DRY LAB AND ADMINISTRATIVE SPACE ADDITIONAL GUIDELINES MATRIX FOR SOM FACULTY AND STAFF

**REMEMBERS –**
- Those who can perform their work remotely should continue to do so. ONLY those faculty and staff who have been approved to return to campus may return.
- Face coverings MUST be worn at all times except if alone in a private office.
- Individuals should maintain six-feet physical distancing whenever possible.

<table>
<thead>
<tr>
<th>Public and Common Spaces</th>
<th>Conference and Meeting Rooms</th>
<th>Shared Offices</th>
<th>Open Work Spaces –</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cubicles with Walls</td>
<td>Open Workstations without Dividers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Guidelines**
- Maintain six-feet physical distancing
- Face coverings must be worn at all times
- For front desk or reception desks, plexiglass dividers should be used to protect from visitors
- Continue to **conduct virtual meetings whenever possible**
- Maintain six-feet physical distancing
- Face coverings must be worn at all times
- Continue to leverage shifts and flexible scheduling
- Maintain six-feet physical distancing in **all directions** from primary seat location
- Desk should be arranged so occupants are facing away from each other, if possible
- Face coverings must be worn at all times
- **All** walls greater than or equal to 5 ft –
  - Cubicle is greater than or equal to 6 ft x 6 ft, then occupancy in every cubicle is allowable
  - Cubicle area less than 6 ft x 6 ft, then occupancy must be staggered every other cubicle
- With walls lower than 5 ft, occupancy must be staggered every other cubicle
- Regardless of wall height, if sit-stand desks are utilized, then occupancy must be staggered every other cubicle
- Face coverings must be worn at all times
- Maintain six-feet physical distancing in **all directions** from primary seat location
- Cannot have occupants on opposite sides of seating without a barrier at least two-feet tall installed, even if seating is staggered
- Face coverings must be worn at all times