

GSA recommends continuing to maximize telework for employees who can do their jobs effectively at home. For job functions that cannot continue to be performed via full-time telework, consider one or more of the following **physical distancing strategies** for sharing workspace safely:

Conference Rooms

Conference rooms smaller than 150 square feet cannot accommodate multiple employees practicing physical distancing. Set the capacity in these rooms to one for the immediate term.

In large conference rooms with multiple tables, separate the tables to line the room's perimeter to best seat people. If you have a traditional conference table, then use table signage or remove chairs to enforce physical distancing.

Workstations

To create a safe layout for your open office (regardless of panel height), draw a six-foot radius using each workstation, conference room seat, and collaborative area as a centerpoint. Circles may overlap, but they must never directly intersect the centerpoint.

Traffic

Think of traffic paths while planning your space. Ensure corridors and walkways are wide enough to stay six feet away from seated occupants. Use signs to designate hallways as one-way thoroughfares. When you can't maintain one-way circulation paths, staff will need to "yield to traffic."

If you don't know where to start, GSA's [Total Workplace Program](#) can provide your agency with access to contract design assistance and tools to optimize your workplace. If you need help evaluating long-term solutions or starting change management, or if you are ready to work with us, please contact us at workplace@gsa.gov.

