
WORKPLACE SAFETY GUIDELINES – COVID-19

Kitchenettes & Break Rooms

Updated February 11, 2021.

ACCESS & PHYSICAL DISTANCING

- Physical distancing measures (2 metre distance) must be applied during breaks and meals.
- Limit the number of people in kitchenettes and break rooms.
- Keep at least 2 metres of distance from others, included when seated.
- Limit activities to fridge access and food/beverage preparation.
- For small spaces, schedule meal and break periods to avoid crowding.
- Coronavirus can be transmitted through the air when people speak, so avoid talking to others if less than 2 metres apart.
- Cover your mouth and nose when you cough or sneeze, use a tissue or the crook of your elbow, then wash your hands.
- Accessing kitchenettes and break rooms to retrieve food when occupied by others may result in being less than 2 metres from another person. Wear a procedure mask (surgical mask) at all times, except when eating or drinking.



HAND HYGIENE

- On entering, before handling or preparing food or beverages, wash your hands with lukewarm soap and water for at least 20 seconds.
- Wash your hands again after coming into contact with high touch surfaces or after coughing, sneezing, or touching your face.
- Wash your hands again before eating.
- If possible, use a paper towel to open microwave and fridge doors in order to avoid touching handles.



BEST PRACTICES

- Clean and disinfect surfaces after use.
- When possible, use your own dishes, cups, glasses, water bottle and cutlery.
- Wash dishes, cups, glasses and cutlery with hot water and soap before and after each use.
- Use a paper towel to close sink faucets.
- Eat and drink in your office or at your workstation, if permitted.

CLEANING & DISINFECTION

Concordia has increased the cleaning and disinfection frequency of kitchenettes. High touch surfaces are disinfected 3 times per day, including door handles, tables and counters, faucets, refrigerator door handles, chair backs, microwaves and coffee machines buttons and keypads.

Questions? Contact us at ehs@concordia.ca or by phone at extension 4877.