

“Welcome Back to the Office” Program

Cheers for Work, Cheers for Life

The COVID crisis was a big trigger to question us “What is Office?”.

Many companies were forced to challenge a new workstyle without enough preparation period in order to secure the health and safety of their workers and workers’ families, and to accomplish both economical activities and CSR.

Today, after the state-of-emergency declaration was lifted, Midas believes that many companies have started to seek for their own new “workstyle” and new “ideal workplace” which can support their activities

As it has been the case till today, our continued hope is to be with our clients, to pursue the possibility of workplace together, to find the ideal workplace concept together, and to put best efforts to make it happen.

Even under on-going COVID crisis, Midas design approach is still getting more important.

WORKSTYLE

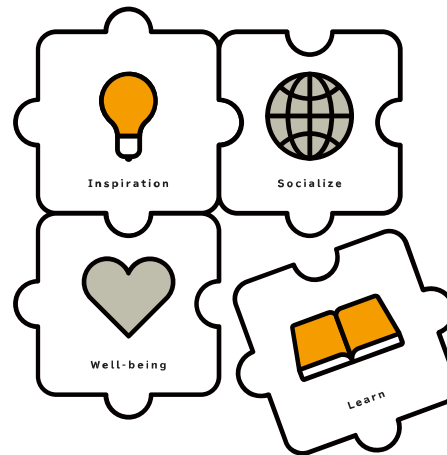
Co-creation of workstyle



Office environment can be an effective management tool. Midas will propose an optimal workstyle vision through investigation and analysis of current activities and target of workstyle.

WORKPLACE

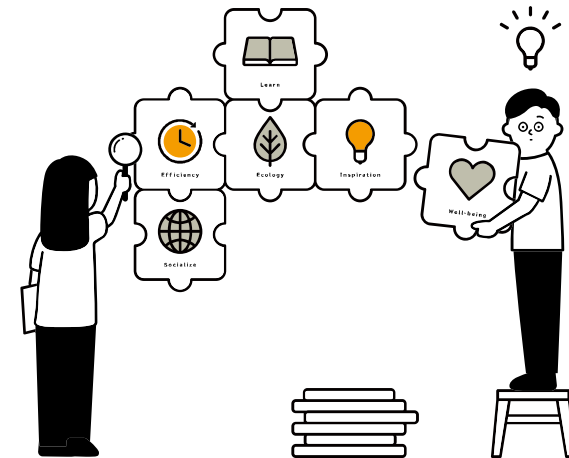
Establishing places for bonding workers



What is required for office today is a place where workers can communicate effortlessly. High quality collaboration will create innovation. Midas establishes a workplace which connects people with information and with technology.

CHANGE MANAGEMENT

Making sustainable evolution



Our goal is for workers to utilize the new environment and execute their ideal workstyle. CHANGE MANAGEMENT can be an effective tool to make sustainable progress of workstyle evolution of both tangible and intangible elements.

0/GENERAL PROCESS

Midas will work with its clients together and investigate what procedures should be taken to lead to the workers' safety within their current workplace.



Confirming a menu of procedures

Confirming the new workstyle and daily operations, picking up and prioritizing appropriate procedures



Scheduling

Preparing and proposing a preliminary schedule while considering the priority of the procedures



Budgeting

Preparing a preliminary budget for decision making



Layout study

Reflecting the procedures on the floor plan and verifying the possible influences on the workstyle and daily operations



Implementation

Supervising the construction not to bother daily operations for smooth delivery and completion

1/WORKSTYLE

Various surveys with the questionnaire about “how do you work under the COVID crisis situation?” help clarify new findings and problems. Analyze and envision the workstyle with COVID and post COVID deeply and create the workplace concept for the success of office renovation/relocation project.

As-Is

Work style analysis

- Satisfaction survey
- Activity survey incl. Space utilization survey
- Adjacency survey
- Intellectual productivity survey
- Field survey



To-Be

Work style vision

- Envisioning Workshop
- Leadership Interview
- Cultural survey
- Behavior survey
- Organizational dynamics



Program

Workplace strategy

- Workplace concept
- Occupancy Planning
- Layout Concept
- Design Concept



1/WORKSTYLE

For analyzing the workstyle with COVID and post COVID, extract issues in line with “risk avoidance” and study them carefully to produce the concept of the ideal workplace with the viewpoints for “roles of the office”



1/WORKSTYLE

There are pros and cons of working at the office and working from home, respectively.
 Through clarifying what workers like to do and should do at office, investigate further to provide most appropriate solutions for each client.

(ex.)

	What you can do	Pros	Cons
At the Office	<ul style="list-style-type: none"> • Print/copy many documents • Document processing • Arrange mail/courier large stuff • Face to face communication 	<ul style="list-style-type: none"> • Casual and agile communication • Arrange mail/courier of large stuff • Easy to recognize coworkers' status 	<ul style="list-style-type: none"> • Commute time • Three Cs • (Closed spaces, Crowded places, and Close contact settings) • Higher possibility to get infected
From Home	<ul style="list-style-type: none"> • Work on PC • Internal meetings • Client meetings • Vendor/Partner meetings • Various internal application submission through online system • Support among team members • Arrange mail/courier of small stuff 	<ul style="list-style-type: none"> • Office utility cost reduction • Work at your own pace • Easy to focus without disturbed 	<ul style="list-style-type: none"> • Health control, sense of loneliness • Slow and delay in communication • Not easy to recognize coworkers' status • Education, training • Home utility cost increase, work environment at home • Evaluation system

※ **Required skills for working from home**

Work spontaneously
 Proactively offer and share information
 Speedy response
 Schedule management

2/WORKPLACE

Under the COVID Crisis, the meaning of “Work” is put under review, and no choice but to go for restructuring office. Considering the result of workstyle study including the appropriate balance with working from home, create the “ideal workplace”.

TODAY

- Decrease density at the Office (Recommend to work from home)
- Keep social distancing
- Protection barrier to implement against splash infection
- Wearing a mask
- Handwash, gargling
- Periodical cleaning

TOMORROW

- Workspace for personal use or a limited number of people
- Revise common space allocation
- Reconfigure to meet social distancing
- Visual signage plan for clear circulation
- Select materials easy to clean and with chemical resistance
- Allocate appropriate meeting tools
- Health care program for workers

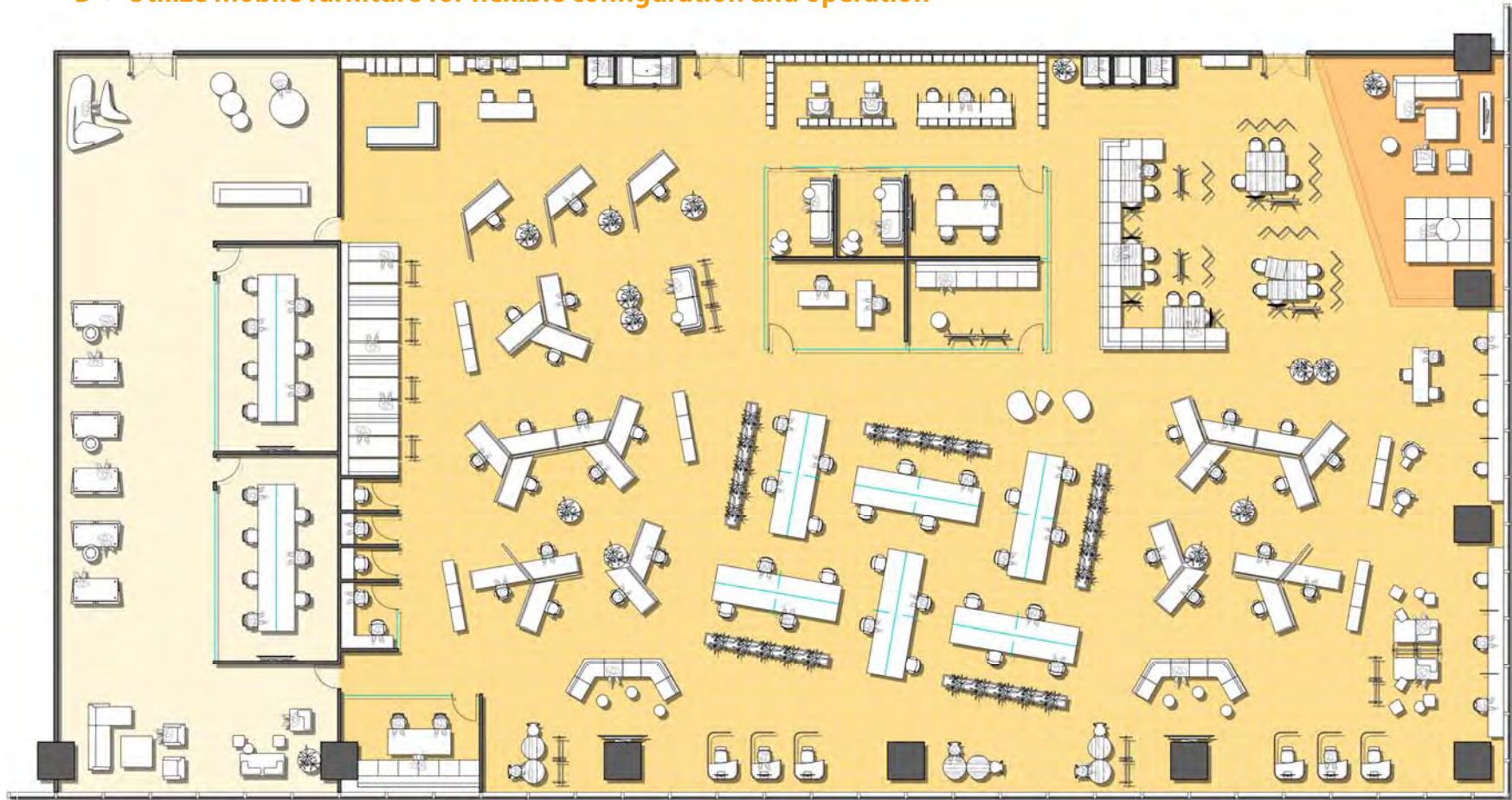
FUTURE

- Workspace with high flexibility
- Touchless design approach
- Work securely and safely
- New rules for remote work
- Methods to keep community

2/WORKPLACE

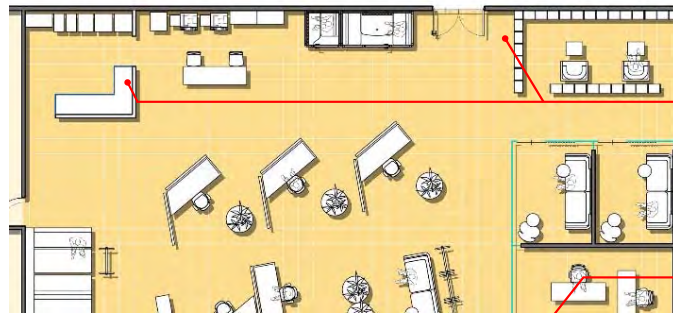
Important are the following 4 points for office design with COVID and post COVID.

- A : Install protection panels / screens again splash infection, and set up medical kit station**
- B : Renovate space planning and operation to achieve appropriate social distancing**
- C : Renovate space planning and operation to reduce internal density at Office**
- D : Utilize mobile furniture for flexible configuration and operation**



2/WORKPLACE

A : Install protection panels / screens against splash infection, and set up medical kit station



A-1

Set up a medical kit station with thermometer, disinfectant, cleaning tool, etc. near the entrance to reduce the infection risks



A-2

Allocate mobile screens at the collaboration or lounge area



A-3

Install low partitions for personal desk area against splash infection



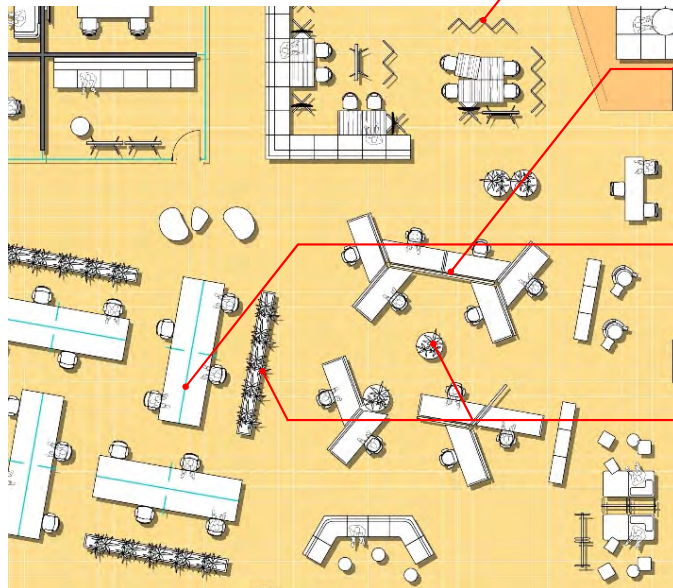
A-4

Install acrylic panels for island-bench desk to keep openness



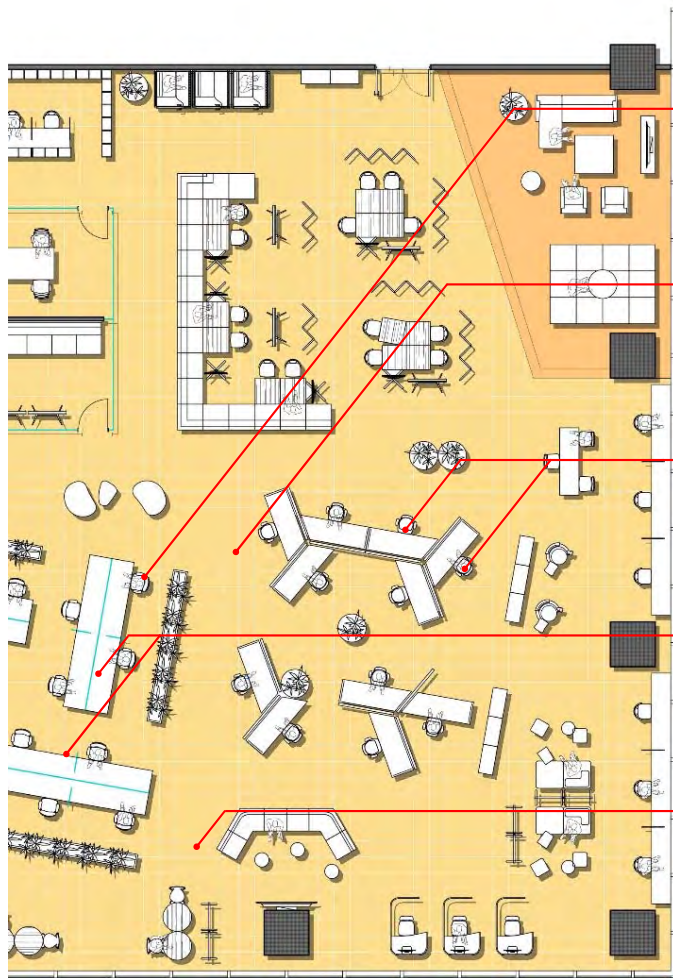
A-5

Allocate plants effectively as barriers against splash infection



2/WORKPLACE

B : Renovate space planning and operation to achieve appropriate social distancing



B-1

Keep 2m distance between workers against splash infection on layout



B-2

Keep 2m width for main circulation



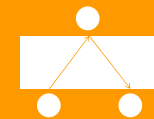
B-3

Layout workers NOT to face each other by changing the seating angles



B-4

Layout workers diagonally at island style desks to avoid them from facing each other and rotate each island desk perpendicularly



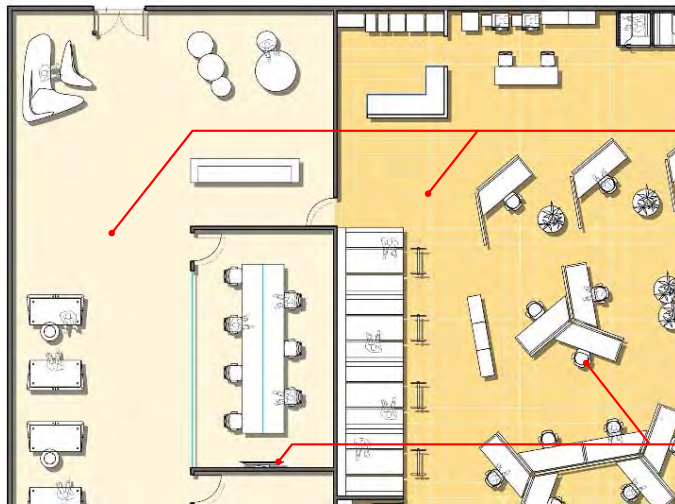
B-5

Add deviate circulation to main circulation to avoid workers from passing each other and manage the walking flow with visual signage system or operation rule



2/WORKPLACE

C : Renovate space planning and operation to reduce internal density at the Office
[Use communication tools and devices for online meetings, etc.]



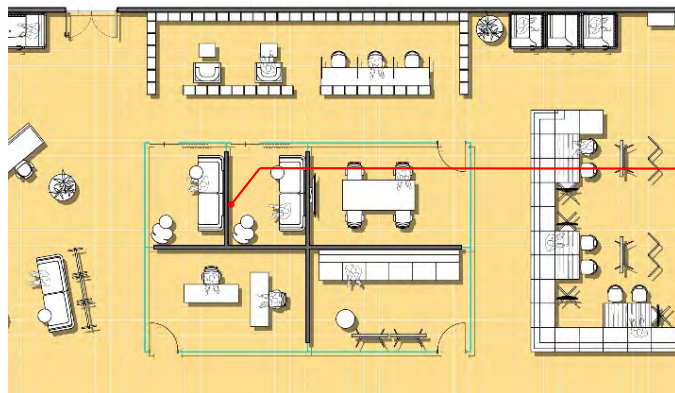
C-1

Redesign and reallocate the space to avoid 3 Cs and make main opener and more spacious and revisit the number of meeting rooms and furniture



C-2

Expand the meeting tools and devices for smooth communication between workers at the Office and Home (e.g. All meeting rooms equipped with monitors) (e.g. Note PCs with online meeting application for all workers)



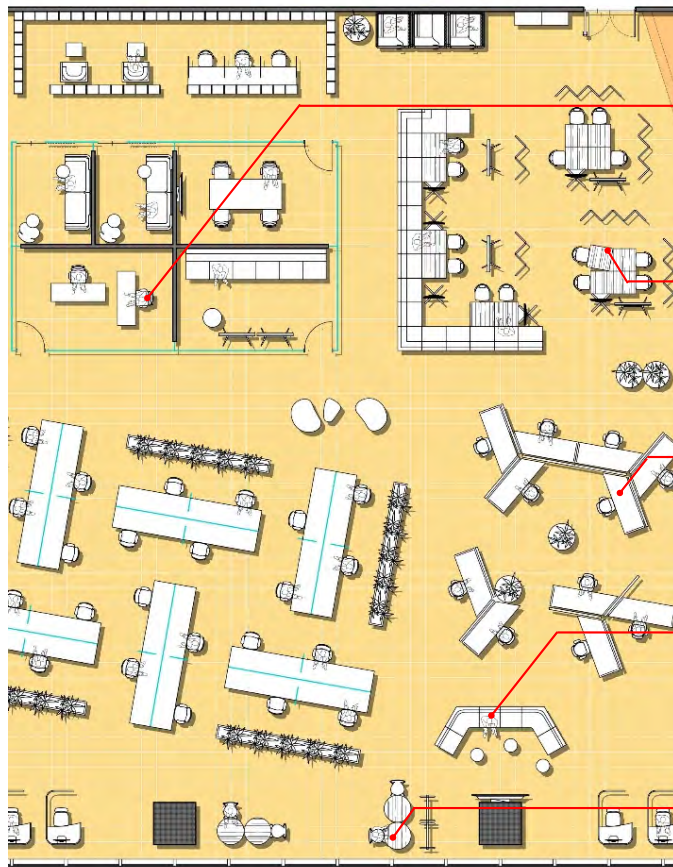
C-3

Renovate meeting rooms to split by adding partitions and enlarge the meeting facility for small number of people or personal work facility for focus work



2/WORKPLACE

D : Utilize mobile furniture for flexible configuration and operation



D-1

Allocate mobile tables and chairs for flexible use



D-2

Allocate mobile tables and mobile partitions to create semi-closed spaces for impromptu meetings



D-3

Personal desks can be mobile, which makes it possible to configure the desks quickly for focus work, group work, etc. as needed



D-4

Mobile lounge seating can be used for one big group or split into a few groups



D-5

Open meeting with mobile whiteboard which can be used as divider as you like



3/CHANGE MANAGEMENT

For the realization of the new workplace strategy, it is essential for workers to accept the suggested changes and adjust their behaviors accordingly. Our Change Management services will help the workers' behaviors meet the workplace strategy with considerable attention to how to affect "human".

Objectives



Support for ROI & Sustainability Improvement



Minimize Business Disruption



Company Culture Transformation & DX Promotion



Resistance Management

Workplace Transformation to be supported by Change Management

1 Hybrid Office Promotion



Work @Office

Work @Office or from Home

2 ABW with COVID



Conventional Office

ABW with COVID

3 DX Promotion



Paper Heavy Processes

DX Promotion

4 Collaboration Promotion



Face to Face

Remote

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