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
Occupancy limits will be updated via email.

If you share space with another department, please coordinate with that department when planning your return strategy.

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.

Occupancy limitations will be uniform on all campuses, but may be nuanced according to local circumstances or public health guidelines.

Employees requesting a disability accommodation should contact OneSource.

Refer to Return to Rutgers for requirements regarding face coverings, social distancing, cleaning and sanitizing, testing, and other operational matters.

All employees returning to work must submit to weekly testing and complete a daily MyCampus Pass.

Once occupancy is calculated, unscheduled or uncoordinated days in the office are not permitted.

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