

**Date:** July 31, 2020

**To:** Site Command Posts, ZEOC Director

**From:** Dr. David Zygun - Zone Medical Director, Edmonton Zone  
Isabel Henderson - Interim Chief Zone Officer, Edmonton Zone

**RE:** Staying Vigilant – Leader Rounds and Break Room Checklist

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In light of increasing COVID-19 case numbers across the province, we would like to reiterate the importance of adhering to all public health and safety measures to prevent and reduce virus transmission.

These include:

- Continuous masking in all patient care areas and in all other areas where physical distancing cannot be maintained.
- Regular hand hygiene.
- Maintaining physical distance (2 metres/6 feet apart) whenever possible.

**We each have a role to play in protecting each other – our patients, staff, physicians and volunteers. Please stay vigilant at all times to keep everyone safe at our sites.**

Please review the below resources and your with your sites and teams.

### ***Leader Rounds***

Join us in participating in the “Wearing is Caring” campaign in leader rounds to promote mask compliance. Attached is a [spreadsheet template](#) that leaders can use to sign up for rounds in their preferred timeslot (e.g. 20 minute time slots) and location. Buddying up with a colleague is fine too. Each site can modify the fields of the template to their specific location and will need to identify a site contact who leaders can email with their availability and preferred location.

**Reminder: leaders must be wearing a mask in all in all other areas where physical distancing cannot be maintained.**

The rounds process is suggested to include:

- Informal recognition and thanks for those who are masked.
  - Giving masks to any who are not (we can supply the boxes of masks) with some positive encouragement and thanks for taking one.
  - Encouraging physical distancing as required.
  - Answering questions and asking if staff have other ideas to help support all our vigilance (we are very happy to receive any and all feedback).
  - We’d like to thank you for, and encourage you to continue to have similar conversations in your leader rounds and huddles in all areas and departments.
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### ***Break Room Checklist***

There is an extremely high-risk for transmission of COVID-19 in small, enclosed spaces such as break rooms, charting areas, open work spaces and other common areas. Sometimes physical distancing of at least 2 metres/6 feet is not possible in these spaces.

We appreciate the space constraints that you face in many areas around your sites and how challenging it can be to provide an appropriate break environment for rest and respite as well as keeping everyone safe.

Attached is a [Break Room Checklist](#). We would like all managers who have break rooms within their areas to **complete the checklist every 2-3 hours, at a minimum**, and work with their Executive Director/Director on a process for review.

### ***Success Stories***

We'd love to share your examples of success with respect to vigilance in these and other related practices from your own area and with your own teams. Please let us know if you have tips or success stories you'd like to share.

Once again, thanks for all of your leadership at this time.