

“Unprecedented Times”

The COVID 19 workplace

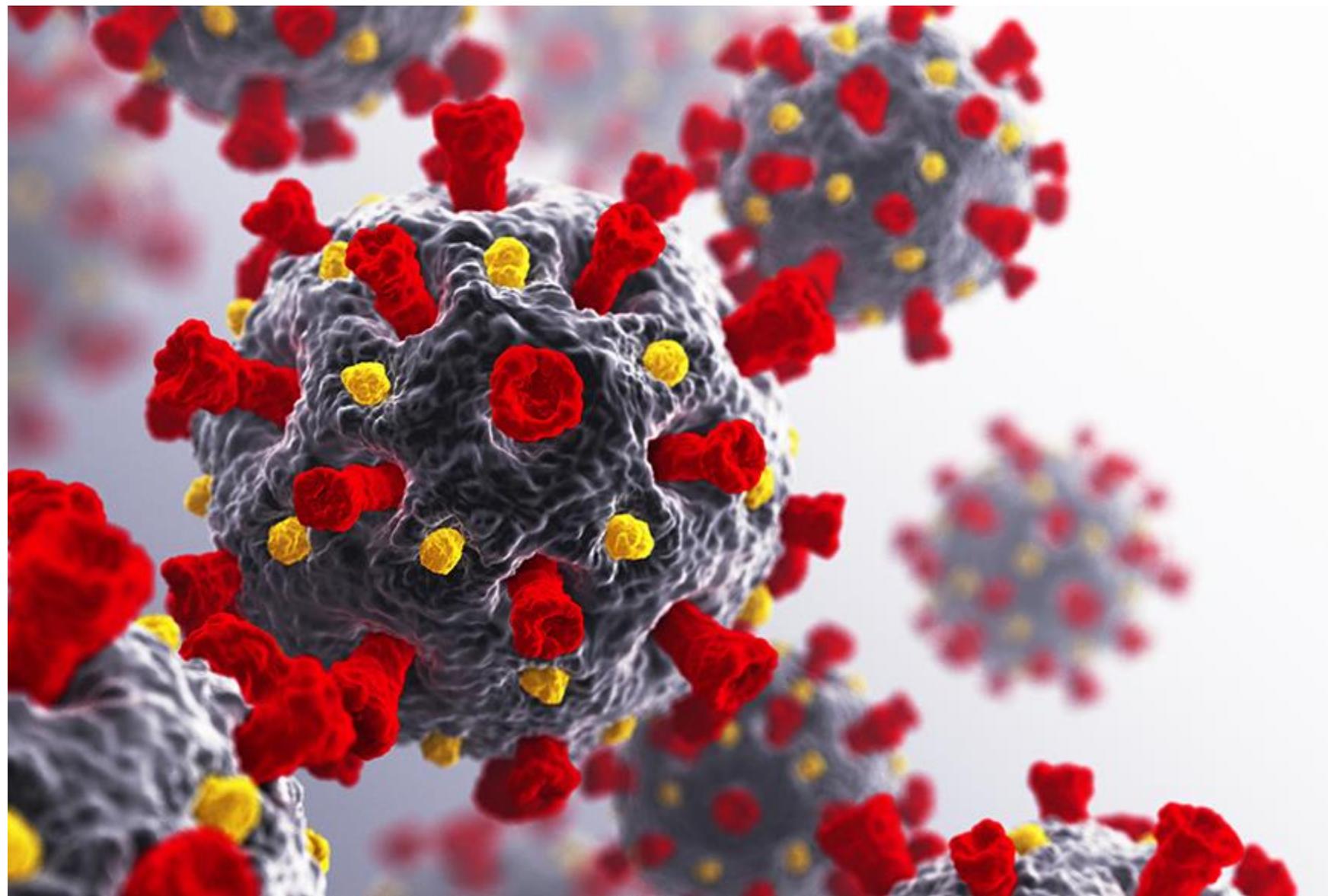


GUY

ENGINEERING



Oklahoma firm with Tulsa and OKC offices
Employee-owned



How did GUY respond to COVID-19?

Our goals

- 1 Protect employees, clients, and community
- 2 Complete work on time and to quality standards
- 3 Maintain jobs and salaries

Response timeline

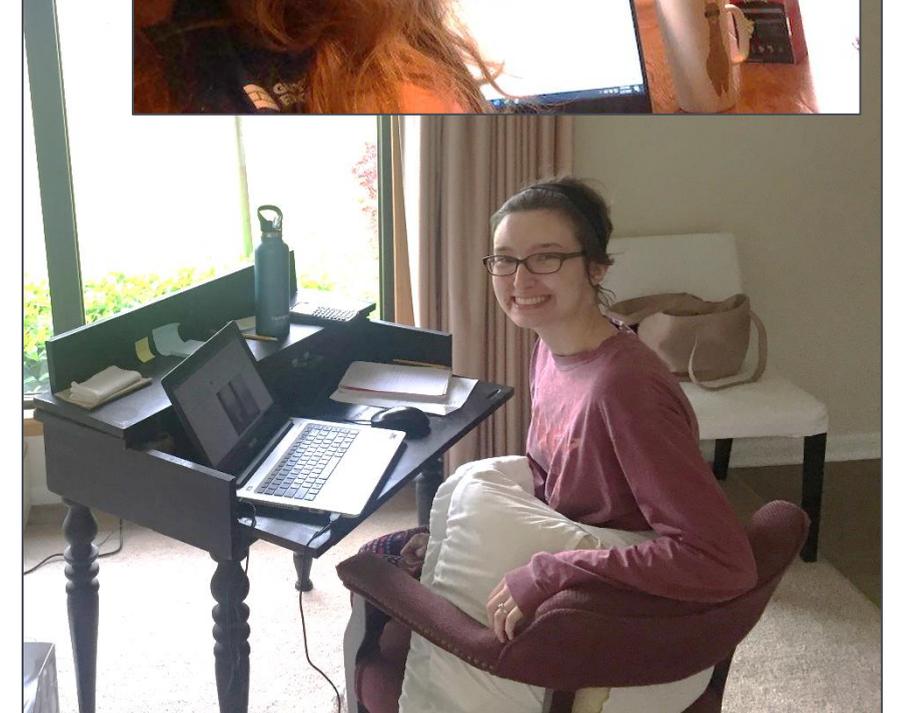
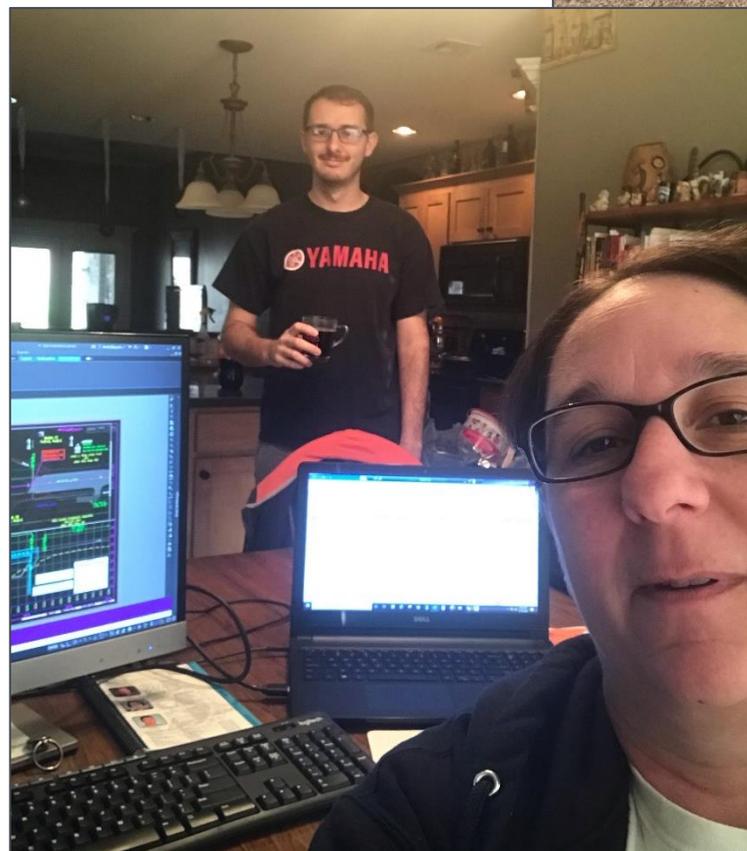
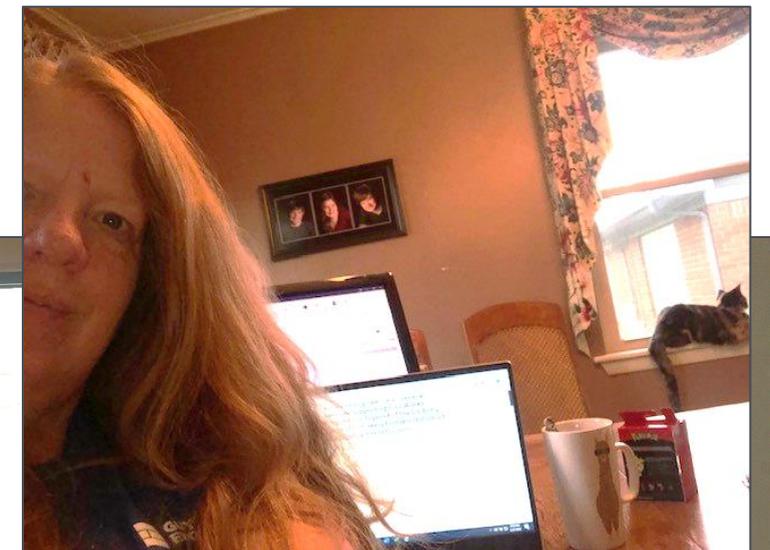


Most GUY employees shifted to working at home
No more than 10 employees at a time in the office



Home office setup

- Hardware
- Furniture
- Software



Communication

With everyone at home, we had to develop new ways to communicate so projects stayed on schedule and quality didn't suffer. The answer was **Teams** and **Zoom**.

The screenshot displays a Microsoft Excel spreadsheet titled "Week of 2020-03-30.xlsx" with a Teams video conference window overlaid on the right side. The spreadsheet is a weekly workflow for the week of 30-Mar-2020, with columns for Team, GOALS, Monday (3/30), and Tuesday (3/31). The Teams window shows a grid of participants: Aaron Peck, GUY IT, Michael, Sarah McNally, ryan-b, and Jeremy.

Team	GOALS	Monday 3/30	Tuesday 3/31
SURVEY	Dustin HOME/FIELD	Survey Proposals	1292-Battle Creek Tank-Carollo Review / Deliver
	Brandon HOME	1262-Vance AFB-M&H Topo Reduction	1262-Vance AFB-M&H Topo Reduction
	Amanda HOME	BI Support	1257-TO3-OSU-AT&T Easement Documents
	Ryan HOME/FIELD	1292-Battle Creek Tank-Carollo Topo Reduction	1270-TO1-Vixta HQ-GRDA ALTA Collection
	LEAVE	Red	LEAVE
	Caddo 3 & Osage 2 Rvw BR 37 Scope & Fee Caney Supplement Proposals	Aaron 4-9-4 HOME	
	1085-Houston 1146-Roundabout 680-Fourche Maline	Marvin 7-6 M,T 8-5 W,Th 8-12 F HOME	1146-31st Roundabout 680-Fourche Maline Online Meeting
	Bridge Inspections and data input	Jack 7:00-4:00	
	680 - Fourche Maline 868 - Hickory LWC	John 7:30-11:30	

Communication

15-30 minute virtual meetings kept everyone informed and working smoothly together

Design team status meetings every morning

Monday meetings – plan for current week

Production meetings for each project

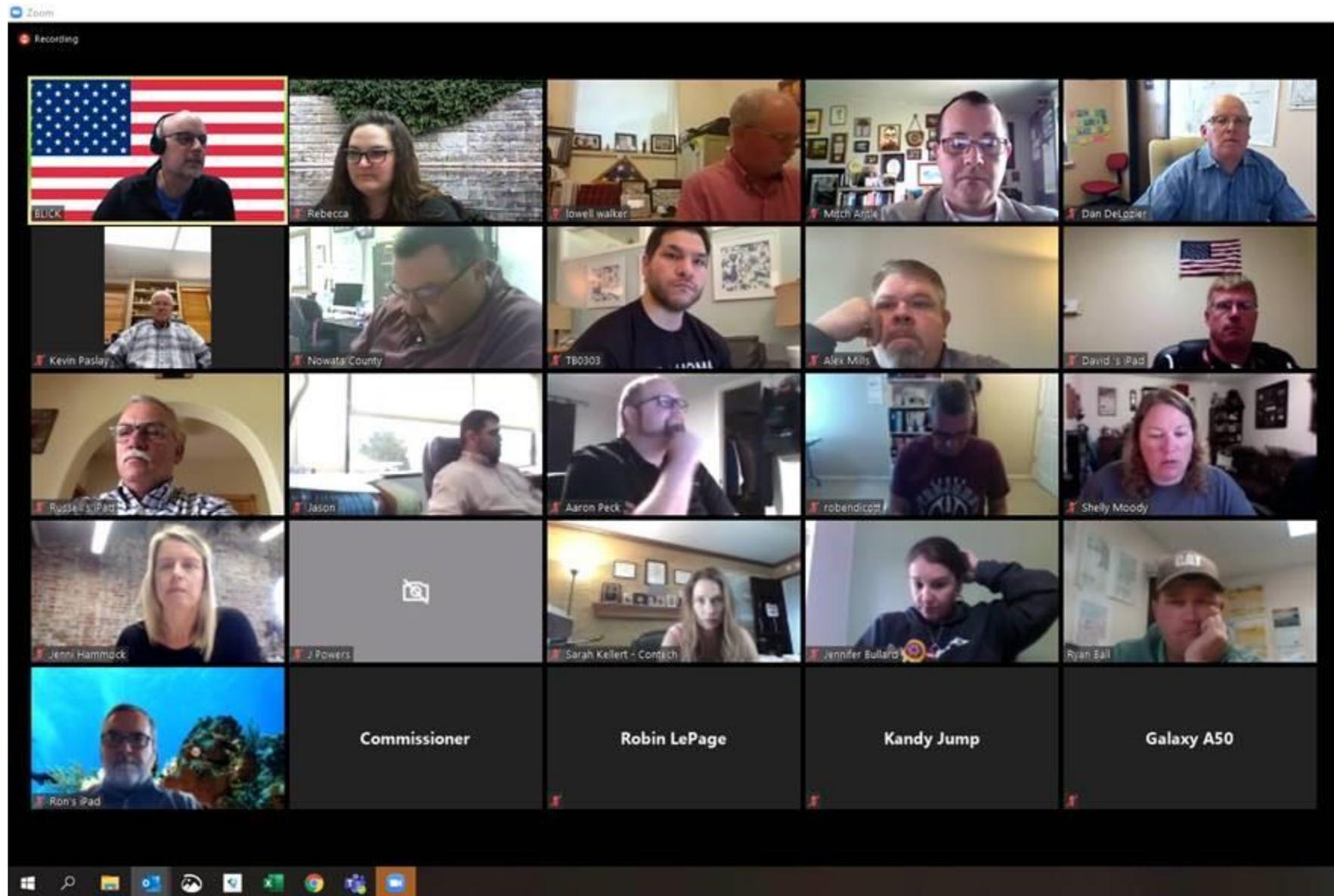
Friday meetings – set priorities for next week

Collaboration



We went digital with as much work as possible so employees could continue working together while staying safe. For example, we shared PDFs of documents for reviews instead of actual printouts.

Clients



We also used Teams and Zoom for client meetings and presentations

Morale

Connect Four GUY: Aaron!

Have a walking meeting or phone call	Chat with a co-worker whose name starts with the same letter as yours	TEAM Meeting	Gave Kudo	Tell your mother happy mother's day	Team Huddle
Update schedule	Say congrats to a co-worker student for finishing their semester	(Virtual) walk/workout with co-worker	Research Huddle number	(Virtual) lunch w/ co-worker	TEAM chat with GUY
Answer GUY emails by end of day	Set daily goals	Call or chat with someone you haven't seen	Play a virtual game with a co-worker	Change your Zoom name to a favorite character	Seen in virtual meeting: pet bird
Seen in virtual meeting: family picture	Answer TEAM question of the day	Enter time every day	Share a funny limerick on Tuesday for Limerick Day	Wear your favorite color shirt to the Huddle	GUY Huddle
Have a steps competition with a co-worker	Gave Kudo	Set daily goals	(Virtual) coffee break with co-worker	Seen in virtual meeting: someone eating or drinking	Make a recipe shared last week

Virtual games kept employees connected and helped boost morale

Response timeline

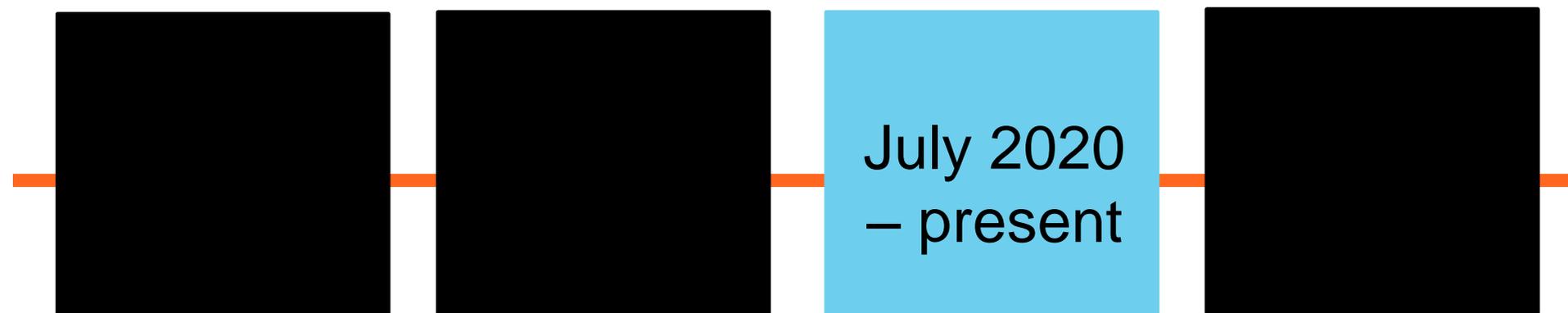


Employees began to move back to the office, a few each week

COVID policies were put in place following CDC guidelines:

- Masks
- Daily temperature checks
- Quarantine if exposed
- Social distancing

Response timeline



By July, everyone was back in the office for the most part

- Employees still have the option to work from home
- Some employees came down with COVID-19
- Employees who were exposed to COVID-19 worked from home per CDC guidelines

Response timeline



And that brings us to today...

- Some employees have received vaccinations
- Some client meetings have returned to in-person
- Internal meetings still primarily held virtually
- Other COVID guidelines remain in place

Positive results

- Improved communication between offices
- Faster acceptance of TEAMS software
- Working from home on a regular basis added as an employee benefit

Our goals



1

Protect employees,
clients, and community



2

Complete work on time
and to quality standards



3

Maintain jobs and
salaries