



EMORY | SCHOOL OF MEDICINE

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

REMINDERS –

- **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.

	Public and Common Spaces	Conference and Meeting Rooms	Shared Offices	Open Work Spaces –	
				Cubicles with Walls	Open Workstations without Dividers
Additional Guidelines	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Continue to <u>conduct virtual meetings whenever possible</u>• Maintain six-feet physical distancing• Face coverings must be worn at all times	<ul style="list-style-type: none">• Continue to leverage shifts and flexible scheduling• Maintain six-feet physical distancing in <u>all directions</u> 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	<ul style="list-style-type: none">• <u>All</u> walls greater than or equal to 5 ft –<ul style="list-style-type: none">○ 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	<ul style="list-style-type: none">• Maintain six-feet physical distancing in <u>all directions</u> 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