

## Break Room Checklist: COVID-19 Pandemic Response

Alberta Health Services (AHS) at all times is following the below guidance in sites/facilities:

- Principles of the [Government of Alberta's Guidance for Business Owners](#)
- [AHS' Guidance on Physical Distancing at Work](#)
- [AHS' Hand Hygiene guidance](#)
- [Remaining Vigilant as the Pandemic Continues \(Poster\)](#)

During this phase of our pandemic response, we require all managers (or their delegates) to confirm adherence to this guidance in break rooms, staff rooms, or other common areas within their physical locations, on an ongoing basis.

Please complete the attached checklist for each and all breakrooms in your location(s)

Checklist: Break Room Location _____	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
	Yes	No*	Yes	No*	Yes	No*	Yes	No*	Yes	No*	Yes	No*	Yes	No*
Week of _____														
Appropriate signage is posted reminding teams to practice proper physical distancing and hand hygiene on the door of the breakroom and within the breakroom.														
Appropriate signage indicating the maximum breakroom occupancy is posted on the door of the breakroom and within the breakroom.														
Personal protective equipment (PPE), alcohol-based hand sanitizer and waste disposal is provided.														
Furnishings have been moved or removed to ensure 2 metres/6 feet separation if staff are sharing a common space.														
Furnishings with easily cleanable surfaces. Furnishings that cannot be cleaned effectively e.g., torn fabrics, scratched or chipped finishes, have been removed.														
Disinfectant wipes are provided to be used to clean space after use.														
Shared items have been removed (e.g., cream, sugar, salt, pepper, etc.).														

**\* If NO is indicated, immediately bring to the attention of a Supervisor or Site Manager**