



In the workplace: Personal area and break rooms

How to organize

- 1 Workers should have access to a separate, designated personal area for changing from travel clothes to preparation attire
- 2 The personal area should have sufficient space to allow workers or visitors to maintain a physical distance of at least six (6) feet between one another. If this is not possible, workers should make every effort to avoid direct physical contact and be sure to wear face coverings
- 3 The personal area should have the following:
 - A handwashing station supplied with soap and paper towels. If plumbing does not allow for a sink, a hand sanitizing station may be used as an alternative, but soap and water are more effective against the Covid-19 virus than hand sanitizer)
 - A secure location such as a personal locker for workers to store keys, wallets, cellphones, and other personal items while on site
 - Sanitizing wipes for wiping down personal items such as cell phones and computers
 - A no-touch, closed-lid trash receptacle
 - Signage that addresses the following:
 - Not entering the workplace if ill, and steps to take if ill
 - What to do if they become ill while at work
 - Reminders regarding wearing face coverings, handwashing or sanitizing, covering coughs and sneezes, not touching one's face or surfaces or objects that may be contaminated, physical distancing, cleaning and disinfecting frequently touched surfaces and objects, not taking personal belongings into the kitchen, and not using cell phones in working areas
- 4 Bathrooms should have the following:
 - Operational sink with hot running water for handwashing
 - Fully stocked soap dispenser and paper towels
 - A no-touch, closed-lid trash receptacle
 - ***Note:** *bathrooms should be frequently and meticulously cleaned and disinfected*
 - Signage addresses the following:
 - Not entering the workplace if ill, and steps to take if ill
 - What to do if they become ill while at work
 - Reminders regarding maintaining handwashing, physical distancing, and wearing a face covering
 - Instructional diagram on how to wash hands and for how long