



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-foot 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-foot 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 conduct virtual meetings whenever possible • Maintain six-foot 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-foot 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 	<ul style="list-style-type: none"> • All 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-foot 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