SPACE MODIFICATION: SAMPLE Room Layouts
SAMPLE Layout Comparison

SMALL CLASSROOM 1

NORMAL LAYOUT

INSTRUCTOR STATION

DOOR

FRONT of CLASSROOM

TABLE

CHAIR

LECTERN

DESK

Movable tablet arm chair

NORMAL ROOM SETUP

Student Station Count
34 movable tablet arm chairs

Instructor Station Count
1 chair, 1 table, 1 portable lectern

PHYSICAL DISTANCING LAYOUT

INSTRUCTOR STATION

Keep 6 ft (1.8 m) minimum between student chair backs

6 ft

(1.8 m)

DESKS

Keep 10 ft (3 m) minimum between instructor and student seating

10 ft

10 ft

10 ft

10 ft

Keep 6 ft min. side-to-side between all student desks

6 ft

6 ft

6 ft

6 ft

SMART RESTART ROOM SETUP

INSTRUCTOR STATION

Student Station Count
10 movable tablet arm chairs

Instructor Station Count
1 chair, 1 table, 1 portable lectern
SAMPLE Layout Comparison

SMALL CLASSROOM 2

NORMAL LAYOUT

INSTRUCTOR STATION
LECTERN
MOVABLE CHAIR
MOVABLE TABLE
TABLE
FRONT of CLASSROOM
DOOR

NORMAL ROOM SETUP
Student Station Count
18 movable tables, 36 movable chairs
Instructor Station Count
1 chair, 1 table, 1 portable lectern

PHYSICAL DISTANCING LAYOUT

INSTRUCTOR STATION
LECTERN
MOVABLE CHAIR
MOVABLE TABLE
TABLE

SMART START ROOM SETUP
Student Station Count
10 movable chairs at 10 tables
Instructor Station Count
1 chair, 1 table, 1 portable lectern

Keep 6 ft min. side-to-side between all student seats
Keep 6 ft (1.8 m) minimum between student chair backs
Keep 10 ft (3 m) min. between instructor and student seating
Keep 6 ft min. side-to-side between all student seats

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SAMPLE Layout Comparison

COLLABORATIVE CLASSROOM

NORMAL LAYOUT

INSTRUCTOR STATION

COLLABORATIVE TABLE

FRONT of CLASSROOM

NORMAL ROOM SETUP

Student Station Count
36 movable chairs at 6 collaborative tables

Instructor Station Count
1 chair, 1 table, 1 portable lectern

PHYSICAL DISTANCING LAYOUT

MOBILE CHAIR

COLLABORATIVE TABLE

INSTRUCTOR STATION

SMART RESTART ROOM SETUP

Student Station Count
15 movable chairs at 6 collaborative tables

Instructor Station Count
1 chair, 1 table, 1 portable lectern

Keep 6 ft (1.8 m) minimum space between student seating shoulder-to-shoulder

Keep 10 ft (3 m) minimum between instructor and student seating

Facilities Planning
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SAMPLE Layout Comparison

SMALL LECTURE HALL

NORMAL ROOM SETUP

Student Station Count
173 movable seats

Instructor Station Count
1 fixed counter

SMART RESTART ROOM SETUP

Student Station Count
55 seats

Instructor Station Count
1 fixed counter

NORMAL LAYOUT

MOBILE SEAT

INSTRUCTOR STATION

FIXED COUNTER

PHYSICAL DISTANCING LAYOUT

ENTER
Keep right

EXIT
Stay clear of doorways

STUDENT SEATS

Marked seats are spaced with 6 ft (1.8 m) minimum

Fixed stations are spaced with 10 ft (3 m) min. between instructor and student

Sit in marked seats only to allow proper distancing

MOVABLE SEAT

FRONT of CLASSROOM

INSTRUCTOR STATION

FIXED COUNTER

STUDENT SEATS

INSTRUCTOR STATION

FIXED COUNTER

STUDENT SEATS

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STUDENT SEATS

INSTRUCTOR STATION

FIXED COUNTER
**Keep physical distance 6 feet (1.8 m) diameter**

**PERSON**

**DOORS**

Keep doorways and corridors clear
Do not block doors

**STAIRS**

Keep right to minimize contact

Wash hands after touching handrail

**SIGNAGE NEEDS:** (for building and facility managers)

- Indoors: supplement this guidance with premade Smart Restart signage as needed for each indoor space. See [Signage Guidance](#) and order compliant signage from the [Smart Restart Self-Service Sign Shop](#). Please refrain from using other signage.

- Outdoors and Floors: please do not place signage in these areas. Physical Plant maintains all outdoor building protocols, elevator guidelines, floor markings, and capacity signage.
SAMPLE Room Layouts

OPEN OFFICE SUITE

**SMALL MEETING ROOMS**: may be better suited as temporary private offices
- Keep only one extra chair in office and maintain proper distancing
- Wipe down visitor chair and surfaces after visitor leaves
- Place “Conference Room Etiquette” signage if using as a meeting room

**OPEN OFFICES**: Layout of shared work spaces to be considered when determining approp. occupancy
- Place signage as noted in layout and refer to Signage: Recommended Uses and Posting Guidance
- Make cleaning and disinfection a team effort. See: Occupant Cleaning Guidance.
- Support alternative work schedules to reduce overall density

**SMALL MEETING ROOMS**
- Keep only one extra chair in office and maintain proper distancing
- Wipe down visitor chair and surfaces after visitor leaves
- Place “Conference Room Etiquette” signage if using as a meeting room

**OPEN OFFICES**
- Layout of shared work spaces to be considered when determining approp. occupancy
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- Make cleaning and disinfection a team effort. See: Occupant Cleaning Guidance.
- Support alternative work schedules to reduce overall density

**CHAIRS** with “X”: Staggered workstation occupancy is ideal as illustrated, but workstations may not need to be left vacant.
- Leave these workstations unoccupied, unless barrier furniture panels present with height between workstations 55in. + in. sitting or 72in.+ standing.
  - See: Guidance for the Use of Physical Barriers and Best Practices

**CLEAN & DISINFECT**: Keep supplies available at all times for staff to clean and disinfect workstations, shared equipment, and common surfaces before and after use.
- Examples: chair arm-rests, light switches, door knobs, etc.
Arrange 6 ft apart minimum, face chairs away from each other (where possible).

Keep available at all times to clean & disinfect high-contact surfaces and shared tables, door knobs, etc.

Keep doorways and corridors clear, do not block.

Place "Cleaning Protocols" Signage in common spaces. Make cleaning and disinfection a team effort.

Place "Physical Distancing" signage in common spaces.

Wash hands after touching handrail.

Keep right to minimize contact.

Follow any directional flow postings.

Place "Interior Entrance" Signage in lobby inside entry doors to the right or central vestibule. Mount on board and place on easel.

Outdoor building protocols, elevator guidelines, & building entry signage is centrally managed. Please do not place signs in these areas.

Place "Don’t Move Furniture" Signage near seating & unused chairs.

Place "Keep Right" Signage in high-traffic areas; lobby, stairs.

DOOR

STAIRS

OUTDOORS

DEDICATED ENTRY/EXIT DOORS

ENTEER

EXIT

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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

PRIVATE OFFICE
- Place "Don’t Move Furniture" Signage near seating & unused chairs
- Remove, stack, or make chairs unusable by turning toward wall, etc.

SMALL CONFERENCE ROOM
- Keep physical distance 6 ft (1.8 m) in diameter
- Space usable chairs with 6 ft (1.8 m) between each
- Place "Conference Room Etiquette" and "Cleaning Protocols" Signage in conf. rooms

CONFERENCE ROOM
- Place Signage in common spaces incl: Keep Right, Physical Distancing, Symptom Tracker, etc.
- Take attendance at in-person meetings for contact tracing
- Record attendance electronically to minimize shared pen or paper
- Wipe down equipment and surfaces (See: Occupant Cleaning Guidance)
- Remove markers and eraser from whiteboard
- Wipe down visitor chair and surfaces after each visitor leaves

MAX OCCUP.
2

DESK
- WIPES
- PERSON
- SHELVES
- CHAIR
- TABLE
- CORRIDOR
- DOOR

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

Stay clear of area to allow distancing and avoid congestion
SAMPLE Room Layouts

RECEPTION AREA AND STAIRS

STAIRS
- Wash hands after touching handrail
- Keep right to minimize contact

DOOR
- Keep doorways and corridors clear to reduce congestion
- Keep right and stay 6 ft (1.8 m) apart to minimize contact

CORRIDOR
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
- Surfaces to clean and disinfect include: chair arm-rests, light switches, door knobs, etc.

ELEVATOR
- Use stairs instead of elevator when possible
- 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 physical distance 6 feet (1.8 m) in diameter

SIGNAGE
- Place “KEEP RIGHT” Signage near door
- Place Signage in common spaces incl. these signs:
  - Cleaning Protocols sign
  - Keep Right signs
  - Physical Distancing sign
  - Symptom Tracker sign

PORTABLE BARRIER
- PORTABLE BARRIER: Consider portable, nonfixed, acrylic barrier at receptionist. Permanent building modifications are not permitted. See Guidance for the Use of Physical Barriers and Best
SAMPLE Room Layouts

LARGE LUNCHROOM / BREAK ROOM

- Wear face covering while in-motion and while preparing food
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
- Make chairs unusable by removing, turning toward wall if possible, etc.
  - Remove other excess furniture.
  - Place Don’t Move Furniture Signage near unused furniture

- Keep physical distance 6 feet (1.8 m) in diameter
- Keep right and stay 6 feet (1.8 m) apart to minimize contact
- Space so that occupiable seats have physical distance of 6 ft
- One person per table, as individuals will not have face coverings in place while eating. Table shown is 5 ft in diameter.

- Stay clear of area to allow distancing
- Clean high-touch surfaces prior to and after use
- Remove reusable dishes, common-use utensils, condiments
- Consider removing coffee pot

- Post the following Signage in this room as appropriate:
  - Kitchen-Breakroom Etiquette
  - Cleaning Protocols
  - Don’t Move Furniture
  - Symptom Tracking
  - Physical Distancing

**SAMPLE Room Layouts**

**SMALL LUNCHROOM / BREAK ROOM**

- **TABLE & CHAIR**: One person per table. Remove, stack, or make un-occupiable chairs unusable by turning toward wall, etc.
- **COUCH**: Remove unneeded furniture.
- **DOOR**: Stay clear of area to allow distancing and avoid congestion.
- **Couch**
- **REFRIGERATOR**
- **COUNTER**
- **SINK**
- **MICROWAVE**
- **RECYCLE**

**SIGNAGE**
- Place "Keep Right" and "Physical Distancing" signs.
- Keep right and stay 6 feet (1.8 m) apart to minimize contact.
- Keep physical distance 6 feet (1.8m) in diameter.
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
- **MAX OCCUR. 1**
- **KEEP RIGHT**

**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.

**POSTING SIGNAGE**
- Post the following signage in these areas as appropriate:
  - Kitchen-Break Room Etiquette
  - Cleaning Protocols
  - Don’t Move Furniture
  - Symptom Tracker
  - Physical Distancing
- See Signage Guidance for posting and placement best practices.

**ROOM DESCRIPTION**
- 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.
- Remove, stack, or make un-occupiable chairs unusable by turning toward wall, etc.
- Position table as distanced from food prep as possible.
**RESTROOMS & WATER FOUNTAINS**

**RESTROOM DOORS**
- Keep doors closed.
- *Please do not prop open doors, as this compromises ventilation and code compliance*
- Use a personal touchless tool to open restroom doors whenever possible

**WATER FOUNTAINS**
- Recommend using to fill bottles or cups only and avoid drinking directly from fountain
- Place Water Fountain sign centered above bottle filler; otherwise above tallest fountain

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

**SINKS, URINALS**
- Use every other sink and urinal fixture to maintain 6 ft (1.8m) distance from others

**SIGNAGE**
- Post the following signage in these areas:
  - Handwashing Steps sign: in all restrooms
  - Symptom Tracker sign: near hand dryers or paper towel holders
  - Physical Distancing sign
  - Water Fountain sign
- See [Signage Guidance](#) for posting, uses, and placement best practices.

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*Facilities Planning & Management, UNIVERSITY OF WISCONSIN-MADISON*

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Keep physical distance 6 feet in diameter

MAX OCCUPANCY: 22

Use stairs instead of elevator when possible

Keep doorways and corridors clear to reduce congestion

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. See: Occupant Cleaning Guidance

Use stairs instead of elevator when possible

Keep corridors clear and stay to the right to minimize contact

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

Post the following signage as appropriate for the space:
- Cleaning Protocols
- Symptom Tracking
- Physical Distancing
See Signage Guidance.

LAB BENCH

STAIRS

ELEVATOR

LABORATORY 1 LAYOUT

SIGNAL

KEEP RIGHT

DON'T MOVE FURNITURE

STAIRS

ELEVATOR
Consider layout of shared spaces when determining appropriate occupancy. Clean and disinfect shared equipment and common surfaces. Keep supplies available at all times. See: Occupant Cleaning Guidance

Keep doorways clear to minimize congestion. Keep corridors clear and stay right to minimize contact.

Keep physical distance 6 feet in diameter (1.8 m)

Use stairs instead of elevator when possible

Don’t Move Furniture

Keep Right

(See Signage Guidance)

3130 Square Feet
As shown, example has 12 people at 280 square feet per person
Supplement space modifications with Smart Restart signage to be used in each space.

Premade, compliant Smart Restart signage is available for building and facility managers to post throughout indoor areas. This signage centrally funded and available for ordering through the Smart Restart Toolkit. Please do not use other signage.

**SIGNAGE POSTING INSTRUCTIONS & BEST PRACTICES:**

*Signage: Recommended Uses and Posting Guidance*

Use this guidance for posting signage on the UW-Madison campus. View instructions and recommendations in greater detail than what is referenced within the space modification sample room layouts.

**ORDER SIGNAGE:** [Smart Restart Self-Service Sign Shop](#)