Keep right and stay 6 feet (1.8 m) apart to minimize contact

Keep corridors clear to allow distancing

CORRIDOR

PRIVATE OFFICE

SMALL CONFERENCE ROOM

CONFERENCE ROOM

OFFICE: Keep only one extra chair in private office and maintain proper distancing

- Wipe down visitor chair and surfaces after each visitor leaves

CONFERENCE ROOM: Take attendance at in-person meetings for contact tracing

- Record attendance electronically to minimize shared pen or paper
- Wipe down equipment and surfaces
- Remove markers and eraser from whiteboard

MAX OCCUP 2
SAMPLE Room Layouts

RECEPTION AREA & STAIRS LAYOUT

STAIRS
- Wash hands after touching handrail
- Keep right to minimize contact

ELEVATOR
- Use stairs instead of elevator when possible
- Use personal touchless tool to press buttons
- Stay clear of front of elevator

RECEPTION AREA
- Consider Allowing Access by Appointment Only
- Consider Layout of Shared Spaces for Distancing Purposes

RECEPTION DESK
- Keep supplies available to clean and disinfect common surfaces before and after each use
  - Surfaces: chair arm-rests, light switches, door knobs, etc.
- Consider portable, nonfixed, acrylic barrier at receptionist
  - Permanent building modifications are not permitted

DOOR
- Keep doorways and corridors clear to reduce congestion
- Install sign at door "KEEP RIGHT"

CORRIDOR
- Keep right and stay 6 ft (1.8 m) apart to minimize contact

PERSON
- Keep physical distance 6 feet (1.8 m) in diameter
- Space chairs 6 ft (1.8m) apart
- Remove or stack extra chairs
SAMPLE Room Layouts

SMALL LUNCHROOM/BREAK ROOM & CORRIDOR

1. **Keep right and stay 6 feet (1.8 m) apart to minimize contact.**

2. **Couch:** Remove unneeded furniture.

3. **Door:** Stay clear of area to allow distancing and avoid congestion.

4. **Table & Chair:** One person per table.

5. **Person:** Keep physical distance 6 feet (1.8m) in diameter.

6. **Corridor:** Keep right and stay 6 feet (1.8 m) apart to minimize contact.

7. **Refrigerator:** Position table as distanced from food prep as possible.

8. **Microwave:** Remove reusable dishes, common-use utensils, condiments.

9. **Sink:** Consider removing coffee pot.

10. **Recycle:** Clean high-touch surfaces prior to and after use.

11. **Couch:** Remove unneeded furniture.

12. **Door:** Stay clear of area to allow distancing and avoid congestion.

13. **Couch:** Remove unneeded furniture.

14. **Corridor:** Keep right and stay 6 feet (1.8 m) apart to minimize contact.

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- **Wear face covering while in-motion and while preparing food.**
- **Keep supplies available to clean and disinfect common surfaces before and after each use.**
- **Sit one person per table, as individuals will not have face coverings in place while eating.**
- **Position table as distanced from food prep as possible.**
Sit with one person per table, as individuals will not have face coverings in place while eating. Table shown is 5 ft in diameter. Remove other excess furniture.

Wear face covering while in-motion and while preparing food

Keep supplies available to clean and disinfect common surfaces before and after each use

Stay clear of area to allow distancing

Clean high-touch surfaces prior to and after use

Remove reusable dishes, common-use utensils, condiments

Consider removing coffee pot
Consider layout of shared spaces when determining appropriate occupancy.

Keep supplies available to clean and disinfect shared equipment and common surfaces before and after use.

SAMPLE ROOM LAYOUTS

LABORATORY 1 LAYOUT

Use Stairs Instead of Elevator When Possible

Keep Doorways and Corridors Clear to Reduce Congestion

Keep Physical Distance 6 Feet in Diameter

4800 Square Feet

As shown, example has 11 people at 436 Square Feet per Person

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Consider layout of shared spaces when determining appropriate occupancy.

Keep supplies available to clean and disinfect shared equipment and common surfaces before and after use.
RESTROOMS & WATER FOUNTAINS

**SINKS, URINALS**
Use every other sink and urinal fixture to maintain 6 ft (1.8m) distance from others

**RESTROOM DOORS**
Keep door closed.
*Do not prop open doors, as this compromises ventilation and code compliance*

Use a personal touchless tool to open restroom doors whenever possible

**WATER FOUNTAINS**
Recommend using to fill bottles or cups only (no direct drinking)

**CORRIDOR**
Keep right and stay 6 feet (1.8 m) apart to minimize contact

**PERSON**
Keep physical distance 6 feet (1.8m) in diameter