FALL 2020 REOPENING

SAMPLE Room Layouts

10 COMMON EXAMPLES
SAMPLE Room Layouts

CONFERENCE ROOM AND OFFICE

KEEP RIGHT AND STAY 6 FEET (1.8 M) APART TO MINIMIZE CONTACT

SMALL CONFERENCE ROOM

KEEP PHYSICAL DISTANCE 6 FEET (1.8 M) IN DIAMETER

PRIVATE OFFICE

REMOVE OR STACK UNUSED CHAIRS

CONFERENCE ROOM

SPACE CHAIRS WITH 6 FEET (1.8 M) BETWEEN

MAX OCCUP. 2

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

-One person per 200 sq. ft.
-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/chalk and eraser from whiteboard/chalkboard

STAY CLEAR OF AREA TO ALLOW DISTANCING AND AVOID CONGESTION

KEEP CORRIDORS CLEAR TO ALLOW DISTANCING

WIPES

REMOVE OR STACK UNUSED CHAIRS
Keep supplies available to clean and disinfect shared equipment and common surfaces before and after use.

Keep physical distance 6 Feet in diameter

Use stairs instead of elevator when possible

Keep doorways and corridors clear to reduce congestion

Keep to the right to minimize contact

1 person per 400 Square Feet

Consider layout of shared spaces when determining appropriate occupancy.

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Keep doorways clear to minimize congestion.

Keep corridors clear and stay right to minimize contact.

Keep Physical Distance 6 Feet in Diameter.

Use stairs instead of elevator when possible.

1 person per 400 Square Feet.

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

SMALL LUNCHROOM/BREAK ROOM & CORRIDOR

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

- **CORRIDOR**: Stay clear of area to allow distancing and avoid congestion.
- **TABLE & CHAIR**: One person per table.
- **COUCH**: Remove unneeded furniture.
- **DOOR**: Stay clear of area to allow distancing and avoid congestion.
- **MAX OCCUP.**
- **PERSON**: Keep physical distance 6 feet (1.8 m) in diameter.
- **CORRIDOR**: Keep right and stay 6 feet (1.8 m) apart to minimize contact.

**REFRIGERATOR**

- **COUNTER**
- **SINK**
- **MICROWAVE**
- **RECYCLE**

**HIGH-TOUCH SURFACES**

- Clean high-touch surfaces prior to and after use.

**BREAK ROOM/KITCHENETTE**

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

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- **MAX OCCUR.**
- **Face Mask**: 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.
- **Face Mask**: Wear face covering while in-motion and while preparing food.
- **Face Mask**: Keep supplies available to clean and disinfect common surfaces before and after each use.
SAMPLE Room Layouts

LARGE LUNCHROOM/BREAK ROOM

- Sit with one person per table, as individuals will not have face coverings in place while eating. Table shown is 5 feet 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.

- Keep right and stay 6 feet (1.8 m) apart to minimize contact.
- Stay clear of area to allow distancing.
- MAX OCCUP. 1

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

- Clean high-touch surfaces prior to and after use.

- Remove reusable dishes, common-use utensils, condiments.

- Consider removing coffee pot.

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**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.

- **Corridor:**
  - Keep doorways and corridors clear to reduce congestion.
  - 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.
  - Keep supplies available to clean and disinfect common surfaces before and after each use.
  - Surfaces: chair arm-rests, light switches, door knobs, etc.

- **Reception Desk:**
  - Install sign at door “KEEP RIGHT.”

- **Portable Barrier:**
  - Consider portable, non-fixed, acrylic barrier at receptionist.
  - Permanent building modifications are not permitted.

- **Chair:**
  - Space chairs 6 ft (1.8 m) apart.
  - Remove or stack extra chairs.

- **Person:**
  - Keep physical distance 6 feet (1.8 m) in diameter.
Use every other sink and urinal fixture to maintain 6 feet (1.8m) distance from others.

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.

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

Recommend using to fill bottles or cups only (no direct drinking).
CLASSROOMS WITH TABLE ARM CHAIRS LAYOUT

**CLASSROOM**
- Set first seat in back corner
- Create 6’ x 6’ grid across room (avoid infringing on instructional zone)
- If possible, shift portion of seats to opposite wall to create a dedicated circulation aisle

**LECTERN**
- Set first seat in back corner

**INSTRUCTIONAL ZONE 8’**

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

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

**TABLE WITH ARM CHAIR**
- Space table with arm chairs 6 ft (1.8m) apart
- Remove or stack extra chairs

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

**KEEP SUPPLIES AVAILBLE TO CLEAN AND DISINFECT COMMON SURFACES**
- Surfaces: table arm chairs, light switches, door knobs, etc.

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CLASSROOMS WITH MOVEABLE TABLES LAYOUT

CLASSROOM
Set first seat in back corner
Create 6' x 6' grid across room (avoid infringing on instructional zone)
If possible, shift portion of seats to opposite wall to create a dedicated circulation aisle

INSTRUCTIONAL ZONE 8'

LECTERN

MOVABLE TABLE

KEEP RIGHT and stay 6 ft (1.8 m) apart to minimize contact

CORRIDOR

DOOR
Keep doorways and corridors clear to reduce congestion
Install sign at door “KEEP RIGHT”

TABLE AND CHAIR
Space table and chairs 6 ft (1.8m) apart

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

Remove or stack extra chairs

Keep supplies available to clean and disinfect common surfaces before and after each use
- Surfaces: table arm chairs, light switches, door knobs, etc.

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CLASSROOMS WITH FIXED SEATING LAYOUT

- Keep supplies available to clean and disinfect common surfaces before and after each use
- Surfaces: table arm chairs, light switches, door knobs, etc.

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

- Create 6’ x 6’ grid across room (avoid infringing on instructional zone)

- Keep doorways and corridors clear to reduce congestion
- Install sign at door “KEEP RIGHT”
- Keep right and stay 6 ft (1.8 m) apart to minimize contact