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.
Physical Distance Analysis – Floor Plan 6’ Radius Study

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
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.

LEGEND
- Group A
- Group B
- Room Limit
- 6’ Distance Line
- 6 ft. radius
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

SEAT COUNTS

<table>
<thead>
<tr>
<th>SPACE</th>
<th>PREV</th>
<th>NEW MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workstations Group A</td>
<td>70</td>
<td>35</td>
</tr>
<tr>
<td>Workstations No Rotation Needed</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Private Offices</td>
<td>7</td>
<td>7</td>
</tr>
<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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPACE</th>
<th>PREV</th>
<th>NEW MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workstations Group B</td>
<td>70</td>
<td>35</td>
</tr>
<tr>
<td>Workstations No Rotation Needed</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Private Offices</td>
<td>7</td>
<td>7</td>
</tr>
<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>
</tr>
</tbody>
</table>
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
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

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

150 sf Private Office
150 sf Shared Office
150 sf Private Office
150 sf Shared Office
Physical Distance Analysis – Workstation Examples

NOTES

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

EXAMPLES

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

LEGEND

- Green: Occupy
- Red: Unavailable
- #: Room Limit
- Dotted line: 6’ Distance Line

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.

EXAMPLES

8’x10’ Workstations – Face to Face Layout

8’x10’ Workstations – All Front Facing Layout

LEGEND

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

6 ft. radius
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.

EXAMPLES

Touchdown / Benching Stations

LEGEND

- **Occupied**
- **Unavailable**
- **Room Limit**
- **6' Distance Line**
- **6 ft. radius**
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
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.