



Department of Municipal Licenses and Inspections

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PHASE 1 – COVID-19 REOPENING REQUIREMENTS “OFFICE SPACE” CAPACITY CALCULATIONS

As part of Governor Baker’s Phase 1 Re-Opening Requirements, beginning May 25, 2020 Office Spaces will be allowed to re-open with a modified capacity of 25% of normal occupancy. In order to determine a given office spaces normal capacity, the following calculations must be made:

-In accordance with the Massachusetts State Building Code (780 CMR, Ninth Edition), you must take the total area of the office space and divide by 100, this provides the normal allowable capacity. Next, take this figure and divide it by four (4), in order to arrive at the 25% percent limitation.

It is important to note that despite the reduced capacity figure arrived at, such numbers can only be utilized when the prescribed social distancing of six (6’) feet can be maintained between work stations or where appropriate barriers between such work stations can be installed to provide protection to office staff along with ALL other required safety measures/certifications prescribed by the Massachusetts Department of Labor Standards.