



STORY COUNTY

Facilities Management

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DATE: June 30, 2020

TO: Board of Supervisors

FROM: Joby J. Brogden *JB*

RE: Assigning occupancy limits to meeting rooms

With Story County's continued effort to help slow the spread of the COVID-19 virus, Facilities Management would like the Board of Supervisors to consider assigning occupancy limits to the common area meeting rooms and post signage stating the number of persons allowed. The method currently being used is limiting all gatherings to no more than ten people. This was a recommendation from the Governor of Iowa but the most recent proclamation from the Governor's office no longer includes the no more than ten people recommendation. The current recommendation states to use social distancing guidelines which are currently to maintain six feet of separation between each person.

The meeting rooms Facilities Management is referencing are those that are accessible from the common areas of the public buildings and are utilized by multiple offices and departments for internal and external uses. This is not a representation of all meeting rooms within the Story County owned and operated facilities; listed rooms are only those located within the common areas of the buildings and that are utilized by multiple agencies and the public.

Utilizing the guidance of a minimum of six feet of separation between all persons, recommended occupancy loads and locations are as follows;
Story County Administration Building, Nevada Iowa;

- Public Meeting Room – Standard occupancy- 75 persons, proposed occupancy load for general seating would be- 20 persons, if using tables it would be- 17 persons.
- Conference room A (AKA BOS conference room) – Standard occupancy- 8 persons, proposed occupancy- 3 persons.
- Assessor's conference room – Standard occupancy- 22 persons, proposed occupancy- 11 persons.

Story County Human Services Center, Ames Iowa;

- Multipurpose room – Standard occupancy- 37 persons, proposed occupancy- 24 persons.
- Conference room east – Standard occupancy- 13 persons, proposed occupancy- 11 persons.
- Conference room west – Standard occupancy- 20 persons, proposed occupancy- 9 persons.

Story County Conservation McFarland Park, Ames Iowa;

- Multipurpose room – Standard Occupancy- 194 persons, proposed occupancy- 33 persons in the upper section and 15 persons on the theater seating area, total of 48 persons

The other option would be to post signage at each meeting room, stating the requirement to maintain the six foot social distancing guideline between each person. This is currently what is posted at all the smaller internal individual Office/department meeting rooms.