

## **Recommended Space Usage Practices During COVID-19**

*A summary of guidance, applied to the Georgia Tech campus*

Prepared by Capital Planning & Space Management, in coordination with Facilities/Environmental Health & Safety, Institute Communications, and Human Resources

### **Introduction**

The purpose of this document is to inform Georgia Tech employees of strategies that can be implemented on campus to maintain [social distancing](#) in Georgia Tech facilities.

The majority of these recommendations are based on CDC's [Guidance for Businesses and Employers](#), which should be accessed for more detail.

### **Recommended Space Use Procedures**

The general guidelines below should be implemented by **building managers** for overall building use, circulation, and modifications. For each office suite, **supervisors and administrators should collaborate** on appropriate use and flow, in the same way that the research restart guidelines are to be implemented by the Principal Investigator for each lab.

*Georgia Tech employees and students in [leased spaces](#) should also follow the guidance of their particular landlord and contact the Office of Real Estate Development with any concerns.*

For building floorplans or room square footages, access [insite.gatech.edu](https://insite.gatech.edu) or contact Capital Planning & Space Management.

### **Building Entry Points and Circulation**

- Establish a direction of flow using signage and tape.
- Designate specific entry and exit points at building entrances and stairwells, where possible.
- If possible, designate one stairwell for each direction of travel (up or down).
- Post signage that limits elevator occupancy to maintain distancing of 6 feet.
  - Identify where the closest staircase is as an alternative.
  - Keep ADA accessibility a priority.
- Limit access to common areas where employees are likely to congregate and interact.

### **Common Areas** (breakrooms, workrooms, copy rooms, and other spaces)

- Limit gathering in common areas using room occupancy limit signs.
- Post reminders that individuals are expected to maintain six feet of distance and should not congregate in one space.
- Stagger breaks so that common area occupants are limited.
- Post signage on the most common touch points reminding people to use a tissue or another protective layer to limit contact with surfaces or to clean surfaces before and after use.

- Limit use of communal refrigerators, microwaves, coffeepots, toasters, etc.
- Discourage gathering near timeclocks and place floor signs to encourage appropriate physical distancing when waiting to clock in or out, in addition to a reminder to utilize personal (not shared) styluses for clocking in or out.

#### Offices, Workstations, and Conference Rooms

- Maximum occupancies for office spaces, office suites, or conference rooms should be based on maintaining a minimum distance of 6 feet between occupants. Be mindful that this measurement may be affected by the type of furniture, equipment, etc. in the space that limits the ability to maintain physical distancing.
- Establish a direction of flow through hallways and into offices using signage and tape.
- Designate and label specific entry and exit points where possible.
- Provide guidance that discourages workers from using each other's phones, desks, offices, or other work tools and equipment when possible.
- Provide guidance that each employee is expected to maintain the cleanliness of their personal workspace.
- Increase physical space between employees at the worksite by modifying the workspace.
  - Install temporary physical barriers to separate employees.
  - Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
  - Adjust furniture layouts or cordon off seats that should not be used.
  - Stagger seating positions.
  - Avoid positioning workstations face-to-face where possible.
  - Limit number of guest chairs in private offices.
  - Reduce density in meeting rooms, collaboration and gathering spaces.
  - Create a visual 'grid' to outline physical distancing in open areas.
- If needed and approved by senior management, repurpose conference rooms, meeting rooms, or other unique, lesser-used spaces to create additional workspace for those that typically occupy workstations or shared offices.
- Refer to the Human Resources [Return to Campus Manager's Tool Kit](#) for additional guidance.

Instructional Spaces – refer to the [Classroom List](#) provided by the Registrar's Office in coordination with the Georgia Tech Coronavirus Task Force.

Research Labs – refer to Appendix B of the [Georgia Tech Initial Return to Campus Plan](#). Research labs will have a lower occupancy per square foot than other space types due to the bench space and specialized equipment.

Campus Auxiliaries – refer to Appendix C of the [Georgia Tech Initial Return to Campus Plan](#).

#### Customer service

- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Deliver services remotely (e.g., phone, video, or web).

- If waiting area is limited, require appointments for customers/visitors.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.
- Develop a monitoring program, issue reporting and resolution plan.
- Coordinate customer service requirements, patterns, and schedules with other nearby departments.

#### Furniture

- If possible, establish a space or zone within the building for furniture storage so that workspaces and instructional spaces can be rearranged to easily designate proper physical distancing.
- The Building Manager and department administrators should work together to track furniture that is stored.

#### Fire and Safety Reminders

- As you reconfigure your space, remember these fire and safety protocols:
  - Do not store any excess furniture in stairwells.
  - Furniture should not be placed within six feet of a building entrance or exit.