Departmental Instruction and Office Space

Guidelines for Calculating 6-Foot Social Distancing Capacities

June 25, 2020
Assumptions for Establishing 6-Foot Distancing Capacities for Departmental Spaces

- Department space that units will focus on include office, break rooms, conference, class laboratories, special equipment classrooms and other department space containing seating.

  - PLEASE NOTE: Spaces categorized in FAMIS as "classroom-general-purpose" or "classroom-departmental" have been calculated. Questions – please email space.management@uvm.edu

- 6-Foot distancing requires 6 feet between each individual seat in all directions, measure consistently (i.e. right edge of seat to right edge of next seat or center of seat to center of next seat).

- Room Diagrams, if needed, can be obtained from FAMIS Self Service by logging into MYUVM at http://uvm.edu

- A formula can’t accurately produce modified capacities due to variations in furniture size and lay-outs.

- Due to moving and storage space costs, if possible, plan to leave all furniture in the room and move extra chairs to edges or mark with signs to indicate seat is unavailable (sign templates to be provided to departments).

- Telecommuting and on-line instruction will help facilitate modified space capacities.
Departmental Instruction Space Calculating Modified Capacities

**Fixed Seating (class labs or other departmental instruction spaces):** Physically visit room and measure the current spacing between seats (all sides) and determine number of seats that can be occupied at 6-foot distancing.

- Measure center of seat to center of next seat, or edge of seat to same edge of next seat (be consistent).

**Movable Seating:** Measure existing spacing between seats. For 6-foot distancing, measure size of room and determine seat placement with existing furniture.

- Use room dimensions to calculate seating at 6-foot distancing.

*To eliminate moving/storage costs it is strongly suggested that "extra" furniture be moved to the edges of the room or place tape on seats that can’t be utilized.*
Departmental Instruction Space Illustrations for Fixed Seating - 6-Foot Distancing

- 6-Foot spacing requires every other row and every 4th seat.
Departmental Instruction Space Illustrations for Fixed Tables - 6-Foot Distancing
Departmental Instruction Space Illustrations for Movable Seating - 6-Foot Distancing
Departmental Office Space
Calculating 6-Foot Distancing Capacities

- Determine modified capacities for departmental spaces with seating (office, conference, break rooms etc.).

- Measure distance between workstation seats to determine 6-foot distancing capacity without removing workstations.

- If furniture placement can be adjusted slightly to accommodate distancing, consider that option, but if possible, plan to leave all furniture in the room, marking seats that can’t be utilized.
  - Consider utilizing conference space as offices, utilizing current conference room furniture if needed to accommodate staff that are required to be on campus.
  - Consider telecommuting schedule options to reduce occupancy.
Office Space Illustrations

EXISTING LAYOUT

6' DISTANCE LAYOUT
RELOCATED LOUNGE CHAIR
UNUSED CHAIRS

6' DISTANCE LAYOUT KEEPING UNUSED FURNITURE IN ROOM
Frequently Asked Questions

1. What if the floor plans are incorrect? Please contact space.management@uvm.edu to request floor plan updates.

2. What is considered department instruction space? Rooms controlled by departments and utilized for instruction. Please note that modified capacities for rooms labeled "Classroom-Departmental" in the FAMIS space inventory have been calculated – contact space.management@Uvm.edu with questions.

3. If chairs are facing each other at a table, how do you measure the distance? Measure from edge of table across to the opposite edge of table.

4. What if the distance between seats in an office or fixed seat classroom not quite 6-feet? 1-2 inches shy of 6 feet in a fixed seat space is an acceptable distance.

5. Is storage available if I need to remove furniture from the room? Please plan to leave furniture in place due to the high cost of moving/storage.

6. Who approves the capacities a department calculates? There is no approval as departments are responsible for determining capacities within the spaces they manage.
Frequently Asked Questions continued…

1. Where do I obtain building diagrams if needed? Go to https://www.uvm.edu/eas to login to FAMIS.

2. Who is responsible for placing capacity signage and where? Departments are responsible and will be provided sign templates for department spaces. **Please note: public spaces will have signs installed by Custodial Services and Physical Plant staff (public halls, restrooms, elevators and stairs).**

3. Where do departments obtain additional signs or stickers to mark furniture? Please go to Print & Mail Services web site to complete an order form.

4. How can departments insure rooms stay set up with appropriate social distancing? Please go to Print & Mail Services web site to complete an order form for stickers to place on the floor.

5. What if I have additional questions? Please email space.management@uvm.edu.
Additional Questions on Calculating Modified Capacities?

Space.management@uvm.edu
Primary Resource for UVM Return to Campus:

https://www.uvm.edu/returntocampus
Thank you!