



Our Path Forward: Quick Reference Guide

As a manager or department head responsible for the operating activities of a department, please follow these three steps down the Rutgers Path Forward to allow for an organized and effective repopulation of the workplace:

1 – Calculating Occupancy

“How many team members can be in the departmental space at one time?”

Calculate normal (pre-COVID) occupancy of your space

Calculate at current university guidelines

Contact [IP&O FAST Staff](#) for help.

2 – Planning Space

“Where can I put my team?”

Evaluate conference space

Use conference rooms for temporary office space to help achieve physical distancing and density requirements.

In-person meetings of four or more people should be avoided and instead held virtually.

Tip: Plan open office areas, such as workstations. Seating areas should be planned accordingly.

3 – Building a Schedule

“When can the team be in the office?”

Rotational Schedule / Telecommuting

Staggered schedules will allow all employees to return at different times and/or on different days.

Schedules should be built around the needs of the department in accordance with [Return to Rutgers guidelines](#)

- Telecommuting will de-densify the workplace
- Staggered shifts allow for ease of entry and exit, including elevator usage
- Schedules should provide equity among all employees

Built to Capacity Allowable

Tip: For shared offices:

- Offices smaller than 120 square feet: Maximum one occupant
- Offices ranging from 121-175 square feet: Maximum two occupants
- Offices ranging from 176-250 square feet: Maximum three occupants



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Return Checklist

- 1 Occupancy limits will be updated via email.
- 2 If you share space with another department, please coordinate with that department when planning your return strategy.
- 3 If your department is housed in multiple locations, you must have a plan for each location to determine how many people can be present in that space.
- 4 Occupancy limitations will be uniform on all campuses, but may be nuanced according to local circumstances or public health guidelines.
- 5 Employees requesting a disability accommodation should contact OneSource.
- 6 Refer to [Return to Rutgers](#) for requirements regarding face coverings, social distancing, cleaning and sanitizing, testing, and other operational matters.
- 7 All employees returning to work must submit to weekly [testing](#) and complete a daily [MyCampus Pass](#).
- 8 Once occupancy is calculated, unscheduled or uncoordinated days in the office are not permitted.
- 9 Casual guests are not permitted, and alternate arrangements should be made for visitors conducting business. In the event that this is not possible, all safety guidelines as outlined in [Return to Rutgers](#) must be adhered to.

Questions? Please email:
covid19@rutgers.edu

For assistance with planning:
[IP&O FAST Staff](#)