

Workspace Distancing

Staff Work Areas

Returning to work in the office environments:

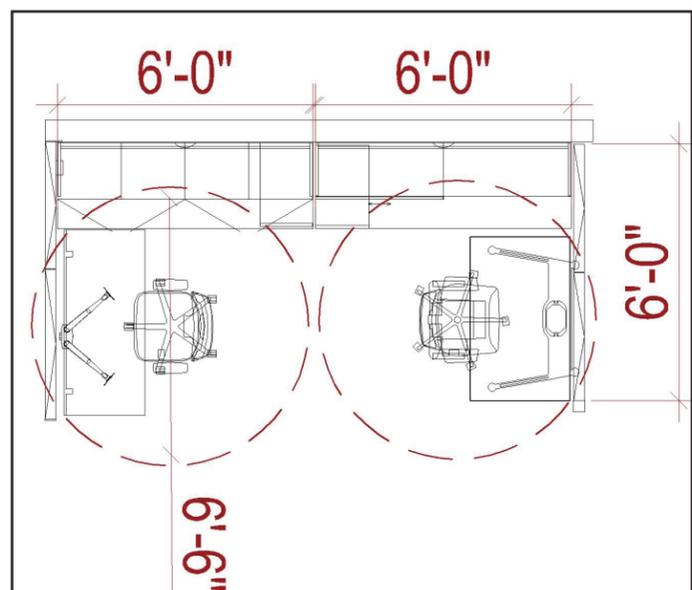
As staff return to work, department directors and managers will determine how they will meet social distancing needs for their staff. The Interior Design Planners (Space and Facilities Planning Department), in collaboration with the Infection Prevention team, have provided a few suggestions to consider.

If your department needs assistance with social distancing recommendations, please enter a facilities project request, noting “COVID Workspace Distancing” and our team will be assigned to help.

Social distancing when 6’ workstation distancing is possible:

If 6’ workstation distancing is possible by limiting department staff at any given time and naturally creating required separation of 6’-0” or greater, then no additional dividers or spacing are necessary.

Please reference the chart and graphics on the following pages for specific guidelines.

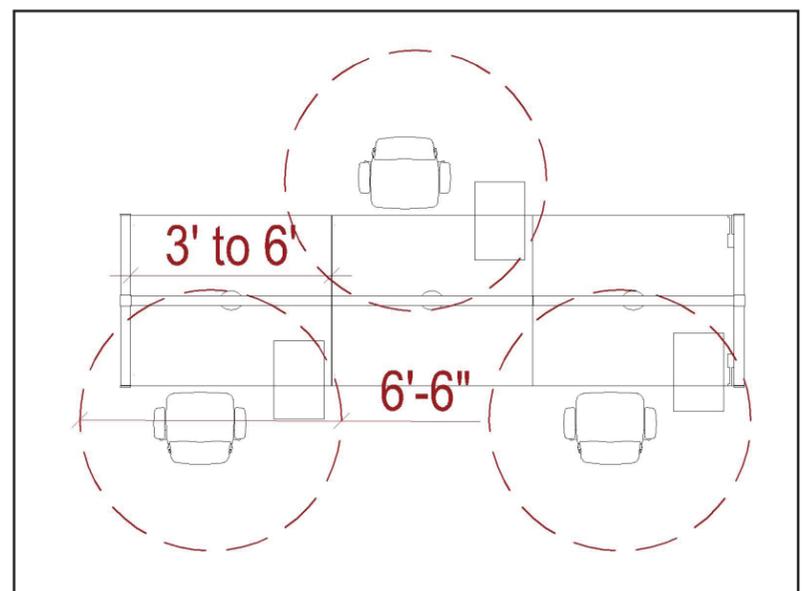


Above: 6’ distancing within existing workstations.

Social distancing when 6’-0” workstation distancing is not possible:

When 6’ workstation distancing is not possible, or if workstation design does not allow for required separation of 6’-0” or greater, alternate spacing of workstations should be applied. By assigning staff to sit every other desk / distancing staff throughout existing workspace, the proper social distancing can be achieved.

Please reference the chart and graphics on the following pages for specific guidelines.



Above: 6’ distancing by sitting at every other station, leaving spaces between employees.

Workspace Distancing

Office & Workstation Guidelines

Distancing in the work place:

The chart below indicates mask requirements and where food / drink are permitted within the workplace, based on workstation size / type and distance from other stations.

*Please reference the following pages for graphic interpretation of the chart below.

TYPE	SPACE	BARRIER	OCCUPANCY	DISTANCING	SEATED DESK	STANDING DESK	FOOD AND DRINK**
A	Offices	Walls or 84" H Barriers	Single	N/A	Mask may be removed *	Mask may be removed *	Both
			Multiple	≥ 6 Feet	Mask may be removed *	Mask may be removed *	Both
B	Cubicles with High Panels and Defined Entrance Into the Space	Enclosing Barriers ≥ 64 Inches	Single	≥ 6 Feet	Mask Required	Mask Required	Drink Only
				< 6 Feet	Mask may be removed *	Mask Required	Both
			Multiple	≥ 6 Feet	Mask may be removed *	Mask Required	Both while seated
				< 6 Feet	Mask may be removed *	Mask Required	Both
C	Workstation with Low / No Panels	< 64 Inches OR non-enclosing	Single	≥ 6 Feet	Mask Required	Mask Required	Drink Only
			Multiple	< 6 Feet	Mask may be removed *	Mask Required	Both
D	Public Areas	None	Single	≥ 6 Feet	Mask Required	Mask Required	Drink Only
			Multiple	< 6 Feet	Mask Required	Mask Required	None

*Masks **MUST** be donned when others enter your workspace within 6 feet of you or when in public spaces. Do not remove your mask if others could easily come within 6 feet of you as part of normal foot traffic.

Social distancing **MUST be maintained while consuming food and all drinks must be covered at workstation.

Workspace Distancing

Office & Workstation Guidelines

Space Type A

Office, Walls or 84”H Barriers

Single Occupancy | Seated or Standing Desk



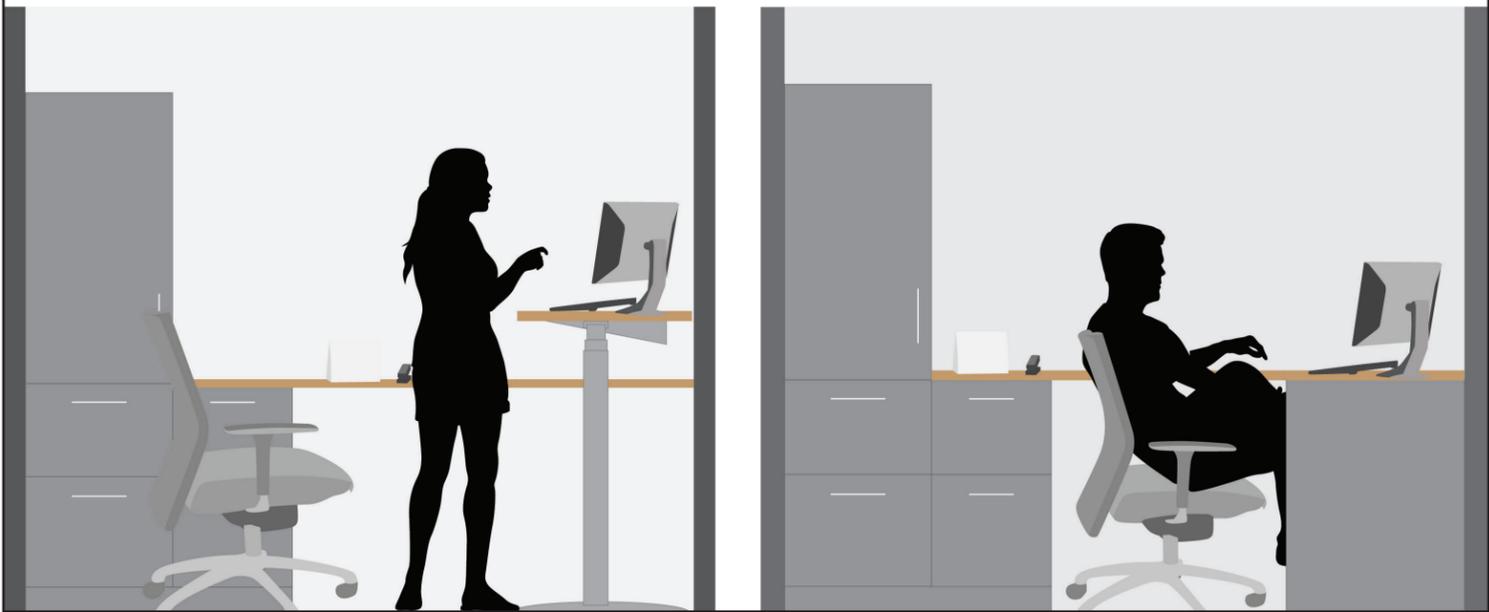
MASK MAY BE REMOVED
IF > 6' DISTANCING



PLEASE MAINTAIN 6' SOCIAL DISTANCING
AT ALL TIMES



FOOD AND DRINK PERMITTED



Space Type A

Office, Walls or 84”H Barriers

Multiple Occupancy | Seated or Standing Desk



MASK MAY BE REMOVED
IF > 6' DISTANCING



FOOD AND DRINK PERMITTED



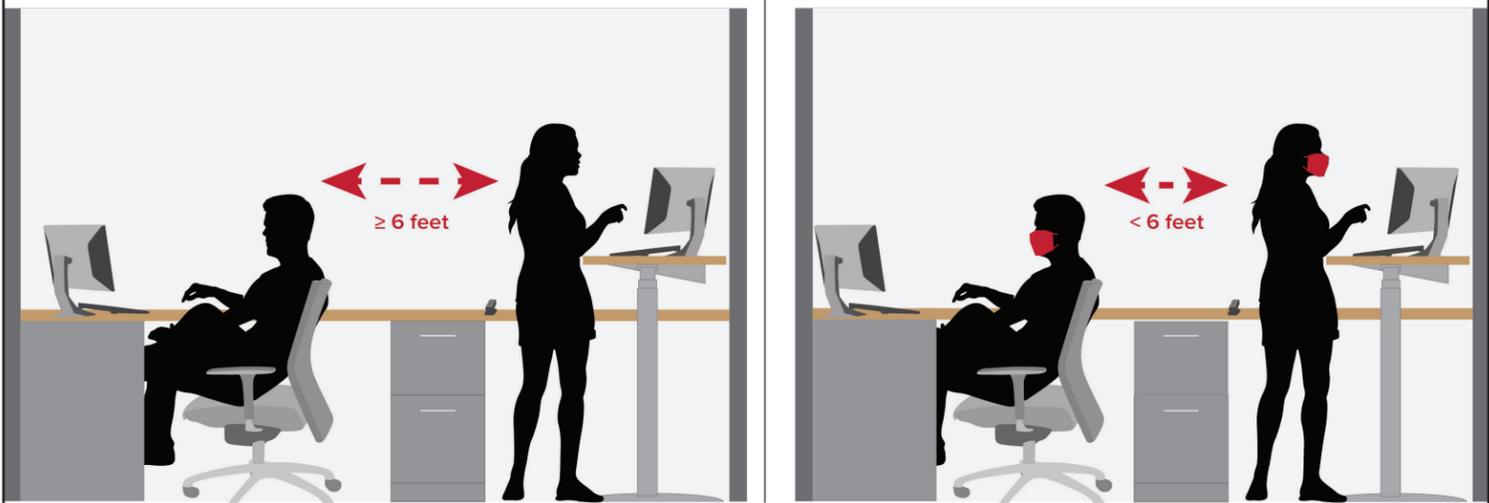
PLEASE MAINTAIN 6' SOCIAL DISTANCING
AT ALL TIMES



MASK REQUIRED



WHEN MASK REQUIRED,
ONLY DRINK PERMITTED - NO FOOD



Workspace Distancing

Office & Workstation Guidelines

Space Type B

Workstation with High Panels and Defined Entrance Into the Space
Single Occupancy | Seated or Standing Desk



MASK MAY BE REMOVED
IF > 6' DISTANCING



FOOD AND DRINK PERMITTED



PLEASE MAINTAIN 6' SOCIAL DISTANCING
AT ALL TIMES



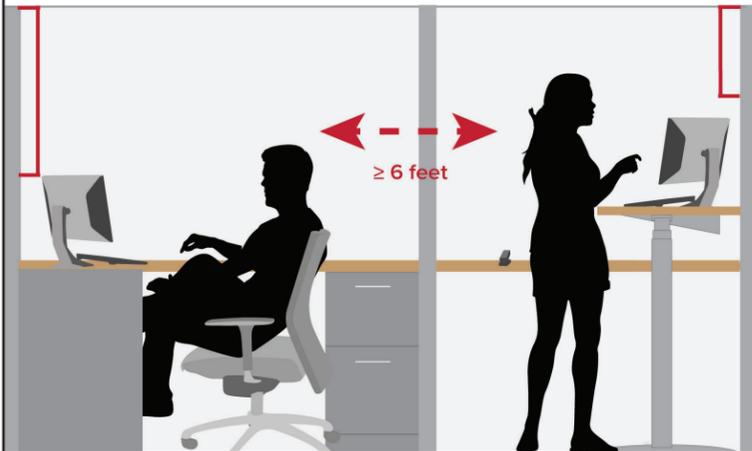
MASK REQUIRED IF STANDING



WHEN MASK REQUIRED,
ONLY DRINK PERMITTED - NO FOOD

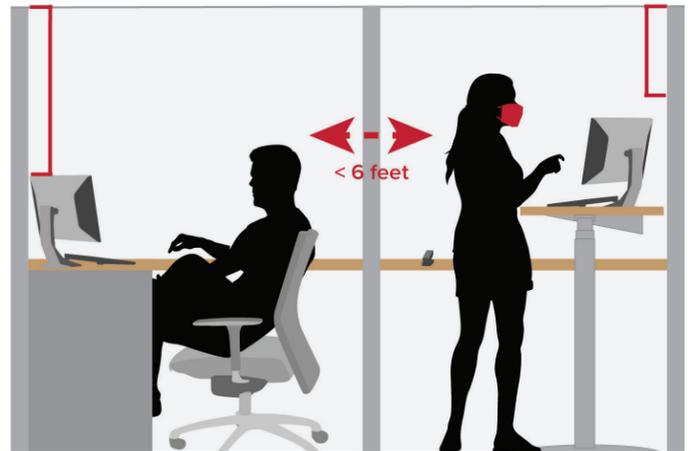
Panel Ht. > 20"
Above Eye Line

Panel Ht. < 20"
Above Eye Line



Panel Ht. > 20"
Above Eye Line

Panel Ht. < 20"
Above Eye Line



Space Type B

Workstation with High Panels and Defined Entrance Into the Space
Multiple Occupancy | Seated or Standing Desk



MASK MAY BE REMOVED
IF > 6' DISTANCING



FOOD AND DRINK PERMITTED



PLEASE MAINTAIN 6' SOCIAL DISTANCING
AT ALL TIMES



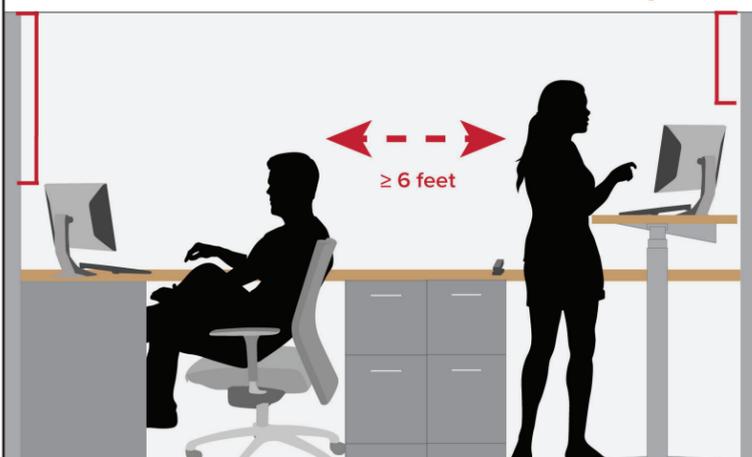
MASK REQUIRED



WHEN MASK REQUIRED,
ONLY DRINK PERMITTED - NO FOOD

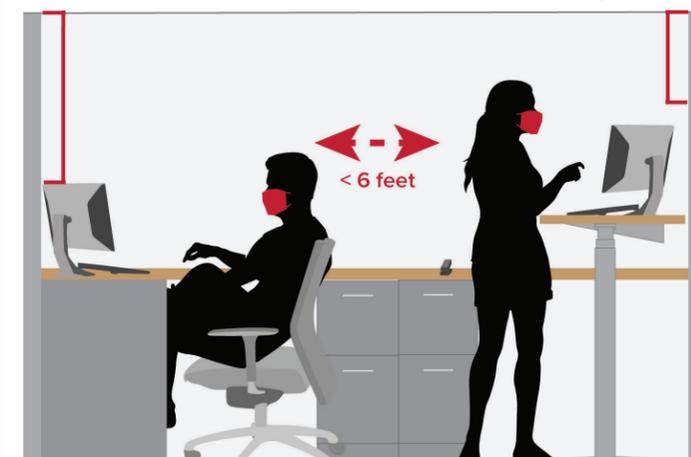
Panel Ht. > 20"
Above Eye Line

Panel Ht. < 20"
Above Eye Line



Panel Ht. > 20"
Above Eye Line

Panel Ht. < 20"
Above Eye Line



Workspace Distancing

Office & Workstation Guidelines

Space Type C

Workstation with Low or No Panels (non-enclosing)
Single or Multiple Occupancy | Seated or Standing Desk

 MASK MAY BE REMOVED
IF > 6' DISTANCING

 FOOD AND DRINK PERMITTED

 PLEASE MAINTAIN 6' SOCIAL DISTANCING
AT ALL TIMES

 MASK REQUIRED

 WHEN MASK REQUIRED,
ONLY DRINK PERMITTED - NO FOOD

Panel Ht. < 20" Above Eye Line

Panel Ht. ≤ Eye Line

≥ 6 feet



Panel Ht. < 20" Above Eye Line

Panel Ht. ≤ Eye Line

< 6 feet

