



## JFS Facilities Taskforce - 1/21/2020

The JFS Facilities Task Force will review and analyze each departments'/programs' space needs in a post-COVID environment and beyond. The pandemic has demonstrated that many staff are able to successfully work from home and our goal is to get a good sense of how many of our staff might continue working from home full-time or part-time even when it is safe to reopen our offices altogether. The following are some of the questions and issues we plan on exploring with you.

- **Issues related to post-Covid return to full time in the office:**
  - Assessment of remote work productivity, etc.
  - Benefits of returning to the office full time
  - Benefits of returning to the office part time
  - Benefits of remaining working remotely
  - Thoughts on what your team members will want to do post-Covid
  
- **Office space considerations based on return to office likelihood:**
  - If some of your folks continue to work remotely or split (remote/office) their time, how will your department/program office space needs change?
  - Space sharing viability for those splitting their time in the future
  
- **Clients/visitor experiences at Tamarac/Shalom or a new location/Boulder:**
  - Will clients visit JFS facilities post-Covid in the same numbers as in the past? Will virtual visits be more likely? How will this impact your space needs, etc?
  - How can client/visitor experiences with your department/program be improved?
  
- **Your department/program current space:**
  - Your department/program location vis-a-vis departments you interact with. Does the current layout of the building make sense for best and most efficient interaction between you, your team and other departments/programs?
  - What kind of meeting space would be optimal for your team?
  - Does your team need more workspace? Less workspace? If more, is it staff office or cubicle space or wide-open working areas?
  - Does any of your staff need separate offices for privacy/noise concerns?
  - Are there changes to the office/space configuration of your department/program that would increase efficiency or improve the office experience, team building, etc.
  - Specific improvements to your department/program space or layout
  
- **Security Concerns:**
  - Do you or any of your team have any security concerns?
  - If so, what are these concerns?

Please let me know if you have any questions about what we are hoping to learn from this process or if you have any additional thoughts, suggestions or questions.