

# Space Analysis & Re-Occupancy Planning Tool

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# Road Map for Return

Guidance for a return to the office during COVID-19



# How many people could come back into the office safely?

- There are *currently* **no guidelines** on how many **people** to phase into the office beyond the 2m (6 ft) distance measure.
- Based on distance, evaluate the number of workstations and collaboration **seats that can be occupied simultaneously\***.
  - # workstations @ 2m (6 ft)
  - + # private offices
  - + # collab seats @ 2m (6 ft) re-purposed as work seats
  - 
  - = **maximum** capacity
- Establish a **maximum capacity** for each floor to ensure that shared spaces such as restrooms, pantries, and meeting spaces are not overwhelmed.

\*details under [Physical Distance Analysis](#)



# How many people should come back into the office initially?

- Once you have a maximum capacity per floor, then **set an initial target capacity** as a percentage of that maximum.
- Be conservative. There are more risks than benefits for maximizing capacity.
- You will likely **adjust the space and your protocols** after the initial return.
- 20% to 40% of your maximum capacity per floor may be a good range to test new measures before increasing the office population.





# Physical Distance Analysis

# Approach for Physical Distance Analysis

- 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.
- 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 about the **maximum capacity posted on the door**.



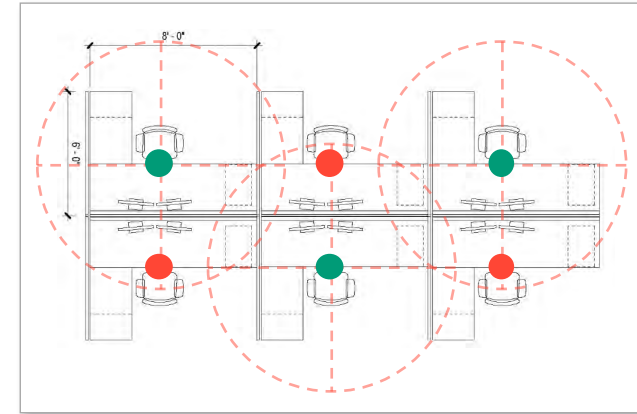


# Steps for Plan Analysis

1. Analyze your floor plan using a program that allows scaling and measuring of objects.
2. Create a 2m (6 ft) radius circle around a central point to use as a guide.
3. Place the center of the circle on the center edge of the stationary object (workstation, meeting table) and replicate for all spaces.
4. Analyze enclosed rooms by placing a 2m (6 ft) radius circle at each work location around the room, then indicate the maximum room occupancy on the door.
5. Create lines that represent 2m (6 ft) separation for use in queues, starting with the point of interaction and spacing outward.

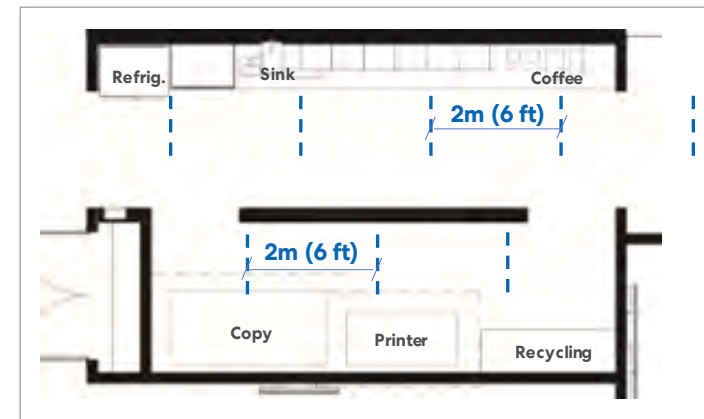
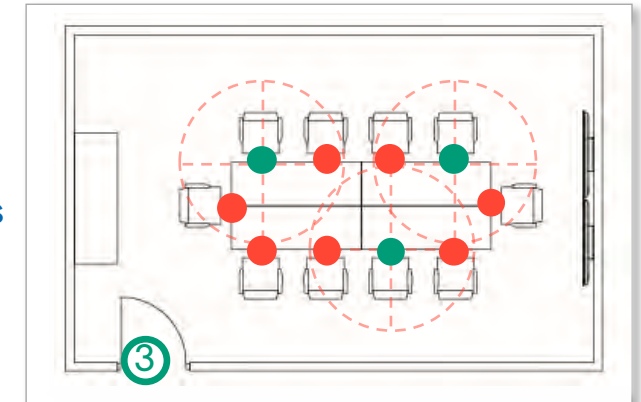
## Planning Key

- Workspace that can be occupied
- Workspace unavailable
- # Limit of people in an enclosed room
- - - 2m (6 ft) distance guidance floor line
- ⊕ 2m (6 ft) radius



Workstations

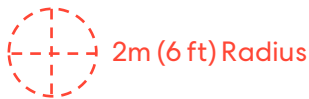
Enclosed Rooms



Shared Amenities

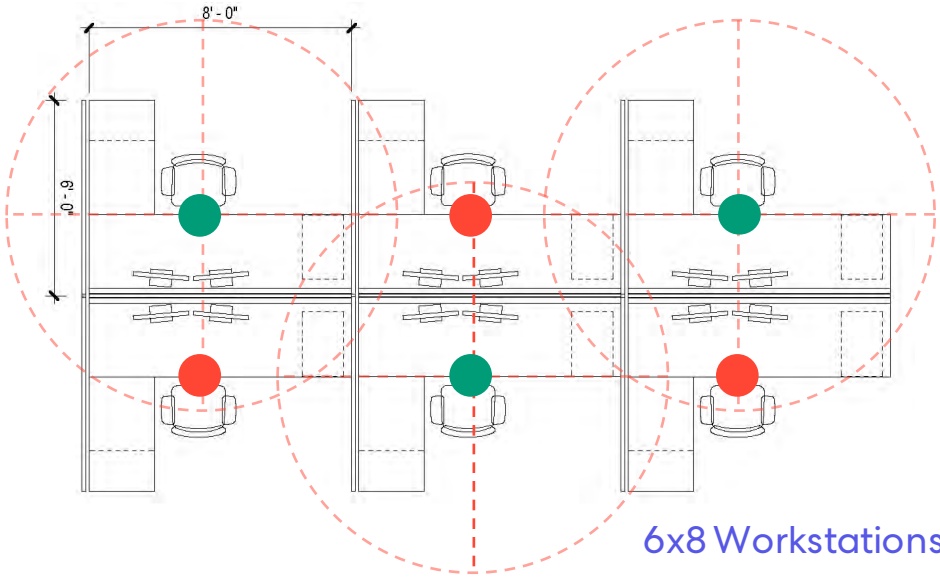
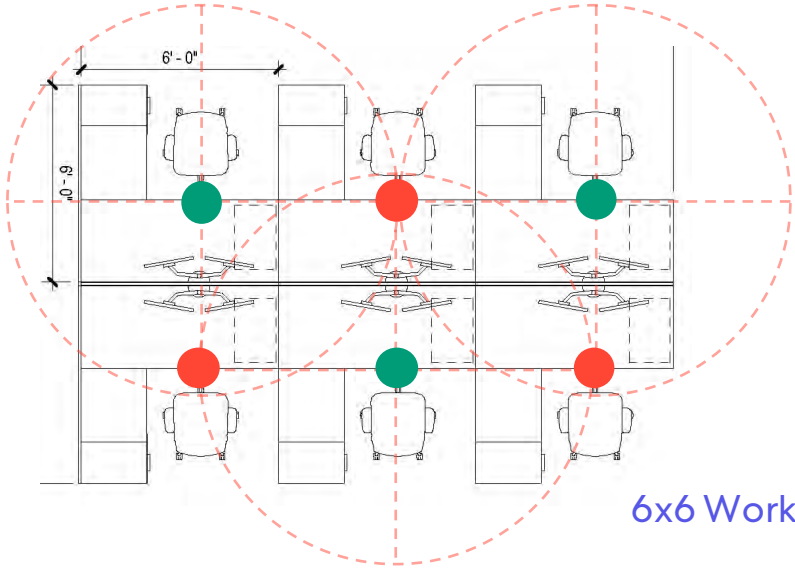
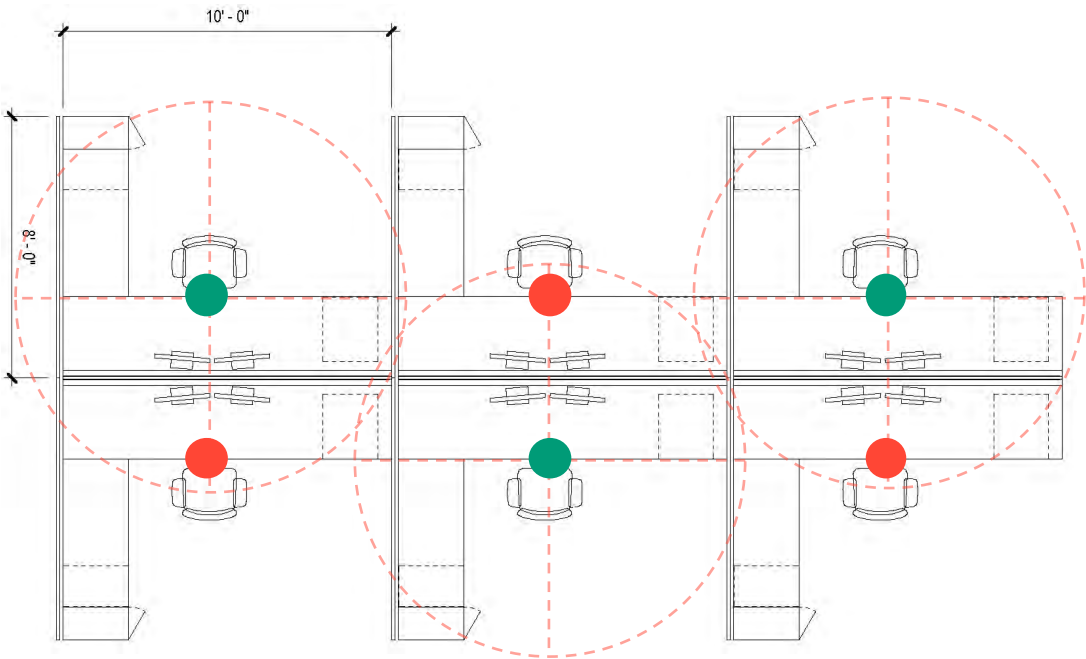
# Physical Distance Analysis – Workstation Examples

- Occupy
- Unavailable
- # Room Limit
- 2m (6 ft) guide



2m (6 ft) radius circle is placed at a practical stationary work position (**chair location will vary on plans**)

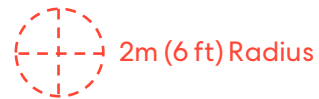
Diagrams shown are reference examples.  
Analysis of your specific furniture may differ.





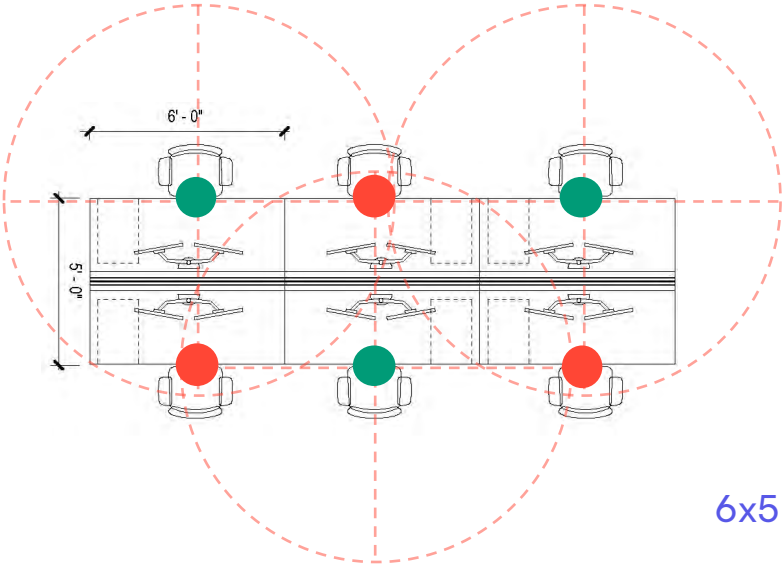
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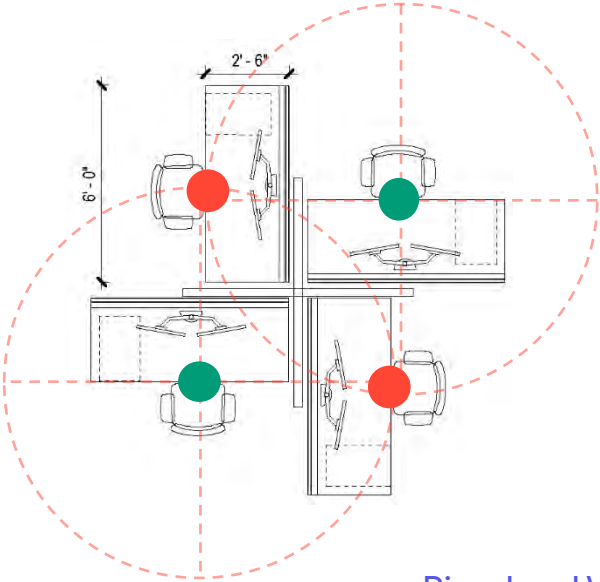


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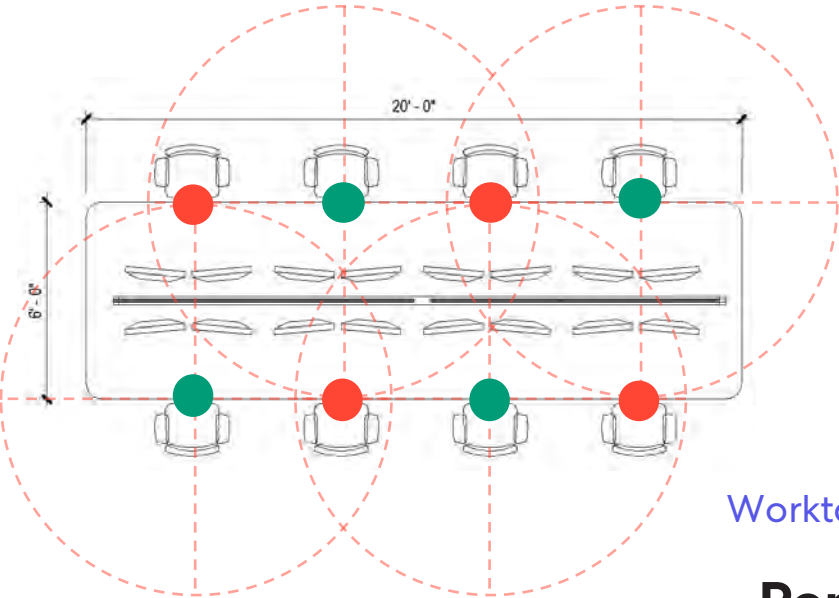
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6x5 Benching



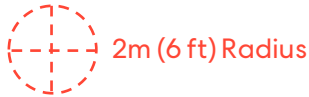
Pinwheel Workstations



Worktable

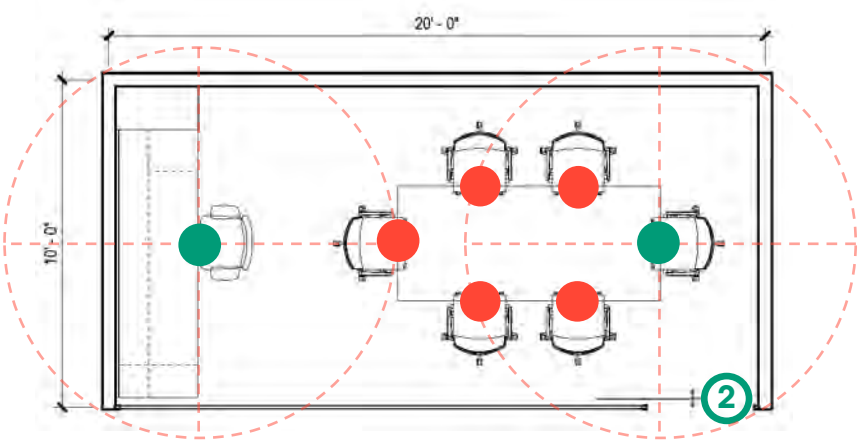
# Physical Distance Analysis – Private Office Examples

- Occupy
- Unavailable
- Ⓜ Room Limit
- 2m (6 ft) guide

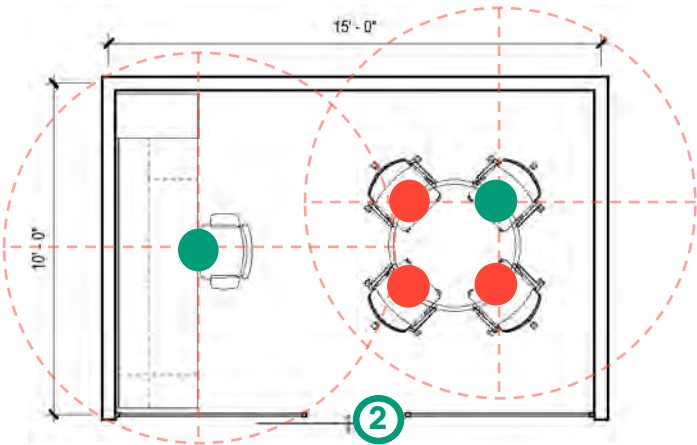


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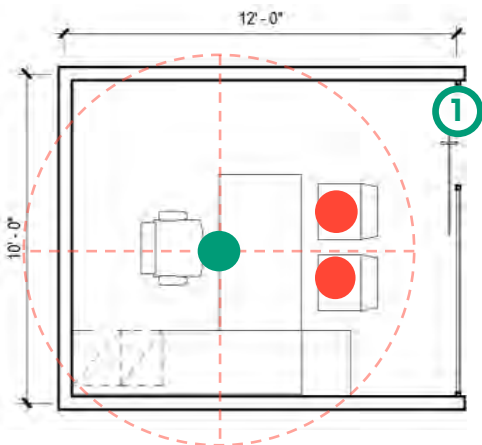
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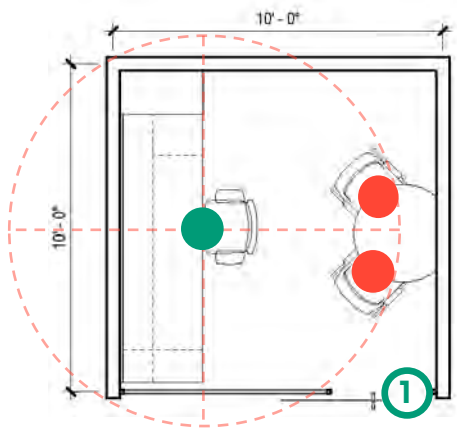
200 SF Office



150 SF Office



120 SF Office



100 SF Office



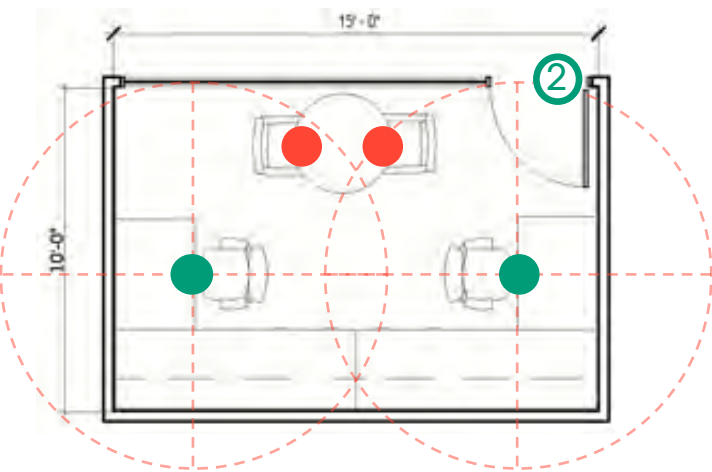
# Physical Distance Analysis – Private Office Examples

- Occupy
- Unavailable
- ② Room Limit
- 2m (6 ft) guide

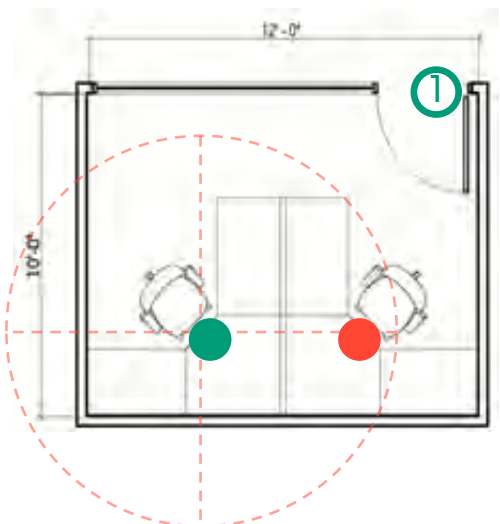


2m (6 ft) radius circle is placed at a practical stationary work position (**chair location will vary on plans**)

Diagrams shown are reference examples.  
Analysis of your specific furniture may differ.



150 SF Shared Office



120 SF Shared Office

# Physical Distance Analysis – Access to Workstations

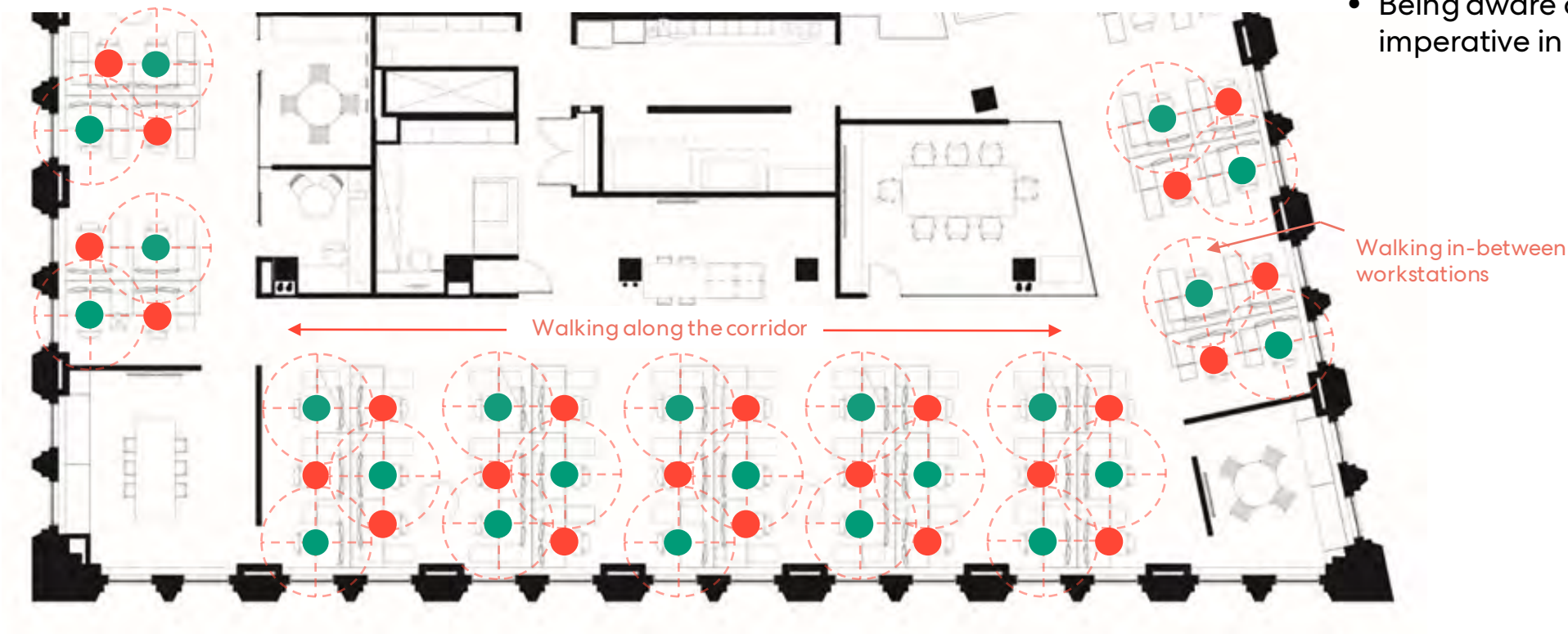
- Occupy
- Unavailable
- Ⓝ Room Limit
- 2m (6 ft) guide



2m (6 ft) radius circle is placed at a practical stationary work position (**chair location will vary on plans**)

Diagrams shown are reference examples. Analysis of your specific furniture may differ.

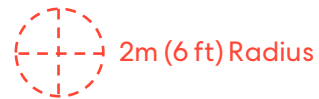
- Maintaining a 2m (6 ft) distance when walking in between back-to-back workstations is a challenge.
- Maintaining a 2m (6 ft) distance while walking along a corridor is a challenge.
- Being aware of your surroundings is imperative in these situations.





# Physical Distance Analysis – Alternating Days Approach

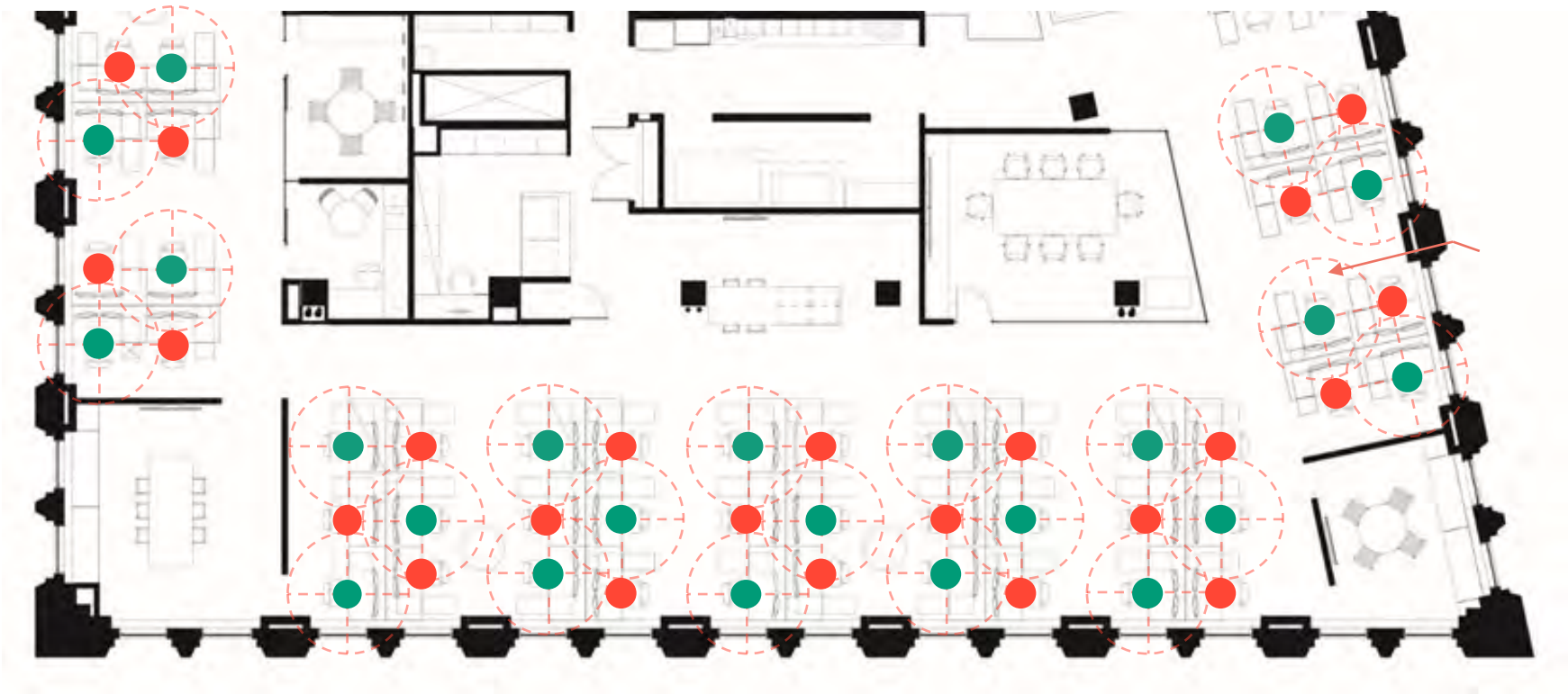
- Group A
- Group B
- # Room Limit
- 2m (6 ft) guide



2m (6 ft) radius circle is placed at a practical stationary work position (**chair location will vary on plans**)

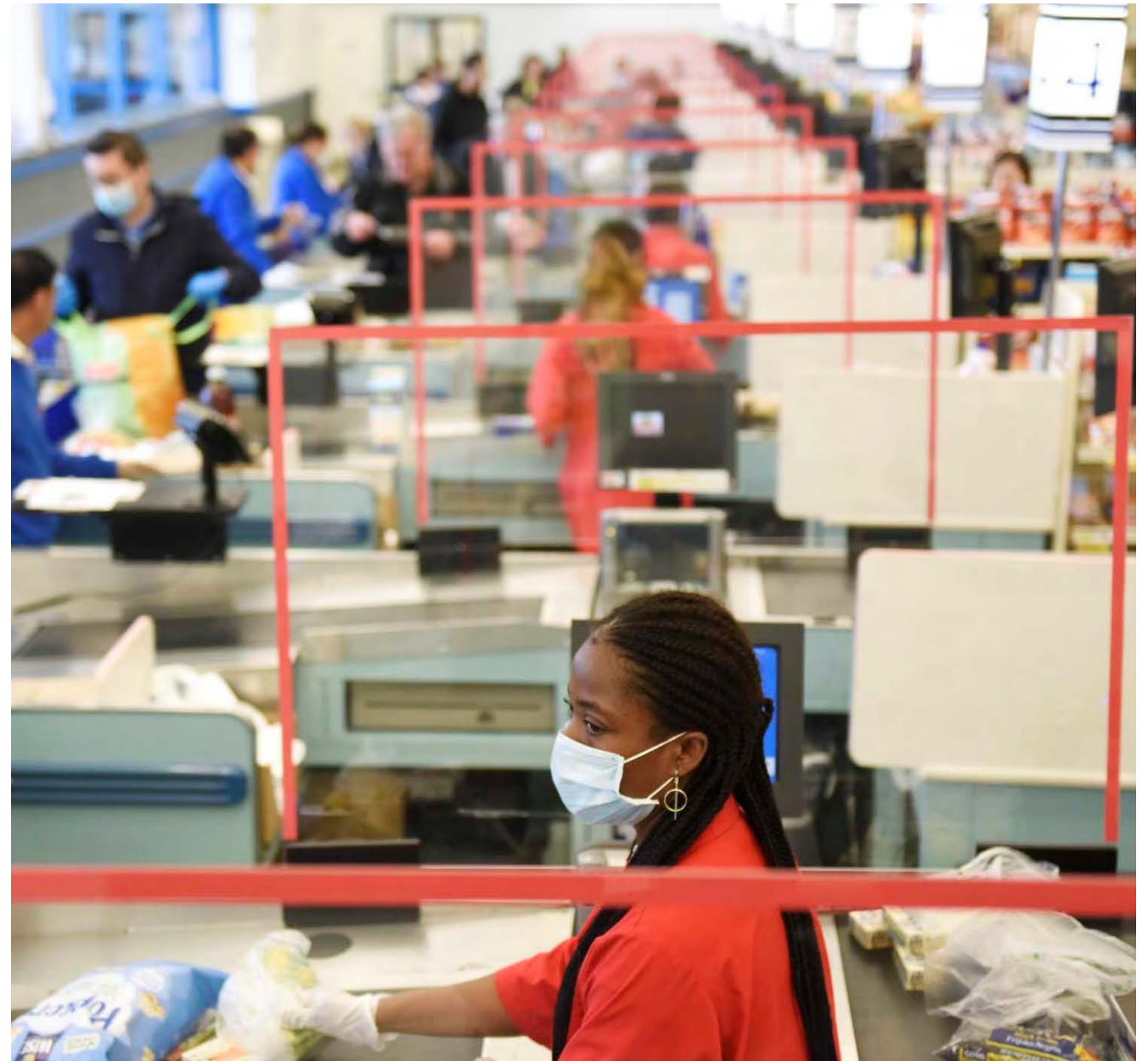
Diagrams shown are reference examples.  
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- The same seat analysis can be used to organize workspaces for alternating days in the office.
  - Group A sits in the **red seats**
  - Group B sits in the **green seats**
- No one shares a workstation.



# What about adding higher panels between workstations?

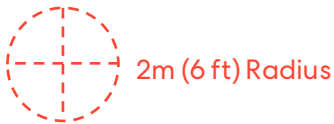
- Consider temporary shields at locations where employees must have **sustained contact with others at < 2m (6ft), especially in public facing roles.**
- Increasing panel heights or adding clear shields at workstations may be an additional layer of protection, however there is **no guidance that suggests shields can be used in lieu of 2m (6 ft) distancing.**





# Physical Distance Analysis – Meeting Rooms

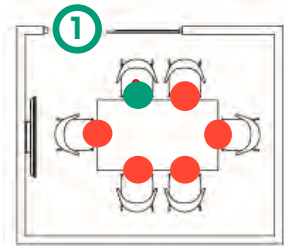
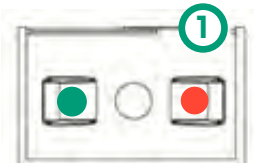
- Occupy
- Unavailable
- # Room Limit
- 2m (6 ft) guide



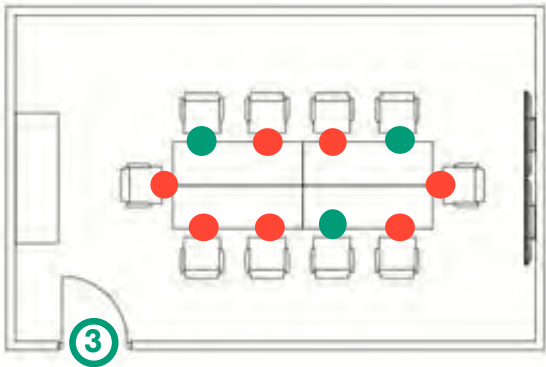
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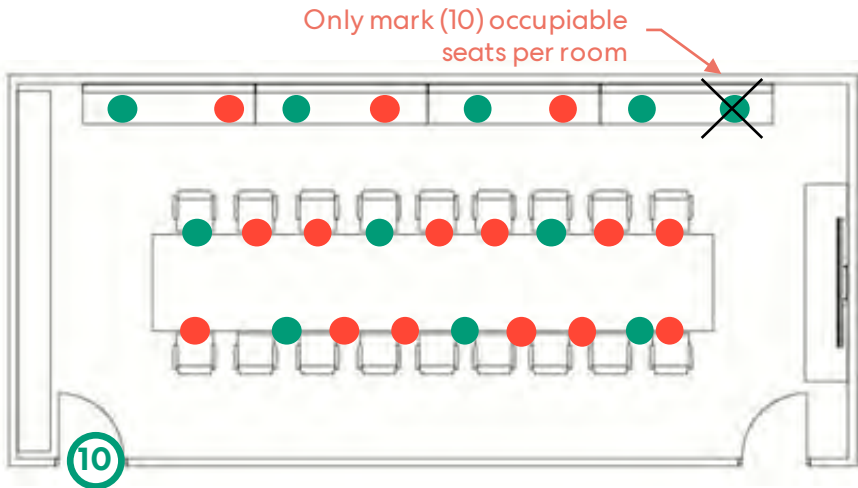
- Currently group meetings are limited to 10 people are less. Guidance may vary by location and is likely to change over time.
- Include supplemental seating when evaluating large meeting rooms.
- Collaboration seats could be re-purposed to provide more individual assigned space if distancing is maintained.



Small Meeting Room

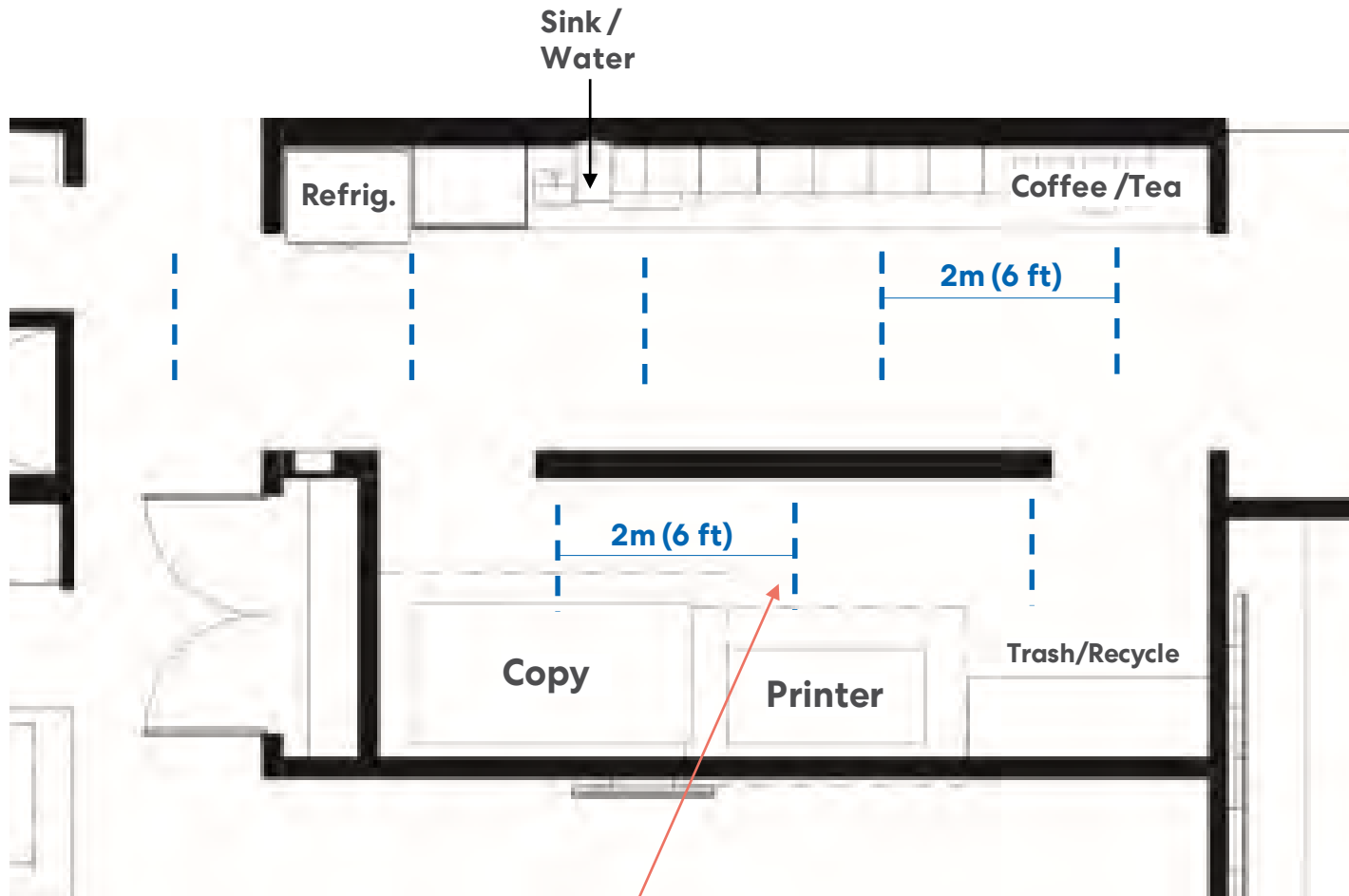


Medium Meeting Room



Large Meeting Room

## Physical Distance Analysis – Pantry/Coffee/Copy Example



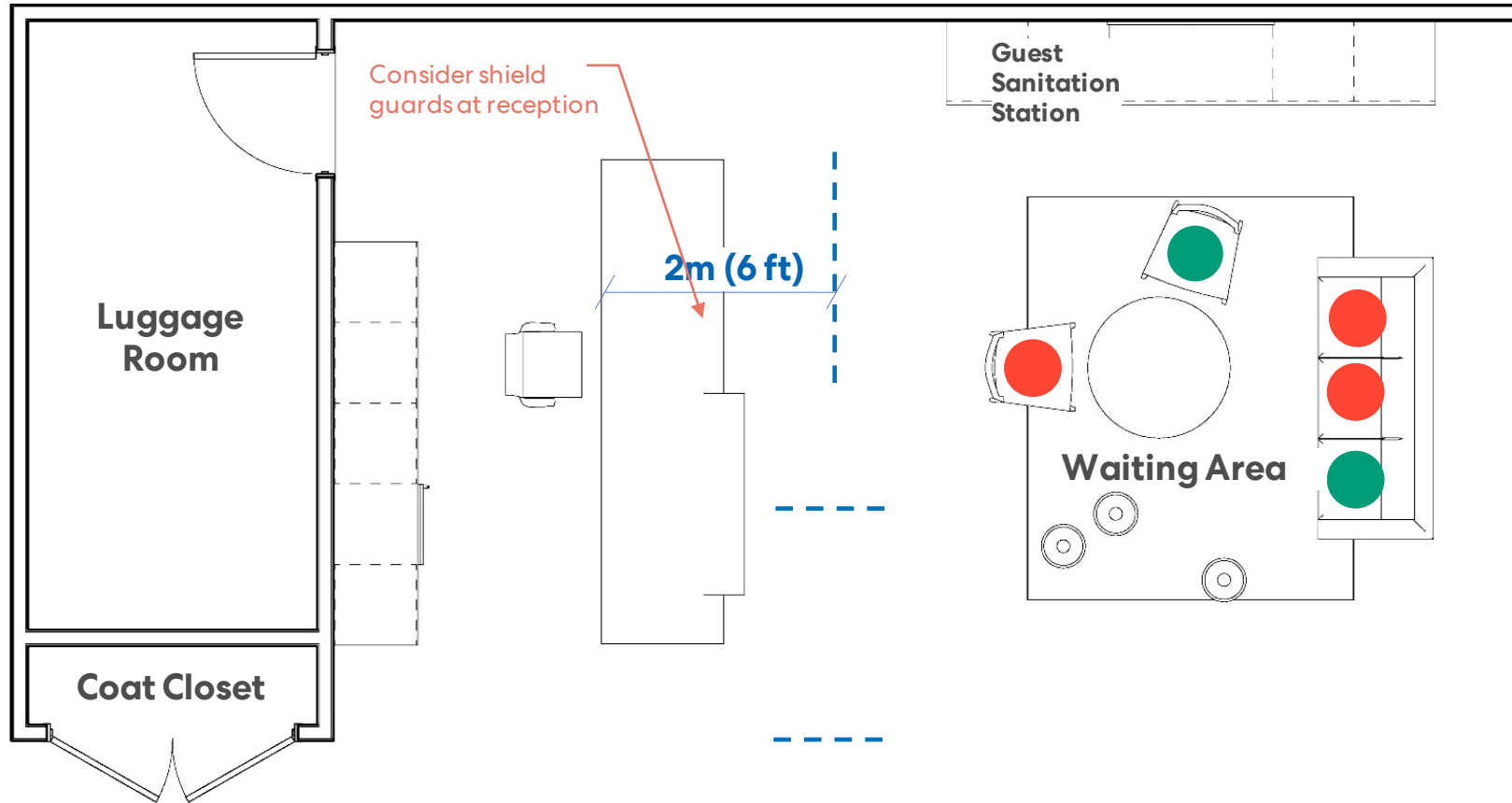
In shared amenities, labels are placed on the floor at 2m (6 ft) intervals to maintain distance at congestion points.

### Pantry Congestion Points :

- Coffee / Tea
- Water Dispenser
- Sink
- Copy Machines
- Printers
- Trash / Recycling
- Vending Machines
- Refrigerator (if using)
- Ice Machine (if using)
- Dishwasher (if using)

## Physical Distance Analysis – Reception Example

Refer to the [Guests & Deliveries](#) section for protocol considerations related to reception spaces.



### Reception Congestion Points:

- Entry / Exit Door
- Reception Desk
- Coat / Luggage Closet (if using)
- Waiting Area
- Guest Sanitation Station
- Nearest Restroom



# Additional Space Considerations

You will need to analyze other spaces using a similar process such as:

- Training Rooms
- Wellness / Mother's Rooms
- Fitness Center
- Game Room
- Mail Room
- Museum / Display space
- Library / Archive Space
- Help Desk / Genius Bar
- Computer Labs / Server Rooms

You may also consider how similar space types are being addressed in your community (e.g. gyms).



Physical Distance Analysis – Full Floor Example





**Our recommendations are advisory and intended to assist as you plan for the return of your workforce. Guidance is evolving and we urge you to regularly consult with the following sources:**

<b>World Health Organization</b>		<a href="https://www.who.int/emergencies/diseases/novel-coronavirus-2019">https://www.who.int/emergencies/diseases/novel-coronavirus-2019</a>
<b>Centers for Disease Control and Prevention (CDC)</b>		<a href="https://www.cdc.gov/coronavirus/2019-ncov/index.html">https://www.cdc.gov/coronavirus/2019-ncov/index.html</a>
<b>Occupational Safety and Health Administration (OSHA)</b>		<a href="https://www.osha.gov/SLTC/covid-19/">https://www.osha.gov/SLTC/covid-19/</a>
<b>Federal, State &amp; Local Guidance</b>		<a href="https://www.usa.gov/coronavirus">https://www.usa.gov/coronavirus</a> or <a href="https://www.coronavirus.gov/">https://www.coronavirus.gov/</a>
<b>BC Centre for Disease Control</b>		<a href="http://www.bccdc.ca/health-info/diseases-conditions/covid-19">http://www.bccdc.ca/health-info/diseases-conditions/covid-19</a>
<b>WorkSafeBC</b>		<a href="https://www.worksafebc.com/en/about-us/covid-19-updates">https://www.worksafebc.com/en/about-us/covid-19-updates</a>
<b>Alberta Health Services</b>		<a href="https://www.albertahealthservices.ca/topics/Page16997.aspx#prev">https://www.albertahealthservices.ca/topics/Page16997.aspx#prev</a>
<b>Workers' Compensation Board - Alberta</b>		<a href="https://www.wcb.ab.ca/about-wcb/news-and-announcements/COVID-19.html">https://www.wcb.ab.ca/about-wcb/news-and-announcements/COVID-19.html</a>
<b>Government of Canada</b>		<a href="https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html">https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html</a>



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**We are in this together.**