

Preventing the Spread of COVID-19 in Breakrooms: Observer Checklist

This checklist is used to observe safety practices within NYC H+H Employee Breakrooms in effort to prevent the spread of COVID-19 among staff. Multiple breakrooms may be assessed. Please indicate the location of the breakroom (unit/department/room #) and answer **YES or NO** to each question to the best of your ability.

| Facility Name: | |
|----------------|--|
| Date: | |
| Observer name: | |

| | Breakroom Layout | | | | | | | Breakroom Safety | | | | | | | | |
|----------|---|---|--|--|--|--|---|---|---|--|---|--|--|--|---|--|
| Location | Are chairs spaced apart to maintain at least a 6 ft distance? | Is the "Max Occupancy Signage" posted outside the breakroom indicating the # of staff allowed inside AND nearby available | Are trash bins inside and near the break room? | Is the "Breakroom Etiquette" Signage posted in the breakroom and easily visible? | Is the Hand Hygiene Signage posted inside and easily visible? | Is there dedicated space for hand hygiene? (hand sanitizer or a hand washing sink) | Are paper towels, soap, & disinfectant wipes available in the room? | Are staff wearing PPE other than a facemask in the breakroom? (Note: NO PPE other than a facemask is allowed) | Do staff perfor m hand hygiene upon entry? | Do staff perform hand hygiene when exiting? | Do staff disinfect their area prior to eating/ drinking? | Do staff disinfect their area after eating/ drinking? | Do staff keep facemasks on unless eating/ drinking? | Do staff keep a distance of at least 6ft? | Does the quantity of people inside the breakroom exceed the suggested occupancy noted on the room's Max Occupancy | Do staff use a barrier (napkin) to rest a facemask on when are eating/ drinking? |
| | | breakrooms? | | | | | | | | | | | | | Signage? | |
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