

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 **workspace reconfiguration strategies** for sharing workspace safely:

Furniture

- Remove some chairs from team rooms, huddle rooms, conference spaces, and other shared zones. This limits capacity while still promoting collaboration.
- Add temporary dividers between workstations to separate areas where people cannot physically distance themselves, such as at a reception station. Use freestanding panels so you can easily remove, clean, and reconfigure them. Strategically placed whiteboards can be used to further delineate space. **Please note:** There is no current guidance stating that panels or physical dividers may be used in lieu of social distancing.
- Repurpose existing huddle spaces to become single-occupancy focus rooms.
- Rotate existing workstations to eliminate face-to-face configurations.
- Widen spaces between workstations and collaborative seating.

Personnel

- Encourage virtual collaboration when possible.
- Use flex time as a method to offset start and finish times.
- Update and use electronic booking systems to reinforce the maximum capacity for each room type.
- Put up signage so personnel understand intended capacities and one-way circulation flows.

Equipment

- Assign workstations, lockers, storage, and technology tools. Don't expect employees to share.
- Remove common keyboards, mice, phones, and shared equipment from workspaces.
- If your agency has issued smartphones, encourage employees to use their own devices while occupying shared spaces.



Cleaning

- Provide cleaning wipes/supplies for employees to disinfect spaces upon arrival and at end of use
- Replace chair arm caps and other easily exchangeable surfaces with durable and cleanable finishes
- Swap out fabrics and finishes that are difficult to clean with laminate, glass, and Crypton fabrics

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.

