

Breakroom Use Recommendations

Environmental Health & Safety

INTRODUCTION

Breakrooms are among one of the office/building areas where TTU personnel and students have a greater likelihood of COVID-19 transmission. These areas serve as a gathering space, are full of touch points, and where food and drink have historically been shared and served.

This document provides recommendations for managing breakroom areas in response to COVID-19. The nature of individual breakrooms and their use greatly varies across campus. If you would like to consult us regarding your area's specific policy, please reach out to us at safety@ttu.edu.

GUIDELINES

- Close or limit access to breakrooms. Post maximum occupancy signs for areas that are not closed. The suggested square footage per person is 36 square feet. Ensure your allowed occupancy provides six feet of social distancing for each person.
- Encourage social distancing by placing a “stand here” signs on the floor outside the breakroom.
- Discourage communal eating by removing or limiting available seating and properly spacing tables in accordance with the [State of Texas restaurant requirements](#). Persons from different household should not eat within 6 feet of each other.
- Provide no-touch trash cans.
- Provide individually wrapped condiments and utensils rather than multi-user, bulk containers for sugar, creamer, stirrers, etc.
- Use only disposable plates and utensils. Do not store personal coffee cups and dishes in common use locations.
- Provide disinfecting wipes or disinfectant and paper towels in the immediate area. Ensure that adequate supplies are maintained.
- Routinely clean all frequently touched surfaces in the breakroom (vending machine and appliance buttons, doorknobs, switches, handles and other surfaces commonly touched for opening/closing items).
 - Use an EPA-register disinfectant with virucidal activity. Follow the directions on the cleaning product's label for use.
 - If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
 - Clean and disinfect frequently touched surfaces at the beginning of each shift. Wipe down frequently touched surfaces after each use.
- Provide soap, water and paper towels and an alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Place posters that encourage hand hygiene, physically distancing and face coverings; include signs for non-English speakers, as needed.
 - Signage with the TTU Commitment branding can be ordered through Operations.

REFERENCES

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html#more-changes>

<https://www.dshs.state.tx.us/coronavirus/opentexas.aspx#restbar>

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