

# DETERMINING YOUR ESTABLISHMENT'S OCCUPANCY/CAPACITY LIMIT IN PHASE TWO

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The [Forward Dane Plan](#) and [Public Health Madison & Dane County Order](#) set capacity limits, also referred to as levels, for the different phases of reopening. Many facilities have established capacity or occupancy limits that are known and posted, making the 50% capacity limit determination during phase 2 easy for them. For those facilities where the occupancy or capacity is unknown, this task can seem overwhelming.

We entrust businesses to determine the 50% capacity for their facility. The Order excludes employees from the capacity limits for *some* businesses. Also it should be noted that the physical distancing requirement is only between individuals not from the same household. General guidance is below:

- Office spaces: 50% of capacity with workstations physically distanced 6 feet.
- Restaurants: 50% of seating capacity with tables and bar stools physically distanced 6 feet.
- Bars: 50% of seating capacity, not standing, when tables and bar stools physically distanced 6 feet.
- Pools: 50% of patron load for entire space with chairs physically distanced 6 feet.
- Theatres: 50% of room capacity up to 50 max for events (which are Mass Gatherings), whichever is less, for each individual theatre with people physically distanced 6 feet.
- Museums/Zoos/Libraries: 50% of occupancy or occupant load with people physically distanced 6 feet.
- Retail Stores: 50% of occupancy or occupant load with people physically distanced 6 feet.
- Gym and Fitness: 50% of occupancy or occupant load with people physically distanced 6 feet.
- Community centers: 50% occupancy or occupant load with people physically distanced 6 feet.
- Convention/Event Spaces: Events are considered Mass Gatherings and are limited to 50% occupancy up to 50 max for each individual space, whichever is less.

**Note: The guidelines above are not for Mass Gatherings in each of these spaces (except where noted). Mass gatherings must meet separate requirements under the Order.**

Mass Gatherings are defined as a planned event with a large number of individuals in attendance, such as a concert, festival, meetings, training, movie, performance, conference,

religious service, of sporting event. These planned events may or may not require a ticket or admission fee for entrance.

Think about a mass gathering as an event that is scheduled for a certain time, place (e.g. wedding, festival, concert, and religious service) and something that is not ongoing. These events are unlike normal business operations that occur every day during normal business hours with people coming and going as they choose.

Public Health Madison & Dane County wants to provide information to businesses that may help them to determine what the capacity looks like for their facility. If a complaint is received, we will inquire how a business determined its capacity, and how it has enforced the capacity limitation. The business must show compliance with the Order. For this reason, we recommend considering the following when determining what capacity means in your space/facility:

- Customers, clients, and employees need to be able to maintain 6 feet between all individuals and/or household groups.
- Businesses should be supporting employees continuing to telework as much as possible.
- Businesses should keep staff performing services onsite to a minimum.
- If businesses expand their current outdoor areas to clients, customers, and/or employees, they must not exceed their current capacity limits or violate any local municipal or county regulations.
- When trying to determine the business capacity, businesses should review how many seats, offices, and/or workstations are currently in their facility and ensure physical distancing is maintained.
- When determining capacity, businesses should look at building plans for their facility to see if occupant load is listed on the plans.

Public Health Madison & Dane County does not have a specific calculation that would work for all businesses as they all are different in layout and usage of space. Some resources that may help you figure out the capacity requirements for your facility include:

- US Fire Administration [Understanding the impact of social distancing on occupancy](#)
- City of Madison Building Inspection has provided an [occupancy load estimator](#) derived from the 2015 IBC table 1004.1.2. The 2015 IBC is the current adopted building code in Wisconsin for all buildings (except 1 and 2 family dwellings). Table 1004.1.2 is used to determine the occupant load for establishing required exits in a building. When an occupant load for a building is not established or recorded, this table may be used as a way to make a good faith estimate of the appropriate occupancy load.