

The future of work

A how-to guide for adapting to
a post-COVID workplace

Planning for the workplace of tomorrow

This document is not intended to be a substitute for professional medical and/or public health advice. Please continue to consult and follow relevant local health guidance and/or requirements.

Adapting to change

A step-by-step guide to moving your business forward

01

Face new challenges

Gain insight from industry leaders on how they adapt to COVID-19 challenges.

02

Understand the solutions

Learn about workforce management and flexible space solutions.

03

Build your back to work plan

Define your specific needs and build a plan for your business.

“Looking ahead, we’re rethinking what going to the office looks like.”

Covid-19 forced companies to adapt their businesses overnight. 40-hour, 5-day workweeks, long commutes, and an HQ-focused model came to a halt as we all shifted to working remotely.

Looking ahead, we’re rethinking what going to the office looks like. Imagine your normal schedule becoming a mix of in-office and WFH days—with certain days dedicated to group meetings or offsites in collaborative and inspiring spaces.

These hybrid models give employees the benefit of in-person office collaboration while prioritizing their wellbeing with increased hygiene, cleaning measures, and a socially distanced workplace.

Where the past was rigid, the future is flexible. The traditional ways of working are over—and that’s okay. WeWork embraces that change and is ready to partner with your business to help create a back to work plan that prioritizes health and safety, productivity, and flexibility.

Face new challenges

76%

COLLABORATION

of respondents feel that an office setting is important for collaboration and innovation

74%

SANITIZATION

of US workers want their workplace thoroughly and regularly cleaned and disinfected

61%

SOCIAL DISTANCING

of US workers want to maintain social distancing when they return to the workplace

[Hamilton Place Strategies \(2020\). Reimagining Work in the Era of COVID-19.](#)

“Once it is safe, we totally believe our employees will crave the connections they feel in the office again.”

Americas Head of CRE, Insurance

“Offering employees choice over where and how they work in the office inherently provides a better environment and experience.”

Global WPS Lead, Healthcare

“We’re trying not to make any major CAPEX commitments because this is going to be a ‘months thing.’”

Global WPS Lead, Healthcare

Key takeaways

Support your employees

Health and safety, productivity, and collaboration can be optimized by maintaining social distancing in the office, increasing sanitization and being flexible. Provide options beyond an HQ by decentralizing or distributing smaller teams across multiple locations.

Embrace a hybrid model

A mix of WFH and in-office time will be the new normal. Time in the office will focus on the connection and intentional collaboration experiences we’ve all missed.

Remain flexible

This is an uncertain time for the world and our businesses, so flexibility will continue to be valuable moving forward. Flexibility includes shorter lease commitments and the ability to scale your workspace as needed over the next 12-24 months.

Understand the solutions

There are two key pillars in a strategic back to work plan:

01

Workforce solutions

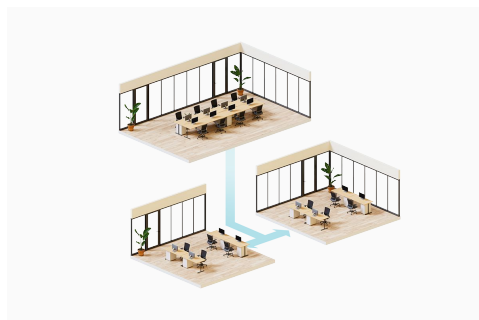
Managing team schedules, rotations and location on a daily basis.

02

Workplace solutions

Managing your physical locations, whether in a single building, multiple locations or a hybrid.

FLEXIBLE SOLUTIONS

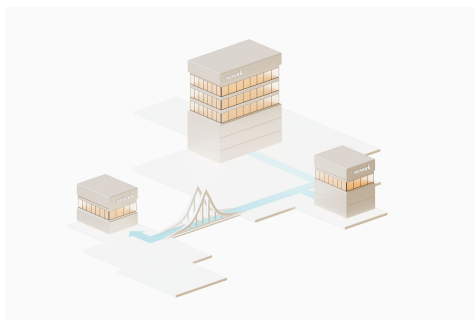


De-densify Your office

Expand your square footage in a building to prioritize distancing.

BEST FIT FOR:

Companies with high attendance and need for high in-person collaboration.



Decentralize your workforce

Leverage a network of office hubs to distribute teams across a city.

BEST FIT FOR:

Mostly WFH teams looking for occasional in-person collaboration, meeting spaces, and tools.



Work from home And near home

Give employees workspace options when and where they need it.

BEST FIT FOR:

Empowering your employees with the power of choice and convenience.



De-densify your office

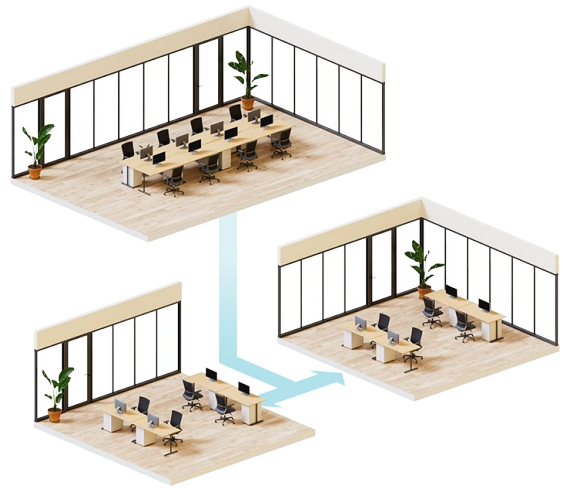
WeWork easily accommodates teams of any size with spaces that scale. By expanding your office, teams can collaborate under one roof while having a socially distanced space.

Rotate and stagger teams

Manage occupancy levels with rotating schedules and staggered strategies. Teams can alternate office use, coming in every other day, week, or as needed on a case-by-case basis.

Expand the size of your office

Reduce density by distributing teams across a larger office space or by having multiple private offices in the building.



CASE STUDY

Payment processing company expands to multiple offices



1 16K

DE-DENSIFIED OFFICE

FLOOR

RSF

● INDICATES OCCUPIED DESKS

SOLUTION DETAILS

- De-densified from 135 to 60 socially distanced desks
- Additional office secured in one week
- Scalable solution that complemented a staggered strategy
- Flexible month-to-month commitment



Work from home and near home

From a lack of space and privacy to everyday distractions, the home office can have its shortcomings. Give employees the option to work from a private office close to home, or access to workspace when and where they need it. Here, they can get more out of their day with convenient commutes and a quiet, professional workspace.

Dedicated space

Extend your employees' home offices by tapping into WeWork's network of private office spaces — offering your workforce privacy and amenities when they need them most.

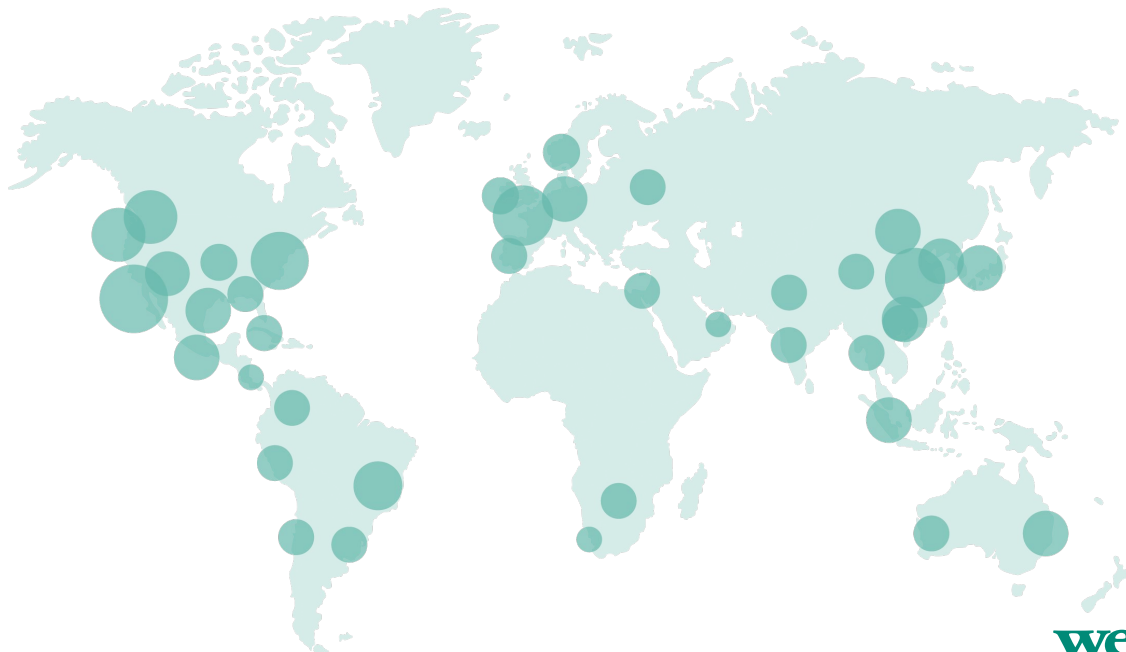
All access

Unlock access to WeWork locations wherever you are. By providing space to focus, business essentials, and premium amenities, your team can find clean and focused workspace where and when they need it.



CASE STUDY

Access a global real estate portfolio to scale your office campus



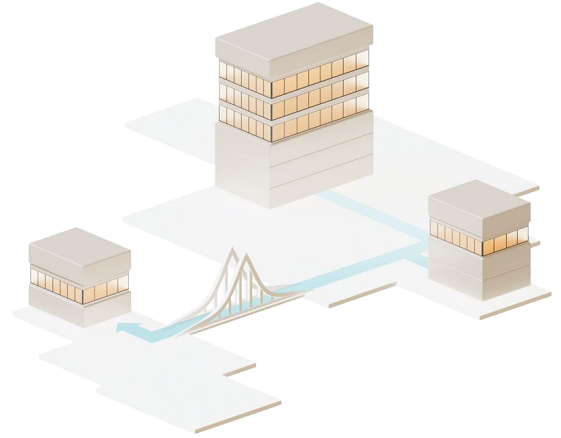


Decentralize your workforce

WeWork’s vast network of citywide locations can bring the office closer to employees while managing occupancy levels. Employees will have alternatives to working from home and less dependence on public transportation.

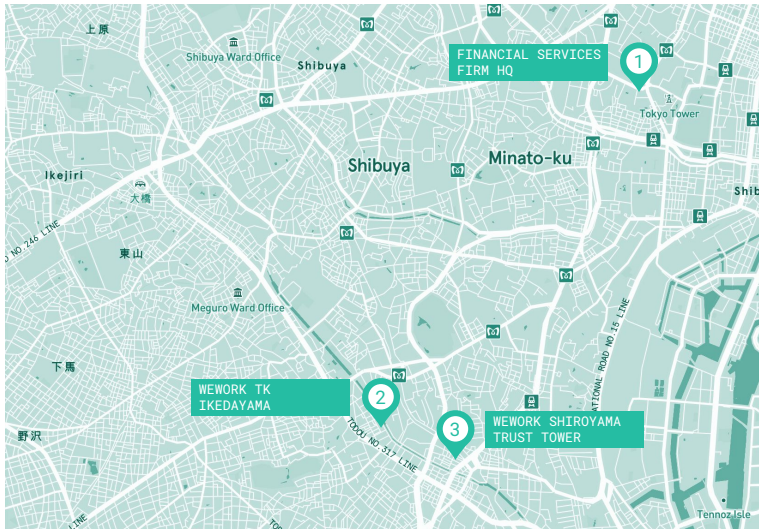
Give teams more options

Distribute your teams across multiple satellite offices based on their location and commute preferences.



CASE STUDY

Global financial services firm leverages a network of citywide offices



SOLUTION DETAILS

- Real estate portfolio expanded to 228 desks across four offices between two locations
- Teams moved in within four days
- Flexible month-to-month commitment

228 6K

HUB & SPOKE MODEL

DESKS

RSF

2 Locations

Build your back to work plan

Defining your business needs

This short questionnaire will help define your business and teams' needs in preparation for building your back to work plan.

Your team

01 How many people are you looking to provide workspace for?

1-9

10-50

>50+

02 How much of the team do you expect to be in the office 4-5 days per week?

50% of More

Under 50%

Your work styles

03 How important is it for your team to have access to office resources & tools?

Very important

Somewhat important

Not important

04 How important is it for your team to be in-person together?

Very important

Somewhat important

Not important

05 Do you prefer one location or being distributed across a few locations?

One location

Two locations

More than two

Your space preferences

06 Do you need short term flexible terms for this space?

Yes, interested

No, not right now

No, but interested to learn more

Build your back to work plan

Calculating your basic requirements

The sections below will help you calculate your requirements for total number of desks, number of assigned vs flexible desk spaces, and your location needs. These recommendations are backed by data and insights from our workplace strategy teams and other industry leaders.

How many desks should we plan for?

To maintain professional distancing, we recommend planning for twice the number of desks to the number of people you will need to accommodate.

How do we define assigned desks?

We recommend assigning desks to all employees that will be in the office 4-5 days per week. The balance of the team can rotate across shared desks and flex spaces as needed.

Should we consider on location, or distributing the team across multiple locations?

If you want to maximize in-person collaboration, we recommend you de-densify within a single location. And if the goal is to decrease commutes—providing an alternative to WFH—consider decentralizing across a network of office hubs.

How do we remain nimble in this challenging time?

Partnering with WeWork enables your business to remain nimble with flexible term lengths and spaces to quickly adapt and fit your changing business needs.

If you need help, or have additional questions, our team is ready to help. [See how to get in touch on the next page.](#)

What's next?

Whether you're already a WeWork member or looking into our workspace solutions for the first time, our team is ready to help. Please click below to get in touch.

WEWORK MEMBER

Are you a WeWork member and need more space for your business?

I'm a member
Click to connect with us

NEW MEMBER

Are you new to WeWork and want to discuss your plan and space needs?

I'm new to WeWork
Click to connect with us

WEWORK MEMBER

Are you a WeWork member and ready to get back to the office?

We'd love to hear from you and welcome you back.

Please contact your Community team to answer any questions you may have and share your expected return date.

Find your building's email in the "Building Guide" section of the [WeWork Member App](#).

Visit Building Guide
Click to visit Member App