Location: _____

Break Room Occupancy

In an effort to expedite contact tracing in the event of a staff member testing positive for COVID-19, break room sign in sheets are now being implemented. Staff are asked to sign in/out for their breaks and provide details on their interactions during their break.

• Perform hand hygiene prior to eating/drinking

• Ensure masks are worn at all times when not actively eating or drinking

Maintain physical distancing of at least 2 metres at all times

- No sharing of food or drinks; no communal food or utensils
- Clean all surfaces contacted while mask was off with disinfectant wipe

Staff Name	Date (Mmm/dd)	Time: Entering the Room	Time: Leaving the Room	Comments (e.g., how long mask was off, any actions that increased/decreased risk, etc.)
e.g. John Smith	Dec 18	9:45	9:55	Had food/drink

Instructions for Managers: Maintain records for 14 days for contact tracing. If a positive case is confirmed in a staff member on your unit, please provide these records to Occupational Health.