CPM Guidelines Physical Distance Office Environments – DRAFT 6.6.2020
Steps for Plan Analysis

NOTES
Included are examples of office work environments around the campus. This document is a guideline to help groups plan to return to their work environment with physical distancing diagram examples.

Included are examples of common types of spaces in office work environments.

Assumption: Locations all based on static person location.

DIRECTIONS
1. Create a scaled floor plan background with furniture locations.
2. Analyze each seated desk location with a 6’ radius.
3. Draw a 6’ radius at the center of each seated desk location.
4. For enclosed shared or multiuse rooms, determine the number for maximum occupancy and note this in the door entry into the room.
5. In areas that are not specific for a 6’ radius, show the 6’ distance with dashed line spacing.

*Reference the University Sunrise Plan for return to work protocols.
NOTES

The example shows a distance analysis using the 6’ radius centered at desk/chair location for a full floor plan.

LEGEND

- Group A
- Group B
- Room Limit
- 6’ Distance Line
- 6 ft. radius
Physical Distance Analysis – Workstation Options Alternating Days

NOTES

*Review seating locations to offer alternate working days for employees

*Employees to have dedicated workstations rather than share

Group A sits in blue seats
Group B sits in green seats

*Make sure to coordinate your back to work plan according to the University Sunrise Plan.
NOTES

The example shows a distance analysis based off the 6’ radius centered at desk/chair location for a full floor plan.

Group A sits in purple seats at alternating times
Group B sits in blue seats at alternating times

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<thead>
<tr>
<th>SPACE</th>
<th>PREV</th>
<th>NEW MAX</th>
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<tbody>
<tr>
<td>Workstations Group A</td>
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<td>35</td>
</tr>
<tr>
<td>Workstations No Rotation Needed</td>
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<td>4</td>
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<tr>
<td>Private Offices</td>
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<td>7</td>
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<tr>
<td>Enclosed Meeting Rooms</td>
<td>56</td>
<td>11</td>
</tr>
<tr>
<td>Open Collaboration</td>
<td>16</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>153</strong></td>
<td><strong>61</strong></td>
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NOTES
*Encourage one path of travel direction for major traffic flow locations.

*Create one designated point of entry into the main office and another as an exit where possible.

*To allow for campus continuity, path of one-way travel should move in a clockwork motion.

EXAMPLE

LEGEND
Single Person Main Path of Travel
Physical Distance Analysis – Conference Room Examples

NOTES
Review current conference rooms using these examples for how to space employees.

Only allow 10 people or less into a meeting room.

Seating may move within a room to allow for 6’ distance to remain.

Supplemental seating can be re-purposed to provide added seating along the perimeter of the room if the 6’ distance can be maintained.

LEGEND
- Occupy
- Unavailable
- Room Limit
- 6’ Distance Line
- 6 ft. radius
Physical Distance Analysis – Private Office Examples

NOTES

Review private offices and shared offices to determine if one or more people can use the space.

EXAMPLES

110 sf Private Office

110 sf Shared Office

120 sf Private Office

120 sf Private Office

LEGEND

- **Occupy**
- **Unavailable**
- **Room Limit**
- **6' Distance Line**

6 ft. radius
NOTES
Review private offices and shared offices to determine if one or more people can use the space.

EXAMPLES

150 sf Private Office

150 sf Shared Office

150 sf Private Office

150 sf shared Office

LEGEND
- **Occupy**
- **Unavailable**
- **Room Limit**
- **6' Distance Line**

6 ft. radius
Physical Distance Analysis – Workstation Examples

NOTES
Alternate workstation seating to allow for minimum 6’ distance between.

EXAMPLES

LEGEND
- **Occupy**
- **Unavailable**
- **Room Limit**
- **6' Distance Line**

- **6’x8’ Workstations**
  - Face to Face Layout

- **6’x8’ workstations**
  - All Front Facing Layout

- **7’x7’ workstations**
  - Face to Face Layout

- **7’x7’ workstations**
  - All Front Facing Layout

6 ft. radius
Physical Distance Analysis – Workstation Examples

NOTES

Review private offices and shared offices to determine if one or more people can use the space.

LEGEND

- **Occupy**
- **Unavailable**
- **Room Limit**
- **6’ Distance Line**

6 ft. radius

**EXAMPLES**

8’x10’ Workstations – Face to Face Layout

8’x10’ Workstations – All Front Facing Layout
Physical Distance Analysis – Benching & Touchdown Station Examples

NOTES

Review private offices and shared offices to determine if one or more people can use the space.

LEGEND

- **O**ccupied
- **U**navailable
- **#** Room Limit
- **.____.** 6’ Distance Line

6 ft. radius

EXAMPLES

Touchdown / Benching Stations

Touchdown / Benching Stations
Physical Distance Analysis – Breakroom Kitchen Area

NOTES

Maintain 6’ distance from others.

Make sure to coordinate your back to work plan according to the University Sunrise Plan

EXAMPLE

LEGEND

- **Occupy**
- **Unavailable**
- **Room Limit**
- **6’ Distance Line**

6 ft. radius
Physical Distance Analysis – Restrooms

NOTES

Practice using every other fixture in bathrooms to maintain 6’ distance apart.

*IN PROGRESS
Review per code implications by imposing limits for people in a restroom and limiting fixture use.
NOTES

Provide 6’ of distance between desk staff. Only use seating that allows for this distance.

People approaching the desk to maintain a 6’ distance from others in line.

In waiting areas only sit in seats that maintain the 6’ rule. Leave chairs unoccupied when too close to an occupied seat.

Can consider adding a clear shield on top of workstation between seated staff and approaching people.

Where possible, reconfigure seating to allow for 6’ distance, place extra seating in storage or add signage to seating where people should not sit.
Physical Distance Analysis – Panels

NOTES

Examples of products that can provided added barrier available on the market.

Please contact your university preferred vendor to determine product availability.

*Adding panels is not a substitute for maintaining 6’ distance apart.

CLEAR PANEL DIVIDER TO SET ON WORKSURFACE

FLOOR MOBILE DIVIDER PANEL
NOTES

Examples of products that can provided added barrier available on the market.

Please contact your university preferred vendor to determine product availability.

*Adding panels is not a substitute for maintaining 6' distance apart.