This resource guide offers various levels for physical interventions in an office environment to promote social distancing. The resource guide is intended for department leaders to consider how to manage the social environment as the campus repopulates.

The resource guide provides three levels of interventions to help leaders implement multiple strategies depending on timing needs and material availability:

- **No-/Low-cost** physical interventions that can be implemented simply at the department level
- **Medium-cost**, yet timely, interventions that might require services from Campus Facilities
- **Long-term** interventions that will require services from Campus Facilities for design and scheduling

**RESOURCES:** Information about interventions is located at the end of the document

Each page below will provide Ideas for physical interventions in the office environment:

- General Office Areas
- Reception Spaces
- Individual Workstations
- Shared (bullpen) Workstations
- Shared Offices
- Private Offices
- Conference Rooms

In all Instances keep the following in mind

- **Reference MU Alert** for current guidance on employees’ personal responsibilities
- Remain flexible to change, consider timing as an intervention instead of physical interventions
- Campus Facilities Frequently Asked Questions (FAQ) Is located ahead of the Resources section

**Contact Information about Resource Guide**

For **general questions** about the guide, please email inquiries to [Campus Facilities - Planning, Design, and Construction](#) or call 573-882-2228 to be directed to an available staff person.

To **initiate services** from Campus Facilities for purchasing and coordination of interventions, please submit an [Internal Order Form](#)

For more information visit [mualert.missouri.edu](http://mualert.missouri.edu)
General Office Areas

Considerations when visually evaluating the general office environment
• Keep fire doors closed, do not block open to avoid using handles
• Walk commonly traveled paths, identify "cut throughs" that should only be used by local occupants
• Employee traffic patterns are difficult to retrain, so avoid creating one-way traffic patterns, which will be difficult to manage. Focus on supporting an environment of social distancing.
• Avoid using tape or other markings on floors to minimize damage to custodial equipment and flooring
  o Approved floor clings may only be used in high traffic student service areas
• Review layout of breakrooms or other common areas and assess usage throughout the day

No-/Low-Cost Interventions
• Reduce breakroom seating and common areas by stacking & setting aside chairs
• Rearrange and/or stack lounge furniture to set appropriate distance
• Print social distancing flyers to discourage cut-through at blocks of workstations See RESOURCES
• Develop timing for breakroom usage to limit number of users to promote social distance
• Communication monitors (LCD screens) - content available at Identity.missouri.edu COVID-19 Signage

Medium-Cost Interventions
• Purchase rolling marker boards, crowd control belts/stanchions, or freestanding notices to limit traffic through workstation areas for only occupants of those area See RESOURCES
  o Remember to keep space clear for exiting of occupants in the workstation areas
  o Some areas will be too narrow to allow for floor mounted physical interventions
    ▪ Keep accessibility in mind
    ▪ Avoid creating tripping hazards
• Reduce number of seats in common areas to send a visual cue to maintain social distance
  o Stack chairs and use zip ties to secure
  o Stacking may look undesirable, consider it a temporary solution to minimize moving and storing furniture. Use package wrapping to keep the seating from migrating to old positions.

Long-term Interventions
• Determine functional usage of common space.
  o Consider new priorities of usage with changes initiated post pandemic
• Contact Campus Facilities – Space Planning and Management for discussion of repurposing
Reception Stations

Considerations when visually evaluating receptions stations

• Determine if a reception area is really needed during this period:
  o What sort of foot traffic will come in to the office environment?
  o Is a reception station needed for this time of social distancing?

No-/Low-Cost Interventions

• If “reception” functions can be managed via telephone, print social distancing flyer with a phone number for visitors to call and announce arrival or ask for help. See RESOURCES
  o Consider relocating reception employee to another workstation so the employee is less visually prominent
• If “reception” functions must be face to face, print signs for “Please allow 6’ distance” and place prominently at reception desk

Medium-Cost Interventions

• Purchase freestanding “wellness shields” for the reception counter. See RESOURCES
• Purchase freestanding or rolling signs or markerboards. See RESOURCES
  o Place in location ensure visitors a 6’ distance
  o Avoid placement that creates tripping hazards
• Submit Work Order to Campus Facilities-Construction Services to order services to build custom face shields for unique situations.
  o Be aware that plexiglass and acrylic materials may be in demand and not available quickly.

Long-term Interventions

• Determine if a reception area is really needed. If not, consider replacing or retrofitting the workstation.
• Contact Campus Facilities or the furniture vendor to discuss revisions to workstation areas
• Keep in mind, workstations with partitions 5'9" or higher require a building permit

For more information visit mualert.missouri.edu
Individual Workstations (with partitions)

Considerations when visually evaluating the workstation areas
- Identify areas where the spacing between workstations is less than 6' (think "two arm lengths" if a tape measure is not available)
- Partitions of 54" in height provide reasonable separation between employees
- Employee traffic patterns are difficult to retrain, so avoid creating one-way traffic patterns, which will be difficult to manage. Focus on creating an environment of social distancing

No-/Low-Cost Interventions
- For areas where partitions are low (like at desk height),
  o Spaced greater than 6', no intervention is required
  o Spaced less than 6' consider the following options
    - Educate staff on use of face coverings per CDC guidance where 6' distancing cannot be provided
    - Shift schedules or consider remote work to create spacing
- Use a visual cue to promote social distancing See RESOURCES
  o Tack up a social distancing signs at workstations
  o Use "Mizzou" tape/ribbon to drape across workstation opening
  o Print social distancing flyers for "no through foot traffic" in areas where people might "cut through" to resources like a copier  See RESOURCES

Medium-Cost Interventions
- Purchase rolling marker boards or sign stands that can be set at the workstation opening to function as a visual reminder for employees visiting another workstation to “give space” See RESOURCES
  o Marker boards can double as idea boards
  o Don’t use the rolling markerboard if the walkway space is less than 4’ to avoid trip hazard from the legs.
- For workstations with transaction tops (counter height surface), purchase free standing, wellness shield See RESOURCES
- For workstations with partitions less than 54” or less than 6’ apart, contact Campus Facilities or the furniture vendor to see if simple attachments are available to retrofit the partitions to increase height

Long-term Interventions
- Contact Campus Facilities or the furniture vendor to discuss revisions to workstation areas
  o Sliding doors for workstations
  o Retrofit existing panels to add height
- When working directly with a vendor keep in mind:
  o Workstations with partitions 5’9" or higher and those directly connected to electrical require a building permit that must be issued by Campus Facilities

For more information visit
mualert.missouri.edu
Considerations when visually evaluating the workstation areas

- Identify areas where the spacing between workstations is less than 6' (think "two arm lengths" if a tape measure is not available)
- Partitions of 54" high provide reasonable separation between employees
- Employee traffic patterns are difficult to retrain, so creating one-way traffic patterns will be difficult to manage. Focus on creating an environment of social distancing

No-/Low-Cost Interventions

- For areas where partitions are low (such as at desk height),
  - Spaced greater than 6’, no physical Intervention is required at the individual station
  - Spaced less than 6’ consider the following options
    - Educate staff on use of face coverings per CDC guidance where 6’ distancing cannot be ensured
    - Shift schedules by day/week or “time block” hours daily supplemented with remote working for full time staff
- Use a "visual cue" at workstations to promote social distancing
  - Post social distancing flyers at workstations See RESOURCES
  - Use "Mizzou" tape/ribbon to drape across workstation opening See RESOURCES
- Print social distancing flyers for "no through foot traffic" in areas where people might "cut through" to resources such as a copy machine See RESOURCES

Medium-Cost Interventions

- Purchase rolling marker boards or sign stands that can be set at the workstation opening to function as a visual reminder for employees visiting another work station to “give space”
  - Marker boards can double as idea boards
  - Don’t use the rolling markerboard or sign stand intervention if the walkway space is less than 4’ wide to avoid trip hazard from the legs.
- For workstations with counter-height surfaces or shared desk surfaces, purchase a freestanding, wellness shield See RESOURCES
- For workstations with partitions less than 48” or less than 6’ apart, contact Campus Facilities or the furniture vendor to evaluate if simple attachments are available to retrofit the partitions to increase height with transparent or solid materials.

Long-term Interventions

- Consider if remote working can be implemented to allow for more distance
- Contact Campus Facilities or the furniture vendor to discuss revisions to workstation areas
  - When working with a vendor, workstations with partitions 5’9” or higher and those directly connected to electrical require a building permit that must be Issued by Campus Facilities

For more information visit mualert.missouri.edu
Shared Offices (multiple desks in one office)

Considerations when visually evaluating offices which contain 2 or more desks

- Identify areas where the spacing between workstations is less than 6’ (think “two arm lengths” if a tape measure is not available)
- Observe if the desks are arranged with occupants facing towards each other
- Partitions of 54” high provide reasonable separation between employees

No-/Low-Cost Interventions

- For areas where partitions are low (such as at desk height),
  - Spaced greater than 6’, no physical intervention is required at the individual station
  - Spaced less than 6’ consider the following options:
    - Educate staff on use of face coverings per CDC guidance where 6’ distancing cannot be ensured
    - Shift schedules by day/week or “time block” hours daily supplemented with remote working for full time staff
- Educate staff to consider keep the door mostly closed to provide visual cue to others to knock and keep social distance
- If an office includes a meeting table, assess seating to maintain social distance. Set aside and stack the remaining chairs visually remind people to limit number of people in smaller spaces.

Medium-Cost Interventions

- Purchase rolling marker boards that can be set at the workstation opening to function as a visual reminder for employees visiting another work station to “give space”
  - Marker boards can double as idea boards See RESOURCES
- For workstations with shared surfaces, purchase a freestanding wellness shield See RESOURCES
- For workstations with partitions less than 54” or less than 6’ apart, contact Campus Facilities or the furniture vendor to evaluate if simple attachments are available to retrofit the partitions to increase height with transparent or solid materials.

Private Offices (single occupant)

Considerations when visually evaluating private offices

- Private offices generally provide the ability for employees to maintain social distance
- Educate staff to consider keeping the door mostly closed to provide visual cue to others to knock and keep social distance
- If an office includes a meeting table, assess seating to maintain social distance. Set aside and stack the remaining chairs to visually remind people to limit number of people in smaller spaces.

For more information visit
mualert.missouri.edu
Conference rooms

Considerations when visually evaluating the conference rooms
• Reference MU Alert for current guidance for in-person meetings
• Assess seating to determine if occupants can be spaced 6’ apart. Remember to consider the space across the table

No-/Low-Cost Interventions
• Limit in person meetings. Continue to use technology to meet remotely
• Educate staff on use of face coverings per CDC guidance where 6’ distancing cannot be provided
• Reduce number of seats in conference rooms to send a visual cue to maintain social distance
  o Set aside chairs within the room. Consider using zip ties to secure chairs together and minimize ability to “pull up” one more chair
  o Stacking may look undesirable, consider it a temporary solution to minimize moving and storing furniture. Use package wrapping to keep the seating from migrating to old positions

Medium-Cost Intervention
• If seating that faces each other and is less than 6’, consider purchasing freestanding wellness shields to set on the conference table See RESOURCES

Conference room previously seated 8-10 people, social distance limits seating to 4 people

Conference room previously seated 15-20 people, social distance limits seating to 6 people. Use of wellness shield at the center of table could increase seating to 8 people.
Prefering Office Spaces for Proper Social Distancing

RESOURCES

In all instances keep the following in mind

- Reference MU Alert for current guidance on employees’ personal responsibilities
- Remain flexible to change, consider timing as an Intervention Instead of physical Interventions
- Facilities FAQs remain updated on the Show Me Renewal and MU Alert websites.

Contact Information about Resource Guide

For general questions about the guide, please email inquiries to Campus Facilities - Planning, Design, and Construction at or call 573-882-2228 to be directed to an available staff person.

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COVID-19 flyers and screen announcements approved for use on campus

MU Marketing and Communications created social distancing flyers and screen Images to create consistency of messaging. Flyers can be posted as noted in several areas as low/no cost physical Interventions.

- Download flyers at the MU Identity Standards web page https://identity.missouri.edu/signage
- MU Printing Services Is open and familiar with all signage; submit printing of larger scale flyers http://operations-webapps.missouri.edu/printing/maguire/index.php

Resources for purchased physical Interventions

The following pages provide pictures to show examples of the Interventions. Along with most pictures, cost and purchase Information Is also noted.
Minimize Cut-Through Traffic in Workstation Blocks

- No-/Low-cost (left): post flyers to encourage people to use the more defined exit paths
- Medium-cost (right): post flyers on small white boards or small freestanding signs to encourage people to use the more defined exit paths. Use the whiteboard to draw arrows guiding people to the path
- Be careful to place in such a way that it maintains accessibility or exiting clearances

24” Rolling Whiteboard
Luxor Mobile Reversible Magnetic Whiteboard - 24”W x 36”H
Item #: T9AB379150
https://www.globalindustrial.com/p/office-school-supply/boards/freestanding/freestanding-whiteboard-54-height>

24” Freestanding sign
22 x 28 Poster Stand for Floor, Top Insert, 2 Sided, with Floor Levelers – Black
Item #: TWN2228BLK
https://www.displays2go.com/P-9626/Sign-Frame-22-x-28-h
Promote social distance at reception stations

- No-/Low-cost (right): Handle reception functions remotely, provide phone number for visitors
- Medium-cost (left): purchase freestanding wellness shields for countertop

**Wellness (Protection) Shields**

**TWO Sizes:**
- 23"w x 35"h x 12"d
- OR 35"w x 23"h x 9"d

**Construction:** .25" 100% acrylic - clear. Easy to assemble, no tools required.

**Package:** Qty of 1 (either size) $175.00


**NOTE:** To receive TAX EXEMPT status, you must click on the link at the top of the home Page “Tax Exempt” and create an account to link you to our Tax Exempt status that is on file with Takeform. Complete the form, including checking the “exempt from taxes” box. Also include “Katie Pfeifer/Denielle Wilson, Account Managers,” in the comments section and they will manage the order and delivery.
3” Warning/Reminder Tape
INCOM® Striped Hazard Warning Tape, Yellow/Black, 3”W x 108’L, 1 Roll
Item #: T9A419103

Package: Qty of 1 $40.55


Crowd Control – Belt Stanchions/Reminders
Global Industrial™ Crowd Control Stanchion, 39”H Black Post, 7-1/2’ Yellow/Black Belt - Pkg Qty 2
Item #: T9A695010YB

Package: Qty of 2 $90.00


For more information visit mualert.missouri.edu University of Missouri
Crowd Control/Poster Reminders
Queueway Sign Frame Black 7X11"
Item #: T9A239324
Package: Qty of 1 $45.95


Contact Printing Services for MU branded social distancing flyers of larger scale to fit sign stands

http://operations-webapps.missouri.edu/printing/maguire/index.php
Adjoin Freestanding Partitions – Add to most workstations

Workstation protection, space division, traffic dividers – Adjoin freestanding partitions perform the functions you need with a refreshingly simple structure and endless style options.

https://www.takeform.net/blog/adjoin-freestanding
Set-on screens in polycarbonate or acrylic resin

Clamp-Mount Privacy Screen

Edge-Mount Privacy Screen
Edge-Mount Privacy/Modesty Screen

Full Edge-Mount Privacy Screen

For more information visit mualert.missouri.edu
Mobile Units – Acrylic or Markerboard

Clarus
https://www.clarus.com/be-clear/
https://www.clarus.com/be-mobile/

SIZING OPTIONS

be! Clear is available in one size and is available with and without the thermometer cutout.

For more information visit
mualert.missouri.edu
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