



## Maximum Occupancy Resource for COVID-19

This resource is to provide businesses with information about how to determine the COVID-19 “Maximum Capacity Limit” while operating within the [Sector Risk Level Guidance Chart](#).

You must first determine your business’s general occupant load, which is found in the [Oregon Fire Code \(OFC\), Allowable Floor Area per Occupant in square feet, Table 1004.5](#). Occupancy load refers to the number of people permitted in a building at one time based on the building’s floor space and function, as the number of people permitted in a building is based on the means of egress (exit pathways).

Your general occupant load shall include both staff members and business customers. For additional assistance on how to determine what your business’s general occupant load is, prior to incorporating and determining what the COVID-19 “Maximum Capacity Limit” is, please reach out to the [local fire agency](#) with jurisdiction in your area.

It will be each business’s responsibility to determine and support their calculations of the COVID-19 “Maximum Capacity Limit” as guided by the [Sector Risk Level Guidance Chart](#). The local fire agency can assist on determining the general occupancy load, but will not be able to support requests for percentage calculations to determine the reductions required by the COVID-19 “Maximum Capacity Limit”.

A list of local Oregon’s Fire Service Agencies and their contact information can be found here: <https://www.oregon.gov/osp/programs/sfm/Pages/Fire-Agency-Contact-List.aspx>

### Acronyms:

- “**GLA**” means Gross Leasable Area
- “**OLF**” means Occupant Load Factor
- “**sf**” means Square footage

### Definitions:

- “**Determining Oregon Fire Code (OFC) general occupant loads**” means the occupant load determined by dividing either the net or gross floor area (sf) of the space by the occupant load factor (see [table 1004.5](#)).
- “**Floor area, gross**” means 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. The floor area of a building, or portion thereof, not provided

with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above. The gross floor area shall not include shafts with no openings or interior courts.

- “**Floor area, net**” means the actual occupied area not including unoccupied accessory areas such as corridors, stairways, ramps, toilet rooms, mechanical rooms and closets.

## Determining what your business’s general occupant load is in accordance with the Oregon Fire Code

### What is your business’s use?

**Eating and drinking establishments:** These are considered an **Assembly** occupancy per the OFC.

- Without fixed seats 15 sf net per person. For fixed seats, count the actual number of fixed seating. For booths, utilize one person for each 24 inches of booth length.

**Faith institutions, funeral homes, mortuaries, cemeteries:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For benches or pews, utilize one person for each 18 inches of bench or pew length.

**Indoor entertainment establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person. For fixed seats, count the actual number of fixed seating.

**Indoor and outdoor shopping centers/malls:** These are considered a **Mercantile** occupancy per the OFC.

- Mercantile: Occupant load factor (OLF = 0.00007)(GLA) + 25.

**Indoor recreation and fitness establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person. Exercise rooms 50 sf gross area per person.

**Offices:** These are considered a **Business** occupancy per the OFC.

- 150 sf gross area per person.

**Outdoor recreation and fitness establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person.

## What is your business's use?

**Outdoor entertainment establishments:** These are considered an **Assembly** occupancy per the OFC.

- Standing space 5 sf net area per person; Concentrated (chairs only) 7 sf net area per person.

**Retail stores:** These are considered a **Mercantile** occupancy per the OFC.

- 60 sf gross area per person.

## Examples of how to determine the COVID-19 “MAXIMUM CAPACITY LIMIT” based on different risk levels:

**Q:** Restaurant located in High Risk category with an indoor dining occupant load of 260 people.

**A:** Maximum 50 people indoors.  $(260)(.25\%) = 65 \text{ people} > 50$ . Indoor capacity shall not to exceed 25% maximum occupancy or 50 people, whichever is smaller.

**Q:** Retail store located in Moderate Risk category with an occupant load of 500 people.

**A:** Maximum 250 people indoors.  $(500)(.50\%) = 250 \text{ people}$ . Curbside pick-up encouraged.

**Q:** Church located in Extreme Risk category with indoor occupant load of 350 people.

**A:** Maximum 88 people indoors.  $(350)(.25\%) = 87.5$  [say 88]. Indoor capacity shall not to exceed 25% maximum occupancy or 100 people, whichever is smaller.

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the Health Information Center at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsosha.state.or.us](mailto:COVID19.LanguageAccess@dhsosha.state.or.us)