Return to Campus _ Office Guide
Space Planning Guide for Department & Building Managers
JULY 17, 2020
This document is intended as a space planning guide for Building & Department Managers as they develop and implement return to campus plans. This is a working document that will be updated as policies change.

The following metrics are rules of thumb developed as a guide to promote physical distancing for in office settings.
**Office Diagrams - Open Office**

**Open Workstations, Facing One Direction**
100% Capacity
~60 SF / Person

![Open Workstations Diagram]

- **Open Workstations**
  - Normal Capacity: 6
  - Adjusted Capacity: N/A

  **Considerations:**
  - 6’ separation required
  - Seated height privacy panels preferred
  - Facing one direction preferred
  - Limit stand feature

**Open Workstations, Back-to-Back**
50% Capacity
~60 SF / Person

![Open Workstations Diagram]

- **Open Workstations**
  - Normal Capacity: 6
  - Adjusted Capacity: 3

  **Considerations:**
  - 6’ separation required
  - Seated height privacy panels preferred
  - Limit stand feature

**Open Workstations, Graduate Students**
50% Capacity
~50 SF / Person

![Open Workstations Diagram]

- **Open Workstations**
  - Normal Capacity: 16
  -Adjusted Capacity: 8

  **Considerations:**
  - 6’ separation required
  - Seated height privacy panels preferred
  - Staggered seating
  - Limit stand feature
Office Diagrams _Private and Shared Office

**Private Office**
100% Capacity
>100 SF / Person

![Private Office Diagram]

- Normal Capacity: 1
- Adjusted Capacity: N/A

**Shared Office**
100% Capacity
>40 SF / Person

![Shared Office Diagram]

- Workstations
- Normal Capacity: 2
- Adjusted Capacity: N/A

**Key**

- Diameter = 6'-0"