

# Contactless service and operations: Workplaces

Improving and enabling human-oriented service  
and operations in response to COVID-19



# The IDEA Framework in action: sector examples

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**Contactless Service and Operations** was developed to provide a framework for reevaluating an organization's key customer and employee journeys and interactions in light of COVID-19. It focuses on making those journeys and interactions better not just safer.

The goal of the **IDEA Framework** is to help organizations reimagine mission-critical priorities, investments, and operations while providing the “human” elements related to service.

This document provides a sector specific example on how the process of the **IDEA Framework** could be applied.

If you would like to view additional details of this approach please click here ([link](#) to CxO)

Organizations should follow local regulations and country-specific circumstances before implementation of specific interventions.

This content consists of insights from McKinsey's operations and design practice and is provided “as is” solely for informational purposes. It does not constitute or is intended to be legal or safety advice. Organizations should consider all applicable laws, standards, and country-specific circumstances before adopting any measures. Organizations should engage their own legal counsel and safety experts to ensure compliance.

# The IDEA framework provides a process that can help identify human-centered solutions for evolving business scenarios

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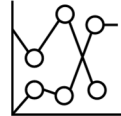


## Identify interactions & areas of concern

### Identify the types of work environment relevant to the business

Identify types of in-person interactions for priority journeys within three main buckets:

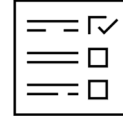
- Employee to employee
- Employee to customer
- Customer to customer



## Diagnose & prioritize areas of concern

### Prioritize areas of concern using multiple lenses:

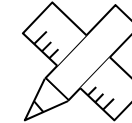
- Type of interactions
- Evolution of customer and employee experience
- Implications on operations and cost



## Develop & Execute solutions

### Develop and roadmap solutions across three horizons:

- Immediate needs to continue or re-start critical operations
- Re-prioritizing and accelerating key initiatives
- Investment in distinctive long-term solutions



## Adapt & sustain

**Operationalize solutions across the organization,** iterating and adjusting to meet the needs of the evolving situation

**Empower teams to stay ahead of emerging situations** and bring learning back to the organization






# The first step of the IDEA framework is to identify interactions and areas of concern across key journeys and interactions

ILLUSTRATIVE EXAMPLE

NONEXHAUSTIVE



## Detailed areas per type of interaction and operation

Interaction types	 <b>Material transfer</b>		 <b>Internal tasks/processes</b>
	 <b>Employee to employee</b>	<div>Handling documents and paperwork</div> <div>Sharing devices, equipment, and office supplies</div> <div>Copying, scanning, and printing</div>	<div>Shared office space, meeting rooms, and facilities</div> <div>In-person meetings, trainings, services</div> <div>Accessing projectors, printers, and other digital devices</div> <div>Collaborating on tasks</div> <div>Interactions during lunch or other breaks</div>
	 <b>Employee to vendor</b>	<div>Exchanging plates or utensils in dining area</div> <div>Checking in and scanning ID cards</div> <div>Package and food pick-up</div>	<div>Printing, scanning, and copying</div> <div>Processing paperwork and receipt</div> <div>Cleaning, maintenance, general operations at offices</div>
	 <b>Vendor to vendor</b>	<div>Meal preparation</div> <div>Sharing cleaning equipment</div> <div>Sharing service tools</div> <div>Package and food delivery</div>	<div>Shared air circulation in the office space</div> <div>Touching the same surfaces, including door handles, chairs, and tables</div>

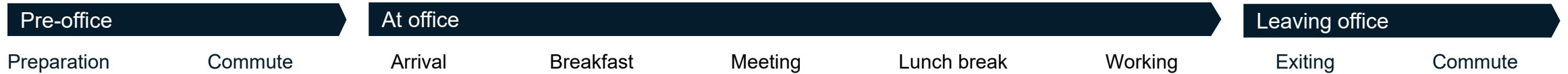
# Once identified, organizations are advised to diagnose and prioritize areas of concern

## Illustrative example

E2E: Employee to employee

E2V: Employee to vendor

V2V: Vendor to vendor



### Potential interactions of concern

**E2E** Sharing the same office space with other employees

**E2E** Speaking with other employees

**E2E** Having meetings in a meeting room

**E2E** Handling shared devices (coffee machine, trash can, etc)

**E2E** Traveling between floors and other office locations

**E2E** Sharing laptops, pens, and other office supplies

**E2E** Having group lunch

**E2V** Accessing plates and utensils, and getting meals from staff

**E2V** Passing through security checks

**E2V** Picking up mail from the front desk

**V2V** Dining staff preparing food

**V2V** Cleaning crew sharing equipment and supplies

**V2V** Maintenance team performing services





# Companies can seek to develop and execute solutions to help improve safety and experience across key business elements

## ILLUSTRATIVE EXAMPLE

## NONEXHAUSTIVE



### Potential levers that could be utilized in solutions



#### New offers & services



#### Policies



#### Processes



#### Digitization

### Innovations and improvements could address guest and associate safety and comfort in and around the office



**A** IoT capabilities to sense real-time office occupancy



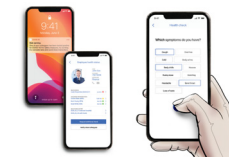
**B** Contactless authentication methods (ie, facial recognition)



**C** Remote options and day-night shifts to spread out employees



**D** Office layout and flow that support physical distancing



**E** Fully paperless processes (e-signatures, cloud storage, paperwork made digital)

### Potential additional examples

- F** Remodeled movement flows
- G** Upgraded PPE for employees and vendors
- H** Improved air filtration and ventilation systems
- I** Hygiene zones for employees
- J** Worker proximity sensors in office and counter area
- K** Scheduled regular disinfection
- L** Limited number of people in the office
- M** Sanitation of keypads and ID scanners after each use
- N** Greater use of clear barriers (ie, plexiglass) between employees

# The last step to consider is to pilot, adapt, and scale solutions as appropriate, keeping employee and customer experience in mind

