

Space Planning GUIDELINES



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HELLO

Rethinking capabilities to help create a **safer, balanced, and comfortable** environment.

The past couple of years have altered established work patterns, thus have influenced perceptions of our work environments. The alterations have amplified the importance of physical and psychological wellbeing. With the return to in-person work, there is recognition to be intentional with design, and planning to ensure safety and promote efficiency.

Future design and planning solutions should consider furniture, reconfigurations, planning standards, behaviors, and safety protocols. Our understanding of safety and design derives from established entities (CDC, OSHA, BOMA, ASHRAE, etc.) that are geared towards scientific research, to define your work guidelines and promote wellbeing.

Our commitment to you is to help you better understand the best approach to finding resilient and adaptive safety solutions in your work environments.





How to utilize the guidelines

Design Approach

Planning for the unknown requires resilience and adaptation. The purpose of these guidelines is to share strategies your organization can adopt to become resilient and adaptive. These strategies should be used in combination to create work spaces that, when supplemented with new safety guidelines, allow people to confidently come to work. Going forward, institutions will want to create a diverse range of spaces that are highly adaptable to allow them to navigate what's next.

KEY PRINCIPLES

The principles should be used in combination to create spaces that, when supplemented with new safety guidelines, allow people to confidently work. Moving forward, organizations will want to create a diverse range of spaces.

ORGANIZATION

Configuration of furniture, either re-configured or retro-fitted.

DENSITY

Decreasing amount of people in one space and maximizing the use.

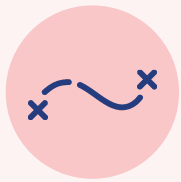
SAFETY

Providing necessary tools either, barriers, screens, panels and/or cleaning materials.

DESIGN CONSIDERATIONS

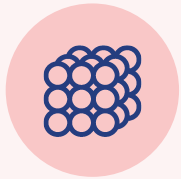
In order to supplement the key principles, organizations should take into consideration the following principle aiding factors. These factors were developed to better set forth strategies that can be utilized to progressively adapt existing work-settings to meet new health and safety requirements for a post-COVID workplace.

Principle Aiding Factors



PROXIMITY

Practice social (physical) distancing, maintaining at least six (6) feet from other people both indoor and outdoor spaces.



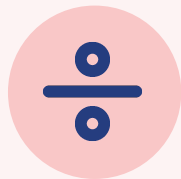
GATHERING

Encourage meeting in the open for meetings more than five people to help alleviate use of enclosed spaces.



ACCESSIBILITY + INCLUSIVITY

Accommodating choice and creating spaces for people with both obvious and unidentified needs better creates a diverse workplace. Clear wayfinding and proper signage aides in healthy habits.



DIVISION

Use screens, panels, or barriers (i.e. storage elements, plants or partitions) to create a sense of division and provide safety. High boundaries above the workspace are encouraged.



FLEXIBILITY + MOBILITY

Leverage flexible furniture + power with movable whiteboards and screens to help create boundaries. Laptop availability increases mobility.



SANITATION

Utilize smooth surfaces that are easy to clean and fabrics that can be cleaned easily and frequently, Make cleaning supplies openly available, increase sanitation, physical spacing signage, and utilize touchless environments.

The following principle aiding factors were developed using CDC (Center for Disease and Control) guidelines, BIFMA (Business and Institutional Furniture Manufacturers Association's) standards and BOMA (Building Owners and Managers Association International) standards.

DEFINITIONS

HOTELING

Hoteling is the optimization of unused space in a building by utilizing temporarily vacant cubicles or offices of people teleworking or on leave or travel, and conference rooms, for short periods of time or specific cubicles or areas designated as hotels for teleworkers. Under hoteling, unassigned or temporarily vacant cubicles or office space are “bookable” and other employees are allowed to use it. To increase effectiveness and efficiency, it is helpful if the information technology (IT) and telephone networks allow for employees to reserve workstations in advance, and then when present, employees can simply plug in their laptop, log into their

NET SQUARE FEET (NSF)

NSF is a subset of USF that does not include support space or circulation space within an office.

USABLE SQUARE FEET (USF)

Usable Square Feet (USF) is the actual area the agency occupies in an office suite. It is the office area, workstation area, conference rooms, kitchenettes, server closet, storage rooms, and circulation within the office suite area. It is calculated by measuring from the dominant portion of the exterior wall to the outside face of major vertical penetrations. It includes all structural elements (columns), openings for vertical cables, and vertical penetrations built for the private use of the occupant.

WORKSTATION

Workstation is any office, cubicle, or open workspace where employees or contractors work, counted by individual seat.

SHARED SPACES

Two or more employees share a single, assigned work space and work tools, either simultaneously or on different shifts/schedules. Telecommuters mostly typically use shared spaces.

SPACE TYPES

PRIVATE OFFICES

In space being acquired for a private offices are to be limited the following categories: executives, supervisors, manager; specific positions, such as attorneys, that require private offices due to the nature of their work (e.g., confidential work) or their roles and responsibilities; and employees covered by a bargaining unit agreement with such a requirement. Any unique conditions, such as concerns for national security, may result in the County organization providing private offices for other individuals and should be considered through specific and general standards.

WORKSTATIONS | CUBICLES

The variety of activities that may take place in any modern office often need special workspace considerations. System furniture is typically used for open-office workstations. For practical reasons, workstations may be standardized at a building or campus level to one manufacturer to ensure interoperability of parts within the space. This is an important consideration for consolidation projects. General workstation space categories can be developed, such as: junior, intermediate, senior, supervisory, and executive. Workstation space can also be designed into functional space requirements categories rather than be rank-based categories. Workstations can vary in sizes, finishes, panel height, components, and degree of enclosure. Choices should be addressed in each Operating Unit Standard. Interior architectural features of each facility can have some effect on workstation configuration.

SUSTAINABILITY PRINCIPLES

1. Space utilization greatly improves when flexible systems furniture is used in lieu of traditional furniture, thereby reducing construction time and space rental costs;
2. Heating, ventilation, and air conditioning is more efficient with the open office concept, eliminating the potential for interrupted air flow and temperature variations;
3. Open space layouts, with few private offices, provide greater access to natural light and support of sustainability principles; and
4. Areas can be rapidly reconfigured as work processes change with minimal financial investment with flexible systems furniture.

SAFETY CONSIDERATIONS

LOBBY

Pressurized lobby to outside.

Consider installing a thermal sensor at building entrances to screen visitors for elevated body temperatures. Note that infected individuals may show no signs of being ill, including having no fever, and can be responsible for much transmission. In such cases, temperature measurements may not be effective. Label entrance and exit doors to provide one-way traffic.

ELEVATOR

Riders should wear masks and minimize talking.

Limit riders with social distancing and facing away from each other.

For low rise buildings, consider allowing elevators to stop at every floor.

Turn on elevator cab (lift) ventilation fans, where possible.

Encourage occupants to take stairs, where possible, especially when elevator lobbies are crowded. Provide signage to encourage physical distancing. Allow elevators to run at high speed to minimize time in elevators.

Consider touchless call button retrofit

Consider portable air cleaner with HEPA filter in lift for vulnerable riders. (e.g. senior population)

STAIRS

If two stairs or more are present, consider one-way traffic.

Turn on fans (e.g. stairwell pressurization), if available.

Open windows to outside, where possible and outside conditions allowed.

Consider portable air cleaners.

TOILET

Consider occupancy sensor to inform toilet occupancy where possible. Adding lid to the toilet and encourage occupants to put the lids on before flushing.

CONFERENCE ROOM

Conference room or private office: Keep open doors to allow air movement.

If doors must be closed, consider a portable air cleaner or return fan to ceiling plenum.

ATRIUM

All air handling systems connect to an atrium should have similar measures. Review impact of stack effect.

SAFETY CONSIDERATIONS

HVAC

Verify HVAC controls are operable. Ensure that when remote, monitoring and alarm capabilities exist and that they are functioning. Verify and commission the HVAC systems to ensure at least minimum outside air are delivered to each space per ASHRAE Standards 62.1 and outdoor air dampers are properly controlled. Continued operation of all systems is recommended during occupied hours.

Use minimum outside air as required by Std 62.1. Use combinations of filters and air cleaners that achieve MERV 13 or better levels of performance for air recirculated by HVAC systems. Evaluate building occupied hours, adjust as necessary (have building hours been extended to encourage physical distancing).

Flushing sequence or mode should be implemented to operate the HVAC system to provide three equivalent clean air changes, or two (2) hours, by recirculation through MERV-13 minimum, or air cleaners, or use outdoor air if there is no energy penalty and the system can accommodate the additional air flow, prior to occupancy. Run exhaust fans during flushing.

Consider UVC light as an enhancement where spaces require additional measures, e.g. spaces serve vulnerable occupants, or, MERV-13 filter or 100% outside air are not possible, etc.

Consider opening windows as an enhancement for outside air, especially when the system can not accommodate MERV-13 filter or minimum outside air.

Post warning signs if exhaust outlets are near pedestrian areas; consider diverting to avoid them.

Cooling coils, heating coils, condensate drain pans and humidifiers inside air handling equipment can become contaminated.

Consider adding UVGI for coil surface and drain pan disinfection. If coils are fouled or mechanical cleaning is still required, consider cleaning coils and drain pans using a foaming agent to ensure breakthrough through the coil (avoid using pressure washing to not re-aerosolize particles on the surface).

These devices and systems should be monitored often, and regular and emergency maintenance should continue.

Provide PPE protection for building operators, maintenance technicians and anyone else who must inspect or come in contact with the device or equipment.

Operate and Maintain HVAC System: Building owners and service professionals should follow the requirements of ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial HVAC Systems which has tables with the typical maintenance required for equipment that has been in operation. Consider PPE when maintaining ventilation materials including filters, condensate. Consult additional guidance before duct cleaning.

SAFETY CONSIDERATIONS

HVAC CONT.

Check specifically:

Dampers, filter, and economizers seals and frames should be intact and clean, are functional and are responding to control signals. Verify setting of manual dampers (i.e. outside air damper is 100% open, all supply registers, diffusers open).

- Evaluate RA and EA grille/register placement. If possible, modify space/furniture so air passageway avoids occupants.

Zone and air temperature, humidity, CO₂, PM_{2.5}, PM₁₀, etc. system sensors, as applicable, should be calibrated and accurately reporting environmental conditions to the BAS or local controllers.

Air Handling systems should be providing adequate airflow with no blockages in the duct system (for example – closed fire/smoke dampers) and air from the air handling system should be reaching each occupied space.

Exhaust fans are functional and venting to the outdoors.

Update or replace existing HVAC air filtration to a minimum of MERV 13 or the highest compatible with the filter rack, and seal edges of the filter to limit by-pass. Make sure the air handling systems and fans can overcome the additional pressure drop of the new filters and still maintain air flow at acceptable levels.

Non-HVAC strategies could include, but not be limited to, the following items:

- Building Occupancy Levels Allowed
- Face mask requirement or recommendation
- Social distancing between desks, breakrooms, conference rooms, elevator, etc.
- Directional flow for office space
- Personal hygiene
- Cleaning requirements

HVAC strategies could include, but not limited to, the following items:

- Increased Ventilation
- Improved Filtration
- Air cleaning devices (such as UVGI and other newer technologies)

It is crucial to note, that each HVAC system needs to be analyzed for the appropriate engineering controls to utilize to improve its potential to reduce virus transmission in the building.

SAFETY CONSIDERATIONS

SIGNAGE

Consider that any design/usage modification or healthy workplace protocol put in place requires communication. Where new office etiquettes or norms are instituted, it is recommended to provide appropriate and comprehensive guidance to users via common communications channels to ensure they are aware of what is changing, what the expected behaviors are, and how these measures are intended to protect their health and wellbeing and that of others.

Avoid overloading messaging and consolidate messages about usage etiquette and cleanliness specific to each area. Consider using available technology such as large monitors as information screens to distribute communication on how to use the space the placement of these information screens should avoid causing congestion in circulation areas, and avoid groupings larger than 5 people.

Consider the unexpected duration of this time period and multiple changes that could occur to protect public health. Signage placement and ease of modification should be considered as well as a consistent height and location throughout the workplace in every type of space, corridor intersection, or open area. Consider accessibility by ensuring a universal approach to all signage so that it conforms to applicable guidelines information should be made available in a diverse range of accessible formats, and using multi-lingual, culturally, and functionally appropriate language and format

BEHAVIORAL AND UTILIZATION RECOMMENDATIONS

While this document provides advice and guidance regarding the built environment, behavioral changes may be the most critical factor in maintaining a healthy workplace. And while the environment can be a significant catalyst for changing behavior, the environment alone cannot keep people safe.

As part of the occupancy strategy, the following options may be explored:

Individual work points dedicated to daily use by any user reservation systems or strategies could be considered in order to monitor occupancy levels at all times a clean desk policy could be adopted to facilitate frequent cleaning of work surfaces encourage limited circulation throughout the workplace In order to enable a healthy workplace in collaborative areas, consider:

Temporarily removing all non-essential chairs

Disencumbering common use areas to facilitate circulation and access by cleaning services

Having wipes/sanitizer available for broad and frequent use

SAFETY CONSIDERATIONS

ACCESSORIES

Creating physical and perceived boundaries in the workplace may help to maintain people's comfort and safety as they come back to work by providing visual cues for proper distancing. One way to achieve this is with the addition of screens and panels. Although at this time it is unclear if screens of any kind prevent the spread of infection, they can offer some level of psychological comfort to the people who occupy a space. These solutions should be applied with caution in order to not promote a false sense of safety and to consider their potential environmental impact should these items be deemed unnecessary in the future.

Additional privacy panels between employees are not recommended if a 6 foot distancing is possible these are mostly required between employees and customers where there is public contact. It is important to consider that additional panels in the workplace may impact air circulation and the effectiveness of the ventilation systems; these should therefore be implemented in consultation with facilities and HVAC expertise for more information on HVAC recommendations please consult Heating, ventilation and air conditioning (HVAC) minimum requirements–(COVID-19). Free-standing privacy screens can help delineate space and provide cues for circulation.

WORKSPACE ALLOCATION

The following workspace allocations were developed to assist determining the space type a user is assigned to based off workspace functions.

Workspace Utilization Benchmark

SPACE TYPE		SPACE ALLOCATION (sq.ft ²)	WORKSPACE FUNCTION
Enclosed Type A	X	250-400	Frequent meetings with up to four members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Deputy Minister and Executive or equivalent. - Typically assigned for Executive Department Heads, or Judges..
Enclosed Type B	X	150-200	Frequent meetings with up to two members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for Assistant Deputy Minister, Director, senior position in-charge of a regional or district office or equivalent. -Typically Assigned for Department Heads.
Enclosed Type C	X	100-120	Concentrated multi-source paperwork: compiling information, reading, writing, analyzing, calculating and referencing multiple sources of material; allows for manual and automated drafting functions. Typical assignment for managerial, professional or technical staff.
Open Type D		100	Frequent meetings with up to two members and/or requiring confidentiality, security, visual and acoustical privacy. Typical assignment for position involved with counseling, human resources management or other sensitive situations requiring ongoing visual and acoustical privacy. -Typically assigned for Supervisors.
Open Type E		64-70	Multi-task paper intensive work: telephone work, keyboarding, filing, sorting documents, handling mail, editing, operating equipment, scheduling, receiving visitors. Typical assignment for secretary and administrative support staff. -Typically assigned for general Staff in office more than 50% of the work
Open Type F		25-50	Specific, task-oriented work, focusing on data input into electronic media. Typical assignment for clerical and data-entry staff. -Typically assigned for the staff in the field, interns, or hoteling - teleworking staff.

BENCHMARK

Calculating how much workspace an organization needs is not an exact science. The estimates provided are prevailing standard workspace averages for an atypical allocation per staff position. These estimates can be individually adjusted upward to provide more spacious workspace or can be adjusted downward to provide a more efficient use of office workspace.

ACOUSTICS

NIC

Noise Isolation Class (NIC) is a single-number rating describing the combined performance of all building elements in isolating one room from another. The in-field sound-level difference between adjacent spaces should be measured in accordance with ASTM E336-05 Standard Test Method for Measurement of Airborne Sound Insulation in Buildings, and the NIC value should be determined in accordance with ASTM E413-04 Classification for Rating Sound Insulation. The higher the NIC rating, the better the privacy between spaces.

STC

Sound Transmission Class is the rating of airborne sound transmission. The STC of a floor/ceiling (or wall) structure is the measure of the decibel difference between the airborne sound energy striking one side of the structure and the sound energy radiated into a receiving room on the other side.

PRIVACY LEVELS	NIC*	STC
Inaudible	65	55
Confidential	50	50
Normal	40	45
Minimal	27	40

*PER USCDG STANDARDS

Both products and interior spaces can have STC ratings, but there are important differences. A room is rated on the “sum” of the products used to create each partition or floor/ceiling assembly. If a wall includes a window and some HVAC vents, it may have a very different rating than a wall with no punched openings. So, if one is using a window’s STC 35 rating, but the wall panels are rated at 45, the total wall calculations may be different. The final STC rating of a room is a composite, not an individual component calculation.

Product ratings are also essential. For example, the STC number provides a standardized way to compare products such as doors, windows, or wall panels made by competing manufacturers. A higher number indicates more effective sound insulation than a lower number. Without these ratings, product selection becomes more difficult as overall space design is considered.

ACOUSTICS

STC EXAMPLES

STC	TRACK APPLICATION
25	Normal speech can be easily heard and understood
30	Loud speech can be easily heard and understood
35	Loud speech heard, but not understood
40	Loud speech heard, but not understood
45	Loud speech heard, but not understood
50	Very loud sounds such as musical instruments or a stereo can be faintly heard
60+	Excellent soundproofing

STC RATINGS RELATED TO OFFICE ENVIRONMENT

*STC of 40-50	One layer of 1/2" gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom.
*STC of 50	One layer of 15.9mm (5/8") gypsum wallboard on each side of steel studs, plus an additional layer on one side, to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in the wall cavity.)
*STC of 55	One layer of 6.3mm (1/4") and 15.9 (5/8") gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in

***NOTE:**

Recommended STC Ratings are as follows:

Standard Office - 40, Executive Office - 50, Enclosed offices: minimum STC of 40 when a sound masking system is present, or minimum STC of 45 when no sound masking system is used.

Conference Rooms - 45-50, Conference rooms and teleconference rooms: minimum STC of 53 on walls adjoining private offices, conference rooms or other teleconference rooms.

The recommended STC ratings are typical and should be adjusted to meet privacy needs.

COURT ROOM STANDARDS

STC RATINGS RELATED TO COURT'S ENVIRONMENT	
STC of 40-50	One layer of 1/2" gypsum wallboard on each side of steel studs to the underside of structure with acoustic sealant at top and bottom.
STC of 50	One layer of 15.9mm (5/8") gypsum wallboard on each side of steel studs, plus an additional layer on one side, to the underside of structure with acoustic sealant at top and bottom. (Install 69.8mm (2-3/4") glass fiber insulation in the wall cavity.)
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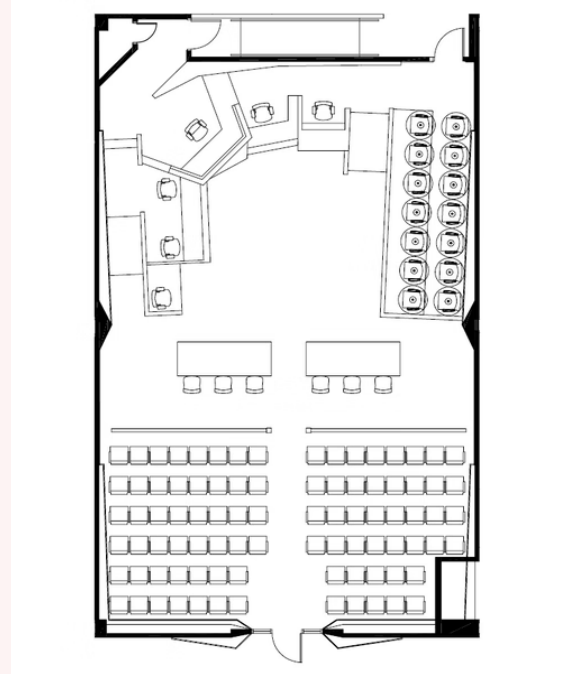
*PER USCDG STANDARDS

NOTE: Many people ask if adding acoustic panels will make their neighbors quieter. Acoustic panels provide sound absorption which is different from sound isolation. They prevent sound from reflecting off a wall back into the same room. As these are porous, lightweight materials, they are not very good at blocking sound from traveling from one space into another. Because of this, adding on acoustic panels does not generally improve an STC rating. While panels don't prevent sound from going into another room, they can certainly improve sound quality in an enclosed space by controlling sound absorption and reverberation.

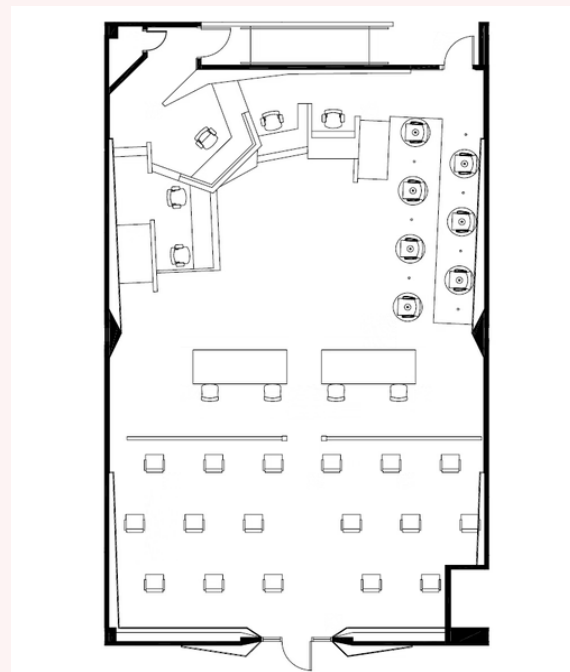
COURT ROOM STANDARDS

Court Room Elements

Court Element	Dim./ Details	NSF
Judge's Bench	6-10' x 2-2.5'	
Desktop workspace	12-21"	
Minimum bench elevation	21-22"	
Work-surface elevation	3-4"	
Privacy rail elevation	3-4"	
Bench Front	52-56"	
Court Clerk's Station	30-36" x 5'	30-40
Work Surface	30-36" x 5'	55-70
Clerk	30-36" x 8-10'	
Court reporter's Station		25-30
Witness Stand	5'-0" x 5'-0"	
Jury Box		
14 person jury box	19-21' x 8-9'	150-200
8 person jury box	19-21' x 4-5'	80-100
Attorney Tables	7-10' x 3-4'	
Bailiff's Station		15-25
Spectator Seating		
Jury Trial Courtroom	55-80 seats	9-12 sf/person
Non-Jury Trial Courtroom	30-50 seats	9-12 sf/person
Arraignment Court	80-120 seats	9-12 sf/person
Traffic Court	80-120 seats	9-12 sf/person
Juvenile Court	10-30 seats	
Domestic Relations Court	10-30 seats	

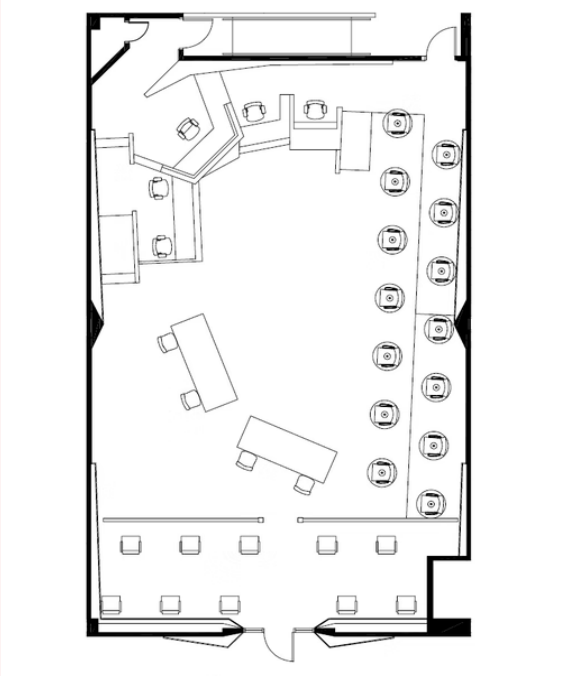


TRADITIONAL COURTROOM - MAX. CAPACITY

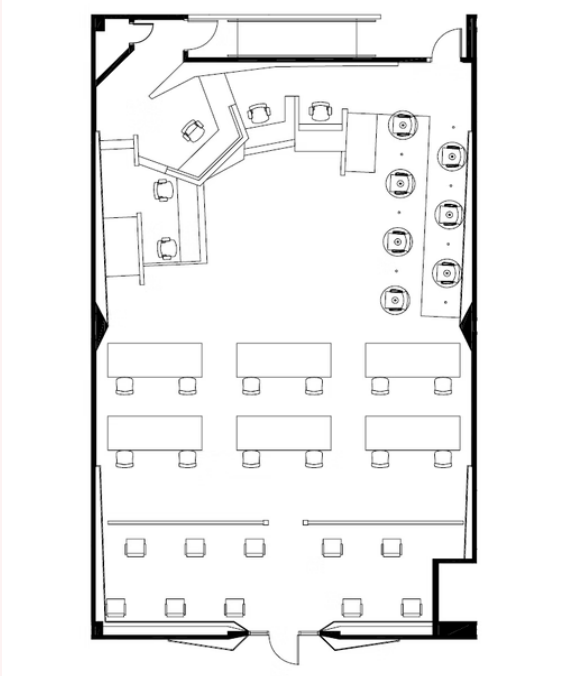


CIVIL TRIAL COURTROOM - PHYSICAL DISTANCING

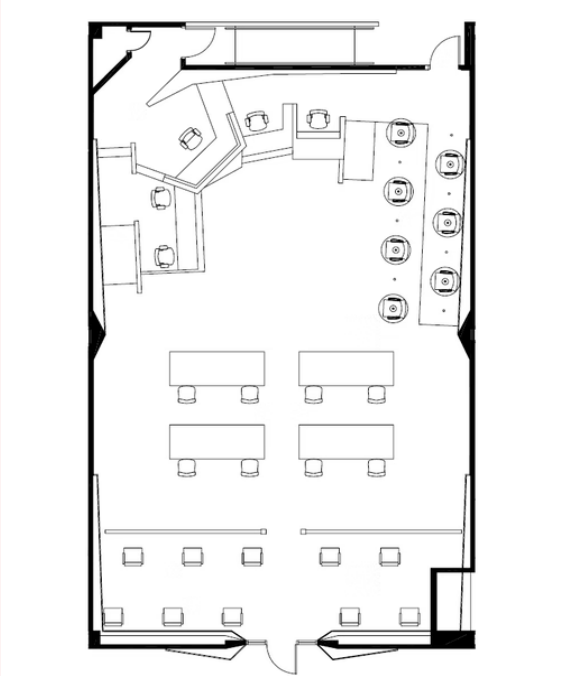
COURT ROOM STANDARDS



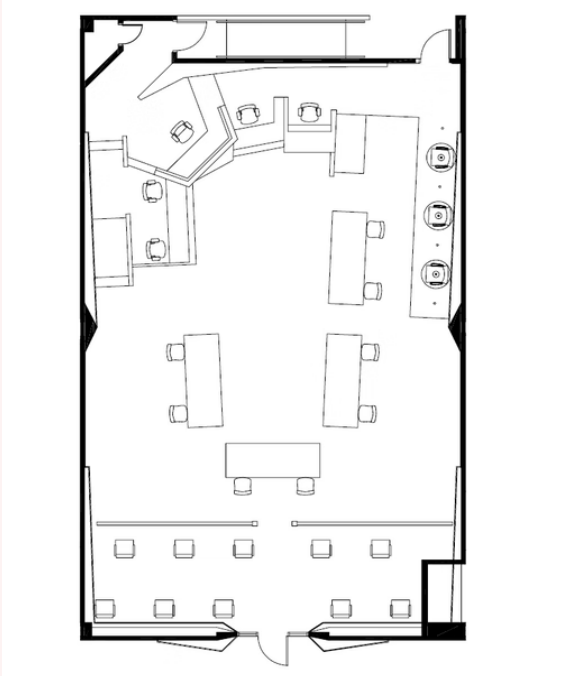
FELONY TRIAL COURTROOM - PHYSICALLY DISTANCED



MULTYPARTY CIVIL TRIAL COURTROOM - PHYSICALLY DISTANCED

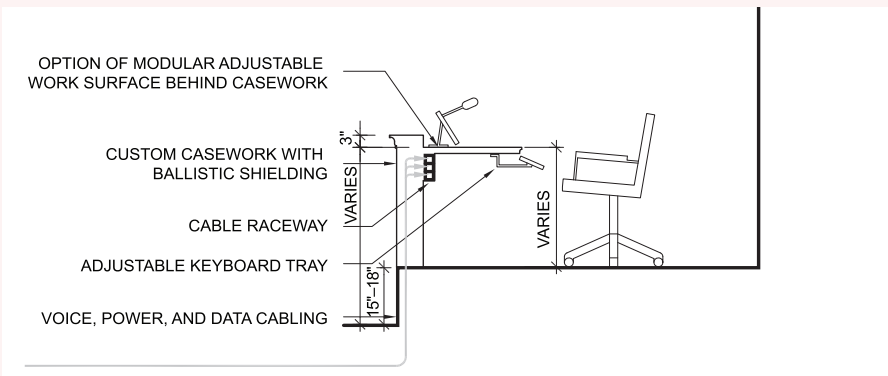
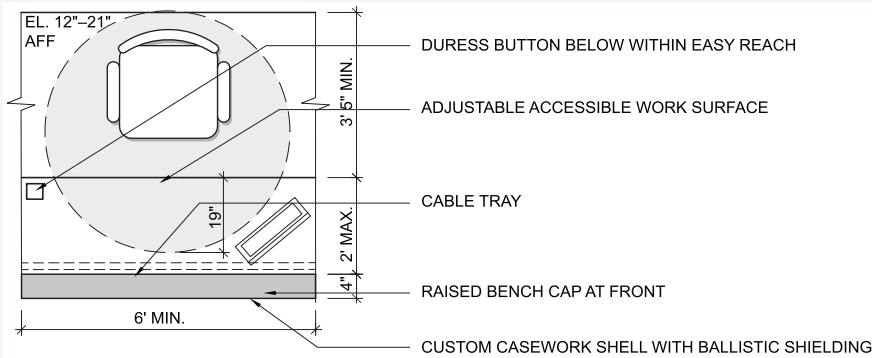


MULTI PARTY FAMILY HEARING ROOM - PHYSICALLY DISTANCED



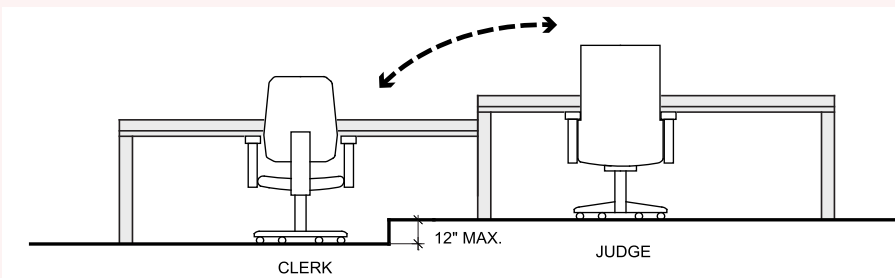
MULTI PARTY FAMILY HEARING ROOM - PHYSICALLY DISTANCED

COURT ROOM STANDARDS



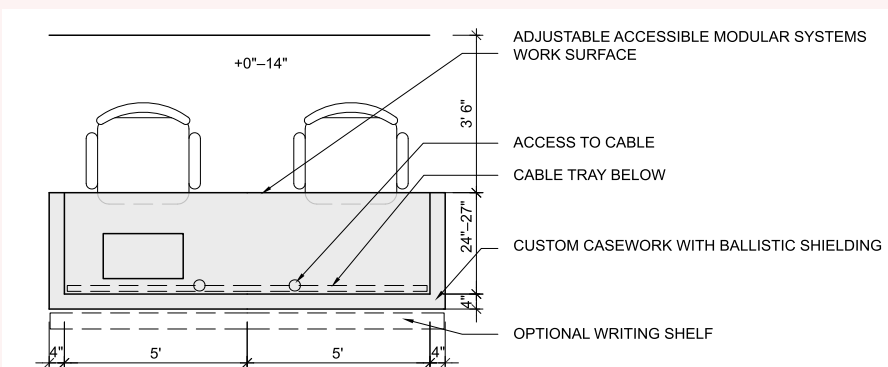
JUDGE'S BENCH PLAN + SECTION

In medium-sized courtrooms, the judge's desk top should be six to eight feet in length by two to two and a half feet in depth. In large courtrooms, the length may extend to ten feet. In trial-level courtrooms, the size of the judge's bench should be proportionate to the size of the courtroom. A work surface that is much wider than two feet will cause the judge to sit too far back from the front of the bench and, coupled with the height of the bench, will give the appearance to spectators that the judge is simply a "talking head." The total space requirement for a judge's bench should range from 45 to 70 square feet. The space between the judge's desk and the wall behind the bench should be approximately five feet.



JUDGE'S BENCH + CLERK ELEVATION

The front of the standard trial bench should be 52 to 56 inches in height. This includes 21 to 22 inches for riser height, 29 to 30 inches for the work surface, and 3 to 4 inches for the privacy rail. Large trial and appellate benches may add 3 to 4 inches for the additional riser height.



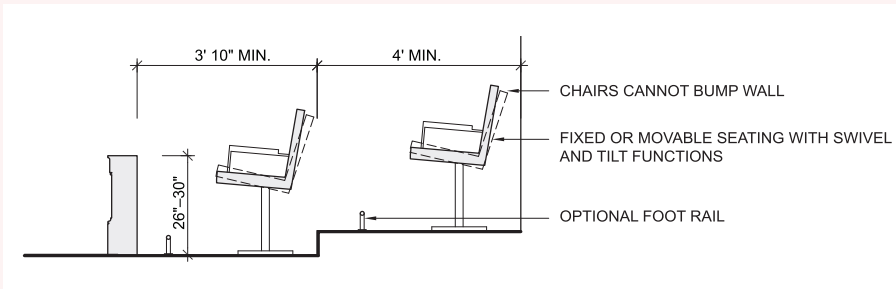
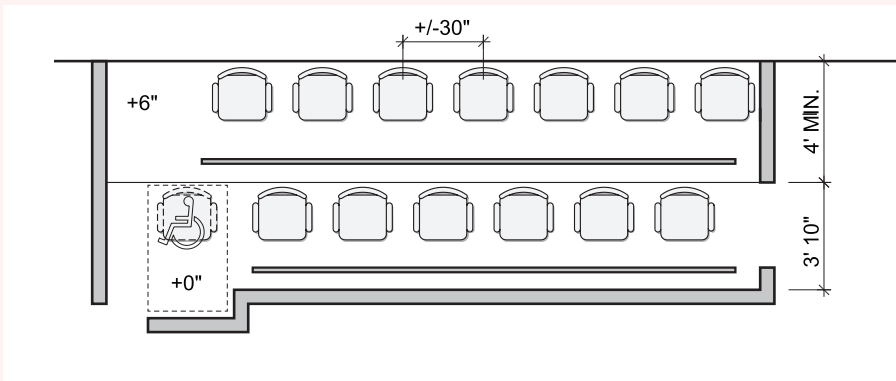
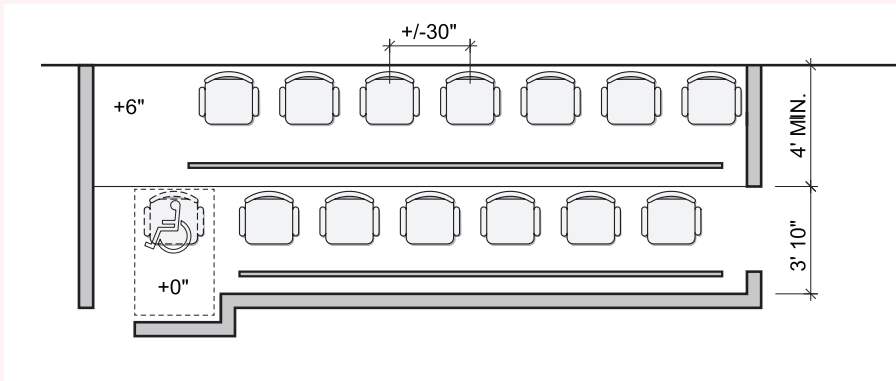
CLERK STATION PLAN

If the station is adjacent to the judge, the distance from the desk to the back wall should be at least 5 feet, to accommodate equipment, various seating angles, and easy access. If located in the litigation area, the court reporter should have table space and comfortable seating appropriate to the recording methods being used.

***NOTE:**

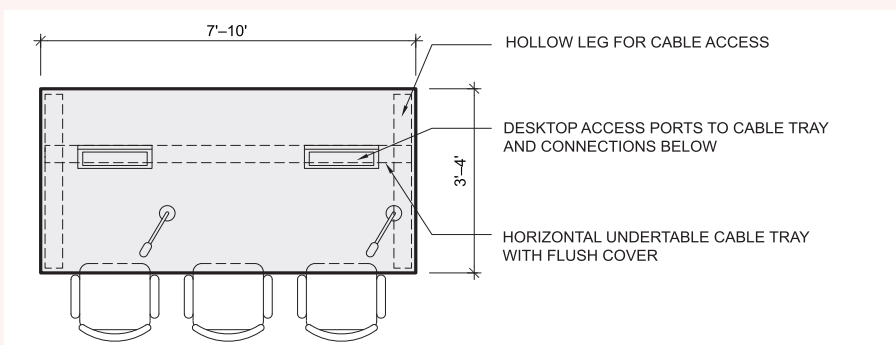
A wider desk for the clerk station may be chosen to ensure physical distancing. Plexi division glass can be added to table as an added layer of precaution.

COURT ROOM STANDARDS



JURY BOX PLAN + SECTION

The jury box should accommodate all jurors plus two or more alternates. The standard jury box should accommodate 16 jurors in order to provide maximum flexibility for present and future trials. Jurisdictions using an 8-person jury may find it advantageous to use a 14-person jury box to provide adequate circulation in the litigation area and greater flexibility in the ability to conduct future criminal trials. The jury box should allow ten to twelve square feet per juror. A 14-person jury box would typically be 19 to 21 feet long and eight to nine feet deep; a seven-person jury box would be four to five feet deep. The distance from the first row to the front railing should be approximately eighteen inches to allow for leg room. The modesty railing/panel should be high enough to shield the lower level of jurors. The total requirement for a 16-person jury box is approximately 180 to 210 square feet; for an eight-person jury box, 80 to 90 square feet.



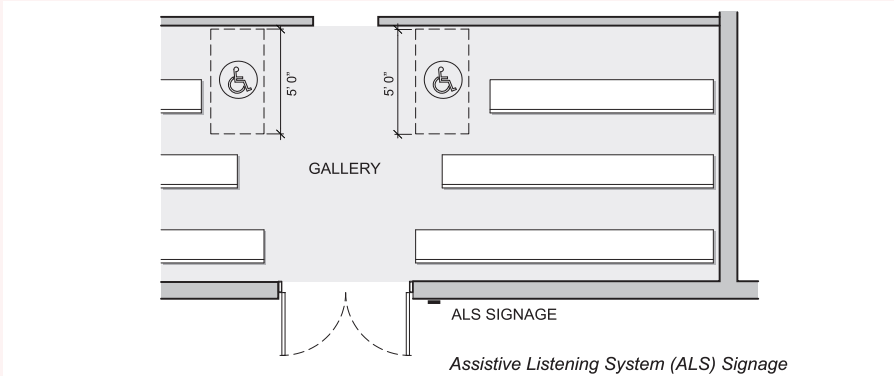
COUNSEL TABLE PLAN

Workstation is isolated. There are no reasons for other personnel to pass behind the worker. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

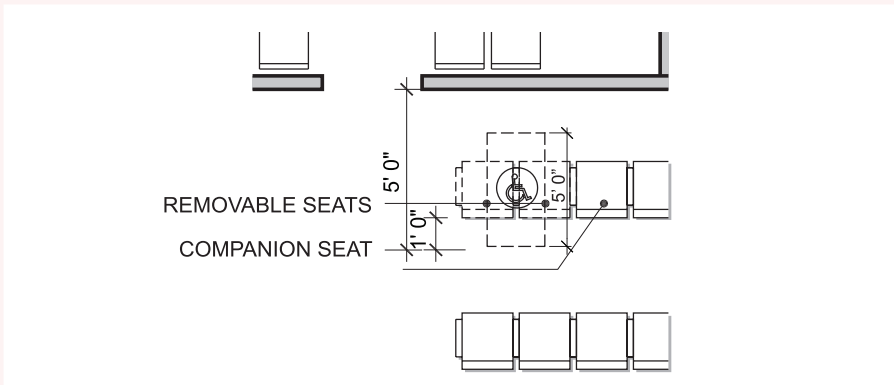
***NOTE:**

A wider counsel table may be chosen to ensure physical distancing. Plexi division glass can be added to table as an added layer of precaution. Space should be provided for a handicapped juror either with an open space on the end of the first row or by removing the first juror's chair. Increasing Jury Box size to accommodate physical distancing between participants can be done by increasing the length for every juror by three feet

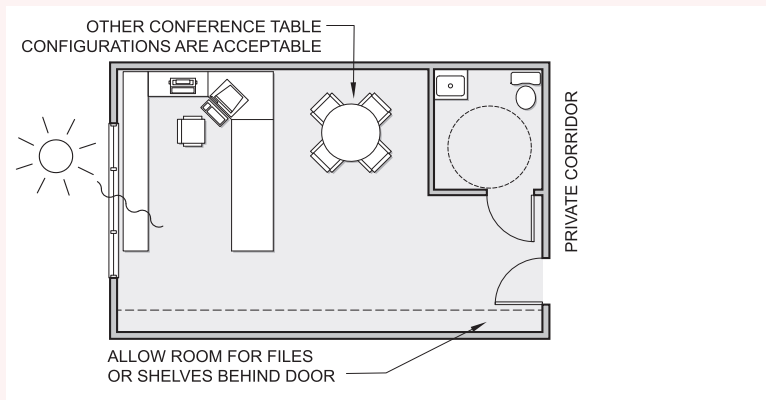
COURT ROOM STANDARDS



Provide wheelchair spaces, companion seating, and semi ambulatory seating in ratios required by law. Provide space in front of and behind the wheelchair space such that the spectator using a wheelchair or mobility device can roll forward or backward to allow other spectators to exit a row. The wheelchair or mobility device cannot permanently block exit from an aisle. Six feet markings on benches can help with physical distancing and distancing movable chairs as well. Distancing rows to allow for 6' distance from front of bench to edge of bench can allow spectators to walk past one another safely. Following a first in last out approach to how spectators enter benched seating, will help spectator avoid collisions.



BENCH TYPE + REMOVABLE SPECTATOR SEATING



Depending on the number of judges in a facility, one or more additional chambers for use by judges who are not regularly assigned to the court may be provided. Judicial chambers may be clustered for improved collaboration and to share support-functions. If chambers are clustered, space may be conserved and costs reduced by providing a common restroom to be shared among judges and a separate shared restroom for staff.

JUDGE'S CHAMBERS PLAN

MEETING ROOMS + COLLABORATIVE SPACE ALLOCATION

Meeting rooms are enclosed spaces in an office environment where meetings at a table may be held in privacy. It is critical to the success of the arrangement that there are enough conference rooms of appropriate sizes to meet the needs for private meetings. Adequacy of number and size of conference rooms is critical to the success of an office plan.

Sometimes for small meetings of a non-confidential nature, conference areas do not need walls from floor to ceiling but can have low partitions. Space standards for open conference areas are the same as for conference rooms. The space standards below are for conference rooms for up to 20 people. Conference rooms for more than 20 people are considered specialized space and should be dealt with on a case-by-case basis

The following are key principle (density, configuration, safety) consideration to implement:

- Enclosed meeting rooms or other collaborative spaces should have reduced occupancy by removing chairs in order to maintain proper distance

- When employees are seated in a face-to-face manner, table surfaces—for example 36 inch (in) round or 48 in wide surfaces—can be used as distance indicators when the distance is less than 6 ft a staggered seating approach should be used

- Consider indicating table widths to inform occupants

- Whenever possible, doors to rooms should remain open to encourage air circulation.

- Consider indicating path of travel and dedicating some doors to entry and some to exit.

Small Conference Rooms	
Smaller meetings that may include a mix of in-office and remote employees	
Ideal Size	100-120 sq. ft.
Occupancy	2-4 under normal circumstances; 1-2 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker
<hr/>	
Ideal Size	150-200 sq. ft.
Occupancy	6-8 under normal circumstances; 3-4 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Medium Conference Rooms

Medium meetings that may include a mix of in-office and remote employees

Ideal Size	220–300 sq. ft.
Occupancy	10–12 under normal circumstances; 5–6 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Large Conference Rooms

Larger meetings that may include a mix of in-office and remote employees

Ideal Size	350–400 sq. ft. or more
Occupancy	14–16 under normal circumstances; 6–10 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

Ideal Size	450–500 sq. ft. or more
Occupancy	16–18 under normal circumstances; 8–12 with physical distancing
Furnishings	Table, chairs, whiteboard, wireless internet connection, outlet, monitor, connector, conference room speaker

NOTE: The space standards above are for conference rooms for up to 20 people. Conference rooms for more than 20 people are considered specialized space and should be dealt with on a case-by-case basis. It may be noted that the area per person in a conference room for 20 people is greater than the area per person for some smaller groups of people. This occurs because a “square donut” configuration appropriate for larger groups requires increased area per person.

Quiet Rooms

Allows for a quiet place to have phone conversations or simply focus on individual work. Perfectly spaced for a single person to set up their ambiance and work comfortably.

Ideal Size	25–50 sq. ft.
Occupancy	1–2 under normal circumstances; 1 person with physical distancing
Furnishings	These spaces can be either custom built or pre-fabricated to include bench or chair and table, whiteboard, outlets, wireless internet

SPACE CONSIDERATIONS

The amount and frequency of traffic must be considered in the passageway in order to determine the available space in the control room that will permit to efficiently configure the layout for consoles. Here's an example of traffic guidelines:

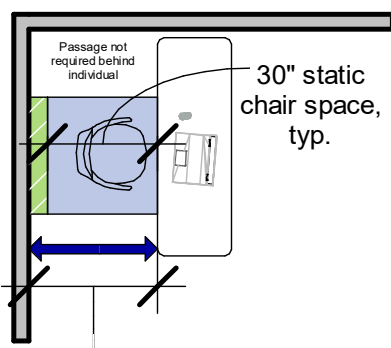
Zero Traffic: no traffic, no person requires passage behind or between workstations.

Low Traffic: two to three staff require passage to access their personal workstation, only these staff require access, and no other staff needs access (low numbers, low occurrence).

Moderate Traffic: staff require passage to access workstations, meeting rooms, file units, printers or any other furniture/equipment which is shared with staff other than those with workstations surrounding the passage.

High Traffic: all (any) staff require passage to access various parts of the work environment. Static chair space is the space allocated to the position of the chair and the worker while dedicated work is being performed on computer equipment.

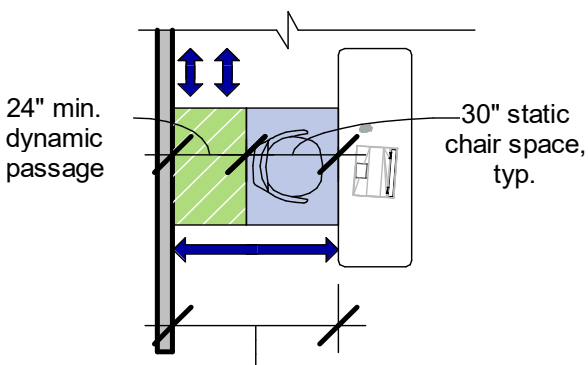
The space considerations can be used as guidelines in determine furniture layouts in space planning of the office. The greater the distance in traffic width, ideally six, is most desirable for physical distancing.



42" min. roll back clearance from desk edge to vertical barrier

Workstation is isolated. There are no reasons for other personnel to pass behind the worker. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

FIGURE ONE



54" min. distance from desk edge to vertical barrier to accommodate worker and occasional passage

Workstation is adjacent to other workstations where two to three personnel require passage behind the seated worker on an occasional basis. Access may be one-sided or two-sided, however if two-sided then an alternative corridor must be provided to avoid use of this passage by other personnel (e.g.: one-sided access would be an enclosed cubicle; two-sided access might be a bank of three desks with access from either side). Only personnel working at adjacent stations require passage, no other traffic is supported. Low occurrence and low number of personnel. There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

FIGURE TWO

SPACE CONSIDERATIONS

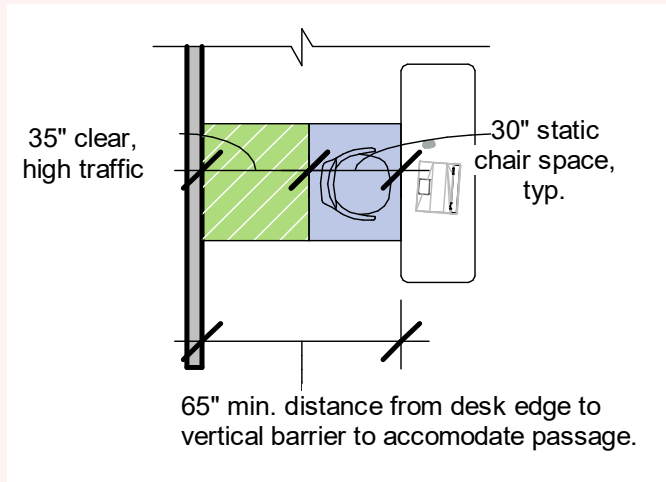


FIGURE THREE

Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4" not 35". There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

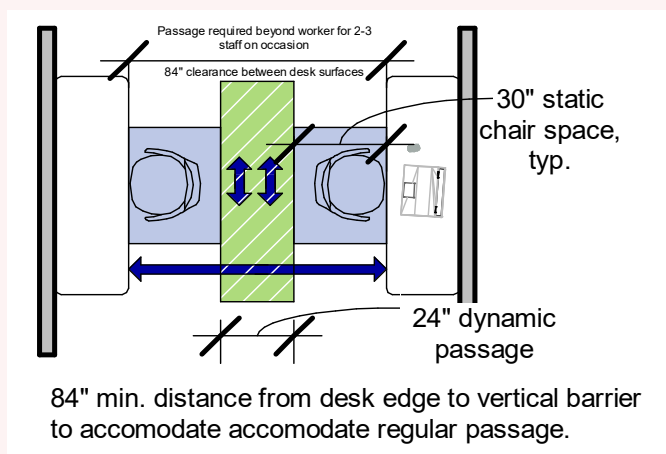


FIGURE FOUR

Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4" not 35". There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position.

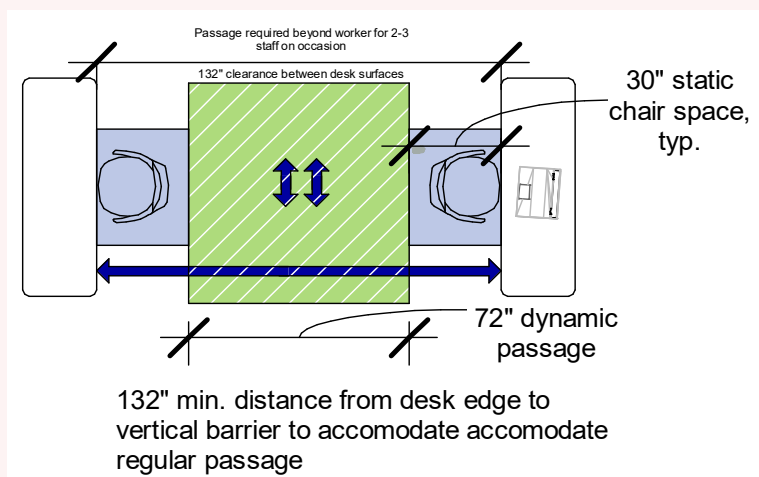
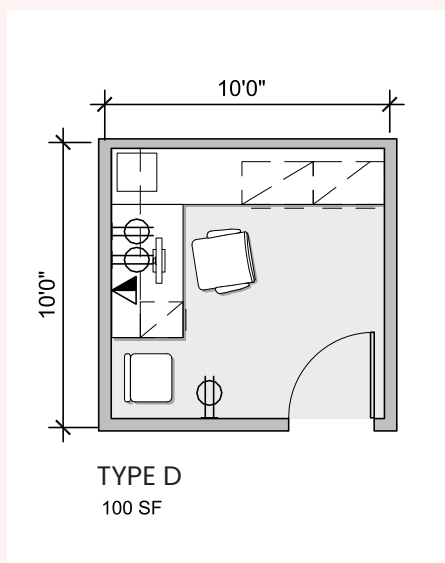
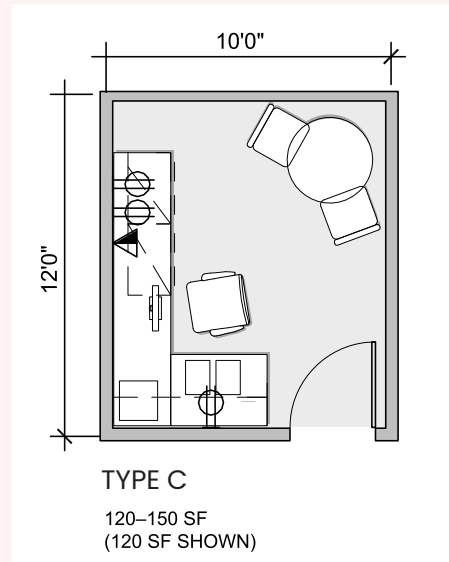
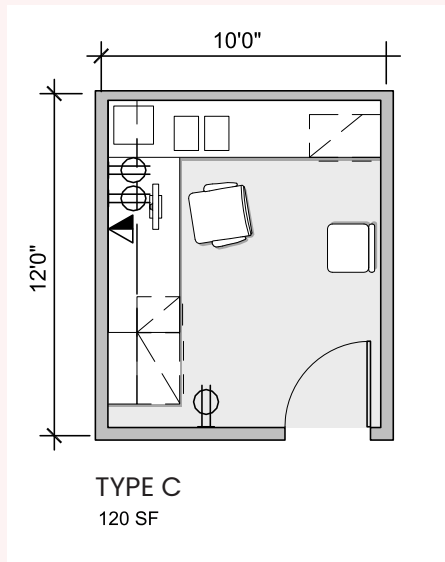
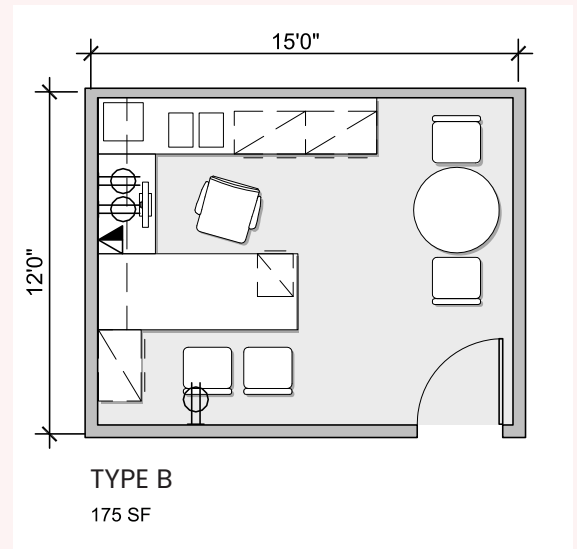
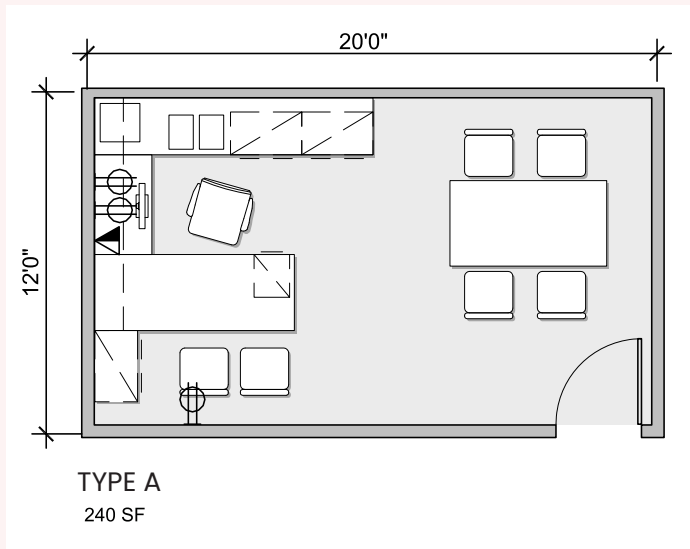


FIGURE FIVE

Workstation backs on to a corridor used by any personnel as regular passage to access various parts of the work environment. The corridor meets the definition for a subsidiary aisle for this dimension. If it is a primary aisle, the passage width must be 43.4" not 35". There is a vertical barrier behind the work surface. The work surface edge is considered to be the front edge of the desk or a keyboard platform in its operational position. This is most desirable to conform with physical distancing.

ENCLOSED OFFICE TYPE A - D



BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - ENCLOSED



A 10'-0" x 12'-0" (120 SF)

FEATURE ONE



A 10'-0" x 12'-0" (120 SF)



B 10'-0" x 12'-0" (120 SF)

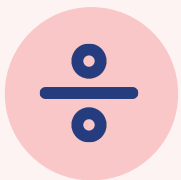
FEATURE TWO



B 10'-0" x 12'-0" (120 SF)

FEATURE ONE + FEATURE TWO

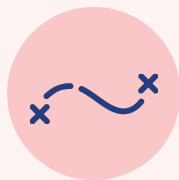
A panel-based workstation provides the shielding and boundary to make users feel safe and supported. Sarto Screens provide shielding at a higher level, while flexible, lightweight screens are easily moved to allow the workstation to open up for collaboration.



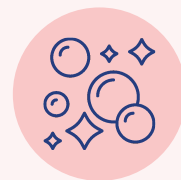
DIVISION



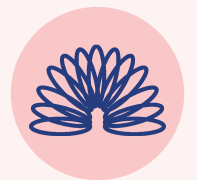
ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY

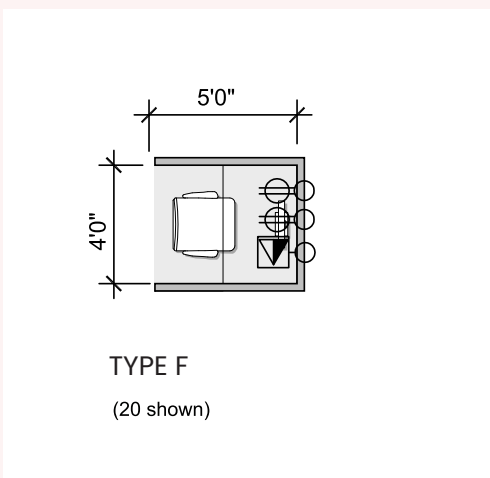
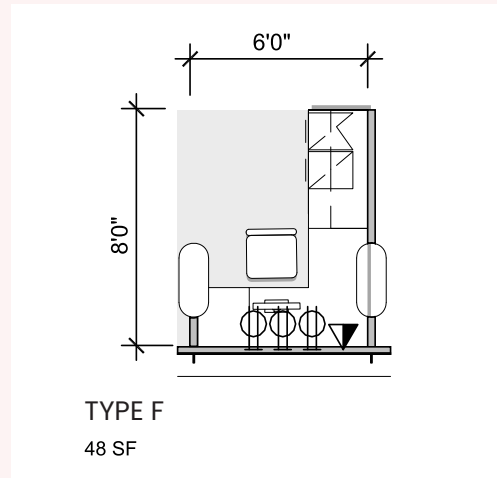
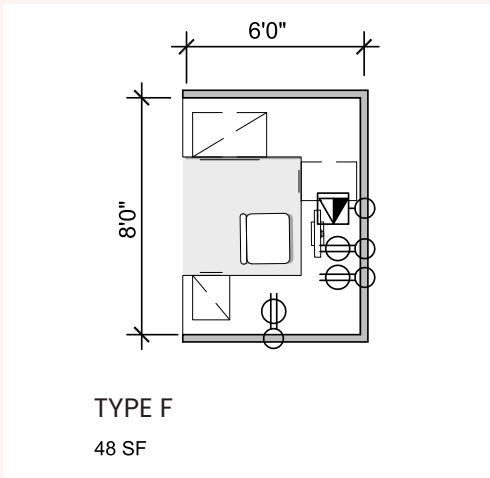
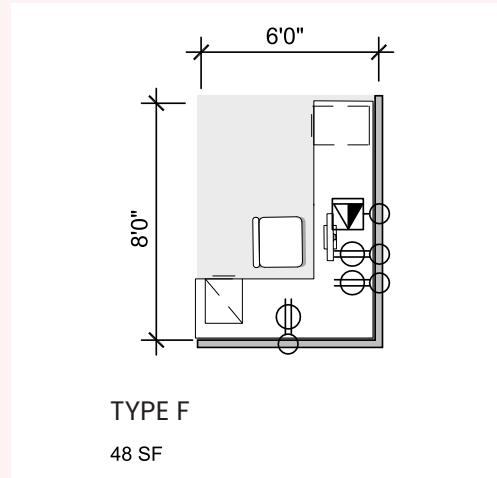
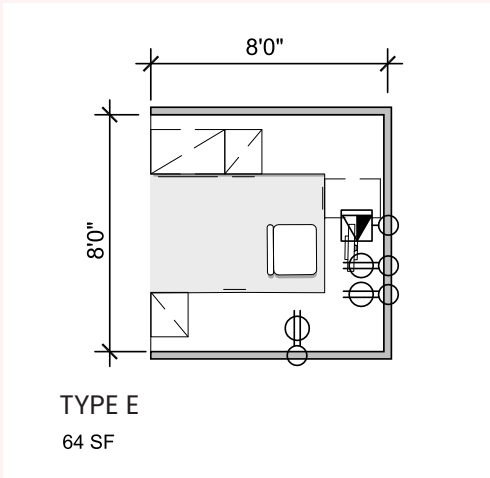


SANITATION



FLEXIBILITY+
MOBILITY

OPEN PLAN WORKSTATIONS D - F



BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - OPEN



FIGURE ONE

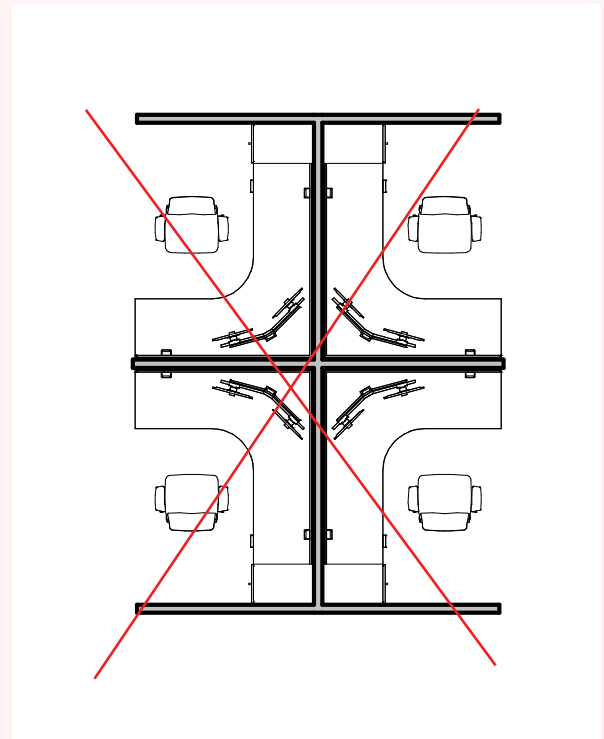


FIGURE TWO

FEATURE ONE

The cubicle square footage estimates provided are prevailing standard for an atypical allocation per staff position. These estimates can be individually adjusted in adherence with management standards.

Key principles can be achieved by either retrofitting, re-configuring, and/or upgrading furniture solutions. Feature one is an example of how new work-settings can meet health and safety requirements.

FIGURE TWO

Face-to-face seating is discouraged; staggered seating can also remedy this problem. Many workstation configurations will not allow proper distance between adjacent occupants. Even in a large traditional cubicle layout such as is show in Figure Two, 6 feet of separation between occupants cannot always be met. It is important to note that at this time, there is no evidence that partitions provide sufficient safety between occupants, and should not be the first line of defense.

LAYOUT CONSIDERATIONS - OPEN

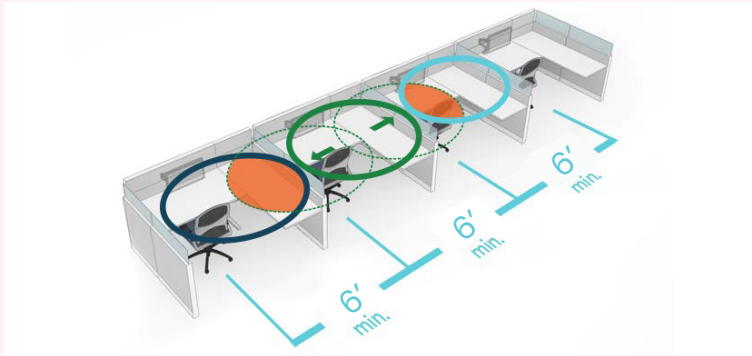


FIGURE ONE

The more flexibility an occupancy strategy provides, the more it will ensure that staggered seating can be easily implemented, which will maximize workspace use and leave very few unavailable for use.

The occupancy strategy should also include direction on the use of enclosed spaces, open collaborative areas, and circulation patterns.



FIGURE TWO

Examine current workstation layout to measure all possible distances between occupants. As shown in Figures One, 6 foot distance color-coded circles around the blue, green and turquoise occupants overlap as they move their chairs around the workstation or as they enter and exit the workspace, making it impossible to maintain the 2 m physical distance between workstation occupants.



FIGURE THREE

If workstations don't have the minimum spacing of 6 feet between occupants at any point in their workspace, then a staggered seating plan is recommended. The diagram indicates the optimal way to create distance by removing every other workstation from the arrangement.

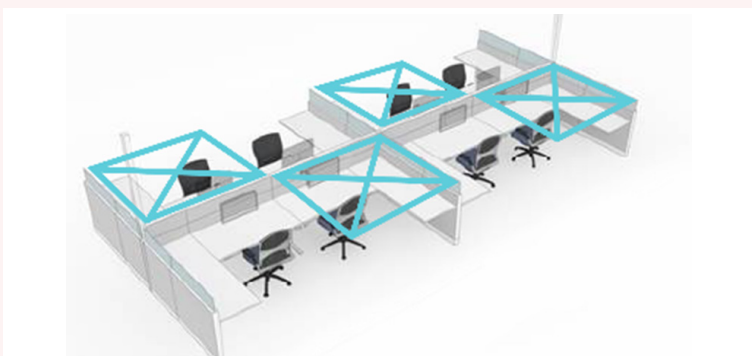
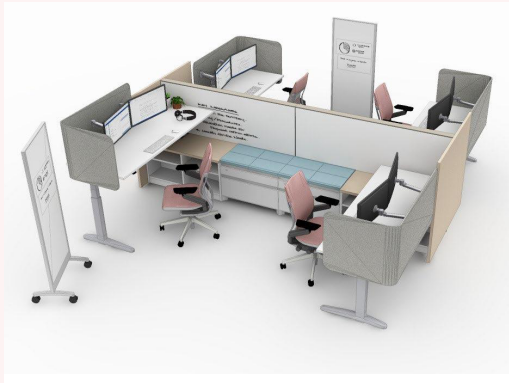


FIGURE FOUR

The more flexibility an occupancy strategy provides, the more it will ensure that staggered seating can be easily implemented, which will maximize workspace use and leave very few unavailable for use.

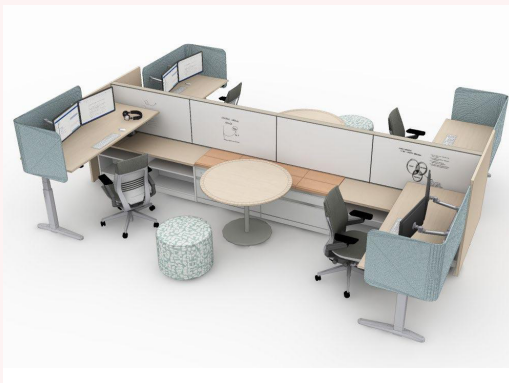
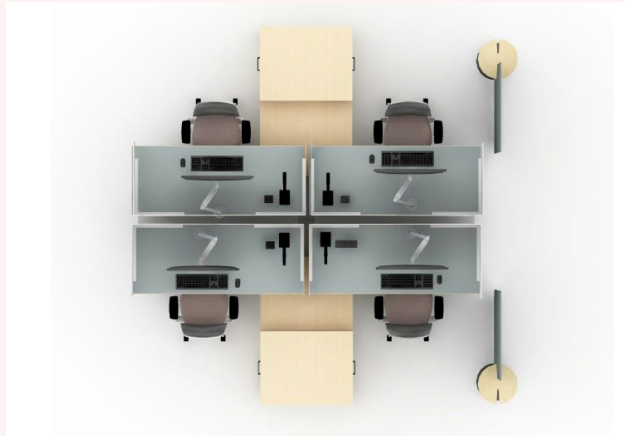
The occupancy strategy should also include direction on the use of enclosed spaces, open collaborative areas, and circulation patterns.

LAYOUT CONSIDERATIONS - OPEN



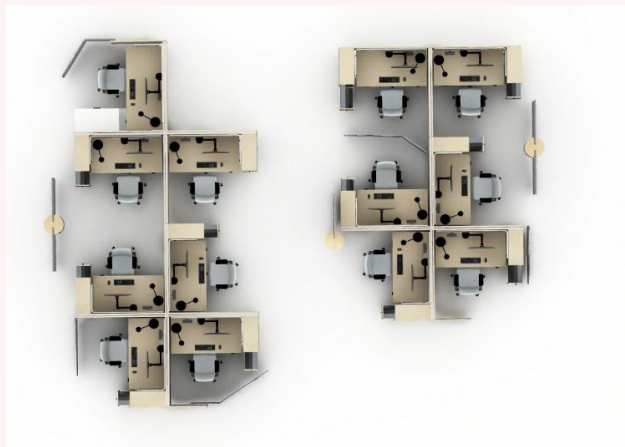
A 6'-0" x 6'-0" (36 SF)

FEATURE ONE



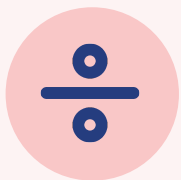
B 6'-0" x 8'-0" (48 SF)

FEATURE TWO



FEATURE ONE + FEATURE TWO

When in the office, teammates can choose their location and level of privacy with the use of lightweight screens, while still having access to full amenities such as a storage and respite zones that can also allow for a private 1:1 meeting with co-workers.



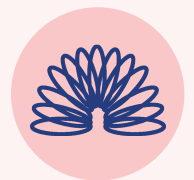
DIVISION



ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY



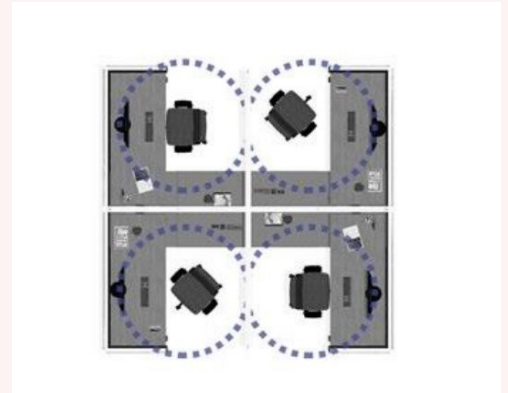
FLEXIBILITY+
MOBILITY

FURNITURE CONSIDERATIONS - OPEN

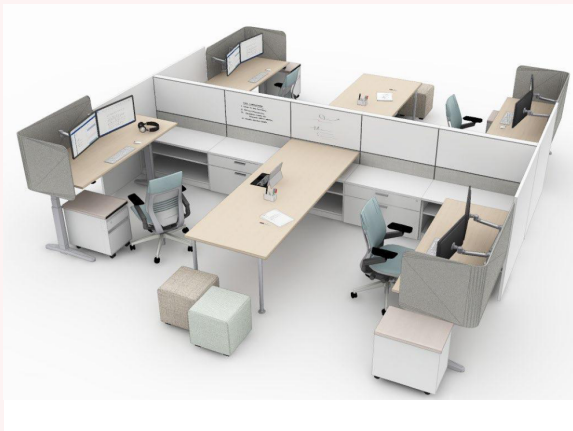


C 8'-0" x 8'-0" (64 SF)

FEATURE THREE

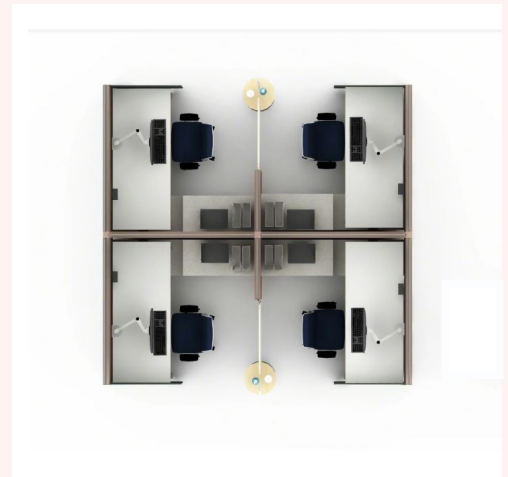


FOOTPRINT: 195 S.F.



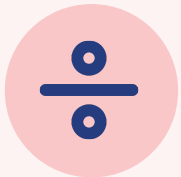
C 8'-0" x 8'-0" (64 SF)

FEATURE FOUR



FEATURE THREE + FEATURE FOUR

A panel-based workstation provides the shielding and boundary to make users feel safe and supported. Sarto Screens provide shielding at a higher level, while flexible, lightweight screens are easily moved to allow the workstation to open up for collaboration.



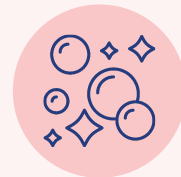
DIVISION



ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY



SANITATION



FLEXIBILITY+
MOBILITY

FURNITURE CONSIDERATIONS - OPEN

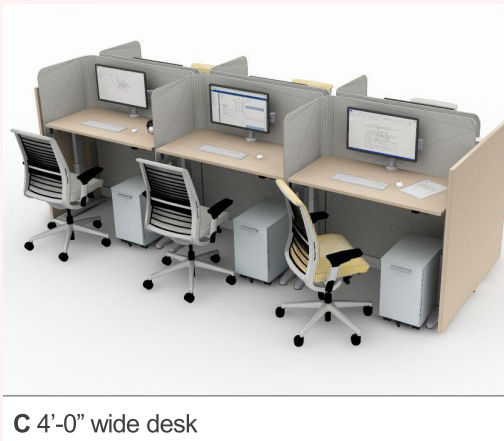


A 10'-0" x 12'-0" (120 SF)

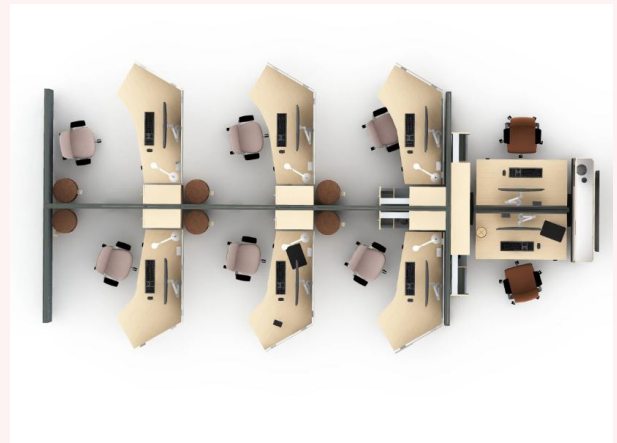


B 5'-0" x 5'-0" (25 SF)

FEATURE FIVE



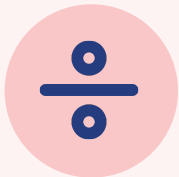
C 4'-0" wide desk



FEATURE SIX

FEATURE ONE + FEATURE TWO

Storage acts as a boundary between users, while providing a place to store personal belongings and cleaning supplies. A freestanding screen creates shielding from circulation paths as needed, while also providing a place impromptu collaboration. Desk-Mounted screens are lightweight, easy to move, and can be temporarily used for boundary between users when needed.



DIVISION



ACCESSIBILITY
+ INCLUSIVITY

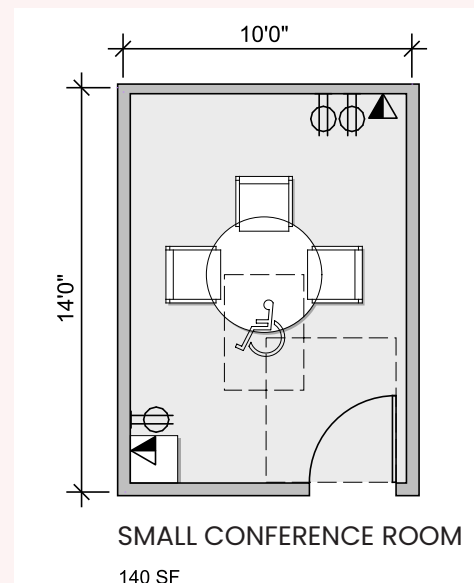
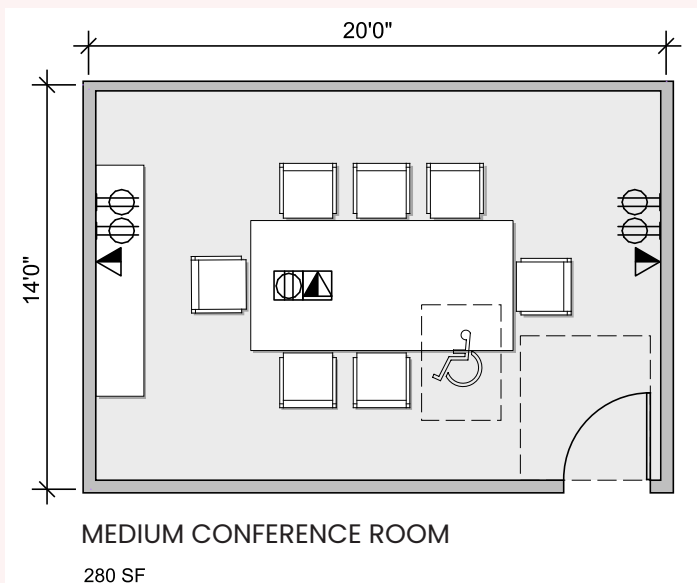
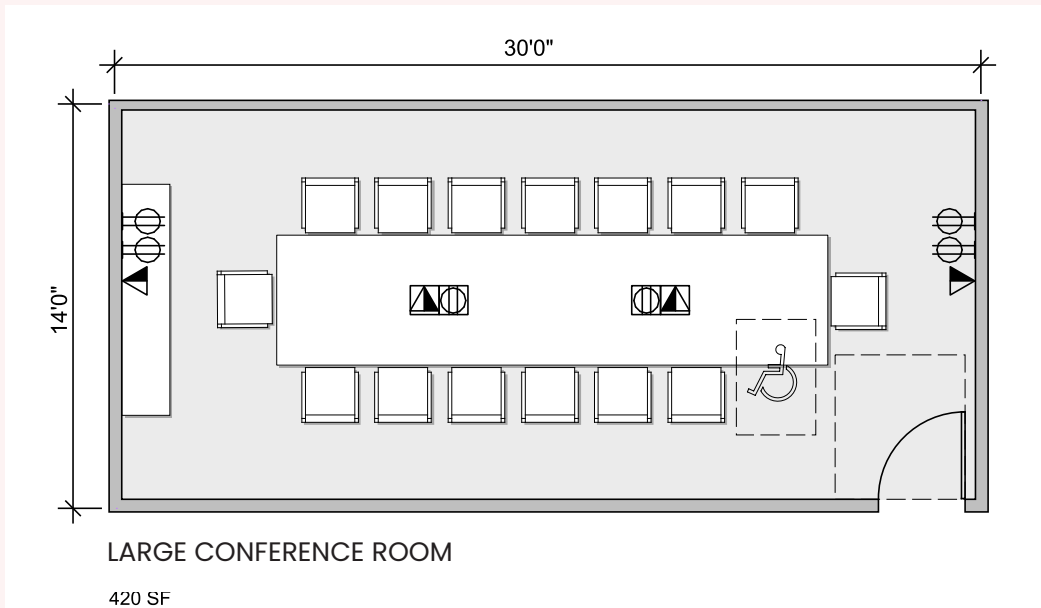


PROXIMITY



FLEXIBILITY+
MOBILITY

ENCLOSED CONFERENCE TYPES



BENCHMARK

Space standards illustrations are diagrammatic: project specific furniture and equipment requirements should take precedence.

FURNITURE CONSIDERATIONS - CONFERENCE



FIGURE ONE

Given that workplace occupancy will most likely be reduced, meeting room and collaborative spaces may not require as much use. Nonetheless, minor changes can be made to maximize their use and safety at this time.

Enclosed meeting rooms or other collaborative spaces should have reduced occupancy by removing chairs in order to maintain proper distance.

- When employees are seated in a face-to-face manner, table surfaces—for example 36 inch (in) round or 48 in wide surfaces—can be used as distance indicators.
- When the distance is less 6 ft a staggered seating approach should be used.
- Consider indicating table widths to inform occupants.
- Whenever possible, doors to rooms should remain open to encourage air circulation.
- Consider indicating path of travel and dedicating some doors to entry and some to exit.

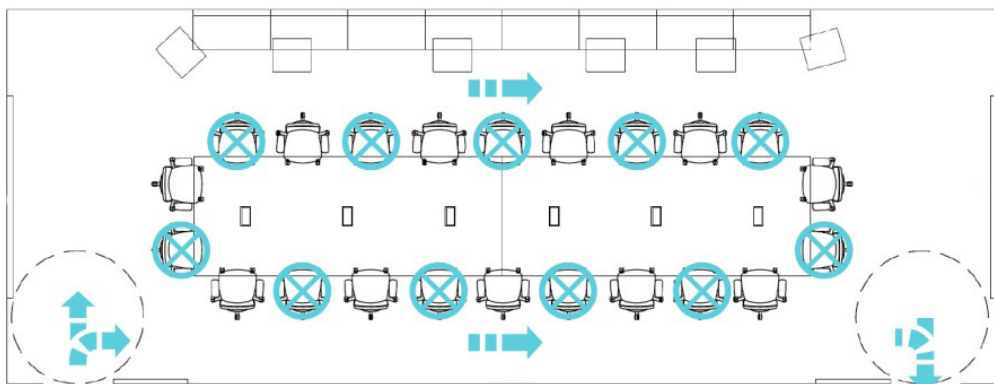


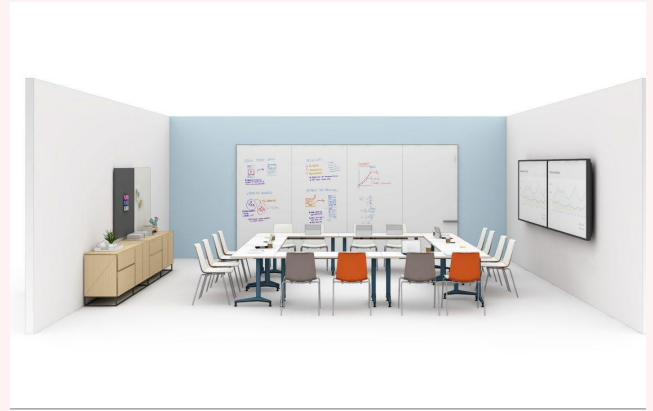
FIGURE TWO

Open collaborative areas should ensure proper distance between seats. This may mean the removal of seats as necessary.

FURNITURE CONSIDERATIONS - CONFERENCE

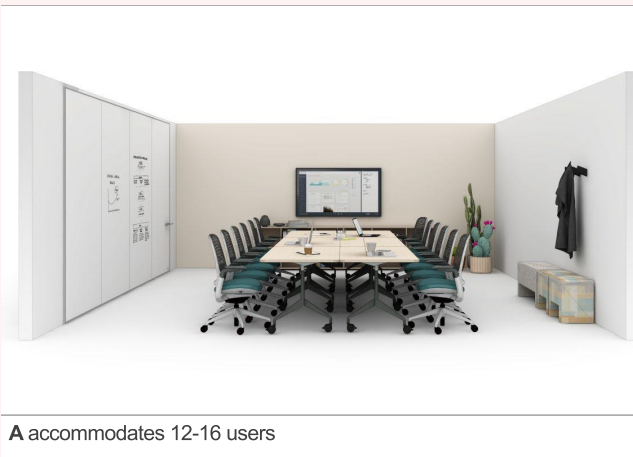


A accommodates 18 users

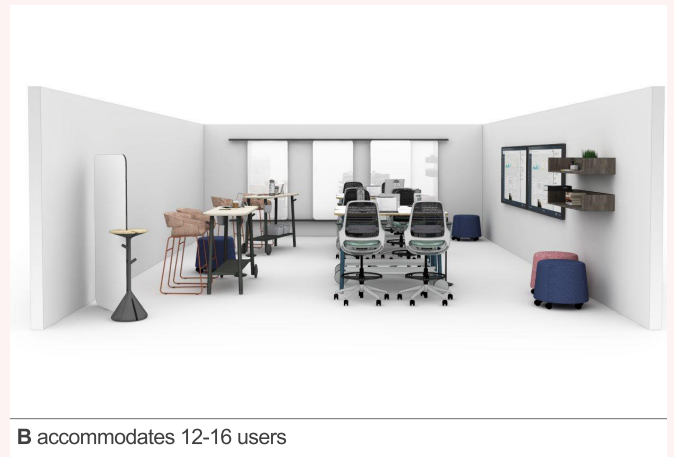


B accommodates 16 users

FEATURE ONE - Learning Conference Setting



A accommodates 12-16 users

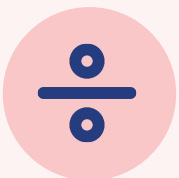


B accommodates 12-16 users

FEATURE TWO - Flexible Conference Room Setting

FEATURE ONE + FEATURE TWO

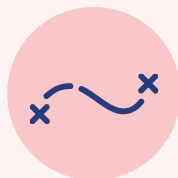
This learning conference is designed with flexibility and emphasis on the virtual participants in mind. Many of the furniture components can be shifted by users on an on-demand basis as required. The tiered seating approach allows for everyone to get a clear view of the content and instructor, while virtual participants can join in with two different camera views into the space.



DIVISION



ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY



SANITATION



FLEXIBILITY+
MOBILITY

FURNITURE CONSIDERATIONS - CONFERENCE



A accommodates 3-5 users



B accommodates 4-6 users

FEATURE ONE - Small Conference



A accommodates 8-10 users

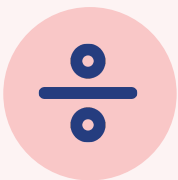


B accommodates 8-10 users

FEATURE TWO - Medium Conference

FEATURE ONE + FEATURE TWO

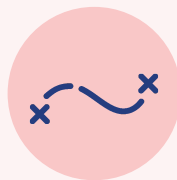
This enclosed collaborative spaces allows for furniture to be easily reconfigured when conditions allow. Ample markerboard space and multiple monitors support mixed presence meetings



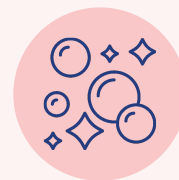
DIVISION



ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY



SANITATION



FLEXIBILITY+
MOBILITY

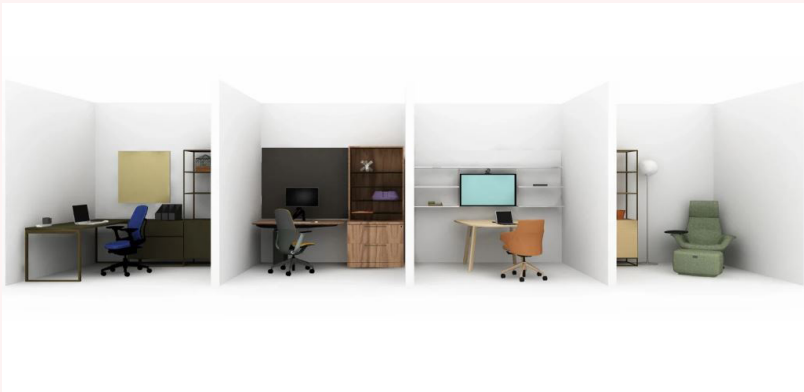
FURNITURE CONSIDERATIONS - TOUCH DOWN



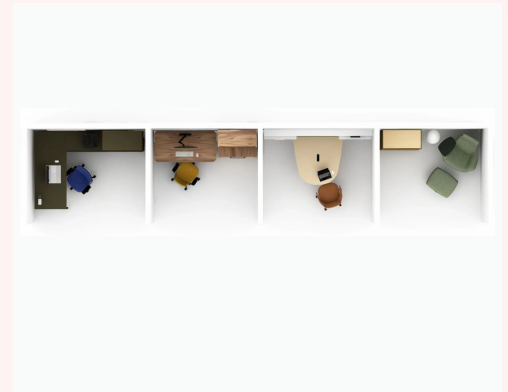
FEATURE ONE



FOOTPRINT: 195 S.F. PER SPACE



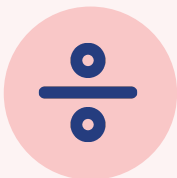
FEATURE TWO



FOOTPRINT: 100 S.F. PER WORKSTATION

FEATURE ONE + FEATURE TWO

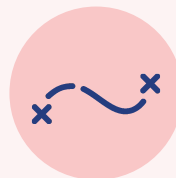
Configuration of desks with guest seating avoids face-to-face orientation. Protectional barriers on desks provides division from guests. Touch down workspaces allows for flexibility in the case that one may not feel safe in their current space. These flexible workspaces can help alleviate density.



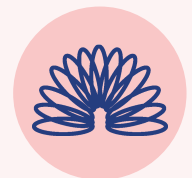
DIVISION



ACCESSIBILITY
+ INCLUSIVITY

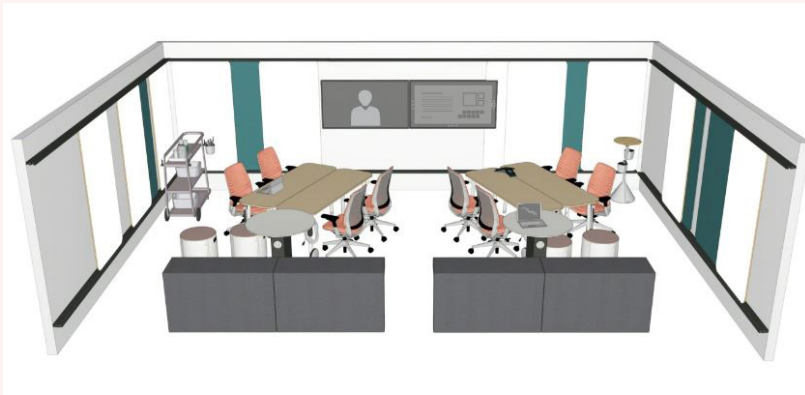


PROXIMITY

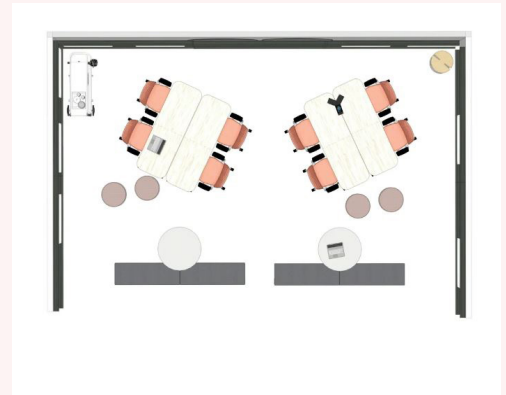


FLEXIBILITY+
MOBILITY

FURNITURE CONSIDERATIONS - COLLABORATION



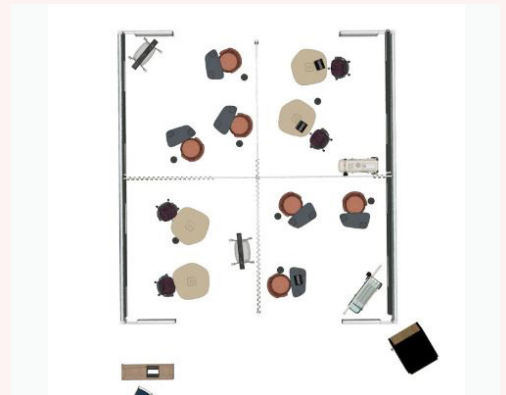
FEATURE ONE



FOOTPRINT: 250 S.F.



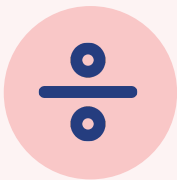
FEATURE TWO



FOOTPRINT: 400 S.F OVERALL

FEATURE ONE + FEATURE TWO

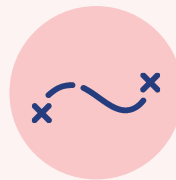
This dynamic space can easily convert for various uses. Project teams are supported with on-demand generative work sessions and/or quick team huddles. This space can be used for quick gatherings, for hosting webinars or client presentations. Both wall and mobile technology allows you to choose what works best for the moment.



DIVISION



ACCESSIBILITY
+ INCLUSIVITY



PROXIMITY



FLEXIBILITY+
MOBILITY



GATHERING



SANITATION

FURNITURE CONSIDERATIONS - TOUCH DOWN

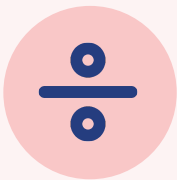


A accommodates 5 users

FEATURE ONE - Collaborative Lounge

FEATURE ONE + FEATURE TWO

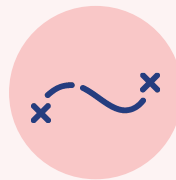
Configuration of desks with guest seating avoids face-to-face orientation. Protectional barriers on desks provides division from guests. Touch down workspaces allows for flexibility in the case that one may not feel safe in their current space. These flexible workspaces can help alleviate density.



DIVISION



ACCESSIBILITY
+ INCLUSIVITY

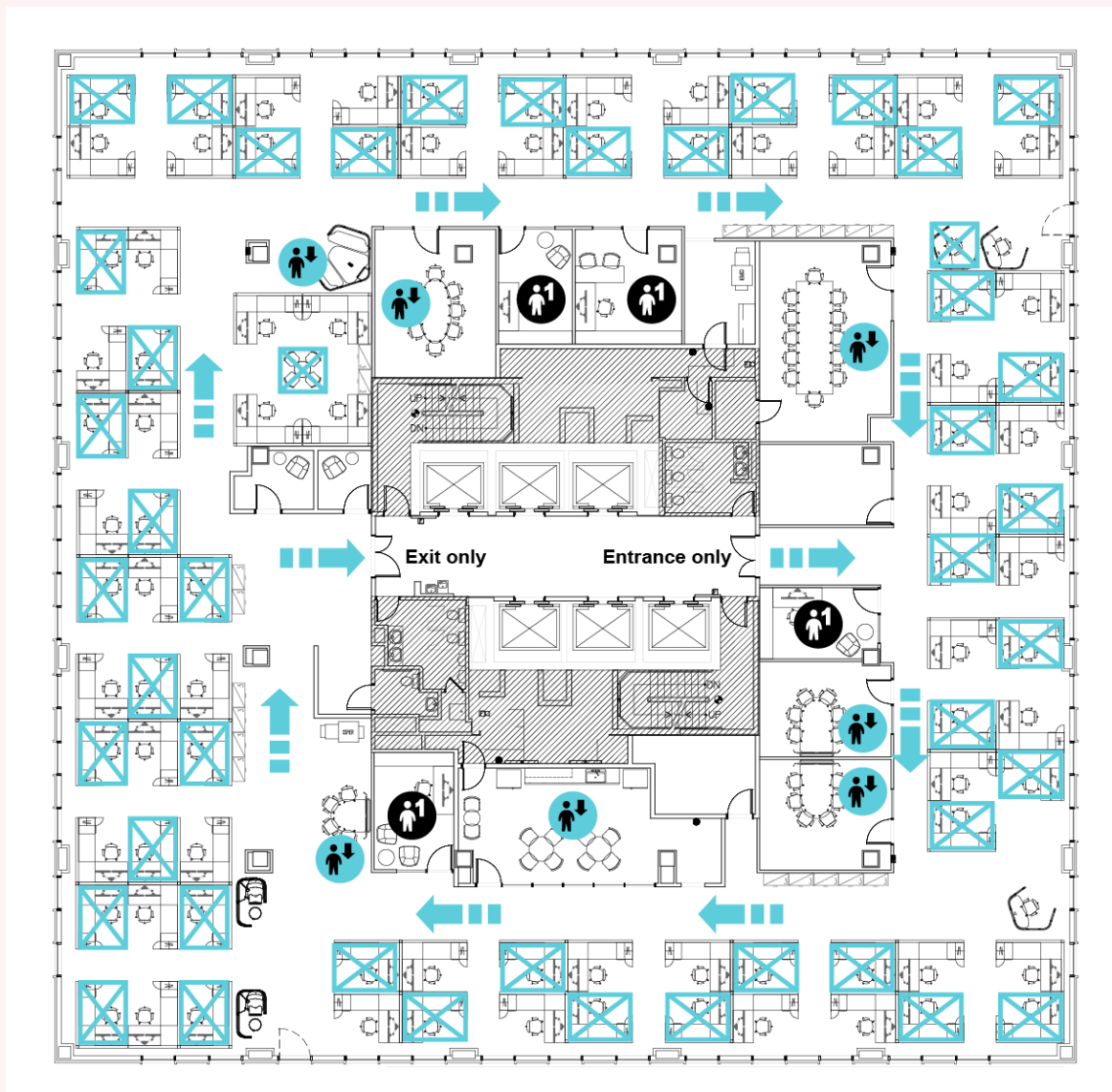


PROXIMITY



FLEXIBILITY +
MOBILITY

Floor Plan Considerations - Example



Due to the width of circulation areas in most office environments, unidirectional circulation patterns for corridors throughout offices and workstations should be considered where possible.

- The restriction of movement will assist with maintaining physical distance and limiting the potential spread of germs.
- Marking floors and providing adequate signage to reinforce the practice is recommended.
- Spaces outside meeting rooms could be marked for those waiting to enter, leaving adequate distance for people exiting and avoiding congestion points
- Consider conducting a scan of circulation areas and flows; this will help to disencumber pathways and limit potential for bottlenecks
- Any modifications to circulation widths or patterns should be done with consideration for accessibility requirements
- The following floor plan provides an example of a staggered seating strategy across an entire floor. It indicates which workpoints shouldn't be used, modifications to use of enclosed rooms, and how to circulate in 1 direction (as much as possible) on the floor.

08.11.2022

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