

Physical Controls

- Limit the occupancy of the staff room based on the size to support two-metre distancing (post signage)
- Place all seating two metres apart and mark seating to maintain two-metre distancing so staff do not move furniture. If this is not possible, close seating to maintain two metres separation.
- Ensure furniture is intact, non-porous and surfaces are easily wipe-able
- Ensure there are no corkboards (long-term strategy), recommendation is wipe-able boards (e.g. dry erase, magnetic)
- Laminate signage and other posted materials or place behind Plexiglas; tape on the walls is not recommended as tape cannot be cleaned and disinfected
- Ensure cleaning and disinfection wipes, ABHR, and surgical/procedure masks are readily available in the room
- Remove all common/shareable cutlery and utensils from break rooms. Staff must bring their own dishes and utensils, and remove from the break room immediately after eating.

Staff Best Practices

- Stagger breakschedules to meet occupancy capacity and staff cohorting criteria
- Bring lunch in a disposable bag
- Perform hand hygiene before entering the room
- Maintain two-metre distancing between others while in the room
- Remove, clean, and disinfect eye protection using a hospital-grade disinfectant wipe; do not use break room sinks to clean eye protection or break room counters to store eye protection
- Remove and discard the worn mask prior to eating
- Wear a new mask and clean eye protection when not eating and drinking
- Clean your chair/table/surface areas with disinfecting wipes prior to leaving the seating area
- Perform hand hygiene when leaving the break room

Food

- Do not have any open/shared food (even those that are individually packaged – e.g. chocolates, candies in a single bowl or box which encourages staff to reach into a single communal container)
 - If measures are put in place to mitigate contamination, individually packaged food can be distributed:
 - Label individually wrapped food items with the recipient's name
 - Designate one person to distribute food (using tongs whenever possible), who performs hand hygiene prior to distribution
 - Adhere to the maximum occupancy of the room (i.e. the distribution of food must not encourage staff congregating in one area)
- Do not keep shared condiments (e.g. salt, pepper, ketchup, milk)

Decluttering

- Ensure room is clear of all linen
- Declutter room (e.g. no cardboard boxes, lost and found, old mugs, vases, any clothing and footwear) and clear horizontal surfaces
- Do not keep magazines, puzzles, cards or other shared entertainment material
- Decorations must not impede cleaning and disinfection

Cleaning and Disinfection

- Ensure there is a **daily** cleaning schedule for the staff room
- Ensure there is a **monthly** cleaning schedule for the fridge
- Ensure there is a **daily** cleaning schedule for all electronics (e.g. television, remote controls, computers)
- Ensure there is a cleaning schedule for all appliances **at least every other day** (e.g. toaster, microwave, water dispenser, coffee makers, etc.)
- Ensure remote controls, keyboards, etc., have a plastic covering to support ease of daily cleaning

For questions/concerns not addressed, please consult your Infection Prevention and Control Practitioner and/or Medical Microbiologist.