

Posting Date: 2021-03-05**Posting History Dates: 2016-08-25; 2017-08-11 (reviewed); 2018-10-11 reviewed; 2019-12-09; 2021-03-05 revised****Next Review Date: 2022-03-05****Title: CORP - Safe Practices with Food and Drink During COVID-19 Pandemic Protocol****Applies to:** All HHS staff including Medical, Dental and Midwifery Staff, Hospital Affiliates (Contract Staff, Volunteers, Learners)**1.0 Purpose**

Establish and put into effect measures and procedures to ensure that safe practices are followed pertaining to the storage, handling and consumption of food or drink in areas exposed to potential infectious materials, hazardous chemicals or hazardous drugs as well as clinical activity.

2.0 Policy**2.1 General Statements**

- 2.1.1 No food or drinks shall be consumed or kept in areas where infectious materials, hazardous chemicals or hazardous drugs are used, handled or stored.
- 2.1.2 Refrigerators used to store cultures, specimens or medications shall not be used to store food or drinks.
- 2.1.3 Food or drinks shall be stored and consumed in designated break area.
- The designated break area is to be identified with signage indicating the maximum occupancy as determined by the area. <http://www.hamiltonhealthsciences.ca/wp-content/uploads/2021/03/Maximum-Room-Capacity-Signage.pdf>
 - The area must be restricted to no patient/visitor access.
 - If a supply of masks is made available in the break area. These masks shall be placed in clean location where there is no risk of contamination (i.e. window sills, near sinks, and distanced 6 feet from staff consumption).
 - Hand sanitizer must be readily available and/or a sink close by for hand hygiene.
 - Staff must wash or sanitize hands prior to retrieving and donning a new mask.
 - Staff will continue to practice extended wear of the mask, doff prior to eating or drinking, and apply a clean mask when done. A clean mask shall be available to don should someone enter the room or come within 6 feet of an unmasked individual.
 - When consuming food and/or drink staff:
 - Must completely remove mask (i.e. not below chin or hanging off ear).
 - Maintain a physical distance of at least 6 feet from other persons.
- 2.1.4 Drinks may also be stored and consumed in designated hydration stations.
- Drink must be in a reusable vessel with a closable airtight lid.
 - No cups, straws or food is permitted in the hydration station.
 - Drink vessels must be stored in a designated hydration cabinet when not being consumed and must not come in contact with other individual vessels.
 - Hydration is permitted only while maintaining 6 feet distancing from other persons
 - Hydration must be situated away from surfaces where medications, chemicals, specimens, patient equipment, and/or supplies are used, handled or stored to avoid cross contamination.
 - Drink Vessels shall immediately be placed back into the designated storage cabinet when consumption has concluded.
 - Before and after consumption of drinks, staff must wash or sanitize their hands.

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- 2.1.5 Managers shall identify these areas by using [Appendix: Designated Break Area & Hydration Stations](#) and communicate these areas to staff.
- 2.1.6 Designated break areas and hydration stations must be identified with signage. See [Appendix: Signage](#).
- 2.1.7 Food or drinks found in areas outside of the designated areas may be discarded/removed by the manager/supervisor without notification.
- 2.1.8 Examples of areas that are prohibited may include but are not limited to:
- pharmacies
 - medication rooms
 - areas where WHMIS products are used or stored
 - clinical spaces where patient care is occurring
- 2.1.10 Food or drinks are prohibited in Janitor Closets or on cleaning carts.
- 2.1.11 Food or drinks may be permitted in special areas where it is required for a patient's rehabilitation plan. (e.g., Staff may sit and have scheduled meals with patients in a designated area)
- area must have controls in place to distinguish meals and ensure food or drinks are not shared between patients and staff. (e.g. Unique identifiers/labels)

3.0 Responsibilities

3.1.1 Director

- ensure compliance with this policy

3.1.2 Manager / Supervisor

designate approved break areas and/or hydration stations using the tool in [Appendix: Designated Break Area & Hydration Stations](#)

- a completed copy of the tool must be retained by the manager and made available upon request.
- ensure staff are aware of this policy and their designated break areas/hydration stations
- ensure workers comply with this policy
- initiate disciplinary procedures for non-compliance through HHS Progressive Discipline Policy

3.1.3 Staff / Physician

- comply with this policy
- report any unsafe practices to their Manager/Supervisor/Chief

4.0 Documentation

[Appendix: Designated Break Area & Hydration Stations](#)

[Appendix: Signage](#)

5.0 Definitions

Designated Break Area – Designated areas identified by the area managers where food or drink shall be consumed or stored as there are no infectious materials, hazardous chemicals or hazardous drugs that will be used, handled or stored in these areas, and no clinical activity.

Hydration Station – Designated areas identified by the area managers where drinks can be stored and consumed that are situated away from surfaces where medications, chemicals,

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specimens, patient equipment, and/or supplies are used, handled or stored to avoid cross contamination.

6.0 Cross References

[HR - Progressive Discipline Policy](#)

[PHARM - Hazardous Drugs Policy - Segregation, Preparation, Administration, Transportation & Waste Disposal](#)

[RJCHC - Staff Open Areas Etiquette and Expectations](#)

7.0 External References

Occupational Health and Safety Act (OHSA)

Health Care and Residential Facilities O.Reg. 67/93

Ontario College of Pharmacists

Accreditation Canada

Drug and Pharmacy Regulatory Act (DPRA)

8.0 Developed By

Health, Safety and Wellness

Infection Prevention and Control

9.0 In Consultation With

Medical Affairs

Joint Health and Safety Committees

10.0 Approved By

Director, Health, Safety and Wellness

11.0 Appendices

[Appendix - Designated Break Area & Hydration Station](#)

[Appendix - Signage](#)

Keyword Assignment

Safework, food, drink, covid, COVID-19, coronavirus

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**Appendix:
Designated Break Area & Hydration Station**

Department: _____

Date: _____

Manager: _____

Do staff in this department store and/or consume all food or beverages outside of the area where there could be hazardous drugs, hazardous chemicals or infectious materials? (i.e., all food or beverages are stored or consumed in a staff lounge, private office, cafeteria, etc...):

Yes No

- If yes, you do not need to complete the table below. Please continue to enforce the storage and consumption of food or beverages in the designated areas
- If any of the following criteria cannot be checked off, the area cannot be a Designated Break Area or Hydration Station.

Note: you may use this form to designate up to three areas. If you have additional areas, use a separate form.

Designated Break Area or Hydration Station – provide details as required (e.g. Conference Room on E4)	<u>Designated Area/Station #1</u>	<u>Designated Area/Station #2</u>	<u>Designated Area/Station #3</u>
Designated Break Area or Hydration Station Criteria	Check if Yes	Check if Yes	Check if Yes
1. Areas is off limits to patients (e.g. – no direct hands on treatment and patients cannot enter into the area).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Surfaces (e.g. – countertops) in the area are non-porous and in good condition such that they can be easily cleaned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Areas is situated away from surfaces where medication or chemicals are used, handled and stored so they do not touch to prevent cross contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Area is situated away from surfaces where specimen are used, handled or stored, so they do no touch to prevent cross contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Area is situated away from surfaces where patient equipment or supplies (dirty, clean or sterile) are used, handled or stored, so they do not touch to prevent cross contamination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A maximum area occupancy which allows for 6 feet distancing between individuals and the safe storage of masks (if applicable) shall be determined and posted. Hand sanitizer or sink close by for hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: Boxes 1-6 must ALL be checked Yes in order for area to be identified as a Designated Break Area or Hydration Station.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes: _____

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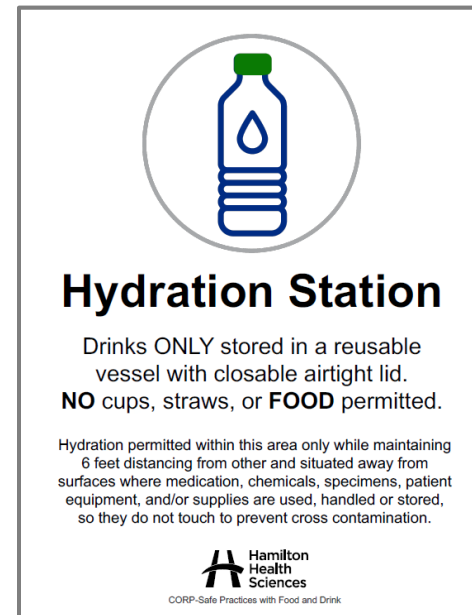
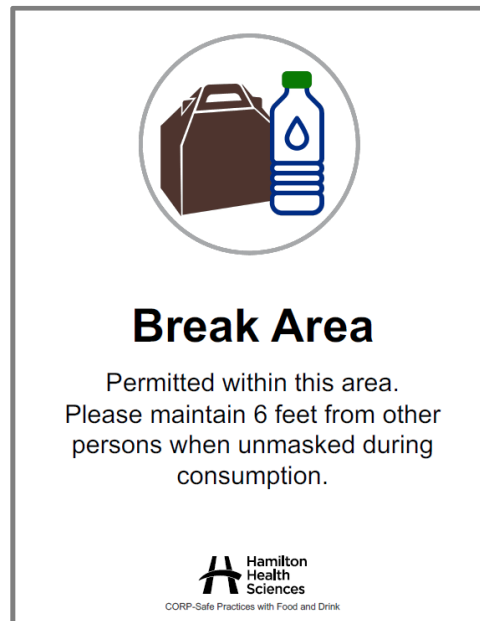
Appendix: Signage

Click links for printable versions or email Public Affairs @ vanderhey@HHSC.CA for laminated copies.

Max Capacity <http://www.hamiltonhealthsciences.ca/wp-content/uploads/2021/03/Maximum-Room-Capacity-Signage.pdf>

Break Room <http://www.hamiltonhealthsciences.ca/wp-content/uploads/2021/03/Break-Area.pdf>

Hydration Station <http://www.hamiltonhealthsciences.ca/wp-content/uploads/2021/03/Hydration-Station.pdf>



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