

Updated September 3, 2020

The document below addresses faculty and staff spaces, student lounges and faculty study spaces.

FACULTY AND STAFF

The following guidance will help reduce COVID-19 transmission risks for Staff and Faculty who prepare and consume meals and beverages on campus. Meal preparation and eating areas have potential to be a source of transmission.

Food preparation and storage:

1. Consider scheduling meal and beverage breaks to reduce the number of individuals accessing meal preparation and eating areas at the same time.
2. Limit how many appliances are available.
3. Remove shared condiments and seasonings.
4. Hands must be cleaned and/or disinfected when entering the space.
5. 2m physical distancing must be maintained. Where reasonable, just one individual at a time should access a room to prepare their meal.
6. A face covering must be worn when accessing the space and using shared lunchroom facilities (appliances, fridge, microwave etc.)
7. All touched surfaces and equipment (fridge door, countertop, drawer handles, microwave button, kettle/coffee maker etc.) must be disinfected before and after use. Follow the cleaning and disinfection guidelines in lab/worksite safety plan templates.
8. The entire space must receive a complete and thorough clean at least once a day. Work units are responsible for cleaning these spaces.
9. Fridge may be used for single shift storage; all food must be removed from fridge at the end of the work shift.
10. Individual meal containers must be used to store meals in the fridge.
11. Do not share food items, utensils or condiments.
12. Individuals must use disposable dishes or supply their own dishes and utensils and remove them at the end of the shift. Dishes and utensils should not be cleaned on campus.
13. Personal appliances such as kettles and toasters are not permitted at your desk.

Consuming meals and beverages:

1. Clean and disinfect meal surfaces and hands before and after eating.
2. Avoid multitasking (using computer, phone etc.) while eating.
3. Individuals should eat and drink in areas where they can easily distance from others, such as at a personal workspace (if not a transactional area such as a reception desk), outside benches or grassy spaces.
 - Where possible (such as in multipurpose rooms), the food preparation area should be delineated or separated from where meals are consumed. Tables and chairs should be removed from food preparation areas to prevent occupants from consuming their meals in preparation areas. If this is not possible, physical distancing of 2m must still be maintained.
4. Face coverings should be worn while in eating areas until the individual sits down and eats.
5. If necessary, rooms that easily allow physical distancing (large meeting rooms, for example) may be used to consume meals. These rooms should have furniture arranged to ensure physical distancing of 2m between users.
6. If an operational room is repurposed for eating, it must be cleaned and disinfected before and after use. Consider scheduling for the space that permits enough time for cleaning and disinfection between uses.

Student Lounges and Faculty Study Spaces

The following guidance will help reduce COVID-19 transmission risks for campus members who use student lounges and Faculty study spaces to prepare and consume meals and beverages. Meal preparation and eating areas have potential to be a source of transmission for COVID-19.

The Faculty is responsible to implement this guidance and to ensure that individuals using the applicable spaces are following these guidelines. It is recommended that Faculty designate responsible individuals to monitor the applicable spaces and ensure compliance.

Disinfectant materials referenced in the document can be obtained by the Faculty through Supply Chain Management (scmhelp@ucalgary.ca)

Food preparation and storage:

1. 2m physical distancing must be maintained.
2. Limit how many appliances are available.
3. Remove shared condiments and seasonings.
4. Hands must be cleaned and/or disinfected when entering the space and before food/beverage preparation.
5. A face covering must be worn when accessing the space and using shared facilities (appliances, fridge, microwave etc.)
6. All touched surfaces and equipment (fridge door, countertop, drawer handles, microwave button, kettle/coffee maker etc.) must be disinfected before and after use. Follow [cleaning and disinfection guidelines](#).
7. Do not share food items, utensils or condiments.
8. Individuals must use disposable dishes or supply their own dishes and utensils and not store in the space for any period of time. Dishes and utensils should not be cleaned on campus.

Consuming meals and beverages:

1. Clean and disinfect meal surfaces and hands before and after eating.
2. Avoid multitasking (using computer, phone etc.) while eating.
3. Individuals should eat and drink in areas where they can easily distance from others, such as at a personal work/study space, outside benches or grassy spaces.
4. Face coverings should be worn while in eating areas until the individual sits down and eats.