

Social Distancing in Break Rooms or Common Areas



Employee breaks and meal periods should be staggered whenever feasible to limit the number of employees in communal spaces at one time.

Encourage employees to consider alternate sites for breaks including 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 to accommodate social distancing.
- Make sure occupancy limits are not exceeded in communal areas, including around vending and ATM machines to accommodate social distancing.
- Make sure employees begin and end breaks at designated times.
- Provide wipes or disinfecting spray in break rooms and communal areas.
- Employees are encouraged to use paper towels to touch any surface and use wipes or disinfecting spray to disinfect before and after every use.
- Encourage employees to wipe tables, seats, all surfaces, refrigerators, vending machines, coffee pots and microwave ovens before and after each use.

When possible, 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.