

Purpose	To provide guidance for preventing the spread of COVID19 in breakrooms							
Scope	NYC Health + Hospitals System							
Process	<table border="1"> <thead> <tr> <th data-bbox="456 457 1065 510">Task</th> <th data-bbox="1065 457 1416 510">Recommended Owner(s)</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 510 1065 1234"> <p>I. Hazard Assessment of Breakroom:</p> <ol style="list-style-type: none"> 1. Remove extra furnishing or mark off areas for appropriate physical distancing at least 6 feet apart 2. Post “Max Occupancy Signage” outside each breakroom with appropriate number based on ability of staff to maintain at greater than 6 ft distance 3. Ensure trash bins are near and right outside each break room to discard any PPE upon entry and ensuring trash is not overflowing 4. Post “Breakroom Etiquette” Signage in each room in strategic locations for visibility 5. Post “Hand Hygiene Signage” to enforce hand hygiene before entering the breakroom and before leaving the breakroom </td> <td data-bbox="1065 510 1416 1234"> <p>COO Facility Management</p> </td> </tr> <tr> <td data-bbox="456 1234 1065 1894"> <p>II. Supplies/Equipment Available in All Breakrooms:</p> <ol style="list-style-type: none"> 1. Install free standing or wall mounted hand sanitizer stations if space allows 2. Provide napkins, tissues, paper bags or other means to store and serve as a barrier to rest a facemask on when staff are eating or drinking, in effort to prevent cross contamination. Consider hooks on walls or designated furniture for masks (ensure EVS cleans/disinfects these surfaces routinely) and gallon size zip lock bags and/or large paper bags available to store masks, goggles, face shields 3. Ensure paper towels and disinfectant wipes are stocked and easily accessible in the break rooms for staff to promptly clean and </td> <td data-bbox="1065 1234 1416 1894"> <p>Materials Management Facility Management</p> </td> </tr> </tbody> </table>		Task	Recommended Owner(s)	<p>I. Hazard Assessment of Breakroom:</p> <ol style="list-style-type: none"> 1. Remove extra furnishing or mark off areas for appropriate physical distancing at least 6 feet apart 2. Post “Max Occupancy Signage” outside each breakroom with appropriate number based on ability of staff to maintain at greater than 6 ft distance 3. Ensure trash bins are near and right outside each break room to discard any PPE upon entry and ensuring trash is not overflowing 4. Post “Breakroom Etiquette” Signage in each room in strategic locations for visibility 5. Post “Hand Hygiene Signage” to enforce hand hygiene before entering the breakroom and before leaving the breakroom 	<p>COO Facility Management</p>	<p>II. Supplies/Equipment Available in All Breakrooms:</p> <ol style="list-style-type: none"> 1. Install free standing or wall mounted hand sanitizer stations if space allows 2. Provide napkins, tissues, paper bags or other means to store and serve as a barrier to rest a facemask on when staff are eating or drinking, in effort to prevent cross contamination. Consider hooks on walls or designated furniture for masks (ensure EVS cleans/disinfects these surfaces routinely) and gallon size zip lock bags and/or large paper bags available to store masks, goggles, face shields 3. Ensure paper towels and disinfectant wipes are stocked and easily accessible in the break rooms for staff to promptly clean and 	<p>Materials Management Facility Management</p>
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	<p>disinfect their area when splashes/spills occur <u>and</u> prior to leaving the breakroom</p> <p>4. Stock up of individually wrapped utensils in the break room</p>	
	<p>III. Increase number of available breakrooms</p> <p>1. Increase number of available break rooms (e.g., use conference space) to accommodate additional staff given reduction in room occupancy</p> <p>2. Stagger breaks when possible to ensure there is no crowding in breakrooms</p>	<p>COO Facility Management</p>
	<p>IV. Training/Education for Staff on Risk Perception</p> <p>1. Facility Infection Preventionist(s) or designated department or personnel to providing ongoing education to all staff on breakroom etiquette</p> <ul style="list-style-type: none"> a. Reinforcing breakroom etiquette b. Discourage sharing of food/utensils c. Promote a tidy and uncluttered area to facilitate easy cleaning and disinfection of common surfaces and items d. Prohibit all PPE from entering the breakroom, other than facemask 	<p>Facility Infection Preventionists or designated department or personnel</p>

Prepared by: *Syra Madad* Sr. Director, System Special Pathogens Program 10/8/20

Name/Signature Title Date

Approved by: *Machelle Allen* SVP-CMO 10/08/20

Name/Signature Title Date

Previous Versions of this Guidance

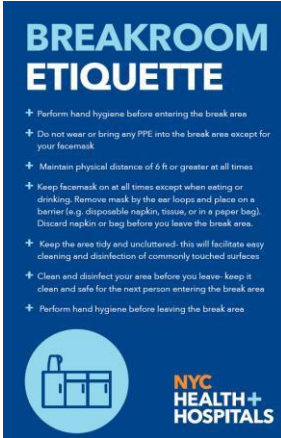
Signature	Title	Date

SIGNAGES (full resolution available separately)

Signage 1: MAXIMUM OCCUPANCY



Signage 2: BREAKROOM ETIQUETTE



Signage 3: Hand Hygiene

Keep Your Hands Clean!

Washing your hands is one of the best ways to prevent spreading germs. Washing your hands with soap and water is the best way to remove germs, but you can also use hand sanitizer that contains at least 60% alcohol.

How to Wash Your Hands Properly with Soap and Water

1. Wet your hands with clean running water (warm or cold) and apply soap. 
2. Lather your hands with the soap by rubbing them together, making sure the soap covers the backs of your hands, between your fingers, under your nails and over your wrists. 
3. Scrub your hands for at least 20 seconds. 
4. Rinse your hands thoroughly with clean running water. 
5. Dry your hands using a clean towel or air dry. Turn off the water with a clean paper towel. 

How to Use Hand Sanitizer

1. Apply the hand sanitizer to the palm of one hand. 
2. Lather your hands by rubbing them together, making sure the hand sanitizer covers the backs of your hands, between your fingers, under your nails and over your wrists. Continue rubbing until hands are dry. 