

# Workspace Policy

## Overview

### Reason for Policy:

This policy is in place to ensure that work areas in DHS Central Office are maintained and used properly by DHS employees in compliance with all applicable codes and standards.

### Failure to Comply:

Failure to comply with this policy and its procedures may result in disciplinary action or termination.

## Policy

### Common, Public, Individual and Shared Workspace

#### Conference Rooms

- Conference rooms exist to support meeting and collaboration needs.

#### Training Rooms

- Training rooms are provided to support training programs sponsored by DHS Training and Development.

#### Quiet Rooms

- Quiet Rooms provide a private setting for individual work, or one-on-one interactions.

#### Collaboration Spaces/ Open-Air Conference Areas

- Collaboration spaces and open-air conference areas allow staff members to work outside their workstations in a casual, collaborative setting.

## **Common, Public and Shared Spaces**

- Service Centers and Community Centers are shared spaces which exist to support agency shared technology and storage needs. They also provide shared vending and kitchenette equipment such as refrigerators, microwaves, water and coffee service, as well as seating space for eating, small informal meetings and employee celebrations.
- All walls, workstation panels, windows and doors, either located in or facing public areas, are considered part of the general environment and may not be used for display or decoration by any group or individual. The aesthetics of any and all physical space in a general-use environment are under the management of MSD Property and Facility Management Unit.

## **Workstations**

- Individual workstations provide a semi private environment within the open office.

## **Private Offices**

- Personal artwork is allowed on the interior hard walls inside a private office. Structural elements such as columns and outside perimeter walls must remain free of attachments, artwork and postings.

## **Definition(s):**

N/A

## **Procedure(s) that Apply:**

### **Proper use Conference Rooms**

- Conference rooms are reserved through Meeting Room Manager (MRM). Check availability of a room before scheduling a meeting, and always reserve a room that is appropriate for the size of your group. Be considerate of the schedules of others by completing your meetings within your reserved time.
- Do not add or remove furniture from conference rooms. This ensures the appropriate configuration is in place for future users.
- Conference rooms reserved through MRM are to remain welcoming to all DHS staff and should not contain items affiliated with a particular division, work group or team. For this reason, do not hang or post items on conference room walls (including mission statements, division-specific posters or announcements), unless they are necessary for the current meeting and are removed after the meeting is finished.
- Keep doors closed during meetings so as not to disturb those working nearby.
- When a meeting is finished, white boards should be erased, the room cleaned up and furniture placed in its original position. A floor plan is provided in each room to assist with this task. If food/beverages have been served during the session, all containers should be properly disposed of or recycled.
- Do not tape anything on the doors (e.g., daily/weekly schedules, change in meeting room notices, etc.).

- Do not write on or alter signage. If there is incorrect signage, contact the Information Desk.
- Covering air diffusers is not allowed.

### **Proper use of Training Rooms**

- Do not add or remove furniture from training rooms. This ensures the appropriate configuration is in place for future users.
- When a meeting is finished, white boards should be erased, the room cleaned up and furniture placed in its original position. If food/beverages have been during the session, all containers should be properly disposed of or recycled in the available containers.
- Daily/weekly schedules should not be posted outside of training rooms. Training attendees should determine the location of their training room using their Outlook calendars.
- Covering air diffusers is not allowed.

### **Proper use of Quiet Rooms**

- Quiet Rooms are intended to be used on a first-come, first-served basis and cannot be scheduled. Usage should be limited to one hour.
- Do not add to or remove furniture from Quiet Rooms. This ensures the appropriate configuration is in place for future users.
- Clean up space when sessions are finished.
- Covering air diffusers is not allowed.

### **Proper use of Collaboration Spaces/ Open-Air Conference Areas**

- Open-air conference areas and team spaces are intended to be used on a first-come, first-served basis for impromptu meetings. These spaces cannot be scheduled. They should not be used for recurring meetings because you may run the risk that they will not be available when you need them.
- When using collaborative spaces, be aware of and moderate noise levels so as not to disturb those working nearby.

### **Proper use of Common, Public and Shared Spaces**

- Items are not to be hung from any wall, window or door with the exception of inside private offices or workstations (see Private Offices and Workstations sections). Main aisles (around the core) and other public spaces are reserved for DHS artwork, Health & Safety notifications and postings from Communications.
- Requests for staging areas/information tables/easels in any public space, including, but not limited to, building entrances, lobbies and hallways, should be submitted to Property and Facility Unit Manager.
- All aisles are to be kept free and clear of clutter (boxes, supplies, etc.) to maintain code compliance and for ease of escape in the event of an emergency.
- Covering air diffusers is not allowed.

- Do not hang anything from the ceiling.
- Do not write or tape items to any windows.
- Do not cover light fixtures or remove light bulbs.
- Personal plants are not allowed within Common, Public and Shared Spaces.
- Shared spaces may be for impromptu meetings on a first-come, first-served basis. These spaces cannot be scheduled. They should not be used for recurring meetings because you may run the risk that they will not be available when you need them.
- When using any shared space, be aware of and moderate noise levels so as not to disturb those working nearby.
- Do not add or remove furniture from shared spaces. This ensures the appropriate furnishings and configuration are in place for future users.
- Clean up shared space and equipment after use. This ensures that all staff may enjoy equal access to the equipment and space.
- Covering air diffusers is not allowed.

### **Proper use of Workstations**

- Voice and noise volumes should be respectful of team members in the immediate area.
- Limit the volume of speakerphone on phone calls and when listening to voice mail. Use only when business needs mandate.
- Mobile phones used for business should be set on vibrate or use the lowest possible volume setting. Turn your phone off or set the volume to silent when your phone is not with you.
- Headphones are encouraged for music or talk radio. If headphones are not used, the volume must be adjusted so as not to disturb others.
- Be respectful of other staff working near you by not scheduling recurring meetings at your workstation. These types of meetings are more appropriate for a conference room or collaborative space.
- Staff members should limit the number of items stored on top of workstations and tower bins to minimize clutter and maintain clear sightlines.
- Staff members may hang or place personal artwork, posters, photographs, calendars, etc., on the interior of their workstation panels.
- Workstations should only contain office-related electrical equipment and approved personal electronic devices. Appliances such as water coolers, fans, refrigerators, microwave ovens, coffeemakers, toasters, toaster ovens, portable heaters and humidifiers are not allowed because of safety hazards and power requirements.
- Covering air diffusers is not allowed.

### **Proper use of Private Offices**

- Personal artwork is allowed on the interior hard walls inside a private office. Structural elements such as columns and outside perimeter walls must remain free of attachments, artwork and postings.
- Covering air diffusers is not allowed.

## Forms that Apply:

N/A

## Related Policies and Reference(s):

- Plant Policy
- Employee Owned Electrical Devices Policy

## Training:

N/A

## Legal Authority:

## Standards:

N/A

## Definition(s):

**Central Office:** The Central Office Campus (CO) is currently defined as including the following locations: Elmer L. Anderson Human Services Bldg., 444 Lafayette, DC1, Golden Rule Bldg. and Brainerd Regional Human Services Center Bldg. 20.

## Policy Contact(s):

**Name:** [Tom Bailey](#)

**Phone:** 651-431-2208

**Name:** [Nikki Thompson](#)

**Phone:** 651-431-4248

## Policy History:

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00/00/0000 (Reaffirmed)

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Version 1.0

07/01/2015 (reaffirmed)

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This policy and its procedures remain in effect until rescinded or updated.