SAMPLE Room Layouts

7 COMMON EXAMPLES

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SAMPLE Room Layouts

CONFERENACE ROOM AND OFFICE

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

Keep corridors clear to allow distancing

PRIVATE OFFICE

CHAIR

DESK

SHELVES

SMALL CONFERENCE ROOM

Keep physical distance 6 ft (1.8 m) in diameter

PERSON

6 ft
(1.8 m)

CONFERENCE ROOM

MAX OCCUP
2

TABLE

Remove or stack unused chairs

OFFICE: Keep only one extra chair in private 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
✓ Remove markers and eraser from whiteboard

CORRIDOR

STAY CLEAR OF AREA TO ALLOW DISTANCING AND AVOID CONGESTION

DOOR

WIPES
SAMPLE Room Layouts

**RECEPTION AREA & STAIRS LAYOUT**

- **STAIRS**: Use stairs instead of elevator when possible.
  - Wash hands after touching handrail.
  - Keep right to minimize contact.

- **ELEVATOR**: Use personal touchless tool to press buttons.
  - Stay clear of front of elevator.

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

- **RECEPTION DESK**: Keep supplies available to clean and disinfect common surfaces before and after each use.
  - Surfaces: chair arm-rests, light switches, door knobs, etc.
  - Consider portable, nonfixed, acrylic barrier at receptionist.
  - Permanent building modifications are not permitted.

- **PORTABLE BARRIER**

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

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

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

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

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Keep physical distance 6 feet (1.8m) in diameter

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

Clean high-touch surfaces prior to and after use

One person per table

Position table as distanced from food prep as possible

Wear face covering while in-motion and while preparing food

Keep supplies available to clean and disinfect common surfaces before and after each use

Remove unneeded furniture

Stay clear of area to allow distancing and avoid congestion

Keep right and stay 6 feet (1.8 m) apart to minimize contact
Sit with one person per table, as individuals will not have face coverings in place while eating. Table shown is 5 ft 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.
SAMPLE Room Layouts

LABORATORY 1 LAYOUT

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

Use stairs instead of elevator when possible

Keep doorways and corridors clear to reduce congestion

Keep corridors clear and stay to the right to minimize contact

Keep physical distance 6 feet in diameter

4800 Square Feet
As shown, example has 22 people at 218 square feet per person

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