

**Physical Controls**

- Limit the occupancy of the staff room based on the size to support two-metre distancing (post signage)
- Place all seating two meters apart. If this is not possible, close seating to maintain two meters 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 plexiglass; taping is not recommended on the walls as tape is not wipe-able
- Ensure cleaning and disinfection wipes, ABHR, and procedure/surgical masks are readily available in the room
- Remove all common/shareable cutlery and utensils from breakrooms. Staff must bring their own dishes and utensils, and remove from the breakroom immediately after eating.

**Staff Best Practices**

- Stagger break schedules to meet occupancy capacity
- Perform hand hygiene before entering and when leaving the room
- Maintain a two-metre distance between each other while in the room
- Wear a mask when not eating or drinking
- Don a new mask after eating or drinking
- Clean your chair/table/surface areas with disinfecting wipes before leaving

**Food**

- Do not have any open/shared food (even those that are individually wrapped – e.g. chocolates, candies)
- Do not keep shared condiments (e.g. salt, pepper, ketchup, milk)

**Declutter**

- 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
- Holiday decorations cannot impede cleaning and disinfection

**Cleaning and Disinfection**

- Ensure there is a **daily** cleaning schedule for the staff room
- Ensure there is a **weekly** 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.