



**Monash  
Health**

## Workforce mobility during COVID-19

Shared Spaces | Managers Forum

19 August 2020

NOT EXHAUSTIVE

# Detailed overleaf

Complete (or in progress)

From today

## Hard mechanisms



- Repurpose of rooms
- Flexi desks, wifi, cleaning, private spaces & lockers
- Hand hygiene products

1 Break scheduling & room assignment

## Guidelines



- Room capacity posters
- Time limit guidelines
- QR guidelines

2 'How to use shared spaces safely' entry checklist

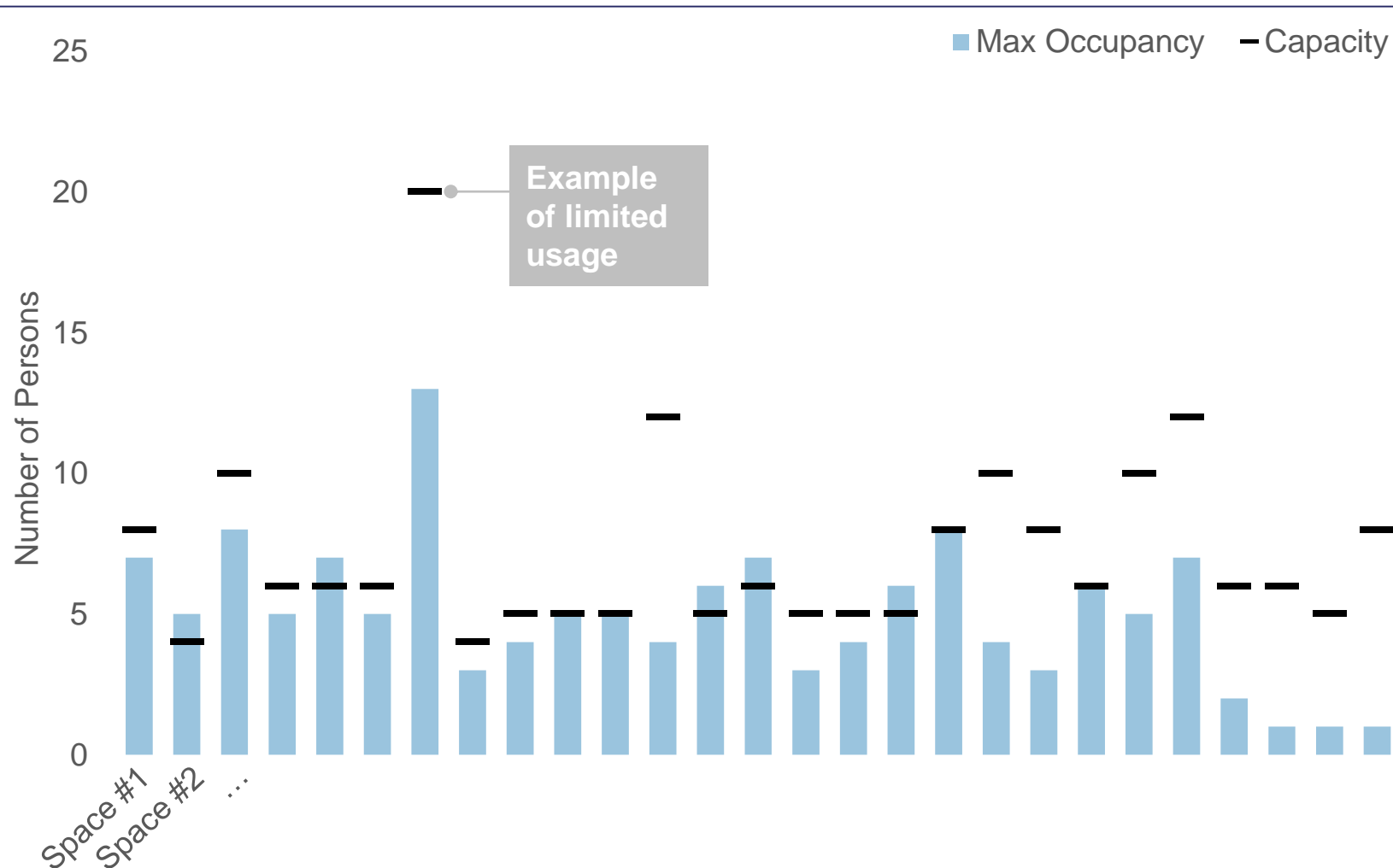
3 Everyone plays their part



# 1 There is excess capacity in some shared spaces, which could be utilised to reduce risk

## Example Site Shared Space usage,

Maximum occupancy vs. capacity over time for 23 Jun – 3 Aug<sup>1</sup>



### What is changing...

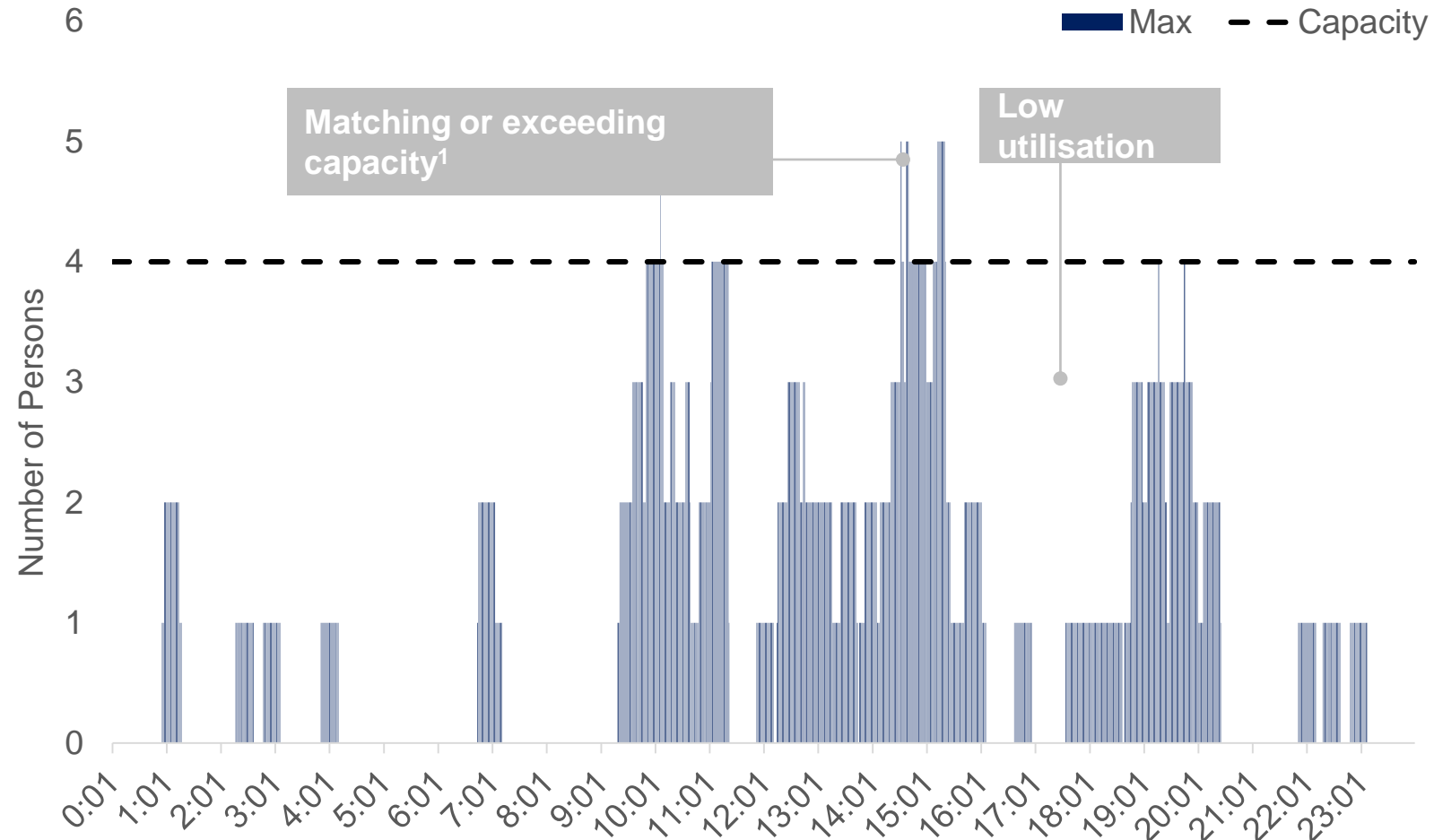
- Managers will be provided with a databook and guide to inform decisions regarding shared space assignment
- Employees will be asked to utilise a certain breakrooms, where practicable and safe.



# 1 There is an opportunity to schedule breaks in order to reduce crowding at certain times

## Example Staff Room,

Maximum occupancy over time for 23 Jun – 3 Aug<sup>1</sup>



### What is changing...

- Managers will be provided with a databook and guide to inform decisions regarding break time staggering
- Employees will be asked to take breaks at the specified time, where practicable and safe



## 2 Usage checklists will guide you towards safe behaviours, including QR surveys to facilitate contract tracing

**Working safely**


### Using shared spaces **Break rooms**

- 1 Check room capacity is not exceeded.
- 2 On entry, perform hand hygiene.
- 3 Scan in on your smartphone using the QR code provided or visit the URL below to complete your shared space check-in.  
[monashhealth.org/tearoom](https://monashhealth.org/tearoom)
- 4 Maintain physical distancing and personal hygiene etiquette.
- 5 Remove your mask **ONLY** if you are eating or drinking.
- 6 If there is a spillage, clean surfaces with supplied cleaning product.
- 7 Complete hand hygiene and apply a clean mask.

 If your mobile phone's camera does not automatically scan the QR Code, please use the URL.

### What is changing...

- Employees are to follow simple shared spaces checklist which prompts for:
  - Hand hygiene
  - Personal hygiene inc. masks
  - Capacity monitoring
  - Cleaning
  - QR survey – *compliance can improve*

 In some areas alternate check-in methods may be utilised – these will be advised as soon as possible



### 3 We can substantially reduce the risk of Shared Space transmission if everyone plays their part

#### Why

##### do we need to change?

- Victoria is in a State of Disaster
- **Shared spaces are high risk**
- Even with existing mitigations, they remain a high risk area
- **We are aiming for zero transmissions in shared spaces**

#### How

##### are we going to succeed?

**We only need to do three new things** to substantially reduce risk

1. Schedule breaks and choose underutilised spaces
2. Abide by the 'using shared spaces' checklist
3. Watch out for each other – say something if you see an unsafe act

#### What

##### do I need to do?

- **Managers are accountable** for directing break times & advising rooms
- **Managers are accountable** for ensuring shared space usage is safe
- **Employees are responsible** for following checklist & watching out for each other

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#### Outcomes

**We can step up our efforts** to protect our patients, employees and community

**We will give you the tools and we applaud you** for saying something – even to the Chief Executive!

**Small changes will make a big difference** – but we need to do them all the time



# Where can I find out more?

## Home > Employees > Shared Spaces > Managing Shared Spaces

[www.coronavirus.monashhealth.org/employees/shared-spaces/#managing-shared-spaces](http://www.coronavirus.monashhealth.org/employees/shared-spaces/#managing-shared-spaces)

The Manager section of the COVID-19 employee website will provide further information and resources, including a guide for managers, site-specific utilisation data books, room capacity posters and 'using shared spaces' QR Code posters.

**COVID-19**

### How to use Shared Spaces safely

A Guide for Managers

Version 0.6, 13 August 2020

1. Create a draft break schedule (per shift) which outlines the number of employees, start time and duration
2. Identify shared spaces that could be used for your ward/area (consider proximity, facilities, capacity, etc.)
3. **Where applicable**, consult with neighbouring managers to agree on draft room assignment and break schedules. Aim to reduce numbers to as few as possible (at any one time) and limit interaction between areas.
  - a. Rooms could be assigned on a permanent basis or at certain times (as far as reasonably practicable)
4. Utilise the Site Shared Spaces Databook to aid decisions
5. Consider utilising Appendix 1 – Shared Space Usage Plan and
  - a. Filing in a site-wide electronic folder location and,
  - b. Displaying in Shared Spaces and/or,
  - c. Displaying on area OH&S notice board
6. Share and discuss communications from Employee Forum with your teams. Consult with employees regarding changes to location and timing of breaks. Consider and implement appropriate feedback.
7. Conduct daily spot checks on shared spaces. Ensure that Manager directions are being followed, entry checklists are being completed and the spaces are safe.

\*In some areas space based check-in may be required if this applies in your area, a template is available in Appendix 2 which should be copied and updated then or referred to the QR database on a daily basis.

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### Shared Spaces Databook

Clayton

17 August 2020

Due to data cleanliness issues this databook should be used as a relative guide between areas

- Note duplication of rooms does exist – these are marked appropriately
- Where capacity equals zero – no data has been provided

1 SOURCE QR code database. Due to data cleanliness issues, various assumptions have been made and this data should be used as a relative guide only.

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## Shared Spaces

Type room name here

Maximum attendees

# 00

