SPACE MODIFICATION
SAMPLE Room Layouts
SAMPLE Layout Comparison
SMALL CLASSROOM 1

NORMAL LAYOUT

DOOR
FRONT of CLASSROOM

INSTRUCTOR STATION

LECTERN

DESK
Movable tablet arm chair

TABLE

INSTRUCTOR STATION

NORMAL ROOM SETUP

Student Station Count
34 movable tablet arm chairs

Instructor Station Count
1 chair, 1 table, 1 portable lectern

PHYSICAL DISTANCING LAYOUT

Keep 6 ft (1.8 m) minimum between student chair backs

(1.8 m)

Keep 10 ft (3 m) minimum between instructor and student seating

INSTRUCTOR STATION

ROOM SETUP

Student Station Count
10 movable tablet arm chairs

Instructor Station Count
1 chair, 1 table, 1 portable lectern

Keep 10 ft

10 ft

Keep 6 ft min. side-to-side between all student desks

6 ft

6 ft

Keep 6 ft

6 ft

Keep right
Stay clear of doorways

ENTER
Exit

LECTERN

10 ft

10 ft
Sample Layout Comparison

Small Classroom 2

Normal Layout

- Instructor Station Count: 1 chair, 1 table, 1 portable lectern
- Student Station Count: 18 movable tables, 36 movable chairs

- Keep 6 ft (1.8 m) minimum between student chair backs
- Keep 6 ft (1.8 m) minimum between student seats
- Keep 10 ft (3 m) between instructor and student seating

Normal Room Setup

- Instructor Station Count: 1 chair, 1 table, 1 portable lectern
- Student Station Count: 10 movable chairs at 10 tables

- Keep 6 ft min. side-to-side between all student seats

Physical Distancing Layout

- Instructor Station Count: 1 chair, 1 table, 1 portable lectern
- Student Station Count: 10 movable chairs at 10 tables

- Keep 6 ft (1.8 m) minimum between student chair backs
- Keep 10 ft (3 m) between instructor and student seating
- Keep 10 ft (3 m) between all student seats
SAMPLE Layout Comparison

COLLABORATIVE CLASSROOM

NORMAL LAYOUT

FRONT of CLASSROOM

INSTRUCTOR STATION

COLLABORATIVE TABLE

NORMAL ROOM SETUP

Student Station Count
36 movable chairs at 6 collaborative tables

Instructor Station Count
1 chair, 1 table, 1 portable lectern

PHYSICAL DISTANCING LAYOUT

MOBILE CHAIR

COLLABORATIVE TABLE

ROOM SETUP

Instructor Station Count
1 chair, 1 table, 1 portable lectern

Student Station Count
15 movable chairs at 6 collaborative tables

Keep 6 ft (1.8 m) minimum space between student seating shoulder-to-shoulder

Keep 10 ft (3 m) min. between instructor and student seating
SAMPLE Layout Comparison

SMALL LECTURE HALL

**NORMAL LAYOUT**

- **MOYABLE SEAT**
- **FRONT of CLASSROOM**
- **INSTRUCTOR STATION**
- **FIXED COUNTER**

**NORMAL ROOM SETUP**

- Student Station Count: 173 movable seats
- Instructor Station Count: 1 fixed counter

**PHYSICAL DISTANCING LAYOUT**

- **STUDENT SEATS**
- **INSTRUCTOR STATION**
- **FIXED COUNTER**

**ROOM SETUP**

- **Student Station Count**: 55 seats
- **Instructor Station Count**: 1 fixed counter

**MARKED SEATS**

- Sit in marked seats only to allow proper distancing
- Marked seats are spaced with 6 ft (1.8 m) minimum

**STATIONS**

- Stations are spaced with 10 ft (3 m) min. between instructor and student
- Keep right
- Stay clear of doorways

**ENTRANCE AND EXIT**

- ENTER
- EXIT
SAMPLE Room Layout

LOUNGE SEATING

Keep physical distance 6 feet (1.8 m) diameter

PERSON

DOORS

Keep doorways and corridors clear
Do not block doors

STAIRS

Keep right to minimize contact

Wash hands after touching handrail

LOUNGE CHAIR

Arrange 6 ft (1.8 m) apart minimum for appropriate distancing

UNUSED CHAIR

Remove, stack, or make unusable by turning toward wall, etc.

COUCH

TABLE

OPEN LOUNGE SEATING

- Modify seating spacing to keep 6 ft distance from others

SIGNAGE

Place "Keep Right" Signage in high-traffic common areas as needed: corridors, lobbies, etc.

SIGNAGE

Place Signage near seating and unused chairs: this includes Signage: Symptom Tracker, Physical Distancing, Cleaning and Disinfection, Don’t Move Furniture, etc.

SIGNAGE

Help us avoid congestion to keep everyone safe. Avoid congregating.

Help us avoid congestion to keep everyone safe. Avoid congregating.

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SIGNAGE NEEDS: (for building and facility managers)

- Indoors: supplement this guidance with premade signage as needed for each indoor space. See Signage Guidance and order compliant signage from the Self-Service Sign Shop. Please refrain from using other signage.

- Outdoors and Floors: please do not place signage in these areas. Physical Plant maintains all outdoor building protocols, elevator guidelines, floor markings, and capacity signage.
SAMPLE Room Layouts

OPEN OFFICE SUITE

SMALL MEETING ROOMS: may be better suited as temporary private offices
- Keep only one extra chair in office and maintain proper distancing
- Wipe down visitor chair and surfaces after visitor leaves
- Place "Conference Room Etiquette" signage if using as a meeting room

OPEN OFFICES: Layout of shared work spaces to be considered when determining approp. occupancy
- Place signage as noted in layout and refer to Signage: Recommended Uses and Posting Guidance
- Make cleaning and disinfection a team effort. See: Occupant Cleaning Guidance
- Support alternative work schedules to reduce overall density

CHAIRS with "X": Staggered workstation occupancy is ideal as illustrated, but workstations may not need to be left vacant.
- Leave these workstations unoccupied, unless barrier furniture panels present with height between workstations 55in. + in sitting or 72in.+ standing.
  See: Guidance for the Use of Physical Barriers and Best Practices

CLEAN & DISINFECT: Keep supplies available at all times for staff to clean and disinfect workstations, shared equipment, and common surfaces before and after use.
Examples: chair arm rests, light switches, door knobs, etc.
**Arrange 6 ft apart**

- Keep doorways and corridors clear, do not block
- Wash hands after touching handrail
- Keep right to minimize contact
- Follow any directional flow postings

**CLEANING & DISINFECTION:**

- Keep available at all times to clean & disinfect high-contact surfaces and shared tables, door knobs, etc.

**SUPPLIES:**

- Place “Cleaning Protocols” signage in common spaces. Make cleaning and disinfection a team effort.

**SIGNAGE:**

- Place “Keep Right” signage in high-traffic areas; lobby, stairs
- Place “Interior Entrance” signage in lobby inside entry doors to the right or central vestibule. Mount on board and place on easel.
- Place “Physical Distancing” signage in common spaces

**OUTDOORS**

- Outdoor building protocols, elevator guidelines, & building entry signage is centrally managed. Please do not place signs in these areas.

**DEDICATED ENTRY/EXIT DOORS**

- Keep doorways and corridors clear, do not block
- Wash hands after touching handrail
- Follow any directional flow postings

**DOOR**

- Keep available at all times to clean & disinfect high-contact surfaces and shared tables, door knobs, etc.

**STAIRS**

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

**EASY CHAIR**

- Arrange 6 ft apart minimum, face chairs away from each other (where possible)

**UNUSED CHAIR**

- Remove, stack, or make chairs unusable by turning toward wall, etc.
- Place “Don’t Move Furniture” signage near seating & unused chairs

**LOBBY SEATING:**

- Tables: most tables are only appropriate for a single user practicing physical distancing.
- Chairs: One person per easy chair, appropriately distanced 6 ft apart

**INDOOR SIGNAGE NEEDS (for building and facility managers)**

- Supplement with premade, compliant signage as noted and refer to Signage Guidance. Order signage: Self-Service Sign Shop. Please refrain from using other signage.

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SAMPLE Room Layouts

CONFERENCE ROOM AND OFFICE

- Keep right and stay 6 feet (1.8 m) apart to minimize contact
- Keep corridors clear to allow distancing

PRIVATE OFFICE: Keep only one extra chair in 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 (See: Occupant Cleaning Guidance)
- Remove markers and eraser from whiteboard

SIGNAGE
Place "Conference Room Etiquette" and "Cleaning Protocols" Signage in conf. rooms

MAX OCCUP
2
SAMPLE Room Layouts

RECEPTION AREA AND STAIRS

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

DOOR
- Keep doorways and corridors clear to reduce congestion
- Place "KEEP RIGHT" signage near door

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

RECEPTION AREA
- Consider allowing access by appointment only
- Consider layout of shared spaces for distancing purposes

SIGNAGE
- Place signage in common spaces including:
  - Cleaning Protocols sign
  - Keep Right signs
  - Physical Distancing sign
  - Symptom Tracker sign

SIGNAGE
- Space chairs 6 ft (1.8 m) apart
- Remove or stack extra chairs

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

CHAIR
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
- Surfaces to clean and disinfect include: chair arm rests, light switches, door knobs, etc.
- PORTABLE BARRIER: Consider portable, nonfixed, acrylic barrier at receptionist. Permanent building modifications are not permitted. See Guidance for the Use of Physical Barriers and Best Practices.

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SAMPLE Room Layouts

LARGE LUNCHROOM / BREAK ROOM

- Keep right and stay 6 feet (1.8 m) apart to minimize contact.
- Keep physical distance 6 feet (1.8 m) in diameter.
- Wear face covering while in-motion and while preparing food.
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
- Make chairs unusable by removing, turning toward wall if possible, etc.
- Remove other excess furniture.
- Place Don't Move Furniture Signage near unused furniture.

- 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.

Post the following Signage in this room as appropriate:
- Kitchen-Breakroom Etiquette
- Cleaning Protocols
- Don't Move Furniture
- Symptom Tracking
- Physical Distancing

SAMPLE Room Layouts

SMALL LUNCHROOM/BREAK ROOM

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**TABLE & CHAIR**
- One person per table
- Remove, stack, or make un-occupiable chairs unusable by turning toward wall, etc.

**Couch**
- Remove unneeded furniture
- Place “Don’t Move Furniture” sign nearby

**Door**
- Stay clear of area to allow distancing and avoid congestion

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

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

**Refrigerator**
- Position table as distanced from food prep as possible
- Keep supplies available to clean and disinfect common surfaces before and after each use
- See: Occupant Cleaning Guidance

**Sink**
- Clean high-touch surfaces prior to and after use

**Microwave**
- Remove reusable dishes, common-use utensils, condiments
- Consider removing coffee pot

**Recycle**
- Post the following signage in these areas as appropriate:
  - Kitchen-Break Room Etiquette
  - Cleaning Protocols
  - Don’t Move Furniture
  - Symptom Tracker
  - Physical Distancing
- See Signage Guidance for posting and placement best practices

**Couch**
- Remove unneeded furniture

**Door**
- Stay clear of area to allow distancing and avoid congestion

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

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

**Couch**
- Remove unneeded furniture

**Door**
- Stay clear of area to allow distancing and avoid congestion

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

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

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**Signage**
- Place “Keep Right” and “Physical Distancing” signs

**Keep Right**
- 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

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SAMPLE Room Layouts

RESTROOMS & WATER FOUNTAINS

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

**WATER FOUNTAINS**
Recommend using to fill bottles or cups only and avoid drinking directly from fountain

**SIGN**
Place Water Fountain sign centered above bottle filler; otherwise above tallest fountain

Keep physical distance 6 feet (1.8 m) in diameter

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

**SINKS, URINALS**

**SIGNAGE**
Post the following signage in these areas:
- Handwashing Steps sign: in all restrooms
- Symptom Tracker sign: near hand dryers or paper towel holders
- Physical Distancing sign
- Water Fountain sign

See Signage Guidance for posting, uses, and placement best practices.

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

Use a personal touchless tool to open restroom doors whenever possible
Keep physical distance 6 feet in diameter

As shown, example has 22 people at 218 square feet per person

MAX OCCUPANCY: 22

Keep doorways and corridors clear to reduce congestion

Consider layout of shared spaces when determining appropriate occupancy

Clean and disinfect shared equipment and common surfaces before and after use. Keep supplies available at all times. See: Occupant Cleaning Guidance

Post the following signage as appropriate for the space:

- Cleaning Protocols
- Symptom Tracking
- Physical Distancing
- Keep Right
- Don't Move Furniture

See Signage Guidance.
Consider layout of shared spaces when determining appropriate occupancy.

Clean and disinfect shared equipment and common surfaces. Keep supplies available at all times. See: Occupant Cleaning Guidance

MAX OCCUPANCY: 12

Keep doorways clear to minimize congestion

Keep corridors clear and stay right to minimize contact

Use stairs instead of elevator when possible

Keep physical distance 6 feet in diameter

3130 Square Feet

As shown, example has 12 people at 280 square feet per person

SIGNAGE: Post the following signage as appropriate:
- Cleaning Protocols
- Keep Right
- Symptom Tracking
- Don't Move Furniture
- Physical Distancing
- See Signage Guidance
Supplement space modifications with COVID-19 Response signage to be used in each space.

Premade, compliant COVID-19 Response signage is available for building and facility managers to post throughout indoor areas. This signage centrally funded and available for ordering through the COVID-19 Response Toolkit. Please do not use other signage.

**SIGNAGE POSTING INSTRUCTIONS & BEST PRACTICES:**

**Signage: Recommended Uses and Posting Guidance**

Use this guidance for posting signage on the UW-Madison campus. View instructions and recommendations in greater detail than what is referenced within the space modification sample room layouts.

**ORDER SIGNAGE:** *Self-Service Sign Shop*