



Occupant Loads With COVID-19 Considerations

As the business world begins to re-open, COVID-19 precautions are going to be on everyone's mind. With that, the question that begs to be asked (and answered) by every business owner or manager is: "how many people can I get into my business and still remain as safe as possible?"

The answer is both type of business and location dependent. Some businesses are bigger than others. Some businesses are more geared towards products, while others are geared towards services. There simply isn't a single right answer.

In an effort to remain consistent with [Forward Dane \(Public Health Madison & Dane County Publication May 18, 2020\)](#) and to help the business community answer this question, Sun Prairie Fire & Rescue (SPF&R) and the City of Sun Prairie Building Inspections Division has come up with a temporary formula to help.

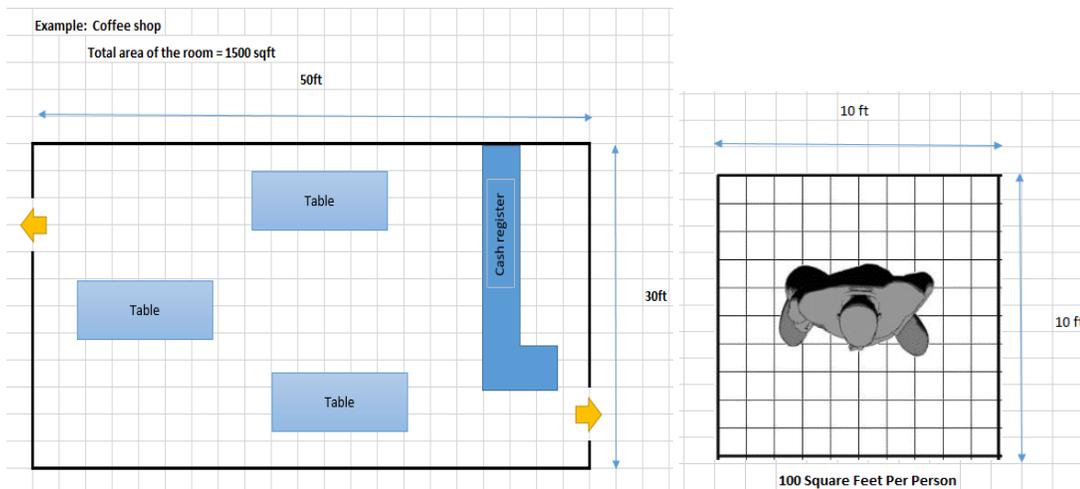
Feel free to use this flow chart as a starting point. It is not an official designation of a permanent occupant load. If a more detailed answer is necessary then the business owner or manager will need to consult a design professional (architect or engineer) for more precise guidance.

Unfortunately, neither the fire department nor the building inspections division of the City of Sun Prairie has the staffing or means to individually assist occupancy as they work through the Forward Dane guidelines.

Finally, it is the responsibility of the business owner or manager to run their business responsibly. This includes compliance with the directions provided by Public Health Madison & Dane County.

Example (Coffee Shop): The space measures 50ft x 30ft for an overall area of 1500sqft.

1. The area of the room is 1500sqft (A)
2. Divide 1500 by 100
3. Rough estimate occupant load for this room is 15 people. (This allows 100 sqft per person)
4. Using 15 people as a starting point; Follow Forward Dane for COVID-19 phased occupant loads



*Not to scale



SUN PRAIRIE
STRONGER
TOGETHER

Do you know
the occupant
load?

No

Yes

Do you have
access to the
structure's
design
documents
(blueprints)?

No

This method provides a
conservative estimate for the
purpose of complying with
Forward Dane.
It is **NOT** intended to be
construed as a code compliant

Follow
instructions
provided by
Forward
Dane

Yes

Determine
Occupant Load
from the
documents.
You may need
to consult
owner or
consult a
design
professional
(Architect or
engineer)

Measure the Length (L) and Width (W) of the room or
space
Multiply the Length (L) x Width (W) to give area of room
or space
 $L * W = A$

To get an approximate occupant load (O) using
this method,
Divide the Area (A) by 100
 $A / 100 = O$

Follow
instructions
provided by
Forward
Dane

Using the Occupant Load (O)

Follow instructions provided by Forward Dane