Purpose:

This Reference Guide contains instructions on how to conduct a return-to-campus site physical assessment. It should be used in conjunction with the Physical Assessment Self-Evaluation Checklist.

This Reference Guide provides recommendations for staff to use when conducting an assessment related to physical distancing in workspaces as recommended by public health officials to slow the transmission of the SARS-CoV-2 virus, the virus that causes COVID-19.

Scope:

The likelihood of a COVID-19 community or campus outbreak may increase as on-site operations are resumed. Diligent planning and preparation for returning to the workplace is critical in ensuring that faculty, staff and students return to an environment with necessary controls in place. This Reference Guide is intended to aid you in completing a physical space assessment and to provide clarification regarding critical physical distancing, public health, and other criteria to consider.

Initial Assessment:

When conducting an initial return-to-campus space review, consider the following items:

1. Maintain a physical distance of at least six feet between individuals throughout your workplace.

   According to the Center for Disease Control (CDC), social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

   • Stay at least six feet (about two arm’s length) from other people.
   • Do not gather in groups.
   • Stay out of crowded places and avoid mass gatherings.
   • Continue to use telecommuting where possible to reduce the number of staff returning during early phases of campus ramp-up.
2. Be aware of communal equipment and frequently touched surfaces that can possibly spread the virus. Equipment should be regularly cleaned or removed when regular cleaning is not possible.

- Breakroom equipment includes, but is not limited to, coffee pots, water coolers, microwave ovens, refrigerators, and vending machines.
- Office equipment includes, but is not limited to, copiers, printers, pens, pencils, staplers, phones and paper shredders.
- Other high touch items include door handles/knobs, countertops, grab rails, whiteboards, whiteboard markers, etc.

3. Administrative Considerations

The variation between workspaces on campus (e.g., student housing, instruction, athletics, etc.) means that items noted in this Reference Guide may or may not apply to your workspace. General items to consider include, but are not limited to:

- Provide adequate time and space for employees to arrive and depart at the beginning and end of the work shift without crowding entryways and exits.
- Adjust work practices, workstations, and other processes as needed to enable employees to maintain safe physical distancing.
- Adjust on-site meetings and limit in-person participation to ensure physical distancing. Hold meetings and trainings remotely if possible. If that is not possible, hold meetings and trainings in person only in ways that allow employees to physical distance.
- To reduce in-person interactions, use an appointment system, stagger appointments, and reduce walk-ins.
- Limit the number of employees at the workplace at the same time when possible, for example, by staggering shifts, splitting or rotating work schedules, etc. For represented employees, ensure that any alternative arrangements are in compliance with collective bargaining agreements.
- Stagger employee breaks and lunch hours to maintain physical distancing protocols.
- Establish locations for receiving regular deliveries away from high traffic areas. Receive deliveries outdoors if feasible. Provide and post signage that easily identifies drop-off and pick-up points, and post contact information.
- Limit the use of communal items and use individual-use items when possible (e.g. single-use Keurig units, small refrigerators, etc.)

4. Physical Assessment

When conducting a physical assessment of the workspace, the following issues should be considered. Many of the items noted in this reference guide may not apply to all units.

A. Implement measures to ensure employees or customers maintain at least six feet of physical distance.

- Consider using a stick or a tape measure to demonstrate six feet of distance
- For retail operations or other customer interactions, use measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signage) to show six feet of physical distance.
• Clearly mark areas where people should form lines, or use alternative practices when possible, such as scheduled appointments, to avoid forming lines.
• Reconfigure reception and waiting areas, lobbies, workstations, and breakrooms as possible, to provide physical distancing.
• Determine the appropriate layout of instructional, study, conference, and other spaces based on square footage and expected population density.

B. Implement measures to control traffic flow and maintain physical distance:

• Designate separate entrances and exits, when possible.
• Establish one-directional hallways and passageways for foot traffic, when possible, to eliminate customers and employees from passing by one another.

C. Determine maximum occupancy of workspace, conference rooms and common areas:

• Depending on the approved phase, density of the workspace and other factors can vary. If you are unsure of occupancy requirements, please contact EH&S or Facilities Management for updated occupancy information.
• In Phase 2 operations, UCI is recommending a maximum 30% occupancy at any given time. Information about later phases will be provided based on updated state and county requirements.

D. Determine appropriate signage and sign placement:

• For information on signage and signage requirements please refer to the EH&S Return to Campus Approved Signage page

E. Determine the need for plexi-glass or other physical barriers:

• Due to the cost and limited availability of plexi-glass barriers, plexi-glass barriers should be purchased and installed only when other physical distancing options are not practical.
• Plexi-glass barriers should be prioritized for usage at public-facing locations, such as reception desks, customer service stations, and cash transfer points (i.e., retail and food service, etc.).
• Employees should continue to wear face coverings even when plexi-glass is used.
• Plexi-glass or other impermeable dividers or partitions should be coordinated through EH&S to ensure appropriate safety considerations are in place.
• To request an evaluation of your workspace for plexi-glass or other physical barriers, please complete the plexi-glass/barrier form and submit to EH&S for review

F. Review the CALOSHA COVID-19 Industry Guidance: Institutions of Higher Education document to assess which tier the County is currently placed and update plan accordingly. Please note UCI Campus Policy, Procedures and Executive Directives may have more stringent/additional requirements. Kindly review all applicable policies, procedures, directives, and guidance when drafting your organization plan and be advised the more stringent/restrictive requirement(s) will apply.
Seating Configuration Guide and Recommendations for Use:

**Single Seat – (Movable Furniture Classrooms)**

- Stagger rows to maximize number of seats while maintaining physical distancing
- Relocate vacant seats if possible
- Allow spacing for circulation
- When possible, do not put seats next to walls or frequently touched surfaces
- Do not block fire doors or exits

**Row Seating (Fixed Furniture Classroom/Auditorium)**

- Stagger rows to maximize number of seats while maintaining physical distancing
- Mark seats to be left vacant
- Do not bag or place additional items in seats that increase surfaces to clean
| Cluster/Pod Seating | - Stagger seating to maintain physical distancing spacing  
|                     | - Consider space behind occupied seats  
|                     | - Mark seats to be left vacant or mark maximum capacity of tables  
|                     | - Do not bag or place items in seats that would increase surfaces to clean  
|                     | - When possible, do not put seats next to walls or frequently touched surfaces |

| Linear Workstation | - Maintain 6’ spacing behind occupied seats  
|                    | - Mark seats to be left vacant  
|                    | - Do not bag or place items in seats that would increase surfaces to clean  
|                    | - When possible do not put seats next to walls or frequently touched surfaces  
|                    | - When possible remove or unplug equipment at workstations marked not to be used |

| Cubicle Spacing | - If the cubicle enclosure is not at least six feet high, take into account the work area on the other side of the enclosure when measuring physical distancing  
|                 | - Keep in mind the space behind occupied seat  
|                 | - Mark seats to be left vacant  
|                 | - When possible, remove or unplug equipment at workstations marked not to be used  
|                 | - Arrange workstations in cubicles so that they do not face one another |

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### Sample Building Layout and Traffic Flow Recommendations:

<table>
<thead>
<tr>
<th>Location</th>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Rooms</td>
<td>• If applicable, mark conference rooms “closed” to entry and include any occupancy information</td>
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</tbody>
</table>
| Elevators (FM)      | • Verify required signs are installed on elevators by Facilities Management. Refer to the [EH&S Return to Campus Approved Signage page](#) for additional instructions  
|                     | • Contact Facilities Management if signage has not been posted                  |
| Stairs              | • When possible, stairways should be one-directional  
|                     | • Install appropriate stair directional signs                                    |
| Restrooms (FM)      | • Verify required signs are installed in restrooms by Facilities Management. Refer to the [EH&S Return to Campus Approved Signage page](#) for additional instructions  
|                     | • Contact Facilities Management if signage has not been posted                  |
| Breakrooms          | • Install appropriate occupancy signage  
|                     | • Implement physical separation alternatives, such as limiting the number of chairs and tables, placing tape on the floor, etc. |
| Lobby Areas         | • If possible, designate separate entryways for employees and visitors  
|                     | • When possible, remove furniture or install signage to prevent its use  
|                     | • If applicable, consider using floor decals and tape (including when lines extend outside)  
|                     | • When possible, install plexi-glass or other physical barriers  
|                     | • If applicable, designate pick-up and drop-off location (s)  
|                     | • If possible and safe, create ways for people who have difficulty standing to sit while waiting |
Please note that our response to COVID-19 is dependent on many factors and guidance is subject to change based on state and county requirements as the situation evolves. Please review the [EH&S Website](#) and [FM Website](#) for current information. If you would like to request an evaluation of your workspace to determine whether your area needs plexiglass or other barriers installed, please complete the Plexiglass/Barrier Form and submit to EH&S. If you have any additional questions, please contact EH&S at [safety@uci.edu](mailto:safety@uci.edu).