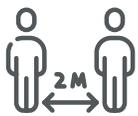


# Guidelines and Procedures for Lunchrooms & Breakrooms

## OVERVIEW

There is an increased risk of spreading COVID—19 when workers are close together, in crowded places, in closed spaces, exposed to others for a longer time, and when forcefully exhaling.

Lunchrooms and breakrooms require adjustments to operations to create a safer space for eating and taking breaks.



## LUNCHROOM & BREAKROOM SET-UP

- Ensure that shared spaces for eating, taking breaks and changing are well-ventilated and set up to allow workers to maintain 2 metres physical distance where possible.
- Position dining tables, chairs and other furniture in meal and break rooms to help workers keep at least two metres of distance from each other.
- Remove furniture from break spaces that would lead to overcrowding if used.
- Provide more locations for eating, changing and taking breaks in alternate locations as required.
- Choose spaces with windows that open and keep them open as much as possible.
- Use any outdoor spaces available.
- Ensure soap and water and/or alcohol-based hand sanitizer is available for handwashing.
- Ensure cleaning products are available and instructions posted for cleaning shared equipment (fridge, microwave, toaster).

## SCHEDULING/TIME ALLOWANCE

- Set schedules or develop a sign up for spaces where multiple users may require the space, consider staggered eating and rest periods.
- Assign workers to specific meal and break rooms if there are multiple spaces.
- Set limits on how long users can stay in the space (30 min Lunch, 15 min break).
- Post information and reminders about capacity and time limits, maintaining distance and taking masks off only when eating and drinking.
- Ensure standard cleaning and disinfection happens on a frequent schedule and increase cleaning and disinfection of high touch surfaces.

## PROCEDURES FOR USERS

- Wear a mask at all times when indoors including while in lunchroom & breakrooms and remove them only to eat and drink. Do not remove while waiting for the microwave or access to the fridge or stove.
- It is recommended to stay 2 meters apart from others during meal and break periods.
- Clean shared equipment (microwave, fridge, toaster) before and after use with the cleaner provided.
- Clean eating area before and after use with the cleaner provided.
- Eat outside for breaks and meals when the weather allows for it.
- Wash hands frequently with soap and water or alcohol-based hand sanitizer and upon entry and exit of the lunchroom/breakroom.



## TRAINING AND SUPERVISION

Supervisors are responsible to ensure everyone knows the lunchroom/breakroom procedure. Observe what workers are doing, including during meal and break times, and provide feedback to them right away.

- Lead by example and have supervisors do the same.
- Post clear instructions and posters in prominent locations.
- Point out if people are not following the rules and give positive feedback when they are following them.
- Encourage workers to go outside for breaks and meals when the weather allows for it.
- Promote frequent handwashing with soap and water or alcohol-based hand sanitizers.

