

Work Spaces – Inserting Distance into Your Work Space

Open Offices:

- If your office is currently set up as an open space with long tables and multiple chairs, removing every other chair (or more) can ensure that employees are seated at least 6 feet apart from each other.
- If your office space consists of several desks in one open area, adding partitions or separating desks (if possible) can further minimize contact and maximize distance between desks.
- If not all employees in your department can work safely at one time, it may be necessary to alternate work schedules with deep cleaning between rotations.

Office Cubicles:

- Partitions between cubicles need to be adequate to block transmission of respiratory droplets through talking, coughing or sneezing.
- If cubicle partitions are low or nonexistent, consider alternating work schedules so all employees are not present at one time. You may also consider moving every other employee to an alternate workspace (unused meeting rooms and conference rooms, etc.)
- The Office of Facilities Planning and Management may be consulted for construction of temporary partitions if no other options are workable.
- If aisles between cubicles are narrow, consider staggering work start times to lessen the flow of traffic during high-traffic times.
- If able, also consider one-way aisles to limit crossing paths with another employee.

Hotel Suites and Shared Workspaces:

If your office has shared workspaces in the form of hotel suites, with multiple employees using the same workstations at varying times, consider using a scheduling system for employees that will allow time for proper cleaning protocols in between shifts and ensure minimal traffic.

Common Areas (workrooms, lobbies, break rooms, etc.)

Workrooms:

Many workrooms are meant for use of multiple persons to access printer/copy machines, mailboxes, extra supplies, etc. Exercise care when using these areas

and place disinfecting wipe containers to the extent that it is possible near commonly used equipment.

- For common areas and high-traffic areas, employees should take note of all the high-touch areas and work to minimize traffic to those areas and/or increase cleaning and sanitizing of those areas.
- Printers/Copiers: Eliminate printing and copying as much as possible to reduce the number of times you must touch the printer. Going paperless might be a good alternative to consider. If you must print, use the secure print function, allowing you to store your print jobs and collect all at one time by typing in your SMU ID number.

Lobbies:

If your lobby does not have to be open to the public, you may consider keeping your door locked to control walk-in traffic and require keys and/or card access to control the number of people coming into and out of your office. Schedule visitors, whenever possible.

If your lobby is open during business hours, use these strategies to enforce social distancing:

- Store away and/or eliminate all equipment and/or supplies meant for common use by the public. This includes communal coffee pots (and accompanying sugar, cream, straws, etc.); pens left in cups for public use; candy jars; magazines; etc.
- Reduce the number of lobby chairs and spread them out.
- Increase signage indicating that your office and lobby are following social distancing guidelines.
- Consider use of floor markers to indicate an appropriate 6-foot distance, should a line or queue form.
- Have a backup waiting area – unused conference rooms, etc. – to reduce lobby crowding.
- Frequently wipe down common areas and surfaces – tables, doorknobs, etc.
- Control the flow of traffic by designating one door as an entrance and one as an exit.
- Schedule visitors, whenever possible.

Break Rooms:

- Use of break rooms for group lunches should be discouraged.
- Coffee stations, water fountains and ice machines should be turned off or disconnected to limit touch points. If they cannot be disconnected and

are still made available, users should wash their hands and clean touch points before and after usage.

- Use of common refrigerators and microwaves should be limited, and touch points cleaned before and after using. Meals brought from home that do not need to be chilled or heated, food delivery services, etc. are encouraged.

Meetings:

- When possible, the continuation of virtual meetings is recommended using OIT-supported options such as Zoom, Skype for Business, Microsoft Teams, etc. Training can be found on OIT's website under the "[Keep Working](#)" section.
- In-person meetings deemed necessary should be scheduled in advance in a space where people can remain at least 6 feet apart.