

# COVID-19 UPDATE

## Keeping You Safe



To: All Staff and Professional Staff, Learner and Volunteers

From: Dr. Stewart Kennedy, COVID-19 Incident Manager

Date: Friday, December 4, 2020

RE: Meeting Rooms as Overflow Break and Lunch Rooms

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Physical distancing remains a key component to preventing the spread of COVID-19. It is recognized that limited available space in which to eat lunch has been a challenge for staff who do not have designated or large enough break spaces to accommodate them. Staff have expressed concerns about not having spaces to take their lunch breaks safely and/or connect with their colleagues.

In response to these concerns and to provide additional lunchroom space to staff, most meeting rooms will now be available during the lunch period. The meetings rooms will generally be available between 11:30 am - 1:30 pm, Monday to Friday; some exceptions may apply and will be noted by the department in which the meeting room resides.

To support physical distancing, meeting room capacity has been reduced by a minimum of 50%. Signage in each room indicates the maximum number of people permitted in the room at one time. Rooms will continue to be reviewed and improved with the addition of plexiglass or reconfiguration of furniture as able, to increase the number of spaces available to staff to eat as supplies and resources are available.

Below is a list of the lunchrooms available, the intended users and the maximum capacities. Staff should use designated spaces in their areas for their lunch breaks. If you do not have a designated space, please use areas identified for general use (i.e. the cafeteria, seating outside of Robin's Donuts and Volunteer Services and meetings rooms noted as open to everyone).

We thank those who adjusted their meeting bookings to free up the lunch period for staff. We recognize that some events need to continue (e.g. education sessions/courses); as such, some meeting rooms may be unavailable and signs will be posted with advanced warning for those dates.

### **Please adhere to the following guidelines for Staff Lounges, Lunchrooms and Meeting Rooms:**

- Employee lunch breaks should be staggered to minimize congestion;
- Employees will maintain 2 meters of physical distance when in lunchrooms unless separated by a physical barrier;
- Level 2 or higher masks must be worn at all times except when seated and eating or drinking;
- The cafeteria and other common areas should only be used by staff if there isn't designated and sufficient lunchroom space in the department;
- Appliances such as microwaves, electric kettles, etc. will NOT be provided in the overflow break and lunchrooms;
- Do not remove, move or add any furniture to a lunchroom space;

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- Cleaning supplies are available in each room. Staff are expected to clean tables before and after each use.

Room	Location	Max. Occupancy	Users
Maintenance Conference Room	1354	4	Maintenance Staff
Cardiac Rehab	1444	6	Rehab Staff
Conference Room	1476	2	Suite 1480 Staff
Women & Children's Conference Room	1524	5	Women & Children's Staff
Common Room	1550	3	Patient Care Services Staff
Volunteer Services	2007	6	Volunteers, Seasons Gift Shop, Spiritual Care Services, HELP & Screening Staff
Group Therapy Room	2020	4	Adult Metal Health Staff
Group Therapy Room	2022	4	Adult Mental Health Staff
ICP Main Meeting Room	2178	9	Integrated Cancer Program Staff & 2 <sup>nd</sup> Floor Admin Staff
Utilization Management Room 1	2355	2	ACU & Renal Staff
Utilization Management Room 2	2354	2	ACU & Renal
Renal Conference Room	2359	4	Renal Staff
Diagnostic Imaging Conference Room	2691	6	Diagnostic Imaging Staff
Conference Room	3004A	5	Cancer Centre Staff
Auditorium A	3021A	14	Open to everyone
Auditorium B	3021B	12	Open to everyone
Sim Suite café (outside SimSuite)	3 <sup>rd</sup> Floor	10	Open to everyone
Executive Board Room	3043	8	3rd Floor Admin Staff
Surgical Day Care Meeting Room	3501	9	Post Anesthetic Recovery Unit Staff
OR Conference Room	3703	6	Operating Room & Surgical Day Care Staff
ICU Conference Room	3862	5	ICU Staff
984 Oliver Rd. Meeting Rooms	Various	As signed	Departments in which the meeting room(s) exist
984 Oliver Rd. NOSM Classrooms	202A/B/C	As signed	Other TBRHSC programs at 984 Oliver Rd.
984 Oliver Rd., Medical Building	302B	5	Assessment Centre Staff

Capital Planning will continue to review lunchrooms and lounges for further assessment and make modifications to support physical distancing as necessary.

We appreciate your commitment to adhering to the guidelines outlined. For questions or concerns, please contact Kaitlyn Mauracher.

All Hospital COVID-19 updates are available on the iNtranet at <https://comms.tbrhsc.net/covid-19-information/>.