Spatial Configuration Guidance and Drawings
Spatial Configuration Guidance

Intent
To assess building configurations and room capacities to provide additional measures in compliance with governmental guidelines.

The sample spatial configuration analyses shown below are subject to revision based on public health guidelines.

Spaces Considered
- Classrooms: University
- Classrooms: N-12
- Offices / Workspaces
- Dining

Social Distancing Requirements
- Standard: 6’-0”
- Dining: 8’-0”
- Face coverings to be worn in shared spaces

Bathrooms / Elevators / Breakrooms and Circulation Space
- No limit on usage other than to adhere to social distancing protocols

Signage
- Informative signage distributed to provide direction on spatial use
Building Ventilation Systems
All mechanical ventilation systems in each University of Chicago building have undergone preventive maintenance in accordance with all statutory City of Chicago requirements, as well as all recommended guidance from the Centers for Disease Control and the American Society of Heating, Refrigerating and Air Conditioning Engineers to ensure that they comply with the guidance provided where possible.

Building Plumbing Systems
All plumbing systems in each University of Chicago building have undergone preventive maintenance and testing so that the appropriate levels of treatment are applied to ensure that the water provided is potable.

Cleaning
Cleaning of campus public spaces is completed in accordance with national higher education standards. Enhanced cleaning protocols and disinfection of high touch surfaces is completed in compliance with CDC and State guidance using a hospital grade disinfectant.

Cleaning supplies will be made available in high use common areas so that optional individual cleaning may take place.
CURRENT CAPACITY: 119 SEATS
NEW CAPACITY: 39 SEATS

FIXED FURNITURE
(CLASSROOM)
CURRENT CAPACITY: 75 SEATS
NEW CAPACITY: 22 SEATS

FIXED FURNITURE
(CLASSROOM)
CURRENT CAPACITY: 286 SEATS
NEW CAPACITY: 47 SEATS

FIXED FURNITURE
(CLASSROOM)

6'-0"
CURRENT CAPACITY: 200 SEATS
NEW CAPACITY: 50 SEATS
CURRENT CAPACITY: 264 SEATS
NEW CAPACITY: 66 SEATS
CURRENT CAPACITY: 24 SEATS
NEW CAPACITY: 18 SEATS

FLEXIBLE FURNITURE (CLASSROOM)
General Recommendations for Re-entering Office Environment

- Consider installing protective plexiglass screens where the open office/workstation layout spacing is only 6'.
- Consider a central location for employees to access cleaning tools (e.g. portable caddy) to use before/after at individual and shared workspaces.
- Test the potential use of outdoor seating areas and social distancing for any small-group activities such as lunches, breaks, and meetings (weather permitting).
- Encourage staff to bring self-packed lunches in insulated bags and own water bottles to reduce need for common refrigerator.
- Encourage employees to take enough time to wash and dry their hands.
- Promote physical distancing when using public equipment (i.e. printers, copiers, display monitors); suggest using and saving electronic documents whenever possible.
- Workplace standards may want to include alternate settings for employees to work. If a manager’s office sits empty due to their ability to work from home, perhaps a staff person could use that space.
- In shift settings where multiple people share one workstation, accommodations could be made for each employee to bring their own technology gear (e.g. laptop, keyboard, mouse, mouse pad).
- Consider staggering shifts, start times, and break times as feasible to reduce the number of employees in common areas such as breakrooms. Suspend use of shared dinnerware, drinkware, and utensils. Employees bring the items from home and personally clean or take home to bring back to the office.
April, 2021

Spatial Configuration Guidance For Office spaces
(Based on City of Chicago Phase 4 Guidelines)

Intent

To assess building configurations and room capacities to provide additional measures in compliance with governmental guidelines for office spaces.

The sample spatial configuration analyses shown below are subject to revision based on public health guidelines.

Spaces Considered

Sample layouts for office and conference rooms to be used as guidelines when planning office resumption for your unit.

Social Distancing Requirements

- Standard: 6'-0"
- Dining: 8'-0"
- Face coverings to be worn in shared spaces

Occupant Capacity Requirements (Based on City of Chicago Phase 4 Guidelines)

- 50% of original capacity
- 50 person limit within a single room following 6' social distancing

Building Ventilation Systems

If you have questions on space ventilation, please ask your COVID Lead to contact Facilities Services for an evaluation.
Office Example
Open Offices

EXISTING CAPACITY: 96 SEATS
SOCIALLY DISTANCED CAPACITY: 48 SEATS
AT 50%
Enclosed Individual and Shared Offices

EXISTING CAPACITY: 29 SEATS
SOCially DISTANCED CAPACITY: 14 SEATS at 50%
Office Example
Enclosed and Open Offices

EXISTING CAPACITY: 80 SEATS
SOCIALLY DISTANCED CAPACITY: 40 SEATS AT 50%
Large Meeting Room Example
Existing Chairs with tables

EXISTING CAPACITY: 72 SEATS
Large Meeting Room Example
Chairs with tables

EXISTING CAPACITY: 72 SEATS
SOCially DISTANCED CAPACITY: 24 SEATS
AT 50%
Medium Conference Room Example
Chairs and Table

EXISTING CAPACITY: 20 SEATS
SOCALLY DISTANCED CAPACITY: 10 SEATS AT 50%
Small Conference Room Example
Chairs and Table

EXISTING CAPACITY: 8 SEATS
SOCIALLY DISTANCED CAPACITY: 3 SEATS AT 50%