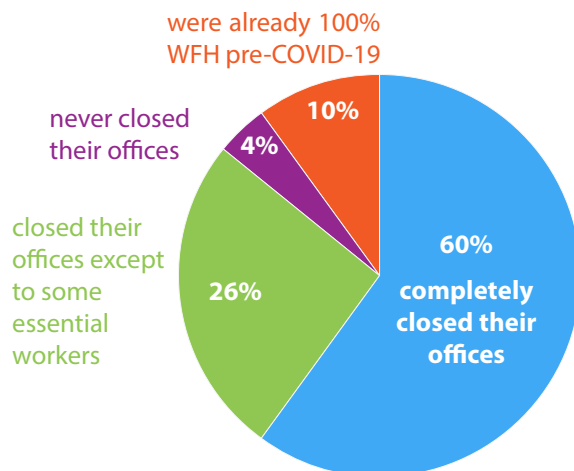# TECH EXECUTIVE REOPEN READY REPORT

A survey of 242 technology executives explores their reopening readiness and the new restrictions and rules they will implement as employees go back to the office during the COVID-19 pandemic.

The Initial Response

The overwhelming majority, 86%, of survey respondents said their company left the office to work from home because of COVID-19.

were already 100% WFH pre-COVID-19

10%

never closed their offices

4%

closed their offices except to some essential workers

26%

60% completely closed their offices

Returning to the Office: CDC Rules the Rules

Of the survey respondents who said their companies were now operating fully or partially from home, 81% said they were involved in planning for the return to the office. Eighty-two percent of those respondents said they had started planning for their organization's return to the office. But what experts are they tapping for guidance? The top responses included:

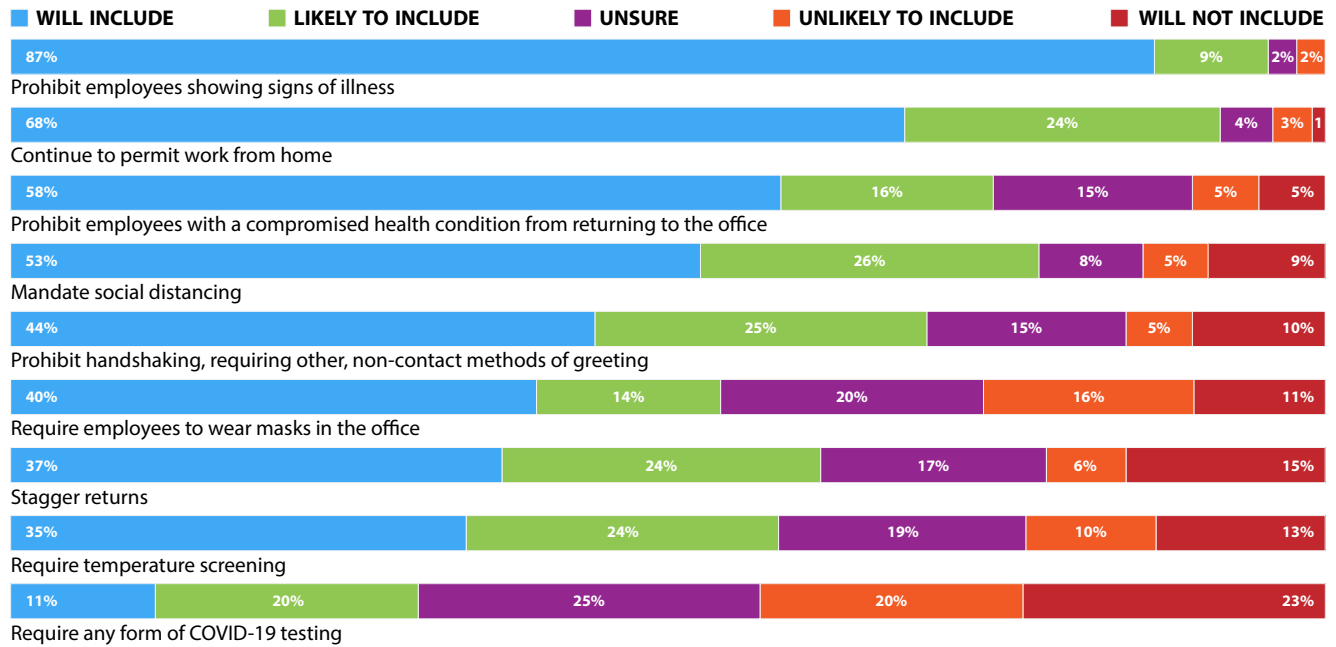**80%**
Centers for Disease Control

67%
State and Local/Regional
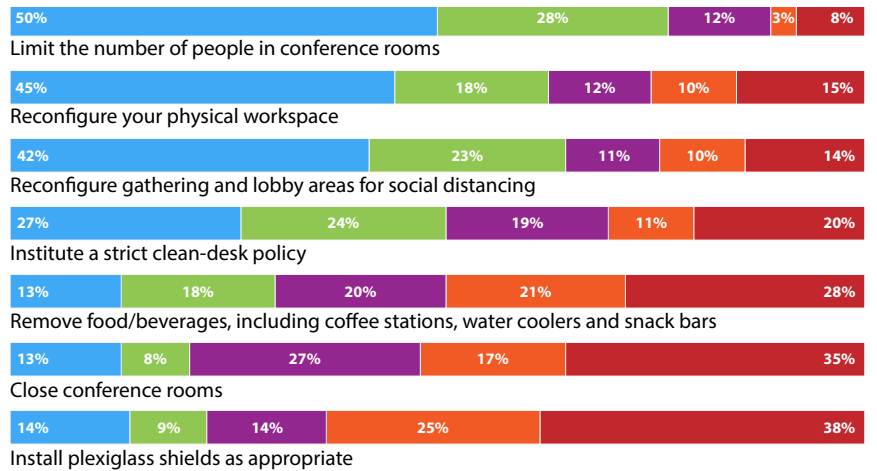
55%
Federal government

What's in Your Returning Game Plan?

As they planned for employees' return, respondents reported how likely they were to include these requirements in their reopening plan. Fifty-nine percent of respondents with a reopening plan said they would or would likely require temperature screenings among returning employees. Thirty-one percent said they would or would likely require some sort of COVID-19 testing.

Legend: ■ WILL INCLUDE ■ LIKELY TO INCLUDE ■ UNSURE ■ UNLIKELY TO INCLUDE ■ WILL NOT INCLUDE

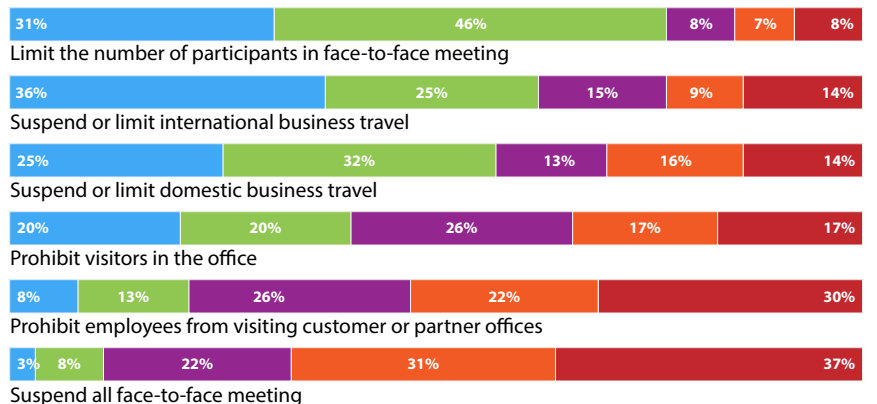| Requirement	Will Include	Likely to Include	Unsure	Unlikely to Include	Will Not Include
Prohibit employees showing signs of illness	87%	9%	2%	2%	
Continue to permit work from home	68%	24%	4%	3%	1
Prohibit employees with a compromised health condition from returning to the office	58%	16%	15%	5%	5%
Mandate social distancing	53%	26%	8%	5%	9%
Prohibit handshaking, requiring other, non-contact methods of greeting	44%	25%	15%	5%	10%
Require employees to wear masks in the office	40%	14%	20%	16%	11%
Stagger returns	37%	24%	17%	6%	15%
Require temperature screening	35%	24%	19%	10%	13%
Require any form of COVID-19 testing	11%	20%	25%	20%	23%

Change Up Your Work Space

Sixty-three percent of respondents with a reopening plan said that it will or will likely require a reconfiguration of their physical workspace. Additional office space changes will include:

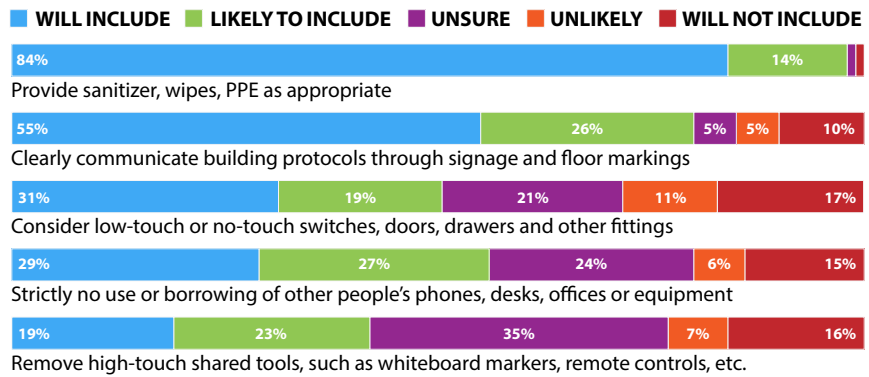| Change	Will Include	Likely to Include	Unsure	Unlikely to Include	Will Not Include
Limit the number of people in conference rooms	50%	28%	12%	3%	8%
Reconfigure your physical workspace	45%	18%	12%	10%	15%
Reconfigure gathering and lobby areas for social distancing	42%	23%	11%	10%	14%
Institute a strict clean-desk policy	27%	24%	19%	11%	20%
Remove food/beverages, including coffee stations, water coolers and snack bars	13%	18%	20%	21%	28%
Close conference rooms	13%	8%	27%	17%	35%
Install plexiglass shields as appropriate	14%	9%	14%	25%	38%

Smaller Meetings will be the New Norm

Over three-quarters of respondents with a reopening plan said that it will or will likely limit the number of face-to-face meeting participants. Additional meeting changes include:

Change	Will Include	Likely to Include	Unsure	Unlikely to Include	Will Not Include
Limit the number of participants in face-to-face meeting	31%	46%	8%	7%	8%
Suspend or limit international business travel	36%	25%	15%	9%	14%
Suspend or limit domestic business travel	25%	32%	13%	16%	14%
Prohibit visitors in the office	20%	20%	26%	17%	17%
Prohibit employees from visiting customer or partner offices	8%	13%	26%	22%	30%
Suspend all face-to-face meeting	3%	8%	22%	31%	37%

Hand Sanitizer and Safety Signs Proliferate

Nearly all respondents, 98%, with a reopening plan said they planned or likely planned to provide disinfecting supplies and PPE as appropriate. And 81% said they would or would likely communicate new building protocols through signage and floor markings.

Legend: ■ WILL INCLUDE ■ LIKELY TO INCLUDE ■ UNSURE ■ UNLIKELY ■ WILL NOT INCLUDE

Measure	Will Include	Likely to Include	Unsure	Unlikely	Will Not Include
Provide sanitizer, wipes, PPE as appropriate	84%	14%			
Clearly communicate building protocols through signage and floor markings	55%	26%	5%	5%	10%
Consider low-touch or no-touch switches, doors, drawers and other fittings	31%	19%	21%	11%	17%
Strictly no use or borrowing of other people's phones, desks, offices or equipment	29%	27%	24%	6%	15%
Remove high-touch shared tools, such as whiteboard markers, remote controls, etc.	19%	23%	35%	7%	16%

WFH for the Long Haul

Of those whose companies switched to a WFH model, 56% of respondents expected employees to begin returning to work between June and September, but some plan to stick it out for longer or never return:

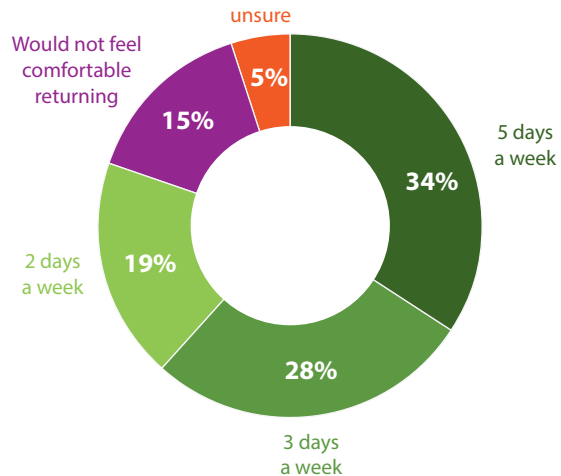**13%**
plan to return during 2021

8%
are working from home indefinitely

5%
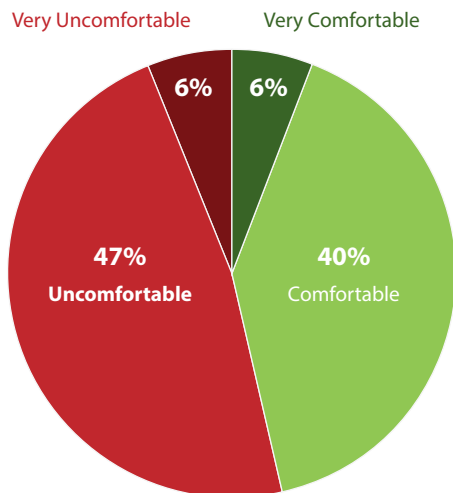returning only when a vaccine is broadly distributed

Three-Day Workweek, Anyone?

A plurality of respondents, 47%, said they would feel comfortable coming into the office for a limited number of days each week.

- unsure 5%
- Would not feel comfortable returning 15%
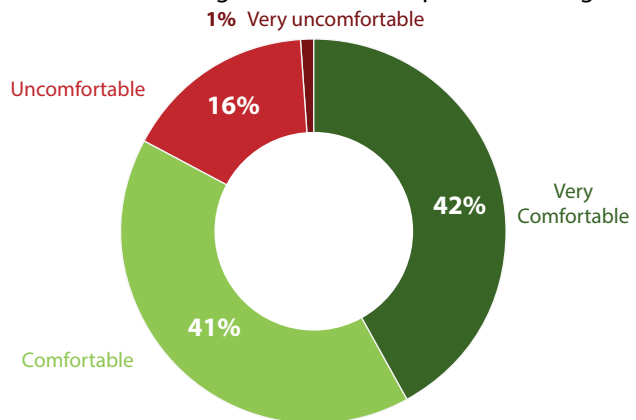- 2 days a week 19%
- 3 days a week 28%
- 5 days a week 34%

The Return Discomfort is Real

Of respondents with a reopening plan, 60% said they had surveyed their workforce on returning to the office. The majority of this group said their employees were uncomfortable with the idea.
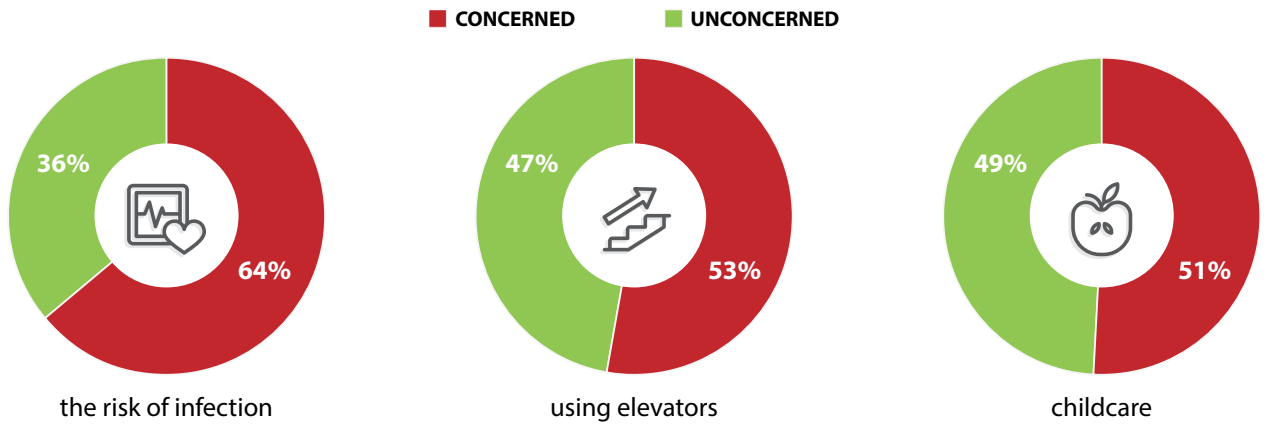
- Very Uncomfortable 6%
- Very Comfortable 6%
- Uncomfortable 47%
- Comfortable 40%

Some Meetings are Acceptable

Eighty-three percent of respondents said they would feel comfortable coming to the office for specific meetings.

- Very uncomfortable 1%
- Uncomfortable 16%
- Very Comfortable 42%
- Comfortable 41%

Top Concerns Include Infection and Using Common Spaces

When asked how concerned they were about different aspects of returning to the office, many pointed their finger at elevators, childcare and the risk of infection.

■ CONCERNED   ■ UNCONCERNED

36%	64%

the risk of infection

47%	53%

using elevators

49%	51%

childcare

About the Tech Executive Reopen Ready Report

This is a survey of 242 technology executives in Georgia regarding their organizations' return to the workplace following COVID-19 closures. Of the respondents, 77% are C-suite members. Of the responding organizations, nearly 3-out-of-4 (73%) lease office space in a multi-tenant building. A third (33%) lease 5,000 sq. ft. or less, 41% lease between 5,001 and 20,000 sq. ft., and 25% lease more than 20,000 sq. ft. On the employment front, 54% have fewer than 50 employees, 32% have between 50 and 999 employees, and 14% have more than 1,000 employees. The survey was conducted between May and June of 2020, polling members of FinTech Atlanta, Technology Association of Georgia and Technology Executive Roundtable.

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