Hybrid Office Space Guidelines
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The purpose of these guidelines is to help state agencies plan a hybrid office. The hybrid office provides appropriate space for employees to work when they are in the office, whether that is full time, part time or only occasionally due to teleworking. The hybrid office also provides appropriate space and technology for employees to meet and interact with other employees, agency partners and customers who are in the office or teleworking.

Minimal guidelines are provided to allow agencies flexibility when planning their hybrid offices. If you would like to discuss your space planning project in more detail, please contact:

Crystal Bergstrom
Department of Administration
Real Estate and Construction Services
Crystal.Bergstrom@state.mn.us
(651) 201-2546

Recommendations for a successful hybrid office space:

- **Provide flexible workspaces** – In a hybrid office space, some employees may work in the office every day while some may come to the office occasionally or on scheduled days each week or month. Some employees may come to the office to focus, some to collaborate. All employees need a space to work during the time they are in the office and some may no longer need a dedicated or assigned workstation. Both focus and collaborative work areas should be provided based on employee and agency requirements.

- **Promote employee interaction** – The office can provide impromptu employee interactions that are harder to achieve virtually. Open and collaborative workspaces such as work cafes allow employees to cross paths throughout the day and to be more accessible to one another.

- **Accommodate accessible meetings** – Meeting spaces must accommodate accessible meetings and training for all attendees, both in person and virtual. Everyone must be able to participate, access meeting documents, and view presentations. All meeting spaces should be assessed: large and small conference rooms as well as other collaborative spaces.

- **Safety** – Office space design can provide employees some safety from illness, but it is not enough. A hybrid office allows employees to telework when they begin to feel ill, thereby reducing the chance of passing illness to other employees. Masks may also be worn by sick employees to reduce transmission of illness. A cleaning policy for hoteling and collaborative spaces may be implemented.
Hybrid Office Workspace Guidelines

Focused Workspaces:

Workstations: Assigned or Hoteling

- 6’x8’
- Panel height range of approximately 54” to 67”, top 12-24” should be frosted glass to allow daylight access for all employees while maintaining visual privacy
- At least one height adjustable worksurface, 30” deep
- Monitor arms to allow for ergonomic adjustment and more useable surface space
- Lockable storage for filing and personal items (if hoteling, storage is for daily use only)
- Task lighting
- Individual, team or neighborhood hoteling workstations may be reserved using various programs
Offices: Assigned or Hoteling

- 8’x10’ to 10’x12’
- Glass should be incorporated to allow visibility for employees and access to daylighting. This may be a sidelight or glass wall.
- At least one height adjustable worksurface, 30” deep
- Monitor arms to allow for ergonomic adjustment and more useable surface space
- Lockable storage for filing and personal items (if hoteling, storage is for daily use only)
- Task lighting
- 1-2 guest chairs
- Hoteling offices may be reserved using various programs

Focus Rooms:

- Approximately 80 square feet
- Multi-purpose room with door for acoustical privacy
- Glass should be incorporated into one wall to allow visibility for employees and access to daylighting. This may be a sidelight or glass wall.
- Variety of furniture options: seating for 1 or 2 people, small table or desk
**Collaborative Workspaces:**

**Work Café**
- Flexible space to accommodate work and break activities
- Variety of seating arrangements and surface heights
- Adjacent to windows to provide daylighting opportunities for all employees
- Kitchen amenities: sink, refrigerator, coffee, microwave, upper and lower cabinets

**Conference Rooms**
- 25-30 square feet per person (100+ square feet per person during social distancing)
- Provide a variety of sizes based on agency requirements
- Height adjustable chairs may be utilized for greater ergonomic comfort
- Small tables with wheels can be used to create multiple configurations and table sizes
Collaborative Work Areas

- Flexible spaces to accommodate meeting and working activities
- Variety of seating types and surface heights
- Adjacent to windows to provide daylighting opportunities for all employees

Additional Spaces:

- Mother’s rooms
- Wellness/prayer rooms
- Lockers for hybrid employees