



Desk Sharing & Open Office Principles

Hybrid work arrangements across campus have resulted in varying on-campus presence. To promote an efficient utilization of campus space resources, desk sharing may be implemented in some areas. Desk sharing is where employees share desks instead of individual desks being assigned to individual people. These desks can be in private offices or open office spaces.

Desk sharing requires flexibility, understanding and etiquette to work efficiently. The following are desk sharing standards and expectations you may want to consider adopting in your work unit:

SCHEDULE AND SUPPORT

- Each office is unique. Managers and teams are encouraged to work together to set expectations for using the space.
- Employees in desk sharing arrangements are expected to work within the predetermined 'days in office' schedule set with their managers.
- Talk to your manager if you are experiencing difficulties or if you require specialized equipment at your desk.

WORKING AT YOUR DESK

- Allow for 5 minutes at the start of the day to set-up and adjust your equipment.
- If you have a designated partner that you share a workstation with, check in with each other to ensure that the workstation works for both of you.

IT EQUIPMENT

- Cost-sharing of common equipment can be discussed between supervisors if a desk is shared between different departments.
- Connect your laptop or tablet to the docking station. Laptops and tablets can be stored in your designated lockable area or brought to campus from home. It is the responsibility of the individual to ensure their device is appropriately secured.
- It is recommended that each person have their own wireless mouse and keyboard to be easily changed out with the person you are sharing with.

- Height adjustable monitors are preferred. If not available, use monitor risers or books so individuals can adjust the monitor to preferred height.

PERSONALIZATION

- Avoid excess personalization that may make it difficult for other users to comfortably use the space. Family photos and small plants are examples of personal items that do not overburden the space.
- Keep personal belongings and confidential materials in designated lockable areas.

CLEANLINESS

- Custodial staff will clean the worksurface at the end of each day. There will also be biodegradable wipes provided by Campus Operations and Risk Management (CORM) Please dispose of wipes into the nearest compost bin.
- For larger spills or messes, please notify [custodial staff](#) immediately.
- Remember to empty your individual waste basket each day.
- Care must be taken when cleaning electronic devices (screens, laptops, keyboards, mice, phone handsets, etc.). Please avoid cleaning products on screens (a mild damp cloth is best), and other surfaces can be occasionally wiped down with a 70/30 alcohol-based wipe for use on electronics. Try to avoid saturating the cloth to avoid liquid damage to devices.

RESPECT FOR OTHERS IN AN OPEN OFFICE

- Maintain a reasonable noise level in shared areas to avoid disrupting nearby colleagues.
- Where possible use headphones when listening to audio or participating in virtual meetings.
- Try and keep phones on silent or low notification volume as much as possible.
- When possible, book a private meeting room for longer in person conversations or zoom/teams calls, particularly if you will be the primary speaker on the call.
- Noise canceling headphones can be provided at department discretion and can help aid focused work.

ERGONOMICS

- Refer to UBCO's [ergonomics resources](#), including how to request an ergonomics assessment and webinars for more information.
- Information will be provided on how to adjust the specific model of chair or desk.