Recommended Space Usage Practices During COVID-19
A summary of guidance, applied to the Georgia Tech campus

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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 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 indicates only one person is allowed in the elevator at a time.
  - 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.

Instructional Spaces – await additional information from the Georgia Tech Coronavirus Task Force.

Research Labs – refer to Appendix B of the Georgia Tech Initial Return to Campus Plan.

Campus Auxiliaries – refer to Appendix C of the Georgia Tech Initial Return to Campus Plan.
Physical Workspaces and Offices

- Use the occupancy guidelines below to calculate and post a new capacity for each space.
  - The highest acceptable maximum occupancy is the room square footage divided by 50. Please follow the current recommendation provided by the Georgia Tech Coronavirus Task Force.
  - This calculation should be adjusted down based on the type of furniture, equipment, etc. in the space that limits ability to maintain social distancing.
  - If space is furnished, maximum occupancy posted should allow individuals to sit no closer than 6 feet.
- Establish a direction of flow through hallways and into offices using signage and tape.
- Designate and label specific entry and exit points where possible.
- Indicate where cloth face coverings are recommended (where 6 feet of distancing may be difficult).
- 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.

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 groups of no more than 10 people can 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 tissue or another protective layer to limit contact with surfaces.
- Limit use of communal refrigerators, microwaves, coffeepots, toasters, etc.
• Discourage gathering near time clocks and place floor signs to encourage appropriate social distancing when waiting to clock in or out, in addition to a reminder to utilize personal (not shared) styluses for clocking in or out.

Restrooms

• Post a bathroom occupancy sign on the restroom door to indicate only one individual is allowed in the bathroom at a time.

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 social 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:
  o Do not store any excess furniture in stairwells.
  o Furniture should not be placed within six feet of a building entrance or exit.