SPACE MODIFICATION: SAMPLE Room Layouts
SAMPLE Room Layouts

LOUNGE SEATING LAYOUT

Keep physical distance 6 feet (1.8 m) diameter

PERSON

STAIRS

DOWN

Keep doorways and corridors clear
Do not block doors

Wash hands after touching handrail

STAIRS

DOORS

Help us avoid congestion to keep everyone safe.
Avoid congregating.

Place "Keep Right" Signage in high-traffic common areas as needed: corridors, lobbies, etc.

Place near seating and unused chairs: this includes Signage: Symptom Tracker, Physical Distancing, Cleaning and Disinfection, Don’t Move Furniture, etc.

Arrange 6 ft (1.8 m) apart minimum for appropriate distancing

Remove, stack, or make unusable by turning toward wall, etc.

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

OPEN OFFICE WORKSTATION
- 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.

COPY WORK ROOM
- KEEP RIGHT signage in common areas and office spaces

SM. MEETING ROOM
- Place "Symptom Tracker", "Physical Distancing", and "Keep Right" Signage in common areas and office spaces

COPY/WORK ROOM
- Turn chairs and electronics so that adjacent workstation chairs do not face one another

SIGNAGE
- Place "Cleaning Protocols" Signage, in common spaces within open office

3454 Square Feet
- As shown, example has 15 people at 230 sq ft per person

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**Sample Room Layouts**

**Lobby & Atrium / Common Space**

- **Table and Chairs:** Arrange 6 ft apart and corridors clear, do not block.
- **Unused Chair:** Remove, stack, or make chairs unusable by turning toward wall, etc.
- **Easy Chair:** Arrange 6 ft apart minimum, face chairs away from each other (where possible).
- **Doors:** Keep doorways and corridors clear, do not block.
- **Cleaning & Disinfection:** Keep available at all times to clean & disinfect high-contact surfaces and shared tables, door knobs, etc.
- **Supplies:** Place "Cleaning Protocols" Signage in common spaces. Make cleaning and disinfection a team effort.
- **Signage:**
  - Place "Keep Right" Signage in high-traffic areas, lobby, stairs.
  - Place "Physical Distancing" signage in common spaces.
  - Place "Keep Right" signage in common spaces.
  - Place "Interior Entrance" signage in lobby inside entry doors to the right or central vestibule. Mount on board and place on easel.
  - Place "Don’t Move Furniture" signage near seating & unused chairs.

- **Indoor Signage Needs:**
  - Supplement with premade, compliant signage as noted and refer to Signage Guidance. Order signage: Smart Restart Self-Service Sign Shop. Please refrain from using other signage.

- **Lobby Seating:**
  - Tables: most tables are only appropriate for a single user practicing physical distancing.
  - Chairs: One person per easy chair, appropriately distanced 6 ft apart.

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

- **Dedicated Entry/Exit Doors:**
  - Outdoor building entry signage is centrally managed. Please do not place signs in these areas.

- **Wash Hands After Touching Handrail:**

- **Follow Any Directional Flow Postings:**

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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
- Keep physical distance 6 ft (1.8 m) in diameter
- Place "Conference Room Etiquette" and "Cleaning Protocols" signage in conference rooms
- Place signage in common spaces incl: Keep Right, Physical Distancing, Symptom Tracker, etc.

PRIVATE OFFICE: Keep only one extra chair in 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 (See: Occupant Cleaning Guidance)
- Remove markers and eraser from whiteboard

MAX OCCUP
2

SHELVES

PRIVATE OFFICE

CHAIR

DESK

SHELLS

CORRIDOR

SMALL CONFERENCE ROOM

PERSON

CONFERENCE ROOM

DOOR

WIPES

TABLE

CHAIR

MAX OCCUP
2

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

Remove, stack, or make chairs unusable by turning toward wall, etc.
**SAMPLE Room Layouts**

**RECEPTION AREA AND STAIRS**

- **STAIRS**
  - Wash hands after touching handrail
  - Keep doorways and corridors clear to reduce congestion
  - 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

- **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. See: Occupant Cleaning Guidance.
  - Surfaces to clean and disinfect include: chair arm-rests, light switches, door knobs, etc.

- **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 Practices.
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

- Stay clear of area to allow distancing

- 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.

- Place Don’t Move Furniture Signage near unused furniture

- 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
- COUCH: Remove unneeded furniture
- DOOR: Stay clear of area to allow distancing and avoid congestion
- SINK: Clean high-touch surfaces prior to and after use

**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

**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.

- Place "Keep Right" and "Physical Distancing" signs
- Place "Don’t Move Furniture" sign nearby

**KEEP RIGHT**

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

**CORRIDOR**

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

**PERSON**

- 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
- Keep supplies available to clean and disinfect common surfaces before and after each use. See: Occupant Cleaning Guidance.
RESTROOMS & WATER FOUNTAINS

**SAMPLE Room Layouts**

**RESTROOMS & WATER FOUNTAINS**

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

**WATER FOUNTAINS**
Recommend using to fill bottles or cups only and avoid drinking directly from fountain.

**SIGN**
Place Water Fountain sign centered above bottle filler; otherwise above tallest fountain.

**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.

**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.

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Keep physical distance 6 feet in diameter

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

4800 Square Feet

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

Keep doorways and corridors clear to reduce congestion

Keep corridors clear and stay to the right to minimize contact

Post the following signage as appropriate for the space:

- Cleaning Protocols
- Symptom Tracking
- Physical Distancing

See Signage Guidance.
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

**MAX OCCUPANCY:** 12

- 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
- Use stairs instead of elevator when possible
- 3130 Square Feet
- As shown, example has 12 people at 280 square feet per person

SIGNAGE: Post the following signage as appropriate:
- Cleaning Protocols
- Symptom Tracking
- Physical Distancing
- Keep Right
- Don't Move Furniture
- See Signage Guidance
Supplement space modifications with Smart Restart signage to be used in each space or layout. 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](#)