

Return to Campus: COVID-19 Office Space Guidelines

Version: 1.0

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Northwestern

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Introduction

In support of the ***Welcome Back, Wildcats! COVID-19: Return to Campus Guidelines***, this document provides additional guidance for schools and units leadership in planning for their return to office strategy.

Departments should consult with school/unit Facilities leads when establishing return to work plans.

Office and office support spaces represent nearly 3.3M NASF and 33% at Northwestern. These spaces can be private, semi-private or shared and are oftentimes supported by spaces (i.e., conference rooms, copy areas, work rooms, and mail rooms).

The following guidelines represent Northwestern's current standards for maintaining physical distancing and other strategies to reduce the spread of COVID-19 in the common spaces of campus buildings.

This guidance is subject to change as the Centers for Disease Control and Prevention, Illinois Department of Public Health, and other governing/regulatory bodies update their recommended best practices.

The current version (v1.0) of this document is effective for Northwestern's Re-Entry and remains in effect until superseded by a newer version.

This guidance does not supersede building, accessibility, nor life safety codes. Instead, the guidelines contain recommendations as well as descriptions of safety and health standards established by Northwestern.

Introduction: Guidelines Referenced

- [World Health Organization](#)
- [Center for Disease Control Social Distancing Guidelines](#)
- [Occupational Safety and Health Administration \(OSHA\)](#)
- [Federal Guidelines](#)
- [State Guidelines:](#)
 - [Illinois Phase 4 Guidelines for Reopening](#)
 - [IBHE Safely Launching Academic Year 2020](#)
- [OSHA: Guidance on Preparing Workplaces for COVID-19](#)
- Local Guidelines – [Chicago](#), [Evanston](#)
- [BOMA: Getting Back to Work: Preparing Buildings for Re-Entry Amid COVID-19](#)

Introduction: State/Municipal Office Space Guidelines (*Key Elements*)

Please reference Northwestern's [COVID-19 website](#) for an overview of guiding principles and campus policies.

	Northwestern	State of Illinois	City of Chicago
Current Status		Phase 4: Revitalization: Office Guidelines	Phase 4: Gradually Resume
Density	Evanston: 50% office occupancy Chicago: 25% for all indoor spaces	50% office occupancy	25% for all indoor spaces
Workplace Strategies	<ul style="list-style-type: none"> See Return to Campus Plan Introduction for current guidance 	<ul style="list-style-type: none"> Continue remote work if possible, staggered work schedule (times, workday, work weeks) 	<ul style="list-style-type: none"> If possible, stagger shifts and group individuals into stable cohorts Encourage adoption of phased workdays/ workweeks to reduce space occupancy
Physical Distancing (PD)	<ul style="list-style-type: none"> At least 6' modify traffic flow, one-way traffic (designate entry and exit) 	<ul style="list-style-type: none"> At least 6', modify traffic flow, one-way traffic (designate entry and exit) 	<ul style="list-style-type: none"> Ensure at least 6' of distancing between staff, faculty, and students throughout facilities (e.g., lobbies, rooms)
Gathering Size	<ul style="list-style-type: none"> No more than 50 people w/PD, remove furniture in common spaces, stagger break times 	<ul style="list-style-type: none"> No more than 50 people w/PD, remove furniture in common spaces, stagger break times 	<ul style="list-style-type: none"> No more than 50 people, close areas where PD not achievable, limit capacity to 25% in all indoor spaces including tenant spaces
Offices	<ul style="list-style-type: none"> Follow PD, remote work, discourage shared office spaces and equipment, physical barriers if necessary 	<ul style="list-style-type: none"> Follow PD, discourage shared office spaces and equipment, avoid seating next to and facing each other, maximum occupancy of 50% of office capacity 	<ul style="list-style-type: none"> Follow PD, limit density to adhere PD, Where PD is not achievable install Plexiglas; remove furniture in high density workplaces including shared workspace
Traffic Flow Controls	<ul style="list-style-type: none"> Post visual guidance from buildings to promote social distancing 	<ul style="list-style-type: none"> If practical, modify traffic flow to minimize contact (one-way traffic, designated entrance and exit) 	<ul style="list-style-type: none"> Post visual guidance from buildings and tenants to promote social distancing, CDC guidelines, and traffic patterns that promote social distancing
Shared Workspaces	<ul style="list-style-type: none"> Use of shared workspace is discouraged to maximum extent practical 	<ul style="list-style-type: none"> Use of shared workspace is discouraged to maximum extent practical If practical, avoid seating employees facing each other 	<ul style="list-style-type: none"> Ensure that no shared workspaces are operational, except where social distancing is achievable
Common Spaces	<ul style="list-style-type: none"> Limit the occupancy of common areas/ break rooms to allow for PD of 6-ft or greater by removing/ decommissioning furniture or staggering break times 	<ul style="list-style-type: none"> Limit the occupancy of common areas/ break rooms to allow for PD of 6-ft. or greater by removing/ decommissioning furniture or staggering break times 	<ul style="list-style-type: none"> Restrict access to all common areas, including break-rooms and cafeterias Where possible, remove furniture in common areas to promote social distancing (e.g., lobbies)
Shared Equipment	<ul style="list-style-type: none"> Minimize the use of shared work materials / equipment (e.g., copiers, office supplies) 	<ul style="list-style-type: none"> Minimize the use of shared work materials / equipment (e.g., copiers, office supplies) 	

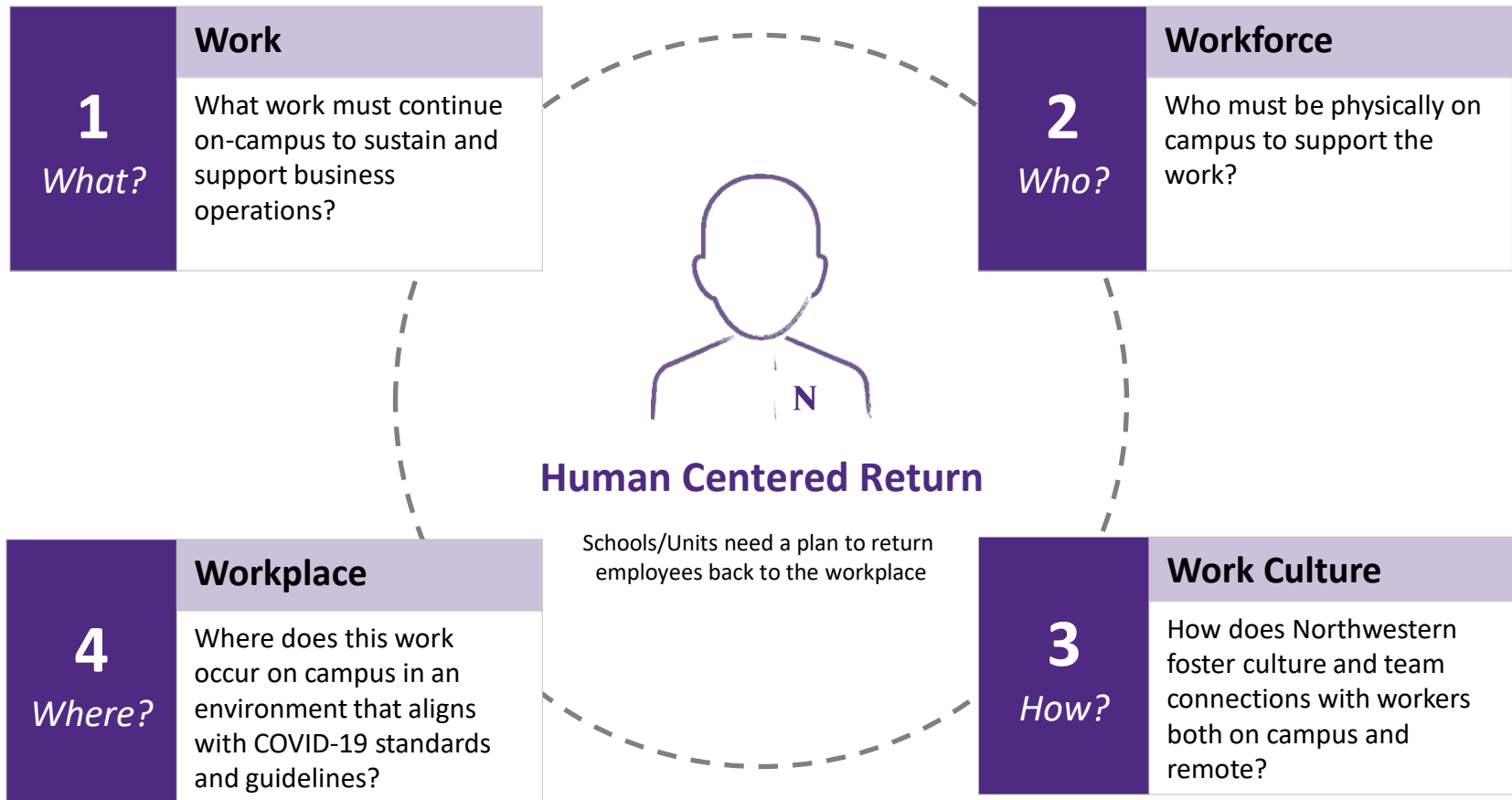
Introduction: State/Municipal Office Space Guidelines (*Key Elements, Continued*)

	Northwestern	State of Illinois	City of Chicago
Entry Access	<ul style="list-style-type: none"> Please see the COVID-19 website for current guidance on health monitoring and building access 	<ul style="list-style-type: none"> Make temperature checks available and encourage their use, conduct in person screening upon entry, mid shift screening (in person or virtually) 	<ul style="list-style-type: none"> Allow access to facilities only for those individuals that have a valid I.D. (which is shown visibly); all staff, faculty, and students must be pre-approved and permitted for essential activities only (e.g., access to computers to complete assignments)
Clean Desk Guidelines	Yes	Yes	-
Cleaning	<ul style="list-style-type: none"> Frequently clean high-touch surfaces –post COVID-19 protocols Keep desk work surfaces clean of paper and other materials Please reference current cleaning standards, here 	<ul style="list-style-type: none"> Frequently clean high-touch surfaces – every 2 hrs., post COVID-19 protocols; remove personal items from desks for easy cleaning, work stations should be cleaned and disinfected by employees at the end of each workday 	<ul style="list-style-type: none"> Clean and disinfect spaces between uses Frequently wash/sanitize bathrooms, doorknobs, light-switches, offices, and other high touch areas Wipe down shared equipment/furniture after use (e.g., tables, chairs, phones, copy machines)
Hygiene	<ul style="list-style-type: none"> Provide hand washing capability or sanitizer to employees Encourage frequent hand washing by employees 	<ul style="list-style-type: none"> Provide hand washing capability or sanitizer to employees and if applicable, customers Frequent hand washing by employees 	<ul style="list-style-type: none"> Provide hand sanitizer at a minimum of one location in the main lobby of the building; employers required to provide hand sanitizer at a minimum of one location at the main entry of the tenant suite
Visual Guidance	<ul style="list-style-type: none"> Post PD signage at entry/exit points and other high-traffic areas, PD and FM requirements 	<ul style="list-style-type: none"> Post PD signage at entry/exit points and other high-traffic areas, PD and FM requirements 	<ul style="list-style-type: none"> Visual signage posted throughout facility regarding hygiene, physical distancing, PPE, and more
Operations	<ul style="list-style-type: none"> Minimize human contact for mail and package distribution, provide PPE, consistent landlord and tenant signage 	<ul style="list-style-type: none"> Minimize human contact for mail and package distribution, provide PPE, consistent landlord and tenant signage 	<ul style="list-style-type: none"> Minimize human contact for mail and package distribution, provide PPE, consistent landlord and tenant signage
Meetings	<ul style="list-style-type: none"> Encourage continued use of tele- and video- conferencing meeting 	<ul style="list-style-type: none"> If practical, use tele- and video- conferencing while at desk 	
Suppliers/Visitors	<ul style="list-style-type: none"> No please see the COVID-19 Website for Northwestern’s Visitor’s Policy 	<ul style="list-style-type: none"> COVID-19 questionnaire, temperature checks, screening at loading docks, maintain a log of all suppliers and visitors, face-coverings, limit contact 	<ul style="list-style-type: none"> Limit access for non-essential visitors
Water Fountains	<ul style="list-style-type: none"> Touchless water bottle refill station only Encourage employees to bring a refillable water bottle from home 	<ul style="list-style-type: none"> Touchless water bottle refill station only 	<ul style="list-style-type: none"> Decommission water fountains, except for touchless water bottle refill stations

Return to Campus Workplace Strategies

Return to Campus Workplace Strategies: Human Centered Return

While the Northwestern community has been remarkable in its collective response to the COVID-19 challenge, our situation has taken a toll on each individual member. Prioritizing a human-centered approach throughout this transition will help ensure a successful return for all. Please reference the [Return-to-Campus Workplace Strategies: Human Centered Return](#) for more guidance.



Return to Campus Planning: Overview

	Steps	Key Considerations
1 <i>What?</i>	Establish the Work	<ul style="list-style-type: none"> Establish a hybrid operating model of on-campus and remote work activities to serve the Northwestern community Prioritize functions that support on-campus: housing, student life, instruction, research, campus operations What work needs to occur on campus?
	What work must continue on-campus to sustain and support business operations?	
2 <i>Who?</i>	Identify the Workforce	<ul style="list-style-type: none"> Identify what workforce must return to support on-campus functions Engage with faculty/staff to determine who can/will be returning and who will be requesting an accommodation
	Who must be physically on campus to support the work?	
3 <i>How?</i>	Address Work Culture	<ul style="list-style-type: none"> Identify what workplace operations and/or business processes must be established or be modified to align with COVID-19 Guidelines and Policies Consider meeting and common space protocols, visitor policies, cleaning protocols, PPE, deliveries, access
	How does Northwestern foster culture and team connections with workers both on campus and remote	
4 <i>Where?</i>	Apply to the Workplace	<ul style="list-style-type: none"> Establish an occupancy strategy for each space that aligns with 6' physical distancing protocols and established density requirements: <ul style="list-style-type: none"> Evanston: 50% occupancy Chicago: 25% occupancy
	Where does this work occur on campus in an environment that aligns with COVID-19 standards and guidelines?	

Workplace Behaviors: Employee

Reference Northwestern's [Return to Campus Policy](#) for guidance on general health and hygiene rules and health reporting requirements. The guidelines below are additional office-related considerations that should be addressed as schools/units return to campus.

		Best Practices	Guidelines, Policies, and Tools
Disinfection	Cleaning Supplies	<ul style="list-style-type: none"> Northwestern has sourced cleaning supplies in support of the COVID-19 response Regular cleaning of spaces; however school/units must also take accountability throughout the day by regularly cleaning high-touch surfaces Units should plan ahead, coordinating the purchase of product to clean: high-touch spaces, work rooms, and equipment 	<ul style="list-style-type: none"> Order Personal Protective Equipment Supplies Consider establishing a cleaning-log tracking the disinfection of high-touch areas throughout the day
	Hygiene	<ul style="list-style-type: none"> Wash hands as soon as practical after touching door hardware (i.e., building entry, stairwell, suite, or office doors) 	
	Hand Sanitizer	<ul style="list-style-type: none"> Consider placing hand sanitizer in high-traffic areas where there is not an immediate water source available (e.g., reception spaces and conference rooms) Units should plan ahead coordinating the purchase of this product 	<ul style="list-style-type: none"> Order Personal Protective Equipment Supplies
	Personal Cleaning	<ul style="list-style-type: none"> Individuals regularly clean high-touch areas, desk surfaces, keyboard/mouse, chair armrests, and light switches Recommend cleaning personal phones regularly and placing them in pockets while in common spaces 	
	Clean Desk	<ul style="list-style-type: none"> Store non-essential items in drawers or remove them from site, allowing custodial staff to properly clean spaces 	<ul style="list-style-type: none"> Clean Desk Guidelines
Food	Food Consumption	<ul style="list-style-type: none"> Wash hands prior to consuming food Staff may consider eating at their office desks; if so, please be sure to take waste to a common area trash/recycle cans Encourage staff to wipe surfaces before and after consuming food 	<ul style="list-style-type: none"> Order Personal Protective Equipment Supplies
	Food from Home	<ul style="list-style-type: none"> Bring self-packed lunches in insulated bags to reduce need for common refrigerators or food delivery to the building 	
	Food Delivery	<ul style="list-style-type: none"> Employees are required to meet food delivery providers outside at designated, delivery point 	
	Food Sharing	<ul style="list-style-type: none"> Discourage sharing of all food 	
	Catering	<ul style="list-style-type: none"> When working with catering companies, encourage individual packaged servings only 	

Workplace Behaviors: Employee (*Continued*)

		Best Practices	Guidelines, Policies, and Tools
Equipment	Computer Equipment	<ul style="list-style-type: none"> Do not encourage shared use of computer equipment unless it can be properly disinfected between uses Encourage thorough cleaning of equipment being brought back into the office from home 	
	Headsets	<ul style="list-style-type: none"> Where needed, provide personal headset for each employee 	
	Phones	<ul style="list-style-type: none"> Do not share office phones 	
Deliveries	Mail	<ul style="list-style-type: none"> Please remind staff that University policy is to not have personal packages delivered to individual offices Discourage use of shared writing tools; use your own pen when signing for packages 	<ul style="list-style-type: none"> Please reference Mail Services for updates and policies

Workplace Behaviors: Equipment

The guidelines below are office equipment considerations that should be addressed as schools/units return to campus.

		Best Practices	Guidelines, Policies, and Tools
Pantry/ Kitchenette	Dinnerware, Drinkware, and Utensils	<ul style="list-style-type: none"> Suspend use of shared dinnerware, drinkware, and utensils Bring from home and personally clean or take home and bringing back to site 	<ul style="list-style-type: none"> Please consider ordering sustainable, disposable supplies where possible.
	Coffee Makers	<ul style="list-style-type: none"> City code requires a smoke detection devise wherever coffee makers are installed Coffee makers are not allowed outside of a breakroom or pantry 	
	Microwaves	<ul style="list-style-type: none"> Microwaves should be cleaned after each use Microwaves are not allowed outside of a breakroom or pantry as city code requires a smoke detection device 	
	Refrigerators	<ul style="list-style-type: none"> Bring self-packed lunches in insulated bags to reduce need for common refrigerators Encourage staff to wipe down after each use 	
	Bottled Water Service	<ul style="list-style-type: none"> Encourage staff to bring their own water bottles from home 	
	Ice Machines	<ul style="list-style-type: none"> Recommend closing ice machines A handheld scoop should not be used 	
Office Equipment	Copy Machines	<ul style="list-style-type: none"> Ensure physical distancing when in use Review manufactures recommendations for disinfecting Recommend using and saving electronic documents whenever possible 	
Business Operations	Supplies	<ul style="list-style-type: none"> Designate one or two people to oversee supply management reducing potential conflicts in tight spaces Minimize the use of shared work materials/equipment such as scissors, tape, pens, three-hole punch, etc. Consider limiting self-serve office supplies and implement a request process 	
Personal Office Equipment	Personal Refrigerators	<ul style="list-style-type: none"> Discourage staff from brining mini-fridges into the office as this puts additional pressure on building electrical loads 	

Workplace Behaviors: Visitors

Reference Northwestern's [Return to Campus Policies](#) for guidance on campus meetings, events and visitors. Currently, external visitors are not allowed in campus buildings until further notice and there are no events targeting visitors or larger cross-sections of the campus community. In-person school/unit meetings are limited to 50 people where 6' physical distancing can occur.

Building upon Northwestern's Return to Campus Policy, schools/units are encouraged to establish local guidelines that can be applied within their own unit.

Key Considerations

- **Assessment:**
 - Review prior visitor logs to understand/address common visitor types for your space
 - Define and communicate what is considered essential face-to-face interactions
 - It is recommended that internal and/or external visitors be welcome by appointment only and all other visitors be turned away
- **For Staff:**
 - Encourage use of virtual meeting platforms for all meetings
 - Establish protocols for unplanned visitors
 - Consider reception needs to implement protocols
 - Staff responsibility to notify receptionist
 - Receptionist empowerment to enact protocols with visitors; may require HR assistance
 - Reference physical barriers for space interventions
- **Communicate to Guests in Advance:**
 - Northwestern policies and guidelines

Office Space Guidelines

Office Space Guidelines Overview

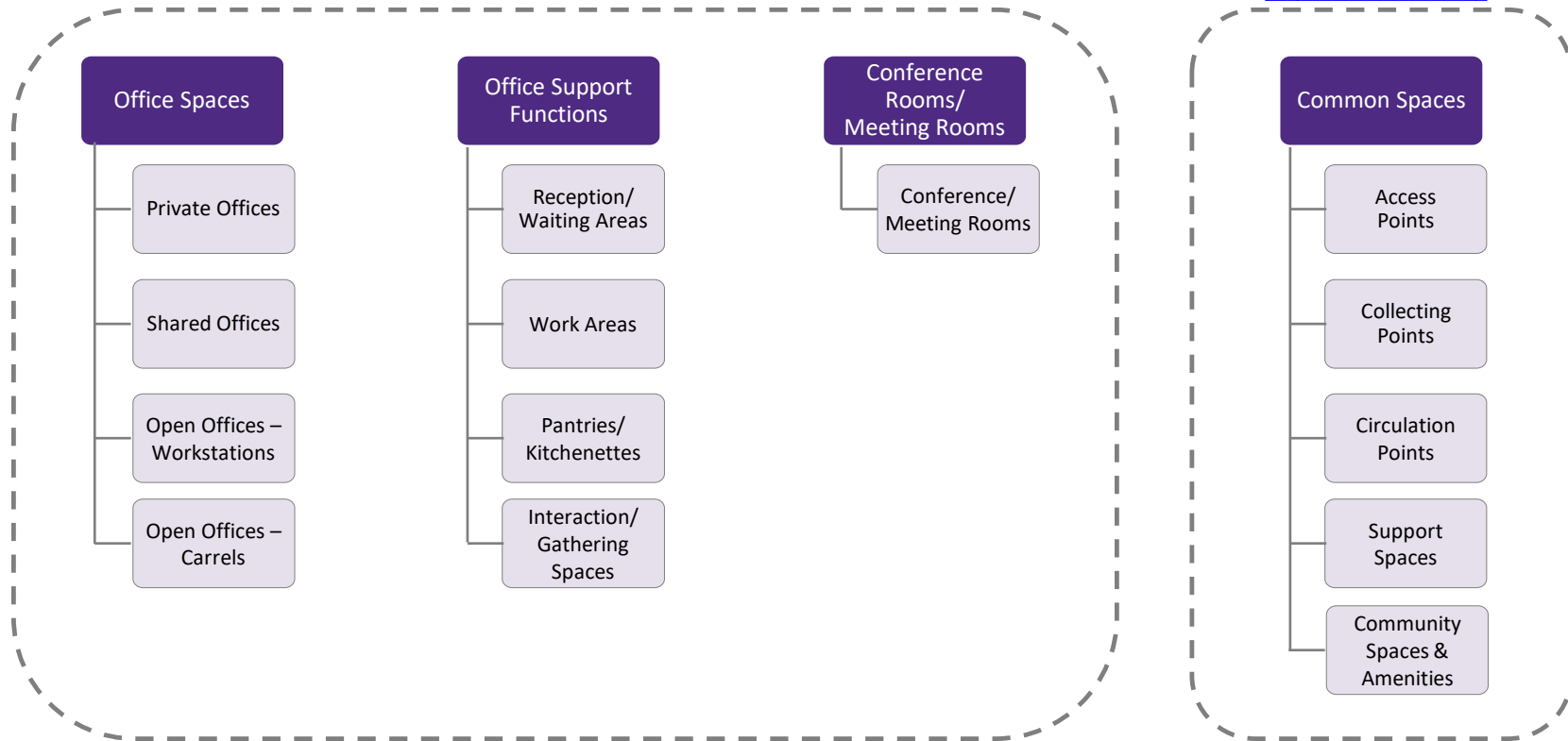
- In alignment with Northwestern's phased return strategy, develop a plan that allows students, faculty, and staff to confidently return to campus with the resources needed to live, learn, and work together
- Center for Disease Control, Physical Distancing
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Avoid contact with others (e.g., handshakes, hugs)
 - Do not gather in groups greater than 10
 - Stay out of crowded places, and avoid mass gathering
- Office Density Guidelines (combined with physical distancing guidelines)
 - State of Illinois - Maximum occupancy of 50% of office capacity
 - City of Chicago - Maximum occupancy of 25% of office density
 - Evanston Campus - Maximum occupancy of 50% of office capacity
- Until social distancing guidelines are lifted, units must plan for reduced office occupancy to ensure the reduction of congestion in:
 - Open and shared work environments
 - Office resources (i.e., copy areas, break rooms, and conference rooms)
 - Building support areas (i.e., elevators, stairwells, restrooms, and circulation areas)

Office Space Guidelines Overview: Spaces Included

The guidelines established are to be applied locally by the schools/units, to the extent feasible, for office spaces and office support functions. These guidelines must link closely to Common Space Guidelines as it relates to building core spaces.

[Return to Campus:
Common Space
Guidelines Include
\(Separate Document\)](#)

Return to Campus: Office Space Guidelines Include



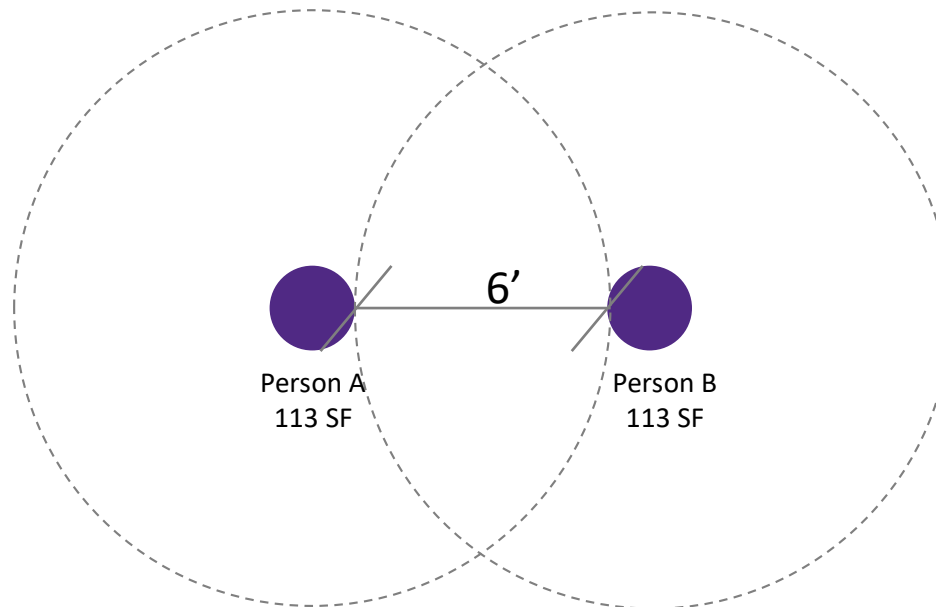
Physical Distancing

Based on 6' physical distancing best practices, evaluate the number of offices, shared offices, workstations and collaboration areas that can be occupied simultaneously. Establish a maximum capacity for each floor to ensure that shared spaces such as restrooms, pantries, and meeting spaces are not overwhelmed.

Physical Distancing Planning Targets:

Evanston: 50% of current office occupancy

Chicago: 25% of current office density



Calculating Occupancy

Step	Identify	Example
1	Identify the building of occupancy	Kresge Hall
2	Identify the Floor	Second Floor
3	<p>Identify the department's assigned office space; this include the following space types:</p> <ul style="list-style-type: none"> ➤ Space Class, 240 & 241: Research Offices ➤ Space Class, 300 Series: Office Spaces <p><i>Note, in most cases (with the exception of Chicago) occupancy of all other spaces are based on 6' physical distancing and the space should not exceed 50 people.</i></p>	Department ABC Space Allocations
4	Within the office space, count the number of existing individual desks (<i>not occupants</i>).	Individual Desk Total: 24 Private Offices: 16 Workstations: 4 Student Desks: 4
5	<p>Multiple the number of existing desks by:</p> <ul style="list-style-type: none"> ➤ 50% in Evanston ➤ 25% in Chicago 	Evanston: $24 * 50\% = 12$
6	Apply 6' physical distancing to all spaces; Remove this number of desks from Step 5 and/or identify alternate work location for these occupants. Consider non-traditional spaces such as conference rooms.	In this scenario, 2 of the workstations and 2 of the students desks cannot be occupied simultaneously due to 6' physical distancing.
Total Occupancy of Department ABC on the Second Floor of Kresge Hall		12 – 4 = 8 Total

Calculating Occupancy – Toolkit and Resources

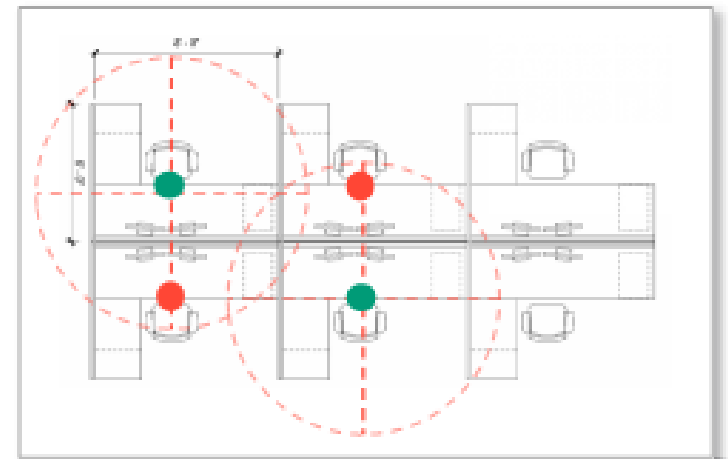
The analysis is focused on stationary positions: workspace assignment, use of enclosed rooms, and key areas of standing congestion. Maintaining a proper distance while moving within and in-between spaces will rely on personal diligence to all protective behaviors

1. Gather a scalable floor plan and occupant information.

This information can be located in Facilities Connect, Northwestern's new web-based portal centralizing Facilities information and services. Please contact [Kevin Grzyb](#) or [Anne McDermott](#) at with any questions related to document access.

2. Establish maximum occupancy for the department and floor, communicate this plan to users, and establish an occupancy monitoring strategy to ensure compliance.

Please reference the established [signage templates](#) for office signage.



Calculating Occupancy, Evanston

Requirement Author	Requirement	Description	Functional Spaces ¹		Physical Distancing	Gatherings Restricted	Target Density	Calculation Methodology
			Description	Included in Calculation				
State of Illinois, Phase 4, Revitalization	School/Unit Occupancy	Office space occupancy identifies TOTAL amount of occupants from your department physically present in the office space on a floor at one time	100s, Classroom Facilities		Yes	All gatherings limited to <10 people	50% Total Desk Count	<i>See Calculating Occupancy</i>
			200s, Laboratory Facilities					
			240, 241: Research Offices	✓				
			300s, Office Facilities	✓				
			400s, Study Facilities					
			500s, Special Use Facilities					
			600s, General Use Facilities					
			700s, Support Facilities					
			800s, Health Care Facilities					
900s, Residential Facilities								
State of Illinois, Phase 4, Revitalization	All Spaces ² <u>Less</u> Office Spaces	Occupancy identified represents TOTAL amount of people physically present in the room at one time	100s, Classroom Facilities	✓	Yes	<50 individuals w/ physical distancing	6' Physical Distancing to Identify Max Occupancy per Space	<ul style="list-style-type: none"> Establish pre-covid existing occupancy count Calculate new occupancy count applying 6' physical distancing
			200s, Laboratory Facilities	✓				
			240, 241: Research Offices					
			300s, Office Facilities					
			400s, Study Facilities	✓				
			500s, Special Use Facilities	✓				
			600s, General Use Facilities	✓				
			700s, Support Facilities	✓				
			800s, Health Care Facilities	✓				
900s, Residential Facilities	✓							

1. Reference Facilities Connect [Space Class Codes](#)

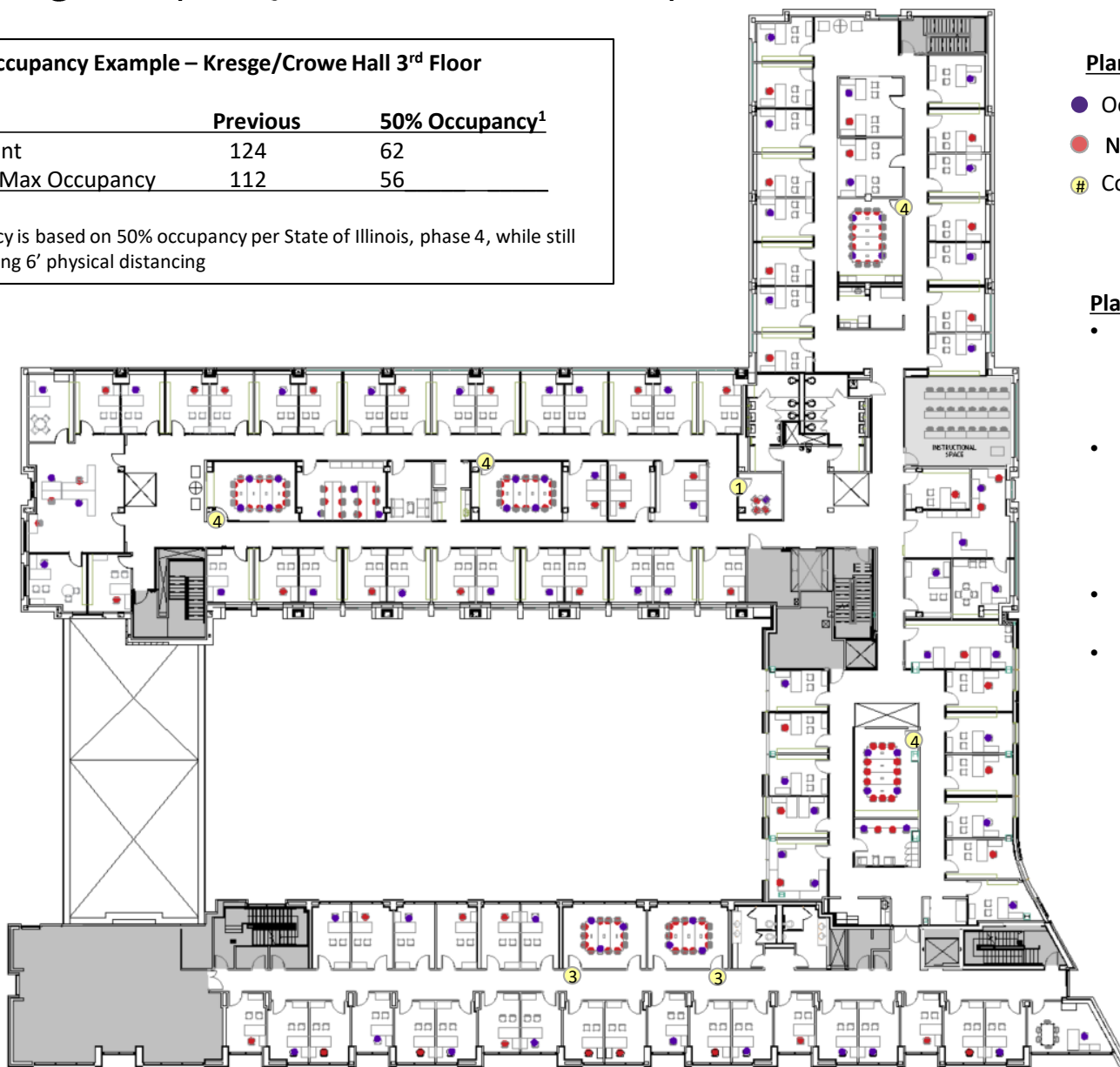
2. Does not include occupancy calculations for: Meetings and Social Events, Indoor and Outdoor Recreation, Indoor and Outdoor Dining, Museums, Theaters and Performing Arts (when not used for instruction), Retail facilities, nor Health and Fitness Centers. The State of Illinois has established individual guidance for these facilities that must be applied.

Calculating Occupancy– Evanston Office Space

Full Floor Occupancy Example – Kresge/Crowe Hall 3rd Floor

Space	Previous	50% Occupancy ¹
Density Count	124	62
Conference Max Occupancy	112	56

- Occupancy is based on 50% occupancy per State of Illinois, phase 4, while still maintaining 6' physical distancing



Planning Key

- Occupied
- Not Occupied
- # Conference Room Limit

Planning Notes

- Occupancy assumes 6' physical distancing can be achieved at all desks and conference rooms
- If 6' physical distance cannot be maintained in conference rooms at 50% occupancy, then, occupancy count drops
- Guest seating will not be used at this time
- Schools and Units may choose to occupy more offices, leaving more open workstations vacant (or vice versa) as long as the 50% occupancy reduction is achieved

Calculating Occupancy, Chicago

Requirement Author	Requirement	Description	Functional Spaces ¹		Physical Distancing	Gatherings Restricted	Target Density	Calculation Methodology
			Description	Included in Calculation				
City of Chicago Phase 3, Cautiously Reopen	School/Unit Occupancy	Office space density identifies TOTAL amount of occupants from your school/unit physically present on-site for your unit at one time	100s, Classroom Facilities		Yes	All gatherings limited to 10 people	25% Total Desk Count	<i>See Calculating Occupancy</i>
			200s, Laboratory Facilities					
			240, 241: Research Offices	✓				
			300s, Office Facilities	✓				
			400s, Study Facilities					
			500s, Special Use Facilities					
			600s, General Use Facilities					
			700s, Support Facilities					
			800s, Health Care Facilities					
			900s, Residential Facilities					
City of Chicago, Phase 3, Cautiously Reopen	Instructional Space Occupancy	Occupancy identified represents TOTAL amount of people physically present in the room at one time	All spaces where Instruction occurs	✓	Yes	<50 individuals w/ physical distancing	25% Total Existing Occupancy Count	<ul style="list-style-type: none"> Establish pre-covid existing occupancy count Calculate new occupancy count at 25% <ul style="list-style-type: none"> ➤ Occupancy Count x 25% ➤ Apply 6' physical distancing to identify what spaces can be occupied
City of Chicago Phase 3, Cautiously Reopen	All Spaces ² <u>Less</u> Office Spaces and Instructional Spaces	Occupancy identified represents TOTAL amount of people physically present in the room at one time	100s, Classroom Facilities	✓	Yes	<50 individuals w/ physical distancing	6' Physical Distancing to Identify Max Occupancy per Space	<ul style="list-style-type: none"> Establish pre-covid existing occupancy count Calculate new occupancy count at 25% <ul style="list-style-type: none"> ➤ Occupancy Count x 25% ➤ Apply 6' physical distancing to identify what spaces can be occupied
			200s, Laboratory Facilities	✓				
			240, 241: Research Offices					
			300s, Office Facilities					
			400s, Study Facilities	✓				
			500s, Special Use Facilities	✓				
			600s, General Use Facilities	✓				
			700s, Support Facilities	✓				
			800s, Health Care Facilities	✓				
			900s, Residential Facilities	✓				

1. Reference Facilities Connect [Space Class Codes](#)

2. Does not include occupancy calculations for: Meetings and Social Events, Indoor and Outdoor Recreation, Indoor and Outdoor Dining, Museums, Theaters and Performing Arts (when not used for instruction), Retail facilities, nor Health and Fitness Centers. The State of Illinois has established individual guidance for these facilities that must be applied.

Calculating Occupancy – Chicago Office Space

Full Floor Occupancy Example – Tarry 8th Floor

Space	Previous	25% Density ¹
Density Count	80	20
Conference Max Occupancy	35	8

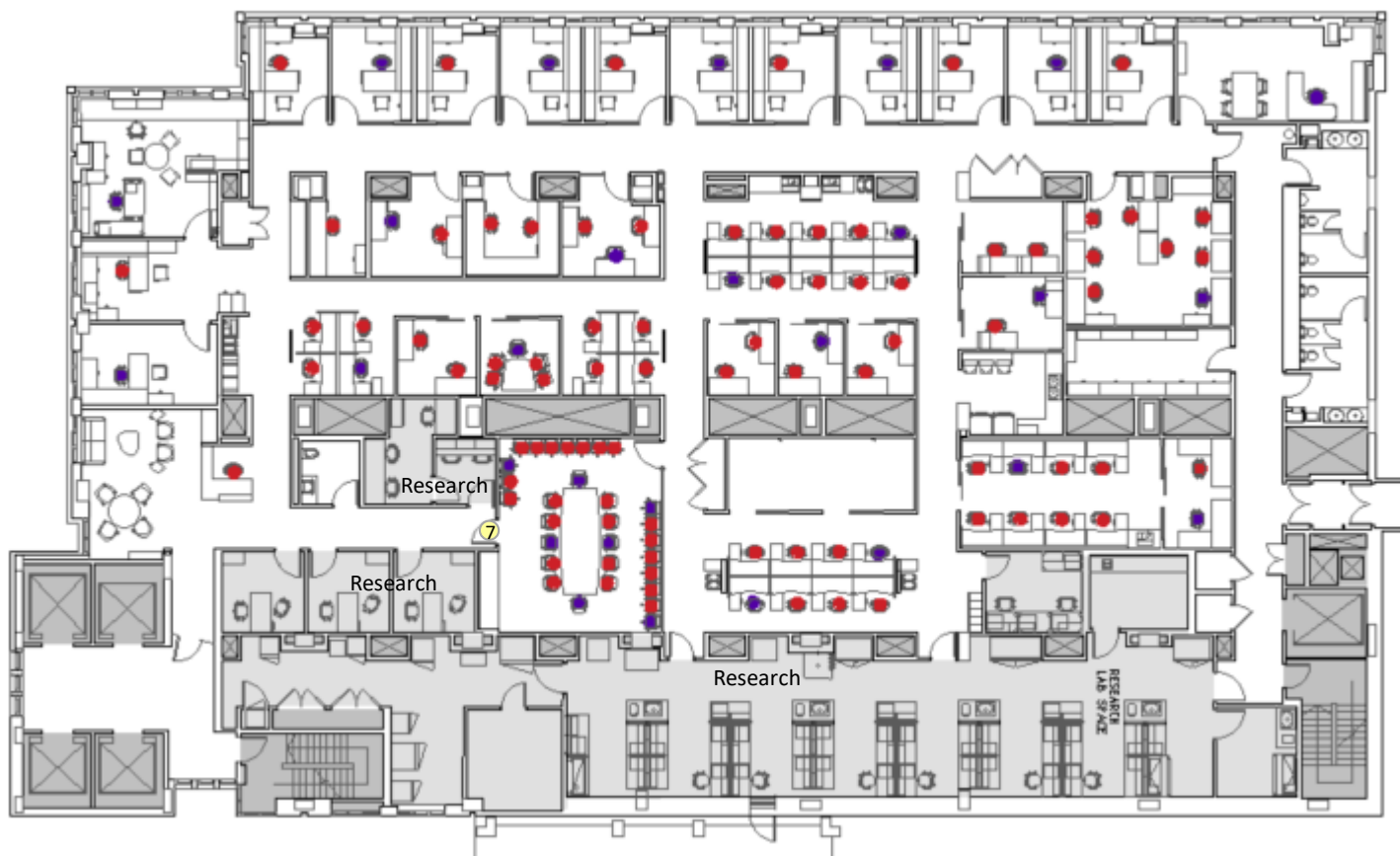
1. Occupancy is based on 25% density per City of Chicago, Phase 4, while still maintaining 6' physical distancing

Planning Key

- Occupied
- Not Occupied
- # Conference Room Limit

Planning Notes

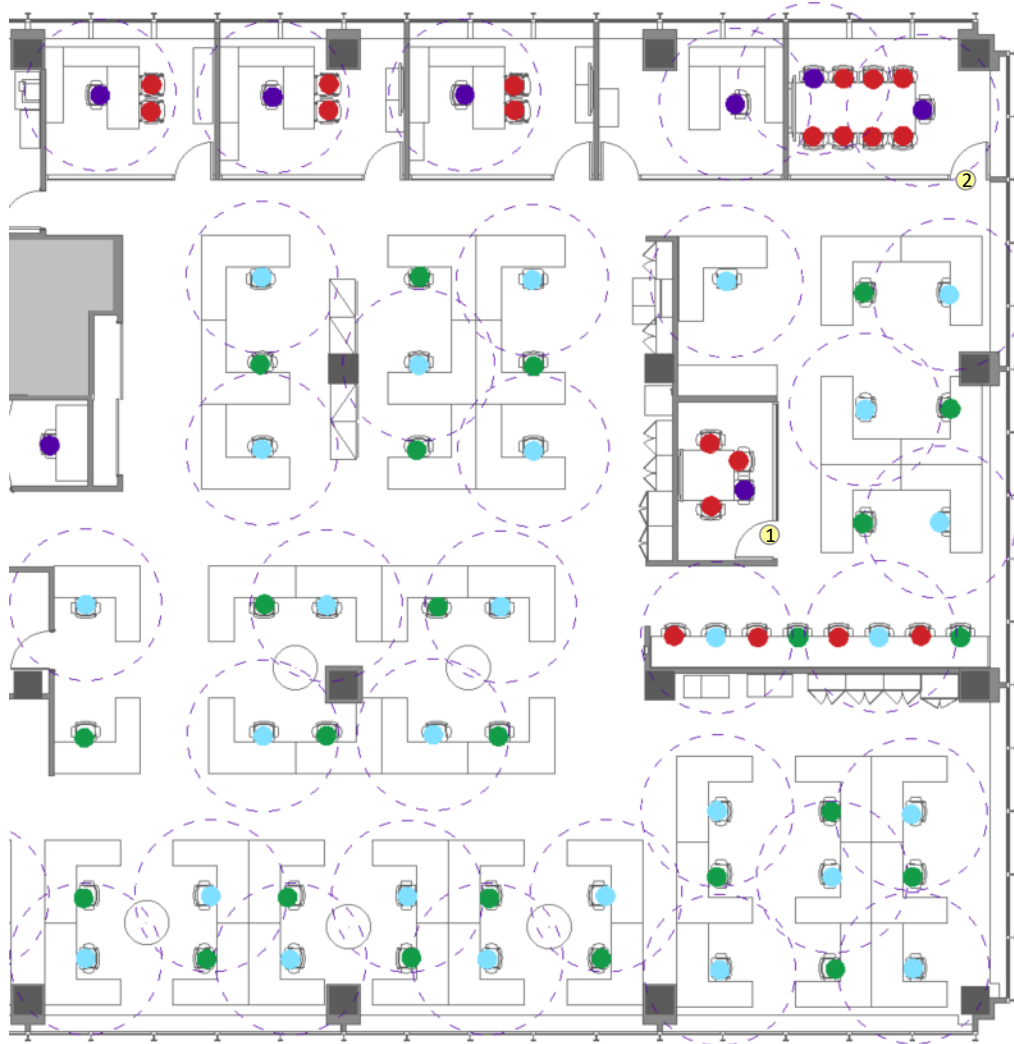
- Occupancy assumes 6' physical distancing can be achieved at all desks and conference rooms
- Guest seating will not be used at this time
- Schools/ Units may choose to occupy more offices, leaving more open workstations vacant (or vice versa) as long as the 25% density reduction is achieved



Calculating Occupancy – Alternate Work Schedules

Workstation Assignment Example – 1603 Orrington Plaza, 2nd Floor (partial)

Schools and Units may choose to review desk locations to offer alternate working days for employees



Planning Key

- Occupied – Full Time
- Not Occupied
- Occupied – Schedule A
- Occupied – Schedule B
- # Conference Room Limit



6' Radius

Planning Notes

- Occupancy assumes 6' physical distancing can be achieved at all desks and conference rooms
- Occupant count will be based on phased return as provided by city and state
- Guest seating will not be used at this time

Space Type Guidelines - Private Offices

A private office is a room where faculty and staff conduct administrative activities in support of their primary objectives. These activities may include: collaboration with a colleague, student advising, tutoring, consultations, client meetings, student support, small group meetings, small classes under 4 people, research and writing, instructional video recording, reference materials and personal libraries, and personal use (wellness, lactation room, visiting children). Given the small size of private offices, physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- | | |
|-----------|--|
| Furniture | <ul style="list-style-type: none"> Consider removing additional furniture or posting signs limiting occupancy |
| Meeting | <ul style="list-style-type: none"> Where possible, choose an alternative place to hold 1:1 interactions, such as in a designated, conference room |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> Required in this space only when there is more than one person and physical distancing cannot be achieved All individuals must be prepared to don a face covering if another person unexpectedly comes within 6' |
|----------------|---|

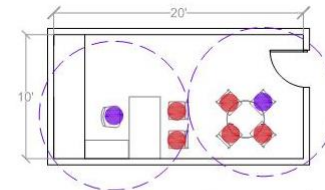
Technology

- | | |
|--------------------|---|
| Computer Equipment | <ul style="list-style-type: none"> In some instances, additional technology equipment may be installed to support virtual instruction, instruction support, and/or video and conferencing requirements |
|--------------------|---|

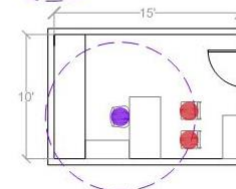
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> Standard custodial cleaning protocols as coordinated with FM by school/unit Place trash containers in corridors for regular disposal |
|--------------------|---|

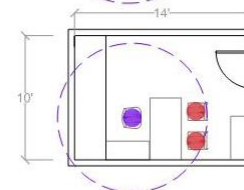
EXAMPLE DIAGRAMS



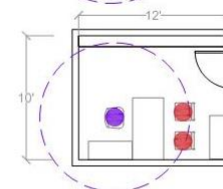
Size: 200 SF
Occupant Count: 2



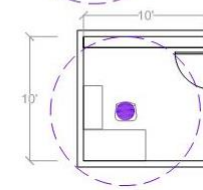
Size: 150 SF
Occupant Count: 1



Size: 140 SF
Occupant Count: 1



Size: 120 SF
Occupant Count: 1



Size: 100 SF
Occupant Count: 1

Space Type Guidelines - Shared Offices

A shared office is a room where staff conduct administrative activities in support of their primary objectives. These activities may include: collaboration with a colleague, consultations, client meetings, student support, research and writing, reference materials and personal libraries, and personal use (wellness, lactation room, visiting children). Given the small size of shared offices, physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- | | |
|-----------|--|
| Furniture | <ul style="list-style-type: none"> Consider removing additional furniture or posting signs limiting occupancy If physical distancing can be achieved, consider orienting staff so that backs are to one-another; reposition monitors so occupants do not face each other |
| Storage | <ul style="list-style-type: none"> If storage is needed, assign dedicated storage to occupants; do not share |
| Meeting | <ul style="list-style-type: none"> Where possible, choose an alternative place to hold 1:1 interactions, such as in a designated, meeting location |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> Required in this space only when there is more than one person and physical distancing cannot be achieved All individuals must be prepared to don a face covering if another person unexpectedly comes within 6' |
|----------------|---|

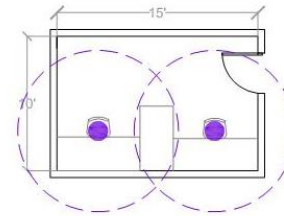
Technology

- | | |
|--------------------|--|
| Computer Equipment | <ul style="list-style-type: none"> In some instances, additional technology equipment may be installed to support virtual instruction, instruction support, and/or video and conferencing requirements Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces |
|--------------------|--|

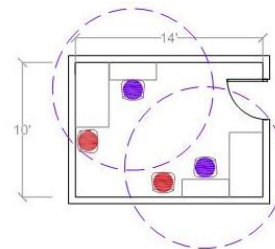
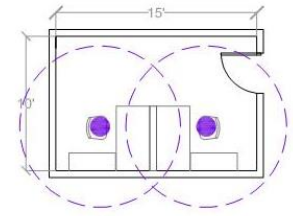
Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> Standard custodial cleaning protocols as coordinated with FM by school/unit Place trash containers in corridors for regular disposal |
|--------------------|---|

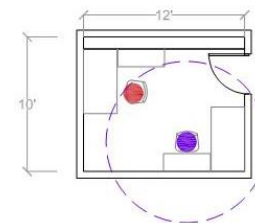
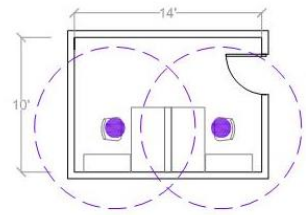
EXAMPLE DIAGRAMS



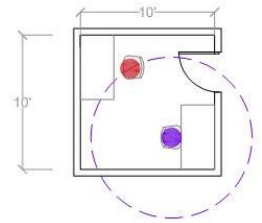
Size: 150 SF
Occupant Count: 2



Size: 140 SF
Occupant Count: 2



Size: 120 SF
Occupant Count: 1



Size: 100 SF
Occupant Count: 1

Space Type Guidelines - Open Offices, Workstations

A workstation is a designated space where staff conduct administrative activities in support of their primary objectives. These activities may include: collaboration with a colleague, consultations, client meetings, student support, research and writing, reference materials and personal libraries, and personal use (wellness, lactation room, visiting children). Given the small size of shared offices, physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- De-Densify
- Identify seats that can be used applying physical distancing guidelines
 - Remove additional furniture and/or monitors to mark unused spaces
 - Re-assign workstations and offices for critical on-site staff
 - If closed, consider repurposing meeting room space for office use; add desks and/or designating sections of the table for designated workspace

- Furniture
- Reorient remaining seating for staff so that backs are to one-another
 - Reposition monitors so occupants do not face each other
 - Do not share work-surfaces

- Seat Assignment
- Seating should remain assigned

- Floor Markings
- Consider marking 6' distance around workstations and other common work areas to ensure staff remain aware of boundaries; especially in high-traffic areas

- Meeting
- Where possible, choose an alternative place to hold 1:1 interactions

Personal Protective Equipment

- Face Coverings
- Required in this space where physical distancing cannot be achieved
 - All individuals must be prepared to don a face covering if another person unexpectedly comes within 6'

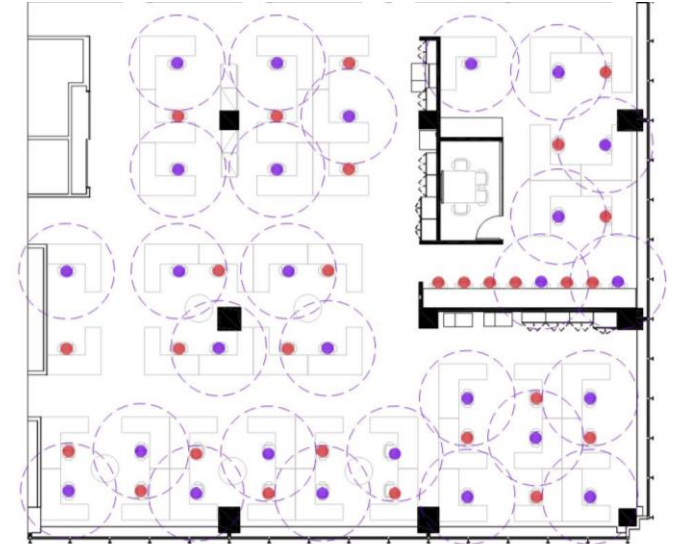
Technology

- Computer Equipment
- Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces

Cleaning

- Custodial Cleaning
- Place trash containers in corridors for regular disposal

EXAMPLE DIAGRAMS



Space Type Guidelines - Open Offices, Carrels

Carrels are small touch-down desks or small cubicles, often spaced close together offer visiting guests, interns, and work study personnel a temporary location to conduct work. Carrels are similar small spaces used for study or quiet work. Given the smaller footprint of hotel desks and carrels, there is a greater density of people per square foot. Physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- De-Densify**
- Identify seats that can be used applying physical distancing guidelines
 - Remove additional furniture and/or monitors to mark unused spaces
 - Re-assign workstations and offices for critical on-site staff
 - Consider repurposing conference/meeting rooms to de-densify workstations

- Storage**
- If storage is needed, assign dedicated storage to occupants; do not share

- Furniture**
- Reorient remaining seating for staff so that backs are to one-another
 - Reposition monitors so occupants do not face each other
 - Do not share work-surfaces

- Seat Assignment**
- Use of shared workspaces, desks, offices, etc. is discouraged to the extent possible
 - Schedule workspaces ahead of time

- Floor Markings**
- Consider marking 6' distance around workstations and other common work areas to ensure staff remain aware of boundaries; especially in high-traffic areas

- Meeting**
- Where possible, choose an alternative place to hold 1:1 interactions

Personal Protective Equipment

- Face Coverings**
- Required in this space where physical distancing cannot be achieved
 - All individuals must be prepared to don a face covering if another person unexpectedly comes within 6'

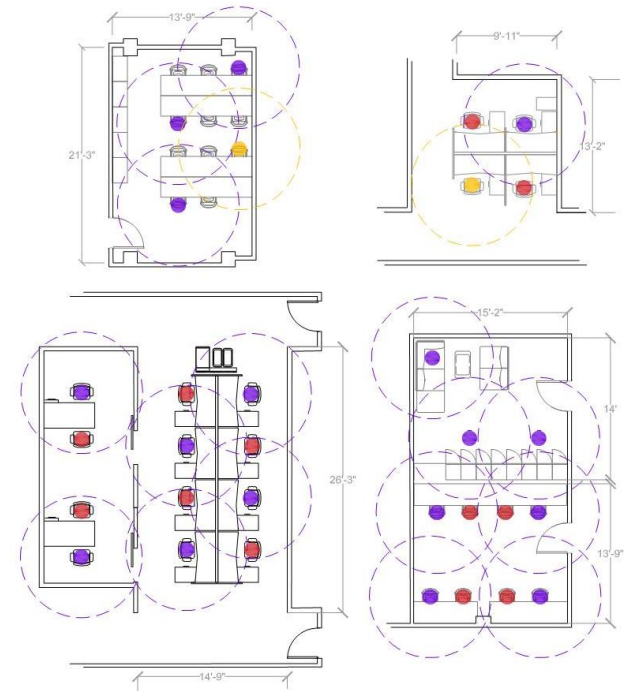
Technology

- Computer Equipment**
- Limit the sharing of objects, such as tools, laptops, notebooks, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces

Cleaning

- Custodial Cleaning**
- If used, ensure thorough cleaning of space before and after each use

EXAMPLE DIAGRAMS



Space Type Guidelines - Reception/Waiting Areas

Reception desks may be building-wide or departmental workstations where building occupants or visitors can check in or receive information. If essential information needs to be distributed, it should be done so through signage or by providing contact information for the appropriate staff person.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

Visitors	<ul style="list-style-type: none"> See Visitor Recommendations, Page 12
Reception Furniture	<ul style="list-style-type: none"> Option 1: Consider installing tape 6' from front of transaction counter encouraging distance. This should be the default solution Option 2: For high traffic areas such as clinical waiting rooms, bookstores, food check-out and/or transaction areas, consider adding a screen; See Barrier Recommendations, pages 34-36
Waiting Area	<ul style="list-style-type: none"> Option 1: Mark off fixed furniture with tape/signage to limit congregating Option 2: Remove unused furniture and space furniture to ensure 6' distancing Clear surfaces of unnecessary items (papers, flyers, etc.)
Floor Markings	<ul style="list-style-type: none"> Consider marking 6' distance around workstations and other common work areas to ensure staff remain aware of boundaries; especially in high-traffic areas
Deliveries	<ul style="list-style-type: none"> Designate location for package delivery Limit delivery personnel to the reception space

Personal Protective Equipment

Face Coverings	<ul style="list-style-type: none"> Receptionist: Not required where physical distancing can be achieved Visitors: Required in this space All individuals must be prepared to don a face covering if another person unexpectedly comes within 6'
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Technology

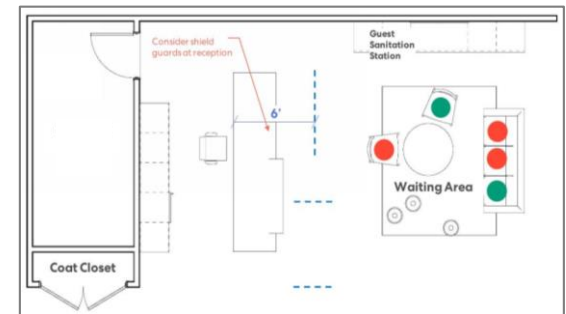
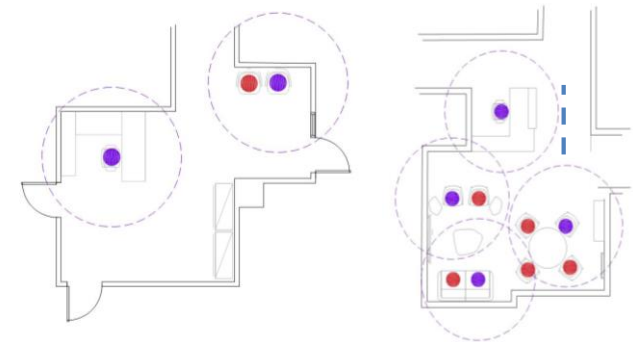
Computer Equipment	<ul style="list-style-type: none"> Limit the sharing of objects including computers, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces
--------------------	--

Cleaning

Custodial Cleaning	<ul style="list-style-type: none"> Standard custodial cleaning protocols as coordinated with FM by school/unit. Recommend regular disinfecting of area
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Hand Sanitizer	<ul style="list-style-type: none"> Place hand sanitizer in space
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EXAMPLE DIAGRAMS



Space Type Guidelines - Work Areas

Work areas such as copy and mail rooms may be situated strategically across a building floor or within individual units or departments. They provide a common location to print, copy, and collate paper as well as store office supplies and collect mail. Physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- | | |
|--------------|--|
| De-Densify | <ul style="list-style-type: none"> • Reduce occupancy of spaces to ensure physical distancing • Post usage guidelines and operational information |
| Entry/Exit | <ul style="list-style-type: none"> • Where possible, identify separate entry and exit doors to avoid congestion • Where practical and allowable by code, prop open interior doors to limit the need to touch door hardware |
| Equipment | <ul style="list-style-type: none"> • Remove all unnecessary equipment from space |
| Floor Taping | <ul style="list-style-type: none"> • Consider taping floor to encourage physical distancing between stations |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> • Required in this space at all times |
|----------------|---|

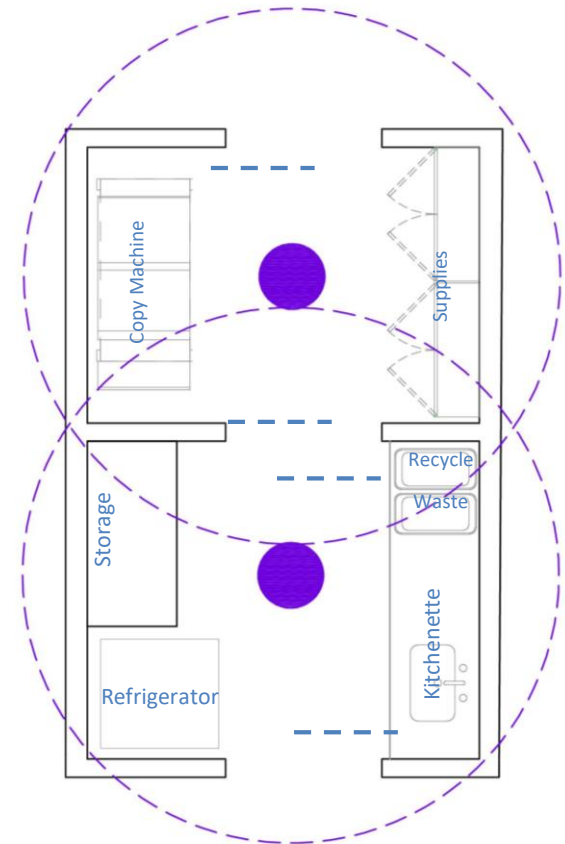
Technology

- | | |
|--------------------|---|
| Computer Equipment | <ul style="list-style-type: none"> • Limit the sharing of objects including computers, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces • Use monitors to remind community of COVID-19 best practices and conference room 'house-rules' |
|--------------------|---|

Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> • Standard custodial cleaning protocols as coordinated with FM by school/unit • Recommend regular disinfecting of area between use |
| Equipment Cleaning | <ul style="list-style-type: none"> • Review manufacturers recommended cleaning protocols to ensure disinfecting of equipment between space |

EXAMPLE DIAGRAMS



Space Type Guidelines - Pantries/Kitchenettes

Pantries and kitchenettes serve the campus community by providing building occupants with food and drink. Food preparation and serving requires special consideration in relation to COVID-19 as well as suitable demand to support operations.

With the exception of the refrigerator, recommend keeping space closed. Only provide coffee and water stations in locations that allow for sanitization, handwashing, and safe waste disposal. Ideally, work to balance employee needs while also reducing need to leave site for food/beverage.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

De-Densify	<ul style="list-style-type: none"> Reduce occupancy of spaces to ensure physical distancing Maintain 6' spacing when queuing for use of amenities Post usage guidelines and operational information
Entry/Exit	<ul style="list-style-type: none"> Where possible, identify entry and exit doors to avoid congestion Where practical and allowable by code, prop open interior doors to limit the need to touch door hardware
Equipment	<ul style="list-style-type: none"> Remove all unnecessary equipment from space Reconsider the use of high-touch appliances (refrigerators, ice machines, microwaves, dishwashers, etc.) or make cleaning supplies readily available
Floor Taping	<ul style="list-style-type: none"> Consider taping floor to encourage physical distancing between stations

Personal Protective Equipment

Face Coverings	<ul style="list-style-type: none"> Required in this space at all times
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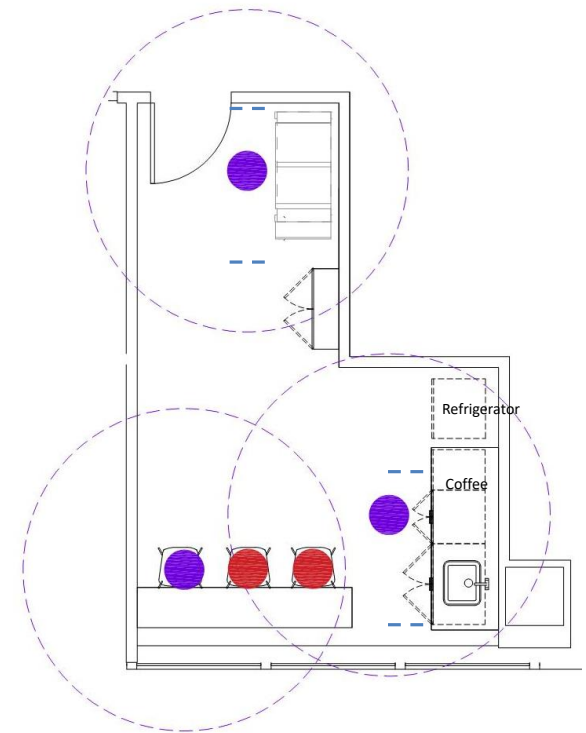
Technology

Computer Equipment	<ul style="list-style-type: none"> Use monitors to remind community of COVID-19 best practices
--------------------	---

Cleaning

Dinnerware	<ul style="list-style-type: none"> Discourage use of shared cutlery, plates, cups, mugs, etc.
Custodial Cleaning	<ul style="list-style-type: none"> Provide disposable hand towels and waste receptacles at all points of service in the pantry or other locations where food & beverages are served Standard custodial cleaning protocols as coordinated with FM by school/unit Recommend regular disinfecting of area between use

EXAMPLE DIAGRAMS



Space Type Guidelines - Interaction/Gathering Spaces

Interaction and gathering spaces such as office lounges and commons and study areas are locations for group gatherings and collaborations within buildings as well as places for reprieve.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- | | |
|------------|---|
| De-Densify | <ul style="list-style-type: none"> • Reduce occupancy of spaces to ensure physical distancing • Maintain 6' spacing when queuing for use of refrigerators, microwaves, coffee makers and sinks • Post usage guidelines and operational information |
| Entry/Exit | <ul style="list-style-type: none"> • Where possible, identify entry and exit doors to avoid congestion • Where practical and allowable by code, prop open interior doors to limit the need to touch door hardware |
| Equipment | <ul style="list-style-type: none"> • Remove all unnecessary equipment from space |
| Furniture | <ul style="list-style-type: none"> • Move loose furniture to storage or stack to limit congregating • Mark off fixed furniture with tape, stanchions, and/or signage to limit congregating |

Personal Protective Equipment

- | | |
|----------------|---|
| Face Coverings | <ul style="list-style-type: none"> • Required in this space at all times |
|----------------|---|

Technology

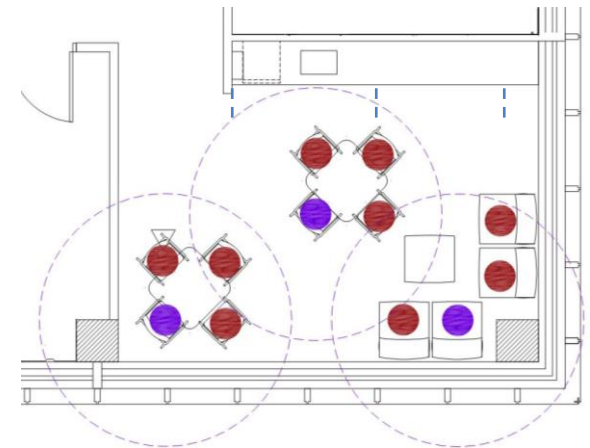
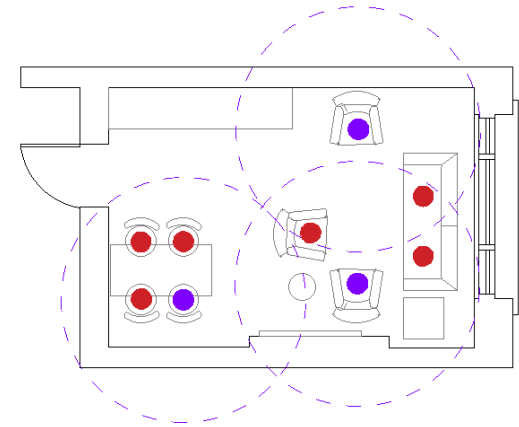
- | | |
|--------------------|---|
| Computer Equipment | <ul style="list-style-type: none"> • Use monitors to remind community of COVID-19 best practices and conference room 'house-rules' |
|--------------------|---|

Cleaning

- | | |
|--------------------|---|
| Custodial Cleaning | <ul style="list-style-type: none"> • Standard custodial cleaning protocols as coordinated with FM by school/unit • Recommend regular disinfecting of area between use |
|--------------------|---|

- | | |
|----------------|---|
| Hand Sanitizer | <ul style="list-style-type: none"> • Place hand sanitizer in space |
|----------------|---|

EXAMPLE DIAGRAMS



Space Type Guidelines - Conference/Meeting Rooms

A conference room or meeting space offers a location for multiple people to collaborate. Conference rooms bring people together, resulting in a greater density of people per square foot. Physical distancing efforts may be challenged and require alternate strategies.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- De-Densify**
- Where physical distancing can occur, limit occupancy to groups <10 people
 - Establish new capacity guidelines for each room
 - Install signage identifying new capacity guidelines and post this at each entrance

- Furniture**
- Remove excess furniture from space
 - Identify approved seating arrangements at table
 - Consider marking tables in meeting rooms with appropriate distance markers

- Entry/Exit**
- Where possible, identify separate entry and exit doors to avoid congestion

- Repurposing**
- Consider repurposing conference rooms for small break-out rooms for instructor and small group tutoring
 - Consider repurposing conference rooms for graduate student over-flow and decanting shared office and open office areas

Personal Protective Equipment

- Face Coverings**
- Required in this space
- Marker Boards**
- Provide individual markers for use by staff; do not encourage sharing

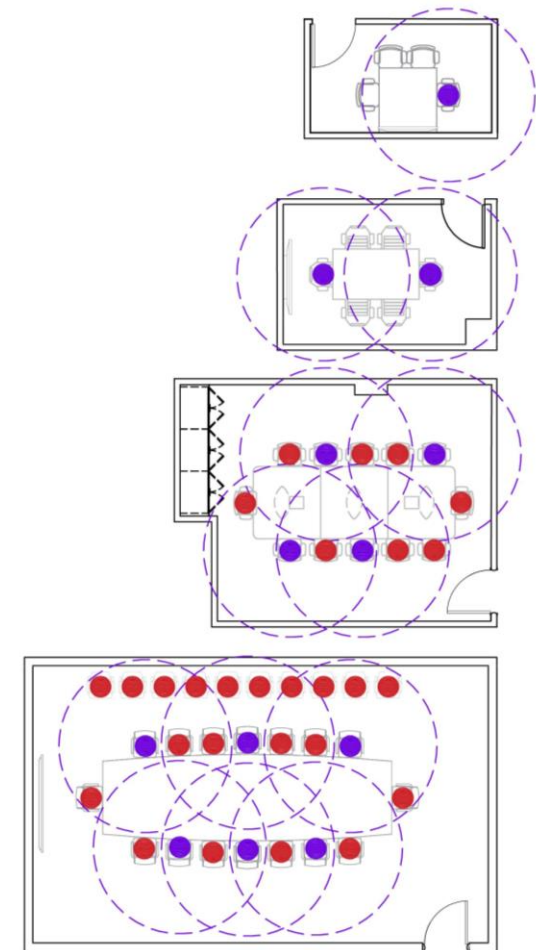
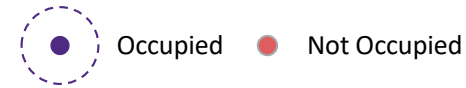
Technology

- Computer Equipment**
- Limit the sharing of objects including computers, telephones, touchscreens, and writing utensils, as well as the touching of shared surfaces
 - Use monitors to remind community of COVID-19 best practices and conference room 'house-rules'

Cleaning

- Custodial Cleaning**
- Standard custodial cleaning protocols as coordinated with FM by school/unit
 - Recommend regular disinfecting of area between use
- Hand Sanitizer**
- Place hand sanitizer in space

EXAMPLE DIAGRAMS



Space Type Guidelines - Office Suite Circulation

Office suite circulation is a passageway which includes corridors and aisles that link building spaces together with a common path of travel.

FUNCTIONAL GUIDELINES & CONSIDERATIONS

Physical Distancing

- De-Densify
- Maintain 6' spacing when circulating through corridors and workstation aisles
 - Where practical and allowable by code, prop open interior doors to limit the need to touch door hardware
 - Minimize passing in two-way in areas where physical distancing cannot be achieved

- Entry/Exit
- Where practical and allowable by code, prop open interior doors to limit the need to touch door hardware
 - Stay to the right when circulating

- Floor Taping
- Where corridor configuration allows for all areas to be accessed, consider marking direction of travel in narrow corridors; especially in high-traffic areas

Personal Protective Equipment

- Face Coverings
- Required in this space at all times

Technology

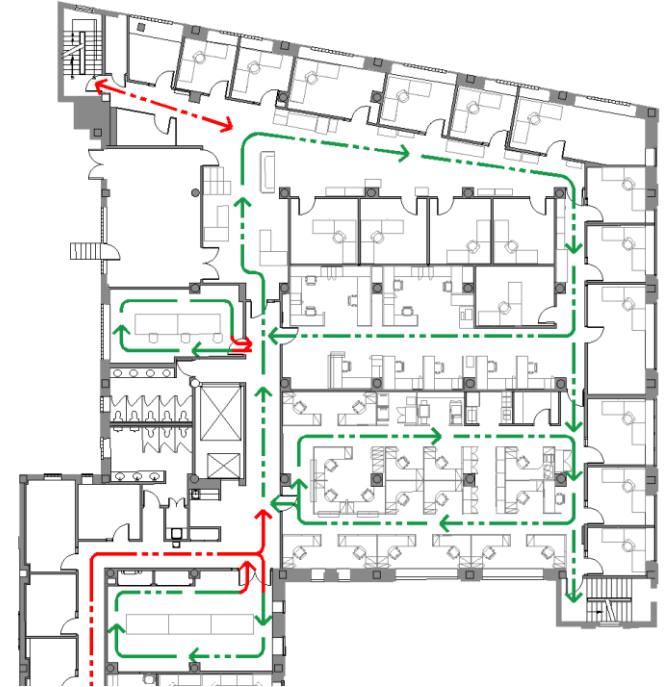
- Computer Equipment
- Use monitors to remind community of COVID-19 office best practices

Cleaning

- Custodial Cleaning
- Standard custodial cleaning protocols as coordinated with FM by school/unit

EXAMPLE DIAGRAMS

- One-Way Circulation
- Two-Way Circulation



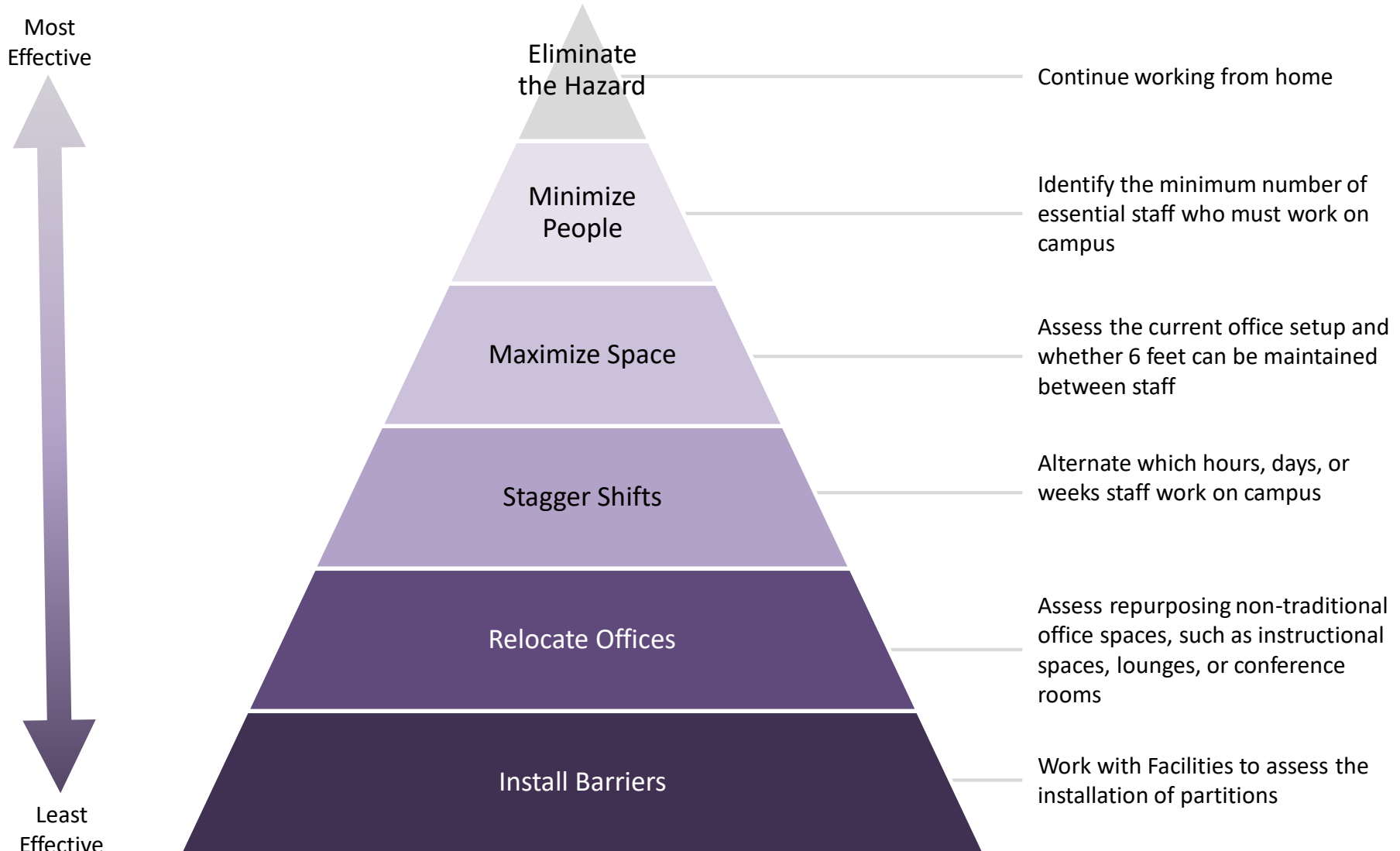
Barrier Assessment

As offices prepare for the phased return to campus, it is essential to ensure all necessary measures have been taken so the University’s Return to Campus [Policy](#) and [Guidelines](#) are followed. Consider Northwestern’s hierarchy of controls for minimizing the potential spread of COVID-19 when assessing your office space.

Step	Task	Yes or No
1	<p>Can your staff continue to effectively work from home without being in the office?</p> <p>If yes, have them continue working from home.</p> <p>If no, determine the minimum number of essential personnel you need in order to continue operations, have the rest continue working from home, and continue to Step 2.</p> <p>Note: Remember to follow the guidance on how many people can return to an office: 50% of normal capacity (Restore Illinois: Phase 4) and 25% of normal capacity (City of Chicago: Phase 4).</p>	<p>If 'No' go to next step</p>
2	<p>For staff who will be on campus, work with the facilities lead within your school/unit to assess your current office, and determine if you can utilize the space/workstations available to maintain at least 6 feet of distance between each person in the office.</p> <p>If yes, consider taping-off workstations between staff leaving and them vacant. If no, continue to Step 3.</p>	
3	<p>Can you stagger shifts (i.e., alternating which staff come in which hours/days/weeks) to ensure 6 feet can be maintained between staff?</p> <p>If yes, create a schedule and ensure staff adhere to it to meet state and local capacity guidelines and social and physical distancing guidelines. If no, continue to Step 4.</p>	
4	<p>Can you relocate staff into non-traditional spaces (i.e., conference rooms, meeting spaces, lounges, or instructional spaces) for office use? If your current school/unit space allocations cannot accommodate the number of people who need to be working from it while maintaining 6 feet of distance, work with campus partners to assess opportunities for alternative workspaces.</p> <p>If yes, utilize the additional space so staff can work at least 6 feet from each other. If no, continue to Step 5.</p>	
5	<p>If alternative space cannot be located, submit a Space Evaluation/Modification Request to the Business Recovery Workgroup to assess the installation of partitions to prevent exposure of staff to others who must work in close proximity to them (i.e., at reception desks, retail areas).</p> <p>Note: Departments are responsible for the costs associated with the purchase and installation of partitions</p>	

Workplace Strategies & Physical Planning

Hierarchy of Controls in Offices



Office Space Guideliens Contributors

Name	School/Unit
Elizabeth Hitchcock	Libraries
George Langford	Pritzker
Mark Francis	Provost Office
Jim McKinney	Facilities
Deirdre Dennett	McCormick
Angela Williams	Facilities
Joel Trammel	Weinberg
Karin Schmidt	Human Resources
Gwen Butler	Risk Management
Lesley Lundeen	Human Resources
Dan McCrudden	Kellogg
Carrie West	Facilities
Steve Matz	Research
<i>Facilities Planning Staff Support</i>	<i>Heidi Kirar, Maggie Dougherty</i>
<i>Return to Work Support</i>	<i>Noel Davis, Gabrielle Villard, Elmer Almachar</i>