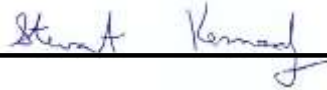


Guidance Document for COVID-19



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| Title: Meeting Rooms as Overflow Break and Lunch Rooms | Version #: 1 |
| Pre-Approved for IMT: Logistics Section Approved: Incident Manager Signature:  | Approval Date: December 4, 2020 |
| <i>This document is intended to provide guidance to staff/professional staff during COVID-19</i> | |

1. PURPOSE

To clarify expectations during COVID-19, related to meeting rooms as overflow break and lunch rooms.

2. GUIDELINES (e.g. background, definitions, procedure, etc.)

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.

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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;
- 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 nd 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 rd 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 |

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| 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 |

3. RELATED POLICIES, PRACTICES AND/OR LEGISLATIONS

N/A

4. REFERENCES

N/A