University of Iowa
Guidelines Supporting COVID-19 for Office Functions

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University of Iowa Campus Planning offers the following guidance related to office planning to be considered in preparing Return to Campus Plans.

General Considerations
- All rooms are unique and must be treated in different ways to maintain social distancing. Each must be evaluated in context with the operational nature of the environment.
- Use visual connectivity to promote teaming and collaboration more so than physical closeness.
- Prioritize the use of space based on its ability to support social distancing. As a general rule, prioritize the use private offices before occupying shared office environments.
- If meetings are necessary, load a room properly. Beside the proper social distancing, assure people entering a room go to the furthest point from the entry and continue to do so until the COVID-19 capacity is met for that room. Unload the room in the opposite order.

Room Capacities
- To calculate an open office room capacity (shared office space) for rooms with 60" or higher separation panels, use 100 ASF per person or station. This provides space for proper circulation.
- To calculate an open office room capacity (shared office space) for rooms without 60" high partitions, use 150 ASF per person or station.
- Circulation routes will impact the options for room capacities. The above areas are used for planning guidelines. The architecture of the room, number of doors, and other unique features may impact the above planning figures. All other recommendations within these guidelines must also be followed.

Circulation
- Circulation patterns within an open office setting impacts on the allowable space utilization.
- When possible, create one-way circulation patterns in large open office environments. These are to be a minimum of 6'-0" wide.
- If two-way circulation patterns are needed, a minimum of 10-0" wide aisles are required.
- When circulation routes within building spaces cannot meet the above guidelines, such as in reception areas, clear partitions/sneeze guards must be installed.
- In spaces that have two doorways, identify one as entry only and one as exit only. If possible, use a counterclockwise circulation starting with these entries to determine path of travel and internal hallways within the room. Assure the internal circulation allows passers to maintain safe social distancing (minimum 6'-0" separation).

Office Stations

- Private offices less that 180 ASF should be used as single occupancy. Anything over 180 ASF can be used for two persons, if and only if, a 60" divider between stations is provided and the door and cubicle locations provide clear 6'-0" pathways to each station.
- Shared office spaces that are have between 3-6 persons should maintain at least 150 ASF per person, regardless of internal circulation. These rooms are too confined to over-populate.
- Establish a strict seating chart with assigned stations or occupancy protocol for large open office environments.
- Reconfigure furniture in open office environments that have over 6 persons, or close the appropriate number of stations, to provide 150 ASF of space per person per room. This is the minimum amount of space needed to allow for appropriate circulation within the room and meet other social distancing requirements.
- In open office environments, where the area per station is less than 150 ASF, use 60" tall partitions to separate occupants. Create of maintain open circulation patterns 10'-0" wide.
- In an open office environment, where the area per station is at least 150 ASF per person, the social distancing shall be defined by a 6'-0" RADIUS so that people within their station have ample room for movement. Thus, spaces without protection such as sneeze guards or tall partitions, must maintain a separation of 12'-0" between each station.

Supporting Diagrams

The supporting diagrams help articulate many of the above recommendations. Contact Campus Planning and Development for additional support or help determining space layouts to support a safe working environment.
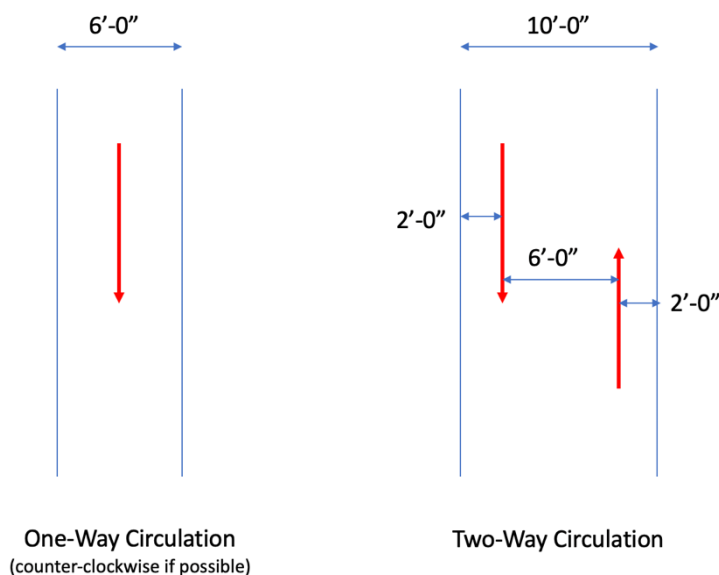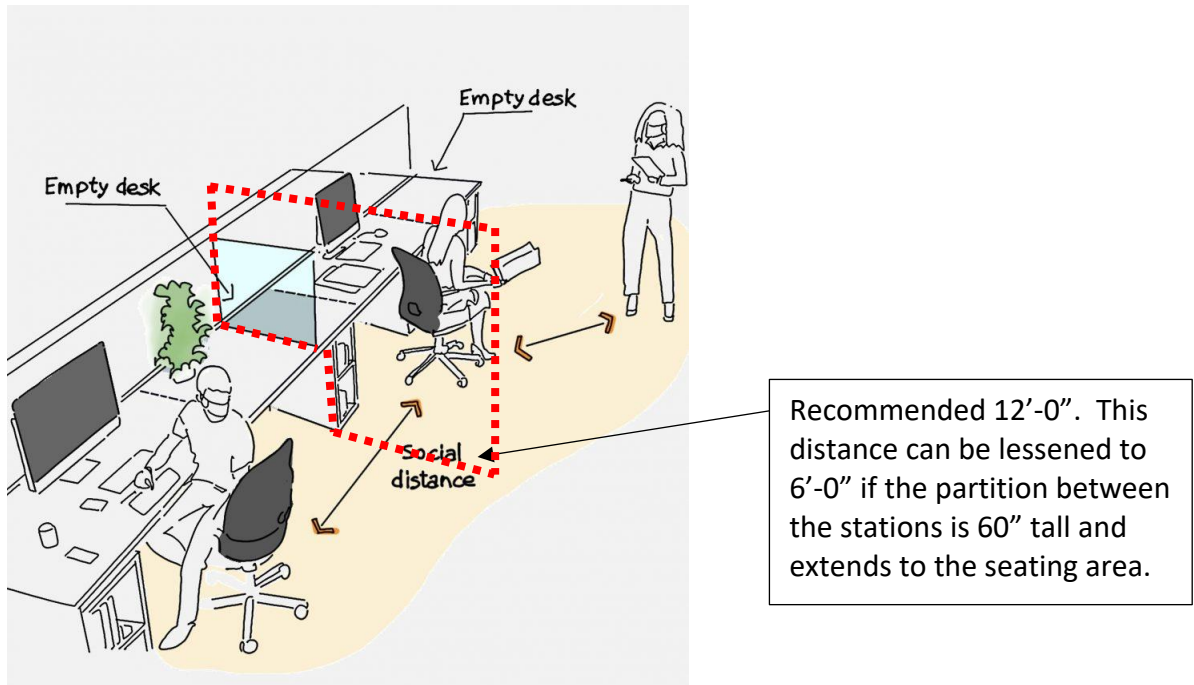

One-Way Circulation
(counter-clockwise if possible)

Two-Way Circulation

Figure 1 - Appropriate circulation patterns within an open office environment.

Empty desk

Empty desk

Social distance

Recommended 12'-0". This distance can be lessened to 6'-0" if the partition between the stations is 60" tall and extends to the seating area.

https://www.propmodo.com/what-does-covid-19-mean-for-shared-office-spaces/

Figure 2 – Station Occupancy Options.

12'-0" walkway (NTS) allows higher station use

6'-0" social distancing

Added partitions or guards

Every other station use, with partitions
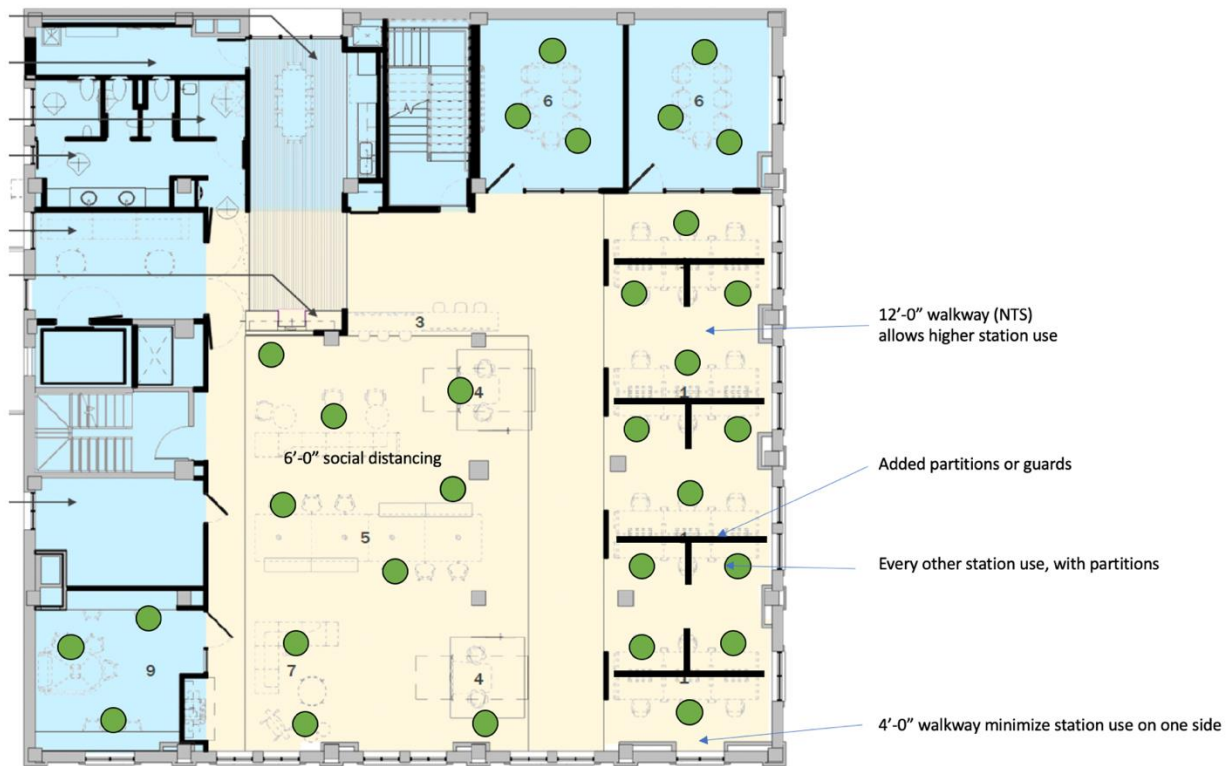
4'-0" walkway minimize station use on one side

Figure 3 – Office layout, safe distancing with cubicle assignments

Employee & visitor health and wellness

- Visitor access & screening
- Temperature screening

Building and office operations

- Building technical readiness evaluations
- Full building safety and compliance risk assessment
- WELL strategy and assessment
- Indoor air quality guidelines
- Energy cost control
- Facility mothballing
- Engineering continuity planning
- Dark building remote monitoring
- JiLL – AI-based digital assistant

Food and beverage

- Food service optimization

Janitorial

- Preventative, reactive and decontamination cleaning
- Enhanced services

Employee health & wellness

- Experience ambassadors
- Welcome back kit
- Well-being toolkit and hub
- Mobility ambassadors
- Progressive workstyle support

Space guidelines and adjustments

- Occupancy re-entry guidelines & policies
- Social distancing strategy & enablement
- Foot traffic management & wayfinding
- Attendance monitoring & self-reporting
- Meeting & collaboration space management
- Variable project delivery services
- Flexible space risk advisory

Mail services

- Amended mail service
- Mail lockers
- Digital mail delivery

www.placetech.net/analysis/jlls-guide-to-preparing-for-office-re-entry/

Figure 4 – Social Distancing in office environments