

## Physical Distancing During Breaks



Employee breaks and meal periods should be staggered, when operationally feasible to limit the number of employees in communal spaces at one time. In addition to existing break rooms, you should encourage employees to consider alternate sites for breaks which may include their workstation, unoccupied meeting rooms, car, or outside space (if available and weather permitting).

- Make sure employees sit six feet apart during breaks. Consider removing chairs or designating seats that can be used.
- Make sure occupancy limits are not exceeded in communal areas, including around vending and ATM machines.
- Make sure employees begin and end breaks at designated times.
- Provide wipes in break rooms and communal areas.
- Employees are encouraged to use paper towels to touch any surface.
- Employees must wipe tables, seats, refrigerators, vending machines, coffee pots, microwave ovens, and any other touched surface before and after each use.

All dishware and utensils should be brought by the employee and taken home each day for cleaning. If communal dishes are used, they should be washed immediately after use and returned to storage. Communal sinks and dish strainers should always remain empty.