we learn from our experiences and science, organizations can begin **reconfiguring** the workplace. This will involve new ways to lay out space and change work settings to offer longer-term solutions for enhanced safety.

Key principles for these first two stages will be to focus on:

- **density** of the workplace and its population
- **geometry** of the furniture arrangements
- **division** using screens, panels or other barriers

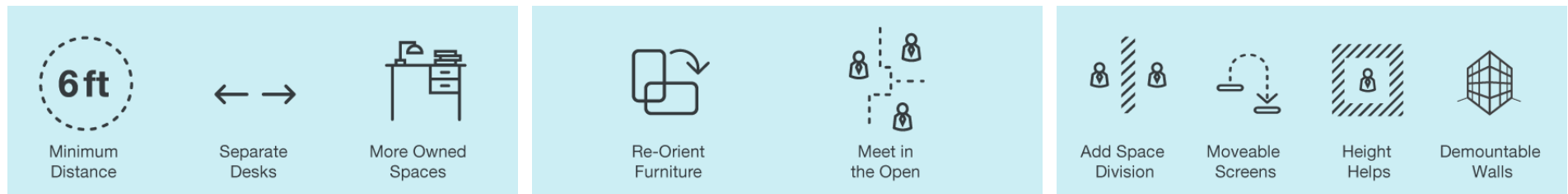
Far

Work environments in the future will require **reinvention** as science-based evidence and emerging technologies offer new solutions. Planning paradigms of the past were driven by density and cost. Going forward they need to be based on the ability to adapt easily to possible economic, climate and health disruptions. The reinvented office must be designed with an even deeper commitment to the wellbeing of people, recognizing that their physical, cognitive and emotional states are inherently linked to their safety.

INSIGHTS from Steelcase

SPACE CONSIDERATIONS

Returning to work after COVID-19 demands a rethinking of the workplace. Companies want to bring people back to the office because they know it's the best place for people to come together, align on priorities and get things done. People have grown weary of isolation and look forward to being able to speak directly to their colleagues and solve problems. As organizations plan for people to return in waves, they need a strategy for the physical work environment that follows new safety protocols and allows people to create, collaborate and be productive.



Density

The number of people per sq. ft/m

- **Minimum Distance:** Create minimum 6ft distancing between people in open workstations, meeting spaces, cafés and lounge spaces. Reduce occupancy by removing desks, tables and seating, or use alternating desks.
- **Separate Desks:** Pull workstations and desks apart to increase distancing.
- **More Owned Spaces:** Reduce/eliminate shared desking and shift to more owned individual spaces.

Geometry

How the furniture is arranged

- **Re-orient Furniture:** Reconfigure desking to reduce face-to-face orientation; turn workstations to 90-degree angles to prevent workers from working directly across or behind one another.
- **Meet in the Open:** Use open spaces for meetings of more than five people, leveraging flexible furniture with movable whiteboards and screens to create boundaries.

Division

Using screens, panels or barriers

- **Add Space Division:** Increase barriers for existing work-spaces by adding screening, storage elements, plants or partitions.
- **Moveable Screens:** At workstations, consider increased user-movable screening and privacy devices to reduce exposure.
- **Height Helps:** Implement the highest boundary possible above the worksurface (on all exposed sides) when a minimum 6ft distance cannot be achieved.
- **Demountable walls:** Create flexible private spaces with demountable walls.

INSIGHTS from Red Thread

TECHNOLOGY CONSIDERATIONS

Now more than ever, technology is at the forefront of how all organizations collaborate, whether we are working from home or returning back to the office. Employee trust and safety are a top priority and technology will provide critical ways to monitor and manage compliance of new protocols for a safe working environment. Technology is a critical component in defining the future of work.



Immersive Web Conferencing



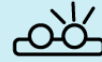
Interoperability Software



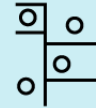
No Touch Controls



Temperature Check



Cleaning Light Indicator



Occupancy Monitoring



Air Quality



All-In-One Devices



Personal Collaboration Systems



Microphones + Speakers

Collaboration Room Systems

Immersive web conferencing

- Microsoft Teams Rooms
- Zoom Rooms
- Cisco Team Rooms
- Pexip Interoperability Software
- No Touch Control Interfaces

Safety Monitoring and Compliance

Visibility to promote employee safety

- Fast Pass Thermo Temperature Check
- Surface Cleaning Light Indicator
- Space Occupancy Monitoring
- Air Quality

Home Office Collaboration

High quality collaboration from home

- All in One: Interactive Display, whiteboard & conferencing device
- Personal Collaboration Systems
- Microphone/Speaker alternatives



INTRO: Workplace Re-Entry Program

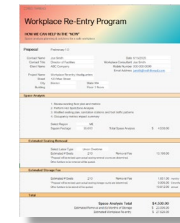
INTRO: Workplace Re-Entry Program

We want to support you in developing your workplace re-entry strategy to ensure a safe return for your employees. Our program was developed to be an end-to-end actionable solution to be implemented immediately - from conducting a space analysis and modifying your work environment to providing solutions that support new protocols in safety, communication and collaboration.

The tabs above indicate which section you are in, as well as serving as an interactive link to each section.

INTRO

Our Workplace Re-Entry Process



1 ANALYZE

Space Analysis to identify problem areas, suggest resolutions and develop your re-entry floor plan.

- Existing Floor Plan & Consensus Review
- Hot Zone Analysis
- “Now” Floor Plan Recommendations
- Occupancy Metrics Impact Summary

2 MODIFY

Modify Services retrofit your workplace and provide furniture storage for future use.

- Removal & Retrofit
- Receiving & Bar Code Tracking
- Storage & Inventory Management
- Cleaning & Delivery

3 ADD

Workplace Readiness Products to help with wayfinding, room capacity awareness, sanitation, space division, monitoring and compliance and safe collaboration.

- Interior Signage
- Sanitation Stations
- Divider Screens
- Digital Sanitation
- Digital Signage
- Collaboration Technology
- Safety and Occupancy Monitoring

\$ SUMMARY

Deliverables and Pricing for each of the key steps.

- Space Analysis
- Seating Removal, Asset Tracking, Storage & Return Delivery
- Space Solution Options
- Safety and Occupancy Monitoring Solution



ANALYZE

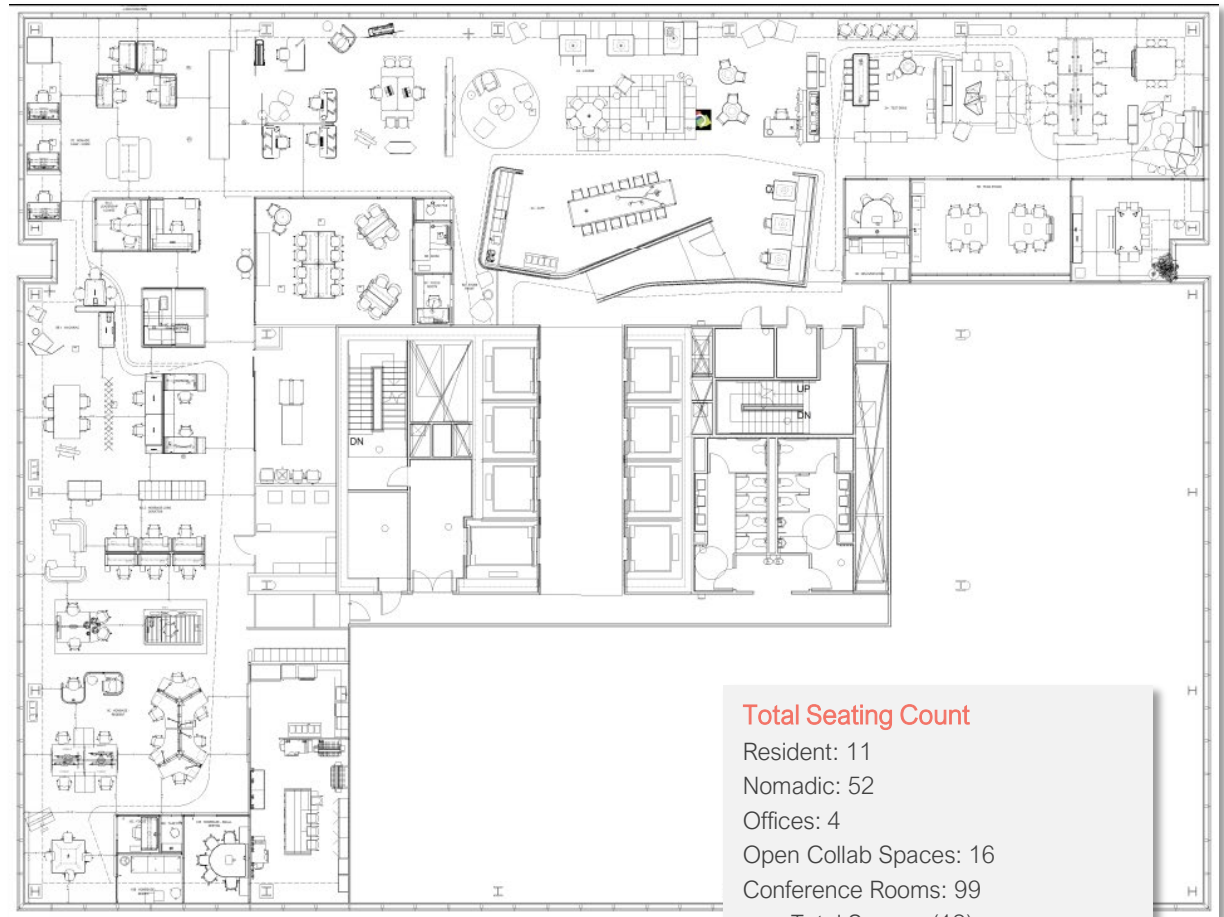
ANALYZE: Space Analysis Process

1. Existing Floor Plan Analysis

Density, Circulation & Spatial Distancing Review

Services Scope:

- Review existing floor plan seat count (resident, nomadic & collaborative spaces)
- Apply headcount to seats
- Provide existing seat count summary



Total Seating Count

Resident: 11
 Nomadic: 52
 Offices: 4
 Open Collab Spaces: 16
 Conference Rooms: 99
 Total Spaces (12)
 1 person (3)
 2-3 person (4)
 4-6 person (2)
 8-12 person (3)

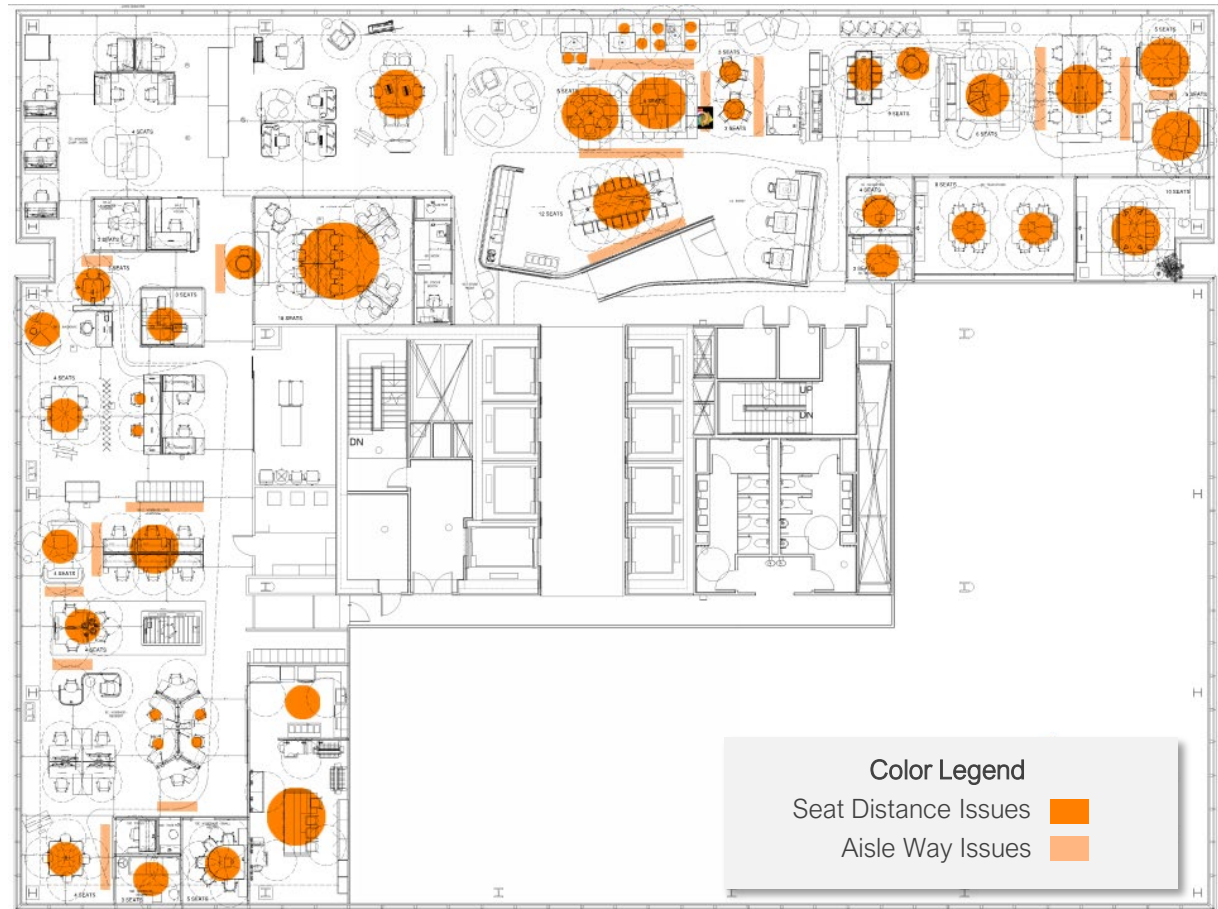
ANALYZE: Space Analysis Process

2. Hot Zone Floor Plan

Density, Circulation & Spatial Distancing Review

Services Scope:

- Apply 6' circle diameter indicator, highlighting social distancing challenges in resident, nomadic and collaborative zones
- Identify "hot spot" zones of high density
- Identify aisle way issues
- Add employee census on plans to determine headcount, nomadic vs resident
- Production of "hot spot" diagram indicating areas to be addressed



ANALYZE: Space Analysis Process

3. "Now" Recommended Floor Plan

Density, Circulation & Spatial Distancing Review

Services Scope:

- Recommended circulation paths to control walking patterns, help support social distancing, and avoiding face to face interactions
- Seating removal recommendations (resident, nomadic & collaborative spaces)
- Recommendation of sanitation zones based on visibility and proximity
- Recommend wayfinding and signage package
- Determine new space capacity and develop headcount metrics changes



ANALYZE: Space Analysis Process

4. Occupancy Impact Metrics Summary

Services Scope:

- Prepare the Existing, Revised "Now" & Net Loss Seating Capacity Metrics

	Head Count	EXISTING METRICS				COVID-19 "NOW" METRICS				Net Loss			
		Individual Seat	Open Collab /Free	Enclosed Conf Seats	Total	Individual Seat	Open Collab/ Free	Enclosed Conf Seats	Total	Individual Loss	Open Collab Loss	Enclosed Conf Loss	Total Loss
Boston WorkLife	80	67	93	60	220	54	51	38	143	13	42	22	77
Wilmington	32	64	14	18	96	47	4	10	61	17	10	8	35
North Haven	31	34	44	30	108	28	14	9	51	6	30	21	57
East Hartford	85	111	110	69	290	94	42	33	169	17	68	36	121
Beverly	0	12	26	7	45	10	12	4	26	2	14	3	19

Space Analysis

Price per SF Range

\$.09 - \$.18 / SF*

* Space square footage & location impact pricing



MODIFY

MODIFY: Modify Services

The Modify stage is comprised of furniture services that may include retrofit, removal, storage, inventory management, cleaning and return delivery.

**Base pricing only includes seating removal and storage fee and all other services will be quoted to meet your specific needs.*



Removal & Retrofit

To accommodate spatial distancing guidelines, our operations team will remove or re-orient your furniture using new safety protocols based upon CDC recommendations.

- Seating removal
- Re-orientation of desks and workstations
- Removal of desk, workstations or other furniture
- Adding personal, space and reception dividers

Refer to the “Add” Stage for suggested division solutions, signage, sanitation stations and other complimentary products.

Receiving & Bar Code Tracking

During the receiving process furniture is evaluated for condition and reusability, noting details on repairs required. Using our bar coding and tracking system, items are scanned into our database and allocated to your account inventory. Items are protected with plastic coverings as appropriate.

- Furniture inspection, condition rating and repairs noted
- Bar code tracking
- Repairs are available include replacement of pneumatic chair cylinders, storage locks, wood refinishing/touchup or re-upholstery
- Product protection

Storage & Inventory Management

Red Thread’s North Haven, CT and Wilmington, MA warehouse facilities have over 300,000 SF of rack storage to receive and store your furniture. You have online access to real-time inventory and reporting. Our AST system will default to fulfilling orders using your current inventory. When reconfiguring your furniture, the trial kitting will leverage your existing inventory and calculate the cost of additional components required.

- Warehouse rack storage
- Online web portal & reporting
- AST default order procurement
- Trial kitting

Cleaning and Delivery

Prior to delivery, our team cleans and disinfects your furniture, wiping down surfaces and steam cleaning fabrics. Furniture is protected for transport and delivery. Our installation team will coordinate your Red Thread truck delivery and installation following new safety protocols for handling your products and working in your space.

- Clean and disinfect
- Product transport with Red Thread truck fleet
- Onsite delivery & installation following safety protocols based upon CDC guidelines

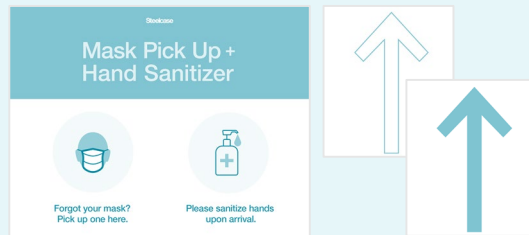


ADD

ADD: Workplace Readiness Products

Our portfolio of space solutions will help you with wayfinding, room capacity awareness, sanitation, space division, monitoring and compliance and safe collaboration.

INTERIOR SIGNAGE



DIVIDER SCREENS



SANITATION STATIONS



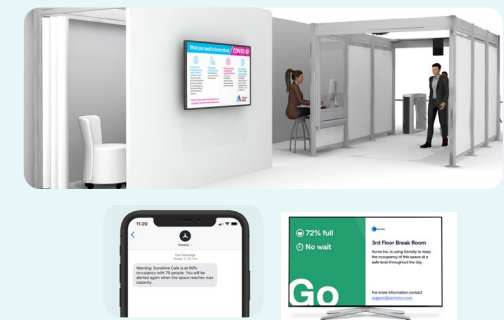
DIGITAL SIGNAGE



COLLABORATION TECHNOLOGY



SAFETY & OCCUPANCY MONITORING



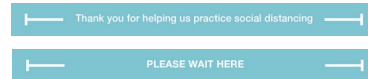
ADD: Interior Signage (coming soon)

State laws and CDC guidelines are requiring organizations to provide signage to promote social distancing & good hygiene. We partner with signage vendors in our market to provide turnkey or customized signage solutions. We have developed a signage package to include all communication to promote the safety and wellbeing employees at work. The signage package can be requested in specific colors and materials for mounting of vertical, horizontal surfaces and a variety of flooring materials.

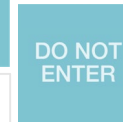
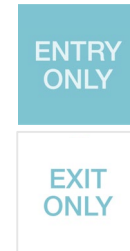
Social Distancing ELEVATOR SIGNS



Social Distancing FLOOR SIGNS



Entrance / Exits DOOR SIGNS



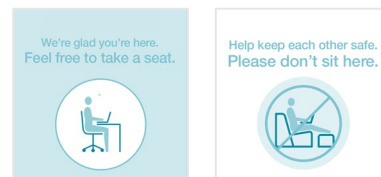
Way Finding FLOOR SIGNS



Space Capacity WALL SIGN



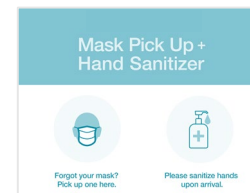
Social Safe Seating SURFACE SIGN



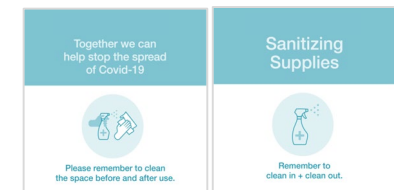
AVAILABLE

UNAVAILABLE

Sanitation Station SURFACE SIGN



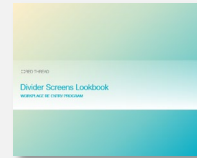
Hygiene Signs WALL SIGN



ADD: Divider Screens

Individual desks, enclaves, workstations as well as reception areas all require protection from the spread of illness. These solutions are available in acrylic, metal or fabric, at various heights and colors.

We have outlined examples for three key types – Personal, Space and Reception dividers.



How do you select the right divider?
Want to see more options?

Check out our [Divider Screen Lookbook](#)

1 PERSONAL

Personal space dividers add protection for individual desks and workstations.



2 SPACE

Space dividers add separation for workers and help steer foot traffic within open environments.



3 RECEPTION

Reception dividers help protect employees and guests while interacting.



ADD: Personal Divider Screens

PERSONAL DIVIDER SCREENS

Personal space dividers add protection for individual desks and workstations.



\$461*

Create by Red Thread clear acrylic freestanding desk screen. 24" high x 60" wide



\$622*

Steelcase Sarto screens

\$262 for 19.5" high x 60" wide back panel

\$180 for each 19.5" high x 30" wide side panel



\$740*

Create by Red Thread 24" high frosted acrylic screens *based on 30x60" desk. Completely parametric.

\$340 for 24" high x 60" wide back panel

\$200 for each 24" high x 30" wide side panel



\$40*

Steelcase Studio Corrugated Curtain

***150 unit bulk orders only, \$6000** for 150 units (\$40 each)

Adjustable from 36" - 72" wide x 24" deep. Use two "L" units to create one 3-sided "U" configuration

ADD: Space Divider Screens

SPACE DIVIDER SCREENS

Space dividers add separation for workers and help steer foot traffic within open environments.



\$1281*

Steelcase Separation Screen, acrylic, 72" x 72" upper and lower, freestanding.



\$612*

Turnstone Campfire Big Screen



\$1,030*

Turnstone Clipper Screen, 72" high foldable fabric space division with hood.

ADD: Reception Divider Screens

RECEPTION DIVIDER SCREENS

Reception dividers help protect employees and guests while interacting.



\$308*

Create by Red Thread clear acrylic freestanding reception screen with transaction cutout. 24" high x 48" wide.



\$870*

Steelcase Separation Screens, 72"x72" acrylic, free standing, with cutouts.



\$932*

Create by Red Thread 24" high clear acrylic screens *based on (1) 48" wide with lower cutout and (2) 30" deep side pieces. Completely parametric.

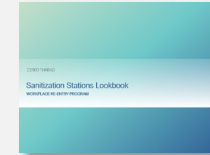
ADD: Sanitization Stations

Sanitization stations are critical to support safe work throughout the floor plan. They include freestanding, mobile and wall-hung units. Storage baskets can provide space for PPE. Lockable storage can restrict access for your centralized supply to key personnel in charge of restocking.

We have outlined examples for three key types – Freestanding, Mobile and Wall-Hung sanitization stations.

How do you select the right station?
Want to see more options?

Check out our [Sanitization Station Lookbook](#)



1 FREESTANDING

Freestanding sanitization stations can sit anywhere within your floor plan.



2 MOBILE

Mobile sanitization stations can easily be moved to different areas within your space.




3 WALL-HUNG

Wall-hung sanitization stations utilize vertical space rather than taking up space on the floor. They are perfect for employee areas like kitchens and bathrooms.



ADD: Freestanding Sanitization Stations

 Indicates Quick Ship options

FREESTANDING SANITIZATION STATIONS

Mobile sanitization stations can easily be moved to different areas within your space.



\$675*

Turnstone Slim Table

Leadtime: 5-7 days
(Steelcase Rapid 5)



\$1299*

BluDot Construct 1 Drawer

Leadtime: 1-7 days (in stock)



\$725*

Steelcase Flex table and
nesting markerboard screen

Leadtime: approx. 6 weeks



\$1,995

Integrated commercial grade 21.5" high display in a sturdy metal encasing with a built-in hand sanitizer dispenser that supports gel, foam, or liquid sanitizer. Available in two all-in-one styles: wall mountable or free-standing kiosks.

Leadtime: approx. 2-3 weeks

ADD: Mobile Sanitization Stations



Indicates Quick Ship options

MOBILE SANITIZATION STATIONS

Freestanding sanitization stations can sit anywhere within your floor plan.



\$843*

Turnstone Pile File Mobile Storage

Leadtime: 5-7 days
(Steelcase Rapid 5)



\$965*

Steelcase Payback service cart

Leadtime: approx. 4 weeks




\$1845*

Steelcase Flex Mobile Cart, includes (4) felt baskets and (4) felt cups as shown

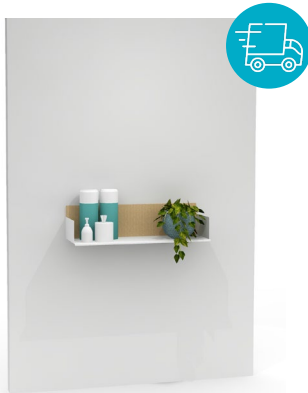
Leadtime: approx. 6 weeks

ADD: Wall-Hung Sanitization Stations

 Indicates Quick Ship options

WALL-HUNG SANITIZATION STATIONS

Wall-hung sanitization stations utilize vertical space rather than taking up space on the floor.



\$299*

BluDot Wonder Wall 2.0 Shelf

Leadtime: 1-7 business days
(in stock)



\$129*

BluDot Welf Shelf Large

Leadtime: 1-7 business days
(in stock)



\$1520*

Steelcase Universal Laminate
Wall Hung Storage Units.
Includes (1) open unit and (1)
with sliding door.

Leadtime: approx. 5 weeks



\$1,995

Integrated commercial grade 21.5" high
display in a sturdy metal encasing with a
built-in hand sanitizer dispenser that
supports gel, foam, or liquid sanitizer.
Available in two all-in-one styles: wall
mountable or free-standing kiosks.

Leadtime: approx. 2-3 weeks

ADD: Digital Signage

Digital Signage

Digital signage provides the ability to communicate your customized return to work policies and procedures, critical to assure a safe return to the office and raise the trust of your employees.

An all-in-one digital signage cloud-based platform allows you to build content, manage and schedule content to multiple displays.

Digital Signage System includes:

- Technology Platform & Player
- Samsung Display(s)
- COVID-19 Communication Templates
- 24/7 Support

System Pricing:

- Systems vary depending on the number and sizes of the displays.
- A basic system includes a 50" display, a player and complimentary COVID-19 messaging.
- Customized messaging, tax, delivery, installation and training are excluded from estimate.



Design.

Custom signage content to match the look and feel of your brand.



Build.

Build your digital signage network.



Deploy

Manage your digital signage cloud based network.



Samsung Remote Management Platform

Network administrators the ability to troubleshoot and change display settings such as power, volume, input source as well as viewing content playing real time.



COVID-19 Communication

Complimentary coronavirus digital signage templates are available to help to minimize the spread of the Coronavirus / COVID-19.

starting at \$3,000+

Leadtime: approx. 2 weeks

ADD: Collaboration Technology

Microsoft Surface Hub 2S *with Steelcase Roam Cart and Battery*

A modern, all-in-one collaborative canvas and meetings platform that brings the power of Windows 10 to teams. The Steelcase Mobile Roam Cart and battery pack makes portability easy and fast.

Teamwork without confinement

Microsoft Surface Hubs are not limited to meeting rooms. Turn any space into a teamwork space with the Surface Hub 2S.



Teamwork anywhere

Empower teams to collaborate whenever or wherever their ideas strike. Surface Hub 2S is thin and lightweight, and enables mobile cordless, uninterrupted teamwork.

Bring remote teams together

Be seen, be heard and actively participate in the discussion, whether you are remote or in the office. Scheduled or ad-hoc calls run smoothly with Microsoft Teams.

Fluid & safe team collaboration

Collaborate. Share. No Touch Miracast content, share over Teams or have dedicated stylus pen to collaborate at the board.

System Pricing

- All-in-one integrated solution. 50.5" 4K+ display has interactive touch
- Microsoft Teams, camera, microphone array, speakers, wireless Miracast display and Windows 10.
- Steelcase Roam Mobile Stand and APC Charge Mobile Battery
- Tax, delivery, installation and training are excluded from estimate.

Leadtime: approx. 1 week

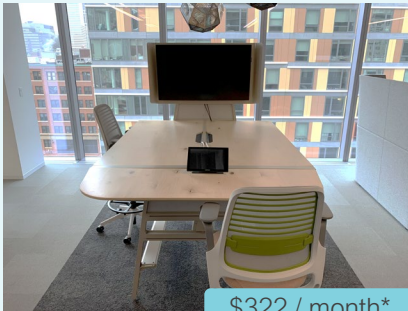
\$12,000

ADD: Collaboration Technology

AmplifyTeamwork – *collaboration rooms as a service*

A new flexible way to implement the latest Microsoft or Zoom room systems, without the need for capital expenditure. Whether you are working from home or returning back to the office, a high-quality collaborative experience keeps us all connected.

Single Display
Huddle Space 8.5ft x 9.8ft



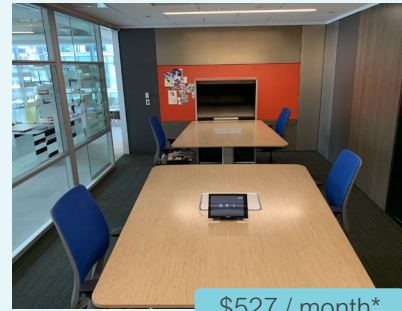
\$322 / month*

Single Display
Small Space 10ft x 10ft



\$401 / month*

Single Display
Medium Space 14ft x 24ft



\$527 / month*

Dual Display
Medium Space 14ft x 24ft



\$650 / month*

Benefits

- Premium collaboration experience
- One button to launch meetings
- No impact on capital expenditures
- Access to the latest technology
- Flexible End of Term Options
- (Renew with SRG or return equipment)
- Upgrades anytime
- "Act of God" coverage
- No technical onsite team necessary
- 2-week delivery, one day onsite install

Amplify Service

- Delivery, certified installation
- Onsite / remote user training
- Telephone Support during regular business hours
- Guaranteed 2 hour phone response
- Unlimited onsite service
- Product warranty and replacement
- NOC 24/7 Monitoring
 - Remote diagnostic and control
 - Onsite next day problem resolution or product replacement
 - Audit log for diagnostic history
 - License management for new devices
 - Global Firmware upgrades

System

- Microsoft or Zoom technology
- Displays, microphones, speakers
- Cameras – 4K wide field of view

System Pricing

Pricing reflects 36-month payment terms and includes room system, installation, training and service. Furniture and tax are excluded.

Leadtime: approx.2 weeks

\$322 – 650 per month

ADD: Safety Monitoring Solutions

RapidEntry *Facility Temperature Check System*

The CDC recommends temperature checks for workspace entry. Perform rapid succession temperature checks to ensure all building visitors are fever-free. The system is comprised of a thermal camera with calibrator and dual monitor stations with seating. RapidEntry is constructed with a post and beam structure, screens, plexiglass protective shields and antimicrobial curtains.

Why RapidEntry?

To provide a safe environment, building operators will conduct temperature checks on visitors prior to providing access. To avoid queuing of people waiting for their temperatures to be taken with hand-held devices, RapidEntry performs rapid succession temperature checks.

Benefits

- Rapid secession temperature checks avoid manual testing queueing
- Less intrusive than hand-held devices
- Centralized control with less manpower
- Thermal tunnel creates social distance
- Flexible design can be moved
- Works indoors and outdoors
- Digital signage
 - Policies or general information
 - Branding opportunity



Technology

- Thermal Camera with Calibrator
- All-in-one PC for monitor station
- software license for CMS
- recording unit (optional usage)
- Digital Signage players
- 50" & 65" displays

Furniture

- Post and Beam with screens
- Plexiglass shield
- Secondary screen station built with Privacy Wall
- Antimicrobial curtains
- Secondary screening table and Seating

Options

- Optional secondary screening station
- Staffing option
- Occupancy tracking software
- Hand sanitizer stations
- Virtual concierge with daily wellness check

Leadtime: approx. 4 weeks

\$100,000

ADD: Occupancy Monitoring

Safe by Density *Occupancy monitoring, notification and analytics system*

Safe by Density is an occupancy monitoring and notification system to measure the real time occupancy in spaces, offices or buildings to ensure compliance of safe capacities limits are met. This information will empower employee and managers to maintain physical distancing and build trust in going back to work.

People Counter



Protect Privacy

Unlike with cameras, tracking is anonymous by design.



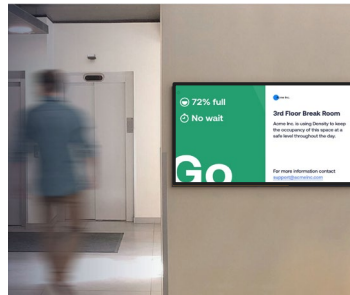
Scalable

Manages multiple points of entry, groups and bi-directional movement over a building, campus or across geography.



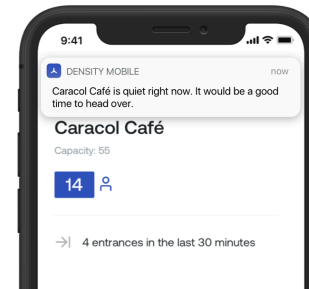
Ensures Safety

Limits capacity by space or office and triggers SMS and native notifications or visual warnings when safe capacity limits are exceeded.



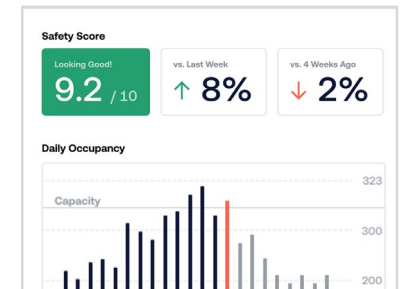
Safe Display

Empower employees and customers to make safer decisions with real time capacity displays.



Safe Alerts

Alert staff when occupancy reaches unsafe levels. Employees and visitors may subscribe to Safe Alerts.



Safe Analytics

Monitor your social distancing policies by measuring your occupancy compliance.

Facilities: Limit occupancy levels, schedule cleaning based on utilization and compare multiple sites.

Employees: Monitor real-time data on displays or phone, make safe decisions & avoid crowds or delays.

Leaders: Set occupancy targets, communicate transparently and gain trust through data.

System Pricing

- Base pricing includes two sensors and a one-year subscription to the software.
- Tax, delivery, installation and training are excluded from estimate.

Leadtime: approx. 2 weeks

Starting at \$3,500



SUMMARY

Summary

Workplace Re-Entry Program Pricing

We have developed a three-step pricing model for our Workplace Re-entry program. Your workplace consultant can provide an exact proposal based on your needs.

Step One: Analyze

- Space Analysis Quote
- Estimate Removal/Storage

Step Two: Modify

- Removal/Storage Quote

Step Three: Add

- Solutions Quote

Workplace Re-Entry Program

HOW WE CAN HELP IN THE "NOW"
Space analysis planning & solutions for a safe workplace

Proposal Preliminary 1.0

Contact Name: Joe Smith
Contact Title: Director of Facilities
Client Name: ABC Company

Project Name: Workplace Re-entry Headquarters
Street: 123 Main Street
City: Boston, State MA
Building: Floor 3 floors

Space Analysis

1. Review existing floor plan and metrics
2. Perform Hot Spot/Zone Analysis
3. Modified seating plan, sanitation stations and foot traffic
4. Occupancy metrics impact summary

Select Region: ME Square Footage: 35,000 Total Space: _____

Estimated Seating Removal

Select Labor Type	Union Overtime	Removal
Estimated # Seats	210	_____

*Proposal will be revised upon actual seating removal counts are determined. Other furniture to be removed will be quoted.

Estimated Storage Fee

Estimated # Seats	Removal
210	_____

*Proposal will be revised upon actual seating storage counts are determined. Other furniture to be stored will be quoted.

Total

Space Analysis	Estimated Removal and (6) Months of Estimated Workplace Re-Entry Now
_____	_____

Workplace Re-Entry Program

HOW WE CAN HELP IN THE "NOW"
Space analysis planning & solutions for a safe workplace

Proposal Preliminary 2.0

Contact Name: Joe Smith
Contact Title: Director of Facilities
Client Name: ABC Company

Project Name: Workplace Re-entry Headquarters
Street: 123 Main Street
City: Boston, State MA
Building: 0 Floor 3 floors

Space Analysis

1. Review existing floor plan and metrics
2. Perform Hot Spot/Zone Analysis
3. Modified seating plan, sanitation stations and foot traffic
4. Occupancy metrics impact summary

Select Region: ME Square Footage: 35,000 Space Analysis: _____

Seating Removal

Select Labor Type	Union Overtime	Removal
Actual # Seats	200	_____

*Proposal will be revised upon actual seating removal counts are determined. Other furniture to be removed will be quoted.

Storage Fee

Actual # Seats	Removal
200	_____

*Proposal will be revised upon actual seating storage counts are determined. Other furniture to be stored will be quoted.

Total

Space Analysis	Actual Seating Removal and (6) Months of Estimated Workplace Re-Entry Now
_____	_____

Workplace Re-Entry Program

HOW WE CAN HELP IN THE "NOW"
Space analysis planning & solutions for a safe workplace

Proposal Proposal 3.0

Contact Name: Joe Smith Date: 7/15/2020
Contact Title: Director of Facilities Workplace Consultant: Joe Smith
Client Name: ABC Company Mobile Number: 000-000-0000
Email Address: jsmith@red-thread.com

Project Name: Workplace Re-entry Headquarters
Street: 123 Main Street
City: Boston, State MA
Building: 0 Floor 3 floors

Interior Signage

Color	Logo	Qty	Unit	Extended
Social Distancing Elevator Signs				
		4	8.00	32.00
		2	10.00	20.00
Social Office Interiors				
		8	8.00	64.00
		2	10.00	20.00
Entrance and Exit Signs				
		1	8.00	8.00
		2	10.00	20.00
		2	8.00	16.00
		2	10.00	20.00
		2	10.00	20.00
Way Finding				
		11	8.00	88.00
		11	10.00	110.00
		8	8.00	64.00
		8	10.00	80.00
Space Capacity Signs				
		11	8.00	88.00
Sanitation Station				
		2	8.00	16.00
Social Safe Seating				
		2	10.00	20.00
		2	10.00	20.00
		1	8.00	8.00
		2	8.00	16.00
Hygiene Signs				
		1	8.00	8.00
		2	10.00	20.00
Total Interior Signage				\$ 758.00

Dividers

