

Virtual Work | Phased return to admin campuses

In July 2020 we committed to a future hybrid model. In November 2020, we told you that we would return to admin spaces when a vaccine was readily available and no earlier than July 1, 2021. In support of our strategy, we began to clean out WA and OR admin spaces in Q1 2021. Today health and safety concerns are lessening, and many of you are eager to begin onsite collaboration.



Limited gatherings

May 1 – July 2

- Previously opened some WA and CA conference rooms for limited collaboration; OR remained closed following state health & safety guidelines

Increased onsite collaboration + pilots

July 6 – Q4 2021

- Open existing conference rooms in most admin buildings
- Run pilot programs in Alaska, Portland, Redmond, & Renton; test, learn, & refine flexible model based on feedback
- Building reconfiguration begins

Admin campus go-lives

Q4 2021 – 2022

- We begin to return and live into the flexible model as admin spaces are reconfigured
- Strong leadership modeling of expectations, change management, & feedback mechanisms in place to support you as we live into the model

Fully live into flexible model

2022

- Continued change management & feedback mechanisms for continuous learning, improvement, & to support your success

Virtual Work | Phase 1: Increased onsite collaboration + pilots

Beginning May 1 we opened select conference room use in some buildings. We are expanding conference room access beginning July 6, allowing you to gather for collaboration and connection while we pilot our future flexible model.

Phase 1 | Starting July 2021

- Open meeting spaces throughout administrative campuses for **collaborative use**
- To be reserved with admin support and using existing tools
- These rooms are to be **cleaned before and after each meeting** by users with nightly cleaning by our EVS team
- Continue to work in accordance with state and local guidance as well as our Infection Prevention teams on safe practices

Timing

- **July 6th** existing meeting rooms can be scheduled for those that need collaborative space for team meetings
- **Use of spaces** should be considered only in times when the work cannot be completed reasonably via **Teams**

More guidance on using our conference spaces will be available in the coming weeks and we will provide those updates. Please continue to follow current guidance until July 6th [HERE](#)

Admin buildings w/ conference rooms opening July 6th

California	Washington
PJ Building	800 Fifth
Park Place	Gamelin
Oregon	Morin
Lloyd Center Mall	Pariseau
Murray Business Center	
POP 1	
POP 2	

Mock up spaces available for pilots

Renton – Morin building, 2 nd floor
Redmond – Bear Creek
Portland – POP 2, 5 th floor

If your team is interested in participating in a pilot, please reach out to virtualworkhelp@providence.org

Virtual Work | The benefits of moving to a flexible hybrid model: our expectations

Getting the most out of our new model means doing things a little differently than we did before

	Pre-Covid	Future-Facing Flexible (Hybrid) Model
Mission, Vision, & Values	<i>Remain central to the work we do and how we do it</i>	
Working model	<ul style="list-style-type: none"> Traditional office-based model 	<ul style="list-style-type: none"> A flexible, modern, collaborative model
Work location	<ul style="list-style-type: none"> Primarily office-based with limited and varied work-from-home policies based on personal preferences Assigned to hired location 	<ul style="list-style-type: none"> We have a mix of onsite and virtual collaboration based on the work, reserving onsite time for in-person collaboration, community, and sacred encounters You have a primary assigned location with flexibility to use hybrid hubs We live in the communities that we serve, keeping our connection. Moving outside of our Providence location footprint requires review and approval
Workspace	<ul style="list-style-type: none"> Team based space assignment with limited flexibility for team changes, including growth Primarily cubicles with offices reserved for leaders with a director or above title Limited collaboration and meeting space 	<ul style="list-style-type: none"> We create team hubs to provide a sense of neighborhood with flexibility to reserve hotel space anywhere to support your work We limit assigned offices based on Executive Council membership or approved business case We significantly increase in collaboration and meeting space
Work hours	<ul style="list-style-type: none"> Varied approaches based on supervisor preferences and "time in seat" 	<ul style="list-style-type: none"> Typical work weeks include core hours, with flexibility based on work, core leader approval, and consistent delivery of quality outcomes
Travel	<ul style="list-style-type: none"> Frequent travel, sometimes for short meetings 	<ul style="list-style-type: none"> In support of caregiver experience, financial stewardship, and our commitment to be carbon negative by 2030, travel to be 25% (or less) of what it was pre-Covid Travel remains for specific business-related reasons that cannot be accomplished virtually, including development of new relationships, strategy sessions, etc.
Technology	<ul style="list-style-type: none"> Limited collaboration technology 	<ul style="list-style-type: none"> Improved collaboration technology across multiple sites