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**[princi\_elem] [principals] COVID Capacity**

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**From :** Kyle Tucker <tucker\_ky@4j.lane.edu> Thu, Aug 20, 2020 10:25 AM  
**Sender :** princi\_elem <princi\_elem-bounces@4j.lane.edu>  
**Subject :** [princi\_elem] [principals] COVID Capacity  
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Good Morning

We have received a lot of responses regarding your COVID Building Capacity sheet that is in Google Drive. Here are some updates regarding how to review this document. The room capacity numbers were figured for classrooms where you will have groups of students. These numbers are broken out as student capacity ( so that you know how many student desks are needed per room) plus one adult. If you need additional adults in the classroom then you will need to either reduce the student count for that room, or set up the space and verify you have more capacity with the actual layout. This is also noted at the top of the sheet.

The detailed information regarding how each room was used was taken from the Building Utilization sheet you completed last spring. We realize that this will change probably multiple times. This is just for your reference and we do not need the 2020-21 school year information. The PDF was created for your reference.

We have not figured capacity for every small room or office in your building. There are a lot of variables for each room due to layout and furniture, that we may not know. If you are using a room for breakout sessions then the mandatory 6' guideline should be used. If you have specific rooms in your building that you are concerned about, we are providing each building with tape (to be delivered next week). You can work with your building custodian to mark out with tape 6' lines in the areas that you have a need for this.

We hope this clarifies the information for you. If you have additional questions please direct them to Dexter Rummel and Summer Harris.

Thank you for your continued work to be prepared for this unusual school year.

Kyle Tucker  
Chief Operations Officer  
Eugene School District 4J

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