

Redefining the **return to the office**

Optimizing in-office spaces to successfully manage the return to the office and support the hybrid workforce of today – and the future.



In today's fast-changing world, many organizations have adopted a hybrid approach to work, with **80 per cent of Canadian employees**¹ who started working remotely in 2020 wanting to keep working most of their hours from home. Today's challenge is creating an environment that drives productivity and enable seamless collaboration for the hybrid workforce, while optimizing office real estate to create the best flexible working experience.

As hybrid work becomes the norm, business leaders are looking to redefine their traditional in-office spaces with smart technology that supports workspace management planning, utilization, and identifies opportunities for improvement to better support their hybrid workforce.

From desk and meeting room booking to visitor management, and access to real-time data on office capacity and usage, businesses today need to adopt digital solutions that help maximize their office space more effectively while creating a safe and secure environment for employees.

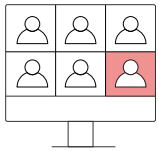


¹Getting hybrid work right: Creating and sustaining inclusive economic growth

Key considerations for **return to office workspace planning**

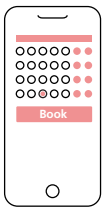
Businesses of all sizes across every sector have had to adapt and be flexible with their real estate planning to accommodate hybrid work.

As businesses reassess or look to enhance their current in-office workspaces while keeping in mind employee safety and hybrid working needs, here are some key considerations for return to office planning.



Empower employees with flexibility

Employees choose to return to the office for varying reasons, from scheduled meetings to face-to-face interactions with clients or as an alternative respite from working from home. Whatever the reason is, empower your employees with the flexibility to manage when they want to return to the office.



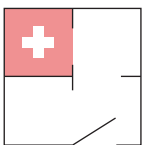
Leverage workspace scheduling solutions

Give your employees the peace of mind of knowing that they will have a safe workspace to stay productive and do their best work whenever they choose to work in the office. Leverage a workspace scheduling solution to enable your employees to easily search and reserve available desks or meeting spaces.



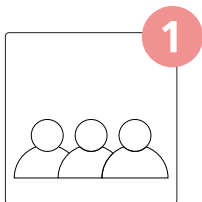
Invest in the right hybrid collaboration technology

With hybrid work here to stay, it is important to invest in the right technology to seamlessly support communication and collaboration between in-office and remote employees to ensure a productive and successful hybrid working environment.



Keep safety top of mind

Ensure that workspace cleaning and sanitizing are still implemented when desks or meeting rooms are scheduled to be used by different employees to ensure a safe environment. In addition, provide the ability to quickly close unsafe spaces when the need arises. The right technology can enable real-time notifications of changes so employees can adjust and adapt.



Stay connected with your employees

Maintain steady communication with employees to keep them up-to-date on any changes including changes to office accessibility and usage, resources and safety protocols.

Ricoh can support your employees' safe return to office planning and execution with scalable, affordable, and secure facilities and workspace management solutions that can be tailored to your organization's space, size and hybrid working needs.

Workspace management and **booking solution**



Ricoh's workspace management technology provides a simple-to-use booking solution for your in-office space and facilities. It also enables you to bring back employees in a safe and controlled process, as well as track usage for insights on space optimization and future planning.

Manage workspace capacity

As you plan and manage your workspace for your employees' safe return to the office, our workspace scheduling solution can be configured to limit office capacity or enable the booking of desks in specific areas, zones, or only for selected days.

Manage space availability more efficiently

With employees booking their workspaces through the platform before coming to the office, you can ensure that the number of people in your office will never exceed the number of available desks. It also enables you to gain insights into how your office space is being used to help you future-proof your office, maximize effective space utilization, and identify areas for improvement.

Trace contacts in case of sickness

If tracing is a part of your plan, you can instantly access details of every workspace booking. If necessary, the system can also produce detailed reports for the HR team and notify employees who may have had contact with someone who has become ill.

Easily remove unavailable spaces

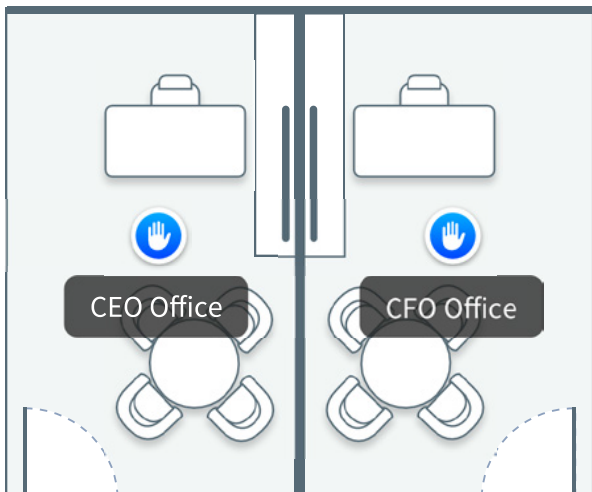
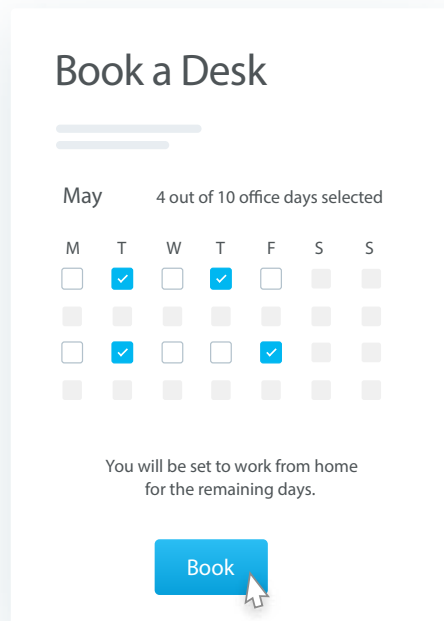
Adjust your workspace to easily close unsafe spaces or plan for sanitation and cleaning whenever the need arises. Should an area be closed, the software will automatically cancel any workspace bookings and notify the affected employees immediately so they can reschedule or select an alternate space.

Having a strong technology-based solution is the smartest way to effectively manage your in-office experience and gain insights on workspace utilization.



Workspace booking made simple

Our workspace booking software supports employees' flexibility to plan which days they want to work in the office and which days they will work from home. When planning to work in the office, employees can search for an available workspace and make the booking via a web interface or the mobile app. They can also easily mark the days they plan to work remotely and share the information with their team leaders or co-workers if needed.



Manage private offices

Private offices can be either allocated to a specific user or made bookable in the system. An employee with an allocated private office can conveniently check their booking before leaving home for any updates in the event of unforeseen closure to their office space due to sanitation or any other reasons.



Simplify how you manage your **meeting spaces**

Enable easy booking of formal and informal meeting spaces that support how your employees want to work.

Bring people together with ease

Whether for in-person meetings, virtual, or a combination of both, Ricoh Meeting Room Services can help you maximize the use of your meeting spaces, streamline bookings and manage capacity.

Schedule meetings effortlessly

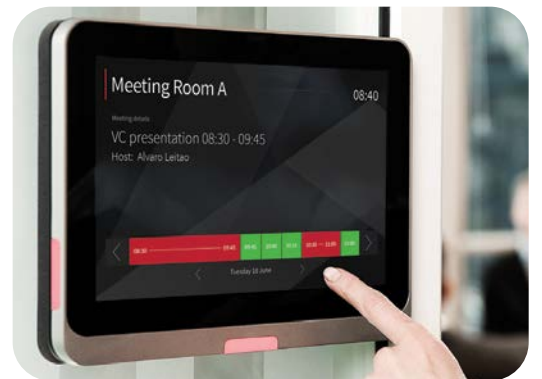
From finding a suitable meeting space and sending the invites, to determining what AV equipment you need and more, our meeting room services can simplify your meeting room preparation and take the hassle out of getting together.

Effortlessly share meeting room information

Our meeting room services give you the option to incorporate digital signage outside of your meeting spaces to easily check room availability and booking details. Facilitate bookings “on the spot” for ad hoc meetings, check-in for meeting room bookings or easily extend bookings with an RFID-enabled security card or six-digit PIN, all directly from the digital signage.

Easily gather data for future planning

It's easier to make informed decisions when you have access to the data you need. Ricoh Meeting Room Services can help you gain insights into how your meeting spaces are used. Our experienced consultants can analyze your space utilization data to help you create strategic roadmaps to improve efficiencies and help reduce operating costs throughout your organization. In addition, we can also help you reallocate resources to optimize meeting spaces to meet the dynamic needs of your hybrid workforce.



Make your space work for you

In today's world of hybrid work, the way we view the office has changed. Employees now have the flexibility to choose where and how they want to work, and organizations need to adapt to this change by redefining their office space to be more flexible and conducive to hybrid work. This may mean adjusting office spaces to decrease square footage, increase flexible workspaces or optimize space for better use, depending on the unique needs of your business.

Redefining your office for the future.

As you plan and redefine your in-office space for the future, here is a checklist to help guide you on your way.



Define your goals and objectives

Identify how your flexible workspace should align to your organization's objectives and business processes, and keep that top of mind throughout your planning process.



Engage your employees throughout the change process and beyond

Continuously engage with your employees and give them a platform to voice their feedback or concerns. Aside from showing that you care, this will give you a better understanding of their needs and gain their trust and confidence which is key to successful change management and overall employee engagement.



Determine if you have the right technology to support hybrid work

Having the right technology can make a difference in creating a positive impact on the ways your employees communicate, collaborate, connect and stay productive. Invest in digital solutions that support the needs of your hybrid workforce while enabling a safe and secured environment – today and in the future.



Track your progress by leveraging data

Digital solutions that provide access to real-time data can help you track your progress and gain valuable insights for areas of improvement, allowing you to quickly adapt and evolve to support business agility.





Empowering the future of the workforce

As hybrid work and flexible workspaces pave the way for the future, Ricoh can support your needs with Managed Workplace Services to help you maximize your investments, optimize decision making and redefine work and **change. For better.**

For more information, get in touch with a Ricoh Solutions Advisor [here](#).

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