

Flexible — How to get back to work after COVID-19.





“We’ve got a plan —
and everyone is
allowed to ignore it.”

For some people, the plans that they don’t have to follow, feel most safe.
To ensure we put health first during the next few months, we will regularly update
our plan, always considering the outside conditions and the input of our team.



Return to Office —

How do we slowly bring 180 people back into the LOOP office, without making even one person feel unsafe?

Some people can't wait to be back in the office. Others want to stay in home office longer. Some are not worried at all about COVID-19, others are legitimately scared. And then there's the chance that once we're all back, one of us might still contract COVID-19. So, how do we create a plan that makes everyone feel comfortable?

Like most companies, we've got a step-by-step approach. Masks. Sanitizers. First only 10% of the staff. Three weeks later ramping up to 50% of the team in one week, the other 50% in the next week, and repeat. It's a good plan, but it becomes a human plan with one important add-on.

“This is our plan, and
you can ignore it.”

Anyone who doesn't feel comfortable enough to re-enter the LOOP office can just ignore it and stay in home office for at least the summer of 2020.



Lockdown

Level ³

Level ²

Level ¹

Release

| | Lockdown | Level ³ | Level ² | Level ¹ | Release |
|------------------------|--|--|--|--|-------------------------|
| Timing | Until May 4th | Beginning of May | Earliest Mid/End May | Earliest in June | TBD |
| Who's back? | No one is allowed to work from the office. Full team in home office. | Only 10% of our team members — the ones who can't wait to be back based on our survey. | Each department split in two teams. Team A can be in the office in one week, Team B in another week. | Each department split in two teams. Team A can be in the office in one week, Team B in another week. | Everyone |
| Max % in Office | 0 % of staff | 10 % of staff | 50 % of staff | Flexible | 100 % |
| Office Split | — | No | Split in two 1.600 m ² parts | Split in two 1.600 m ² parts | — |
| Team A/B Split | — | A/B Team* | A/B Team* | TBD | — |
| Sanitizers | — | Everywhere | Everywhere | Everywhere | Entrance and Bathrooms |
| Face Masks | — | Everyone, when moving around | Everyone, when moving around | Everyone, when moving around | TBD |
| Kitchen | — | Closed | Closed | Open, keep distance | Open |
| Coffee Machines | — | Available, 1 person each | Available, 1 person each | Available | Available |
| Travel for Work | — | No | Only inside Austria by car | Allowed on individual base | TBD |
| Post-Travelling | — | — | 2 weeks home quarantine | 2 weeks dedicated office area | TBD |
| Meetings | 100 % virtually | 100% virtually | 100% virtually | Virtually, if possible | Virtually and in-person |
| Desks Distanced | — | Yes | Yes | Yes | TBD |
| Ignoring Plan? | Allowed | Allowed | Allowed | Allowed | TBD |

* Photography Team allowed to be in the office based on the defined measures.



RE-ENTER THE OFFICE AT YOUR OWN PACE

We have the framework in place to get the whole LOOP team safely back into the office, but the plan is opt-in only. Anyone can decide to return to the office as planned, or if someone doesn't feel comfortable yet, they can feel free to stay in home office until at least July. That one rule allows everyone to re-enter the office at their own pace and with complete peace of mind.



How we do it —

Split Office Space

We're able to split 3.200 m² office space into two 1.600 m² offices, which reduces the risk of a full-agency infection.

Split Teams A/B

By splitting the teams not only into two spaces but also two A/B teams, we divide the full team by four, which again helps to reduce the risk for a complete agency fall-out.

Desk Distance

We will use our space differently, making sure that there is a safe space between desks, and no one is sitting directly opposite someone else.

Hotspot Restrictions

We'll restrict hotspots at different levels, to make sure that the kitchen doesn't attract 50 people to cook their meals at the same time each noon.

Face Masks

When entering the office or roaming around, everyone in our space will wear face masks. Only when sitting on your safe-space table, you're free to remove your mask. This ensures that we're safe, while no one has to wear a mask 8 hours straight. Masks are provided by the agency up from the moment more than 15% of the workforce returns to office.

Virtual Meetings

Even though some of our team members are back in the office, we'll keep running meetings virtually — to avoid crowded meeting rooms. In case a physical meeting is needed, we'll make sure to keep track of both internal and external attendees through Outlook's attendees functionality.

Disinfection

We will have sanitizer dispensers at each important place in the office. Also, a disinfection plan that makes sure that at least two times a day coffee machines and other things you've to touch are getting disinfected.

Working Devices

A lot of people at LOOP need a second screen connected to their notebooks to do their work effectively. Right now, they have their office equipment at home, but how to stay flexible between home office and LOOP if you have to carry screens with you? We'll do our best to buy home-office screens for the ones that need it most in the next weeks and months, allowing everyone to switch between home office and office at any time.

Virtual Onboarding

For newcomers at LOOP, we have implemented a virtual onboarding process that allows us to welcome and introduce new hires within 4-8 days and make them feel part of the team.



Offices won't feel the same for quite a while —

That's a lot of measures and restrictions. You'll find them in most of the bigger companies around the world soon, and you'll get accustomed to them, even if you're just a guest there. They're important, but they also show that office life will not feel the same anytime soon. The birthday cakes with 50 colleagues in the kitchen, teammates cooking lunch together, meeting room sessions with 15 people in a room — it'll be a long while before all that's back.

We can see people around the world in offices after COVID-19 wearing masks, using sanitizers multiple times a day, constantly

trying to manage a proper distance to other colleagues and pressing buttons on coffee machines or in elevators with keys so they don't touch anything. And at any point or on certain days, they will just wish to be at home — where they can press buttons without any risks.

That's the reason why our plan comes with the above-all rule, that everyone is allowed to ignore it and just stay in home office for now. It makes LOOP's office an optional and safe space to use, for everyone who wants to be flexible and needs a change of scenery from time to time.



“Most LOOP employees are fortunate to be able to work productively from home, with the same effectiveness. Why would we force someone to return to the office that early? For now, LOOP’s office is an optional space to go to, for everyone who needs a safe change of scenery from time to time.”



Michael John — CEO and Founder

Flexible — A plan that no one has to follow.



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