Guidelines for Safe Lab Re-Occupancy

How many people could come back into the workspace safely?
The 2 metre or 6 feet physical distance measure is the only current guideline to help determine how many people can safely occupy a workspace.

Approach for Physical Distance Analysis

- Analysis is focused on stationary positions at a workspace, in an enclosed room, and in key areas of standing congestion.
- Maintaining a proper distance while moving within and between spaces will rely on personal diligence to practicing all protective behaviors.
- Ideally, maintain 2m/6 ft physical distancing while moving around the lab and around equipment.
- Visual guidance for distancing should be placed on stationary objects (i.e. work surfaces, tables, floor) and not on mobile objects such as chairs or movable furniture.
- Enclosed rooms should have clear guidance regarding the room’s maximum capacity posted on the door.
- If possible, analyze your floor plan using a program that allows scaling and measuring of objects.
- Using floor plans, identify the rooms and maximum occupants for space. This may include labs, support spaces, single offices and shared graduate student offices/workstations.

HINT: On UBC keyplans, a single door opening is roughly 3 ft. Double that distance to use as a 6ft guide. Since it is slightly less than 2m, err on the side of caution and in tight situations be sure to follow up with actual measurements. See Diagram 1

Diagram 1 – Estimating 6 feet in Keyplans

Steps for Physical Distance Analysis

- Create a 6 ft or 2m radius circle around a central point to use as a guide.
- Place the center of the circle on the center edge of the stationary object e.g. workstation, and replicate for all spaces.
- Analyze enclosed rooms by placing a 2m or 6 ft radius circle at each work location around the room, then indicate the maximum room occupancy on the door.
- Create lines that represent 2m or 6 ft separation for use in queues, starting with the point of interaction and spacing outward.

1 Road Map for Return, Guidance for a return to the office during COVID-19, Perkins and Will 2020.
Diagram 2 – Analyzing Bench Spaces

Diagram 3 – Analyzing Workstations & Offices

Diagram 4 – Analyzing Shared Spaces

If you need assistance with calculating occupancy based on physical distancing, please contact learning.spaces@ubc.ca.