



COVID-19 Phase I Occupancy Guidance

Business Owner's Guide for Calculating Maximum Occupancy

Retail and Restaurant

State Directive

On May 7, 2020, Governor Sisolak announced plans for the re-opening of Restaurants and Retail establishments starting Saturday, May 9th. Restaurants can only use 50% of their available seating capacity. Retail businesses shall limit the number of customers in their facility at any given time to no more than 50% of allowed occupancy based on applicable fire code.

Please Note: All occupancy exits must remain unlocked from the inside and maintained operational at all times, unless approved by your Fire Inspector.

The following is a guideline for businesses to compute their allowable occupant load based on the adopted 2018 International Fire Code.

Methodology

Retail:

Public display area – **One** Person for every **60** square feet **gross**

Storage, Stock, and shipping areas – **One** Person for every **300** square feet **gross**

Restaurants:

Seating areas – One person for every 15 square feet **net**

COVID-19 Phase 1 Factor: Divide above calculations by 2. Six foot spacing of occupants must be achieved at all times. Occupancy Loads may be decreased further if proper social distancing spacing cannot be maintained.

Definitions:

Gross Floor Area = The floor area within the inside perimeter of the exterior walls of the building under consideration, exclusive of vent shafts and courts, without deduction for corridors, stairways, ramps, closets, the thickness of interior walls, columns or other features.

Net Floor Area = The actual occupied area not including unoccupied accessory areas such as corridors, stairways, ramps, toilet rooms, mechanical rooms and closets.

To determine the Gross Square Footage of your business for **retail space**.....

- Measure the interior length in **Feet**
- Measure the interior width in **Feet**
- Multiply the Length by Width – this will provide the total Gross square footage.



EXAMPLE

To determine the Occupant Load of your business for **retail space**.....

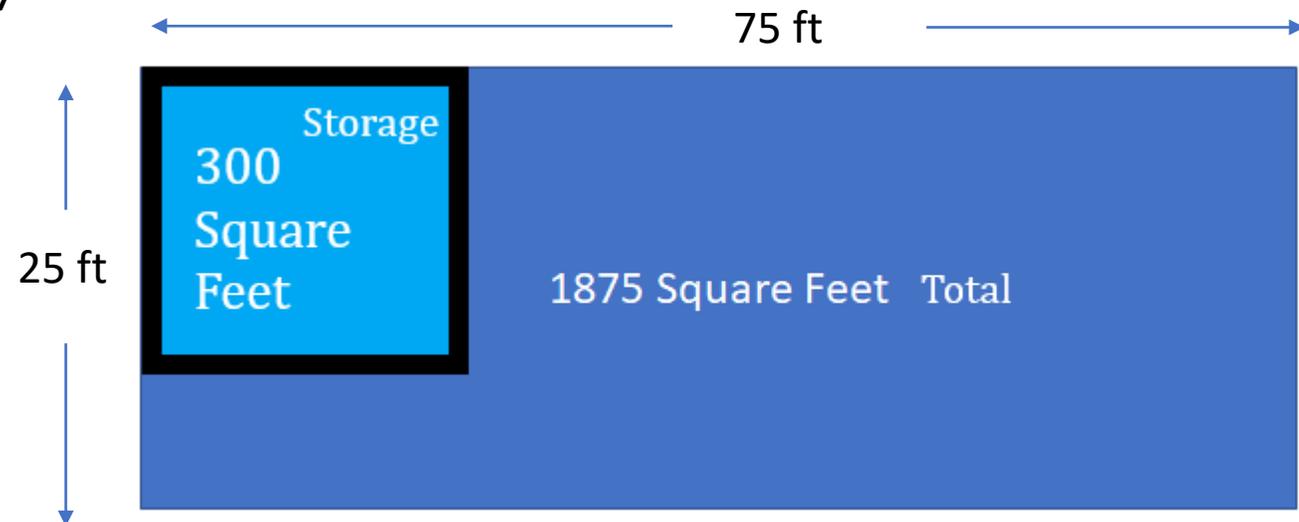
- Divide your total square footage by 60. In this example $1875 / 60 = 31.25$. The normal occupant load would be 31.
- $31 / 2 = 15.5$. **The Phase 1 COVID-19 Occupant Load = 15**



EXAMPLE

To determine the Occupant Load of your business for **retail space with storage and shipping**.....

- Compute your storage and shipping area and subtract it from your total gross square feet. In the example you have 300 square feet of storage area and 1575 square feet of Display area (1875 - 300).
- Normal Occupant load for the storage area = 1 (300 / 300 = 1)
- Normal Occupant load for the display area = 26 (1575 / 60 = 26.25)
- Total Normal Occupant Load = 27
- **Total COVID-19 Load = 13**
(27/2 = 13.5)



EXAMPLE

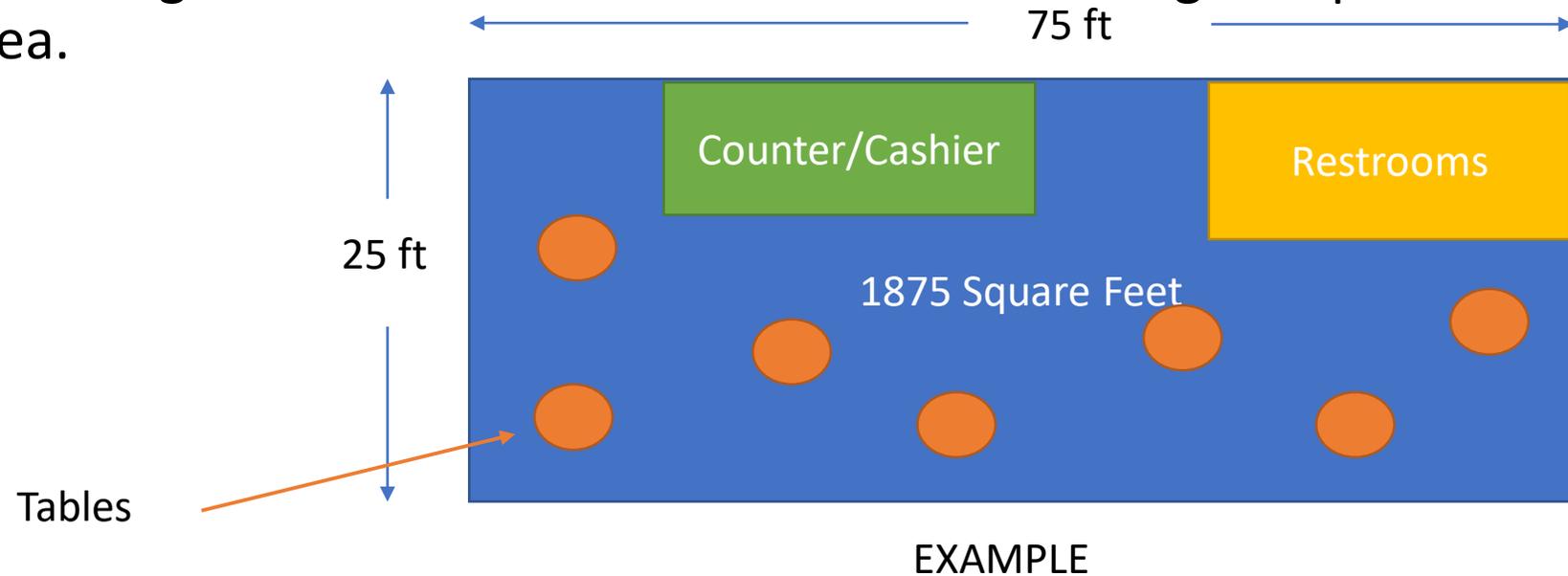
Restaurant

Restaurants that were initially inspected with an Occupant Load of 50 or more will have a required Place of Assembly Permit and a Maximum Occupant Load sign per City Ordinance by the Reno Fire Department. That sign is posted by the main entrance. Simply utilize 50% of that Maximum Occupant Load for your COVID-19 Phase 1 occupancy.

All exits must remain unlocked from the inside and maintained operational at all times!

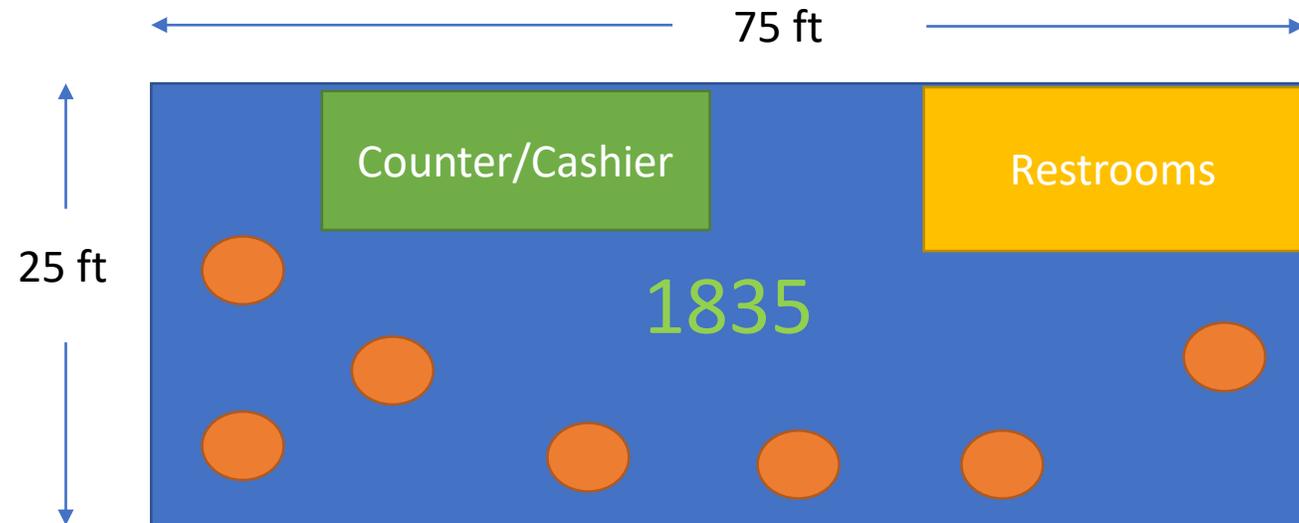
To determine the Occupant Load of your business for net **restaurant space**.....

- The net floor area excludes certain spaces that are allowed in gross floor area.
- The area used for permanent building components, such as fixed equipment, corridors, restrooms, mechanical rooms and stairways **are not** included in net floor space. Tables and chairs **are** included in net floor space.
- The kitchen / cooking area is not to be used when determining occupant load for the seating area.



- For the cash register and countertop area, include the area behind the cash register where the employees stand – multiply the length times width
- In this example the measurements are
 - 4 ft x 10ft = 40 square feet
- 1875 minus 40 = 1835

Cash Register and counter

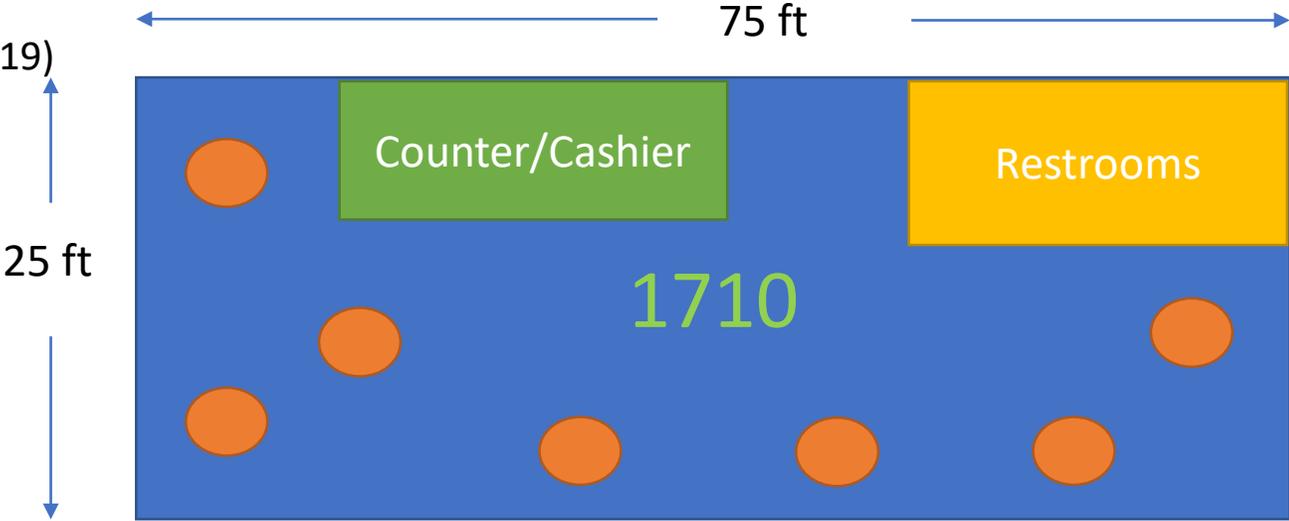


EXAMPLE

- Restrooms, storage areas and similar spaces also reduce the total
- In this example the restroom space is 5ft x 25ft
- $5\text{ ft} \times 25\text{ ft} = 125\text{ square feet}$
- $1835\text{ minus }125 = 1710$
- Now divide the remainder by 15 (the number 15 is provided by the 2018 International Fire Code table 1004.5)
- $1,710/15 = 114$
- $114/2 = 57$ (Phase 1 COVID-19)



Max Occupants = 57



EXAMPLE

Exits

Any Occupancy of 50 or more requires multiple Exits spaced appropriately apart with proper hardware.

The Reno Fire Department should be contacted directly for any questions regarding appropriate exiting.

How to Request a new Temporary Occupant Load Sign

Businesses can email or call the Reno Fire Prevention Bureau by the following methods:

- Email: RFDRequests@reno.gov
- Phone: 775-334-2300

Please leave:

1. Your address
2. Name of business
3. Square footage
4. Number of exit doors
5. Contact information
6. Occupant Load that you computed following the above methods

A Fire Inspector will verify your calculations and issue a temporary occupancy sign. Please note, the posting of an occupancy sign is not required by the Reno Fire Department for retail establishments, but can be very useful for occupant monitoring.