“Unprecedented Times”

The COVID 19 workplace
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

March 2020

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.
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.
We also used Teams and Zoom for client meetings and presentations.
Virtual games kept employees connected and helped boost morale.
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
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