SAMPLE Room Layouts

CONFERENCE ROOM AND OFFICE

- Keep right and stay 6 feet (1.8 m) apart to minimize contact.
- Keep corridors clear to allow distancing.

SMALL CONFERENCE ROOM
- Keep physical distance 6 ft (1.8 m) in diameter.
- Space chairs with 6 ft (1.8 m) between.

PRIVATE 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.

OFFICE
- Wipe down visitor chair and surfaces after each visitor leaves.

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Sample Room Layouts

**Reception Area & Stairs Layout**

- **Stairs**: Use stairs instead of elevator when possible. Wash hands after touching handrail. Keep doorways and corridors clear to reduce congestion.
- **Elevator**: Use personal touchless tool to press buttons. Keep right to minimize contact. Stay clear of front of elevator.
- **Corridor**: 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**: Keep physical distance 6 feet (1.8 m) in diameter. Consider portable, non-fixed, acrylic barrier at receptionist. Permanent building modifications are not permitted.
Keep right and stay 6 feet (1.8 m) apart to minimize contact.

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.

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 reusable dishes, common-use utensils, condiments.

Consider removing coffee pot.

Clean high-touch surfaces prior to and after use.

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

One person per table.

Remove unneeded furniture.

Stay clear of area to allow distancing and avoid congestion.

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

Keep physical distance 6 feet (1.8 m) in diameter

Stay clear of area to allow distancing

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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.

Use Stairs Instead of Elevator When Possible.

Keep Doorways and Corridors Clear to Reduce Congestion.

Keep to the Right to Minimize Contact.

Keep Physical Distance 6 Feet in Diameter.

As shown, example has 11 people at 436 Square Feet per Person.

4800 Square Feet

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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.

3130 Square Feet

As shown, example has 7 people at 447 Square Feet per Person.

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Use every other sink and urinal fixture to maintain 6 ft (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.