



Flexibility to Support the Post-COVID Legal Workforce

The COVID-19 pandemic continues to impact global business daily, and the legal sector is no exception. This typically conservative industry, no stranger to economic crises in recent decades, has once again been forced to adopt rapid changes to maintain business continuity. The challenges developing around physical space, client service, and employee safety at this time promise to reshape the legal workplace in both the near- and long-term.

Seamless teleworking arrangements in the legal workplace are in sharp focus thanks to the pandemic. With work-from-home (WFH) now a necessity, attorneys at all levels, from associates to partners, are remaining productive, nurturing strong client relationships, and generating revenue with just a WiFi connection and a laptop.

With the likelihood that WFH will continue to be the norm once employees return to the office en masse, law firms must adopt more flexible floor plans to preserve space efficiency, but also to properly support employees splitting their work hours between home and the office.

Building a strategic floor plan around bookable, shared attorney offices, streamlined central resources, and smart multi-function spaces can nurture a productive “blended” workplace for a more mobile staff.

The Blended Office

A strategic floor plan can nimbly balance the changing needs of employees who shift between working in the office and at home. Mixes of fully dedicated 1:1 (one office to one attorney) offices with shared 1:2 offices can be adjusted for the unique needs of each firm. This floor plan illustrates a blended approach.



Conference/meeting spaces
 Conference and huddle rooms of various sizes spaced evenly throughout the plan provide meeting space equally across the floor. Enabled with A/V technology, WFH attorneys can join meetings remotely.
 Reduce the density of chairs in conference rooms to preemptively minimize crowded rooms and capture changes to online scheduling systems to show reduction in room capacity.

Room Legend	Quantity
Attorney	(34) 34
Attorney Hotel	(22) 44
Secretary	16
Paralegal	8
Workroom	1
Conference Room	4
Collaborative	6
Hub Informal	1
Service Equipment	4
Service Secretary	4
File Room	2
Support	
24,384 USF	78 ATTORNEYS
26,941 RSF	

Centralized storage areas
 Mobile employees need fixed space for personal files and belongings. A centralized retrieval service can organize the move of items to meet their owners in whatever space they've booked for the day.
 Keeps offices clearer for cleaning staff access.

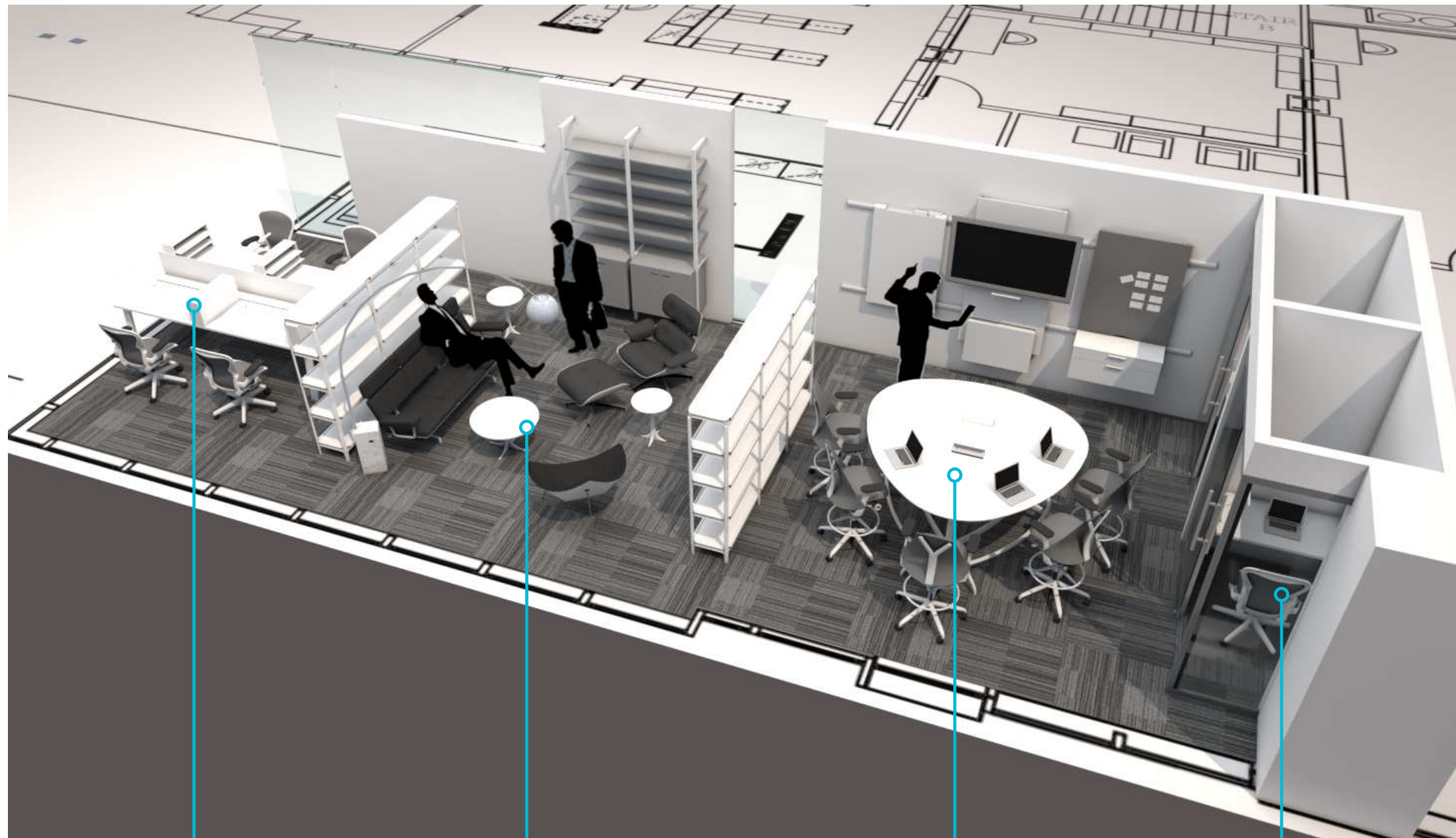
Income partners/associates
 Attorneys share offices in a 1:2 ratio (one office for every two attorneys), but are booked for use by one attorney at a time.
 Load unassigned seating into your reservation system as to only allow those spaces to be utilized when they comply with distancing guidelines.

Equity partner office
 These offices are fully dedicated at a 1:1 ratio to those who need them most - equity partners with frequent in-office needs for client and colleague meetings.

The Multi-function Space

When anchored by multi-function spaces, floor plans are ideally placed to support mobile employees. These areas accommodate a variety of activities across a smaller footprint.

Key hygiene and social distancing recommendations in blue

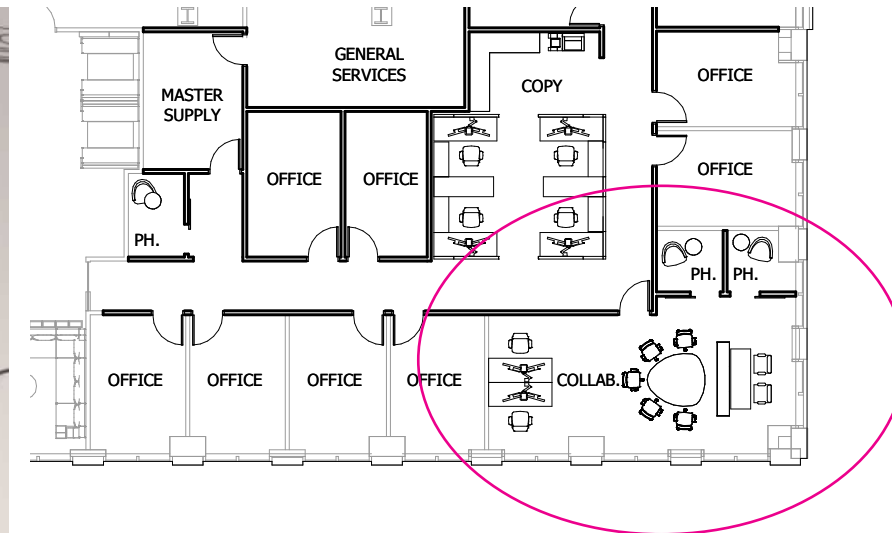


Docking Station
For drop-in, individual work.

Collaborative Setting
For relaxed, informal meetings.

Technology-Supported Setting
For meetings with clients and WFH colleagues.

Acoustically controlled, closed environment
For heads-down work and private phone calls



- Use anti-microbial solutions that can be applied to multiple surface types.
- Beyond regular cleaning, hand out a “wellness kit” consisting of sanitizer, masks, gloves, and a safety guide.
- Use app-based software like iOffice to give workers the power to schedule conference rooms, project content, pay parking meters, and even call elevators, all from their own mobile devices to reduce touching of communal devices.
- Consider installing panels (sneeze guards) between furniture configurations for additional protection.