



# Preparing for a hybrid workplace

*A guide for returning to the workplace for HR leaders*

# The future of work is hybrid.

After a turbulent year defined by social distancing, video conference fatigue, and sourdough starter experimentation, there are promising signs that the pandemic is coming to a conclusion.

**However, the office as we once knew it is not returning with us.**

Employees and employers alike have come to embrace the flexibility and cost-savings of remote work.

Additionally, 94%<sup>1</sup> of employers report that company productivity has been the same or higher since employees started working from home during the pandemic, proving that a mix of in-office and remote is a sustainable option for most businesses.

In this guide we'll explore the top items you need to consider in order to deploy a hybrid workplace that best suits your organization.

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# Preparing for a hybrid workplace



# Survey your organization

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Your employees' sentiments have likely shifted considerably over the course of the last year. Some of your teams may be eager to return to working from an office, while others may have come to prefer the flexibility of working remotely.

Conducting a brief survey of your organization will help you uncover trends and inform your unique approach to the hybrid workplace that best suits the various needs within your organization.

**80%<sup>2</sup> of businesses** say they will allow employees to work remotely at **least part time**.

## Questions to include in your survey

- How many days a week do you want to work from the office?
- How important is it to you to have mandatory days each week where everyone is in the office?
- How important is in-person collaboration for your work?
- How important is it for you to have a dedicated desk when you come into the office?
- Do you have everything you need to continue working remotely comfortably?

**Next steps:** *Create and deploy a brief company-wide survey to understand team preferences.*

# 2

## Define your hybrid workplace

Based on the survey results, you will now have a good understanding of what your employees want out of a hybrid workplace. This decision of “what kind of hybrid company you want to be” will branch into an array of downstream ramifications ranging from virtual hiring to office guidelines to vaccine requirements.

**96%**<sup>3</sup> of employees want to work **fully or partially remote** after the pandemic.

### Comparing the various types of hybrid workplace

	Flexible work	Local hybrid	Remote-friendly hybrid	Remote-first	Remote only
<i>In-office expectations</i>	4+ days/ week	2 - 4 days/ week	0 - 4 days/ week	No requirement	N/A
<i>Remote work policy</i>	Once a week, upon approval	Open to all, except critical in-office staff	Open to all with few exceptions	Default	Always
<i>Virtual hiring policy</i>	None	Very limited	Prioritize remote employees	Prioritized	Exclusively hire remote employees

# Comparing the different styles of hybrid work

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## **Flexible work**

Flexible work values face-to-face interactions above all else. Remote work is very uncommon and is approved on a case-by-case basis. Previously, flexible work was most common among industries with significant client-facing activities.

## **Local hybrid**

Local hybrid balances the belief that in-person collaboration for employees is essential to organizational productivity and culture, while giving employees flexibility around where they get work done overall.

## **Remote-friendly hybrid**

Remote-friendly hybrid leverages the flexibility of a hybrid workplace to expand talent acquisition reach, while still preserving opportunities for regular collaboration to be done in-person by some team members.

## **Remote-first**

Remote-first companies operate fully productive while remote, but see value in maintaining some physical footprint for anything from limited in-person work, to company events, to physical storage.

## **Remote only**

Remote only companies traditionally have a legacy of remote-friendly work and have thrived as fully remote throughout the pandemic.

***Next steps:*** Determine which approach to the hybrid workplace best suits your organization.

# 3

## Rethink your office space

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Now that you've determined what type of hybrid workplace best suits your organization, it's time to revisit your real estate strategy.

**87%<sup>4</sup> of executives expect to make changes to their real estate strategy over the next 12 months.**

### Creating the right workplace for your organization

→ **Find the right office space**

If you gave up your office space during the pandemic, this is the perfect opportunity to start fresh and find the right space for your new hybrid workplace. Start looking for a new space ASAP -- commercial leases are well below average

→ **Invest in how your organization plans to use your space**

If you plan to primarily use your workplace for collaboration, consider swapping out desks for additional hands-on spaces like conference rooms or communal seating areas

→ **Make sure you have enough space for everyone**

While reduced capacity and office usage in a hybrid workplace can help companies downsize their office investment, the amount of space per employee may need to increase in order to meet social distancing requirements

→ **Track how your office space usage changes over time**

To better understand how employees are utilizing your office space, consider investing in a system to track and understand who is coming into the office and on what days

***Next steps: Make a list of proposed updates for your workplace.***



# 4

## Make a communication plan

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A hefty mix of anxiety, excitement, fear, and curiosity is already brewing in your organization as more news of the vaccine rollout and reopening timelines is unveiled.

Your employees are likely formulating plans on everything from where they'll live to car purchases to determining where their children will attend school in the fall. They've navigated tremendous uncertainty for a year now, and with an end in sight, they'll be eager for their questions to get answered.

### Delivering updates to your organization

- **Build a regular cadence for updates**  
Create a set schedule for sharing updates with your organization. This could be a bi-weekly email, or an update in monthly all-hands sessions with your organization
- **Provide transparency on what tasks are being prioritized**  
Transparency will give your organization insight into what's going on behind the scenes and will help quell additional one-off questions
- **Share key dates, even if they're estimates**  
Understanding the timeline for returning to the workplace will give your employees the freedom to start making informed decisions regarding their living arrangements or remote set-up

**Next steps:** *Share the results of your hybrid workplace survey with your team and your proposed cadence for providing ongoing updates regarding the return to the workplace.*

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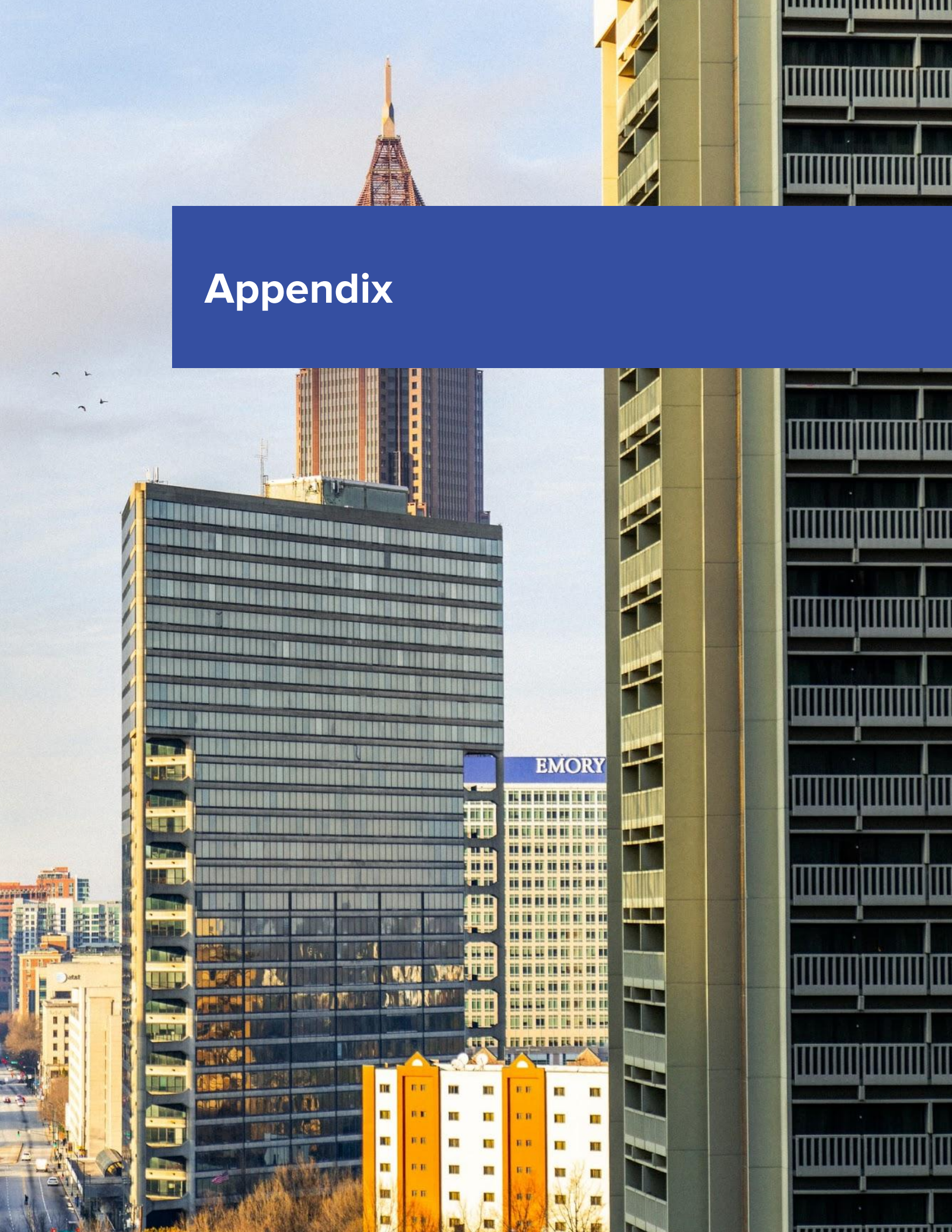
## Recap: Your return to workplace checklist

While your workplace reopening may feel far off, taking on deploying and managing a hybrid workplace will require time and buy-in from across your organization. Getting started as soon as possible will ensure that reopening your workplace will be a seamless experience for both you and your employees.

**75%**<sup>5</sup> of workers **want to return to an office** in the future.

Your checklist	
	Survey your organization
	Define your hybrid workplace
	Rethink your office space
	Make a communication plan

# Appendix



# The Scoop Hybrid Workforce Platform

Operate a hybrid remote and in-office workforce while maximizing safety, productivity, and engagement.

## Safety & Compliance

Enforce onsite safety and compliance with customizable virtual health screenings.

## Capacity & Attendance

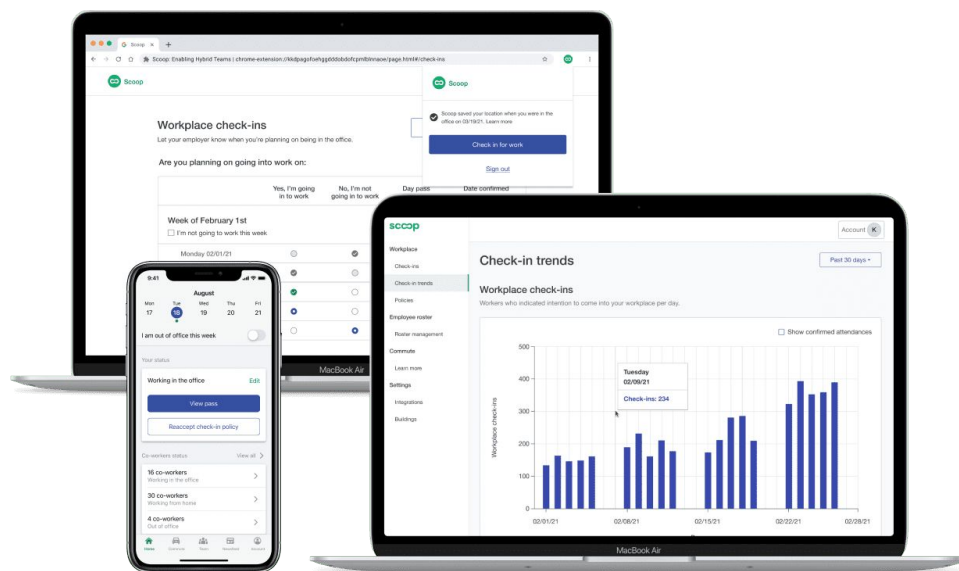
Manage your workplace capacity and attendance with automated real-time check-in data.

## Team Coordination

Give employees insight into where their teammates are working on a given day.

## Enterprise Commute Solutions

Rethink the commute with door-to-door carpools and more.



Learn more: [takescoop.com/product](https://takescoop.com/product)

