Monash Health

Workforce mobility during COVID-19

Shared Spaces | Managers Forum

19 August 2020

We need to make further changes to how we used Shared Spaces as they remain a high risk area

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

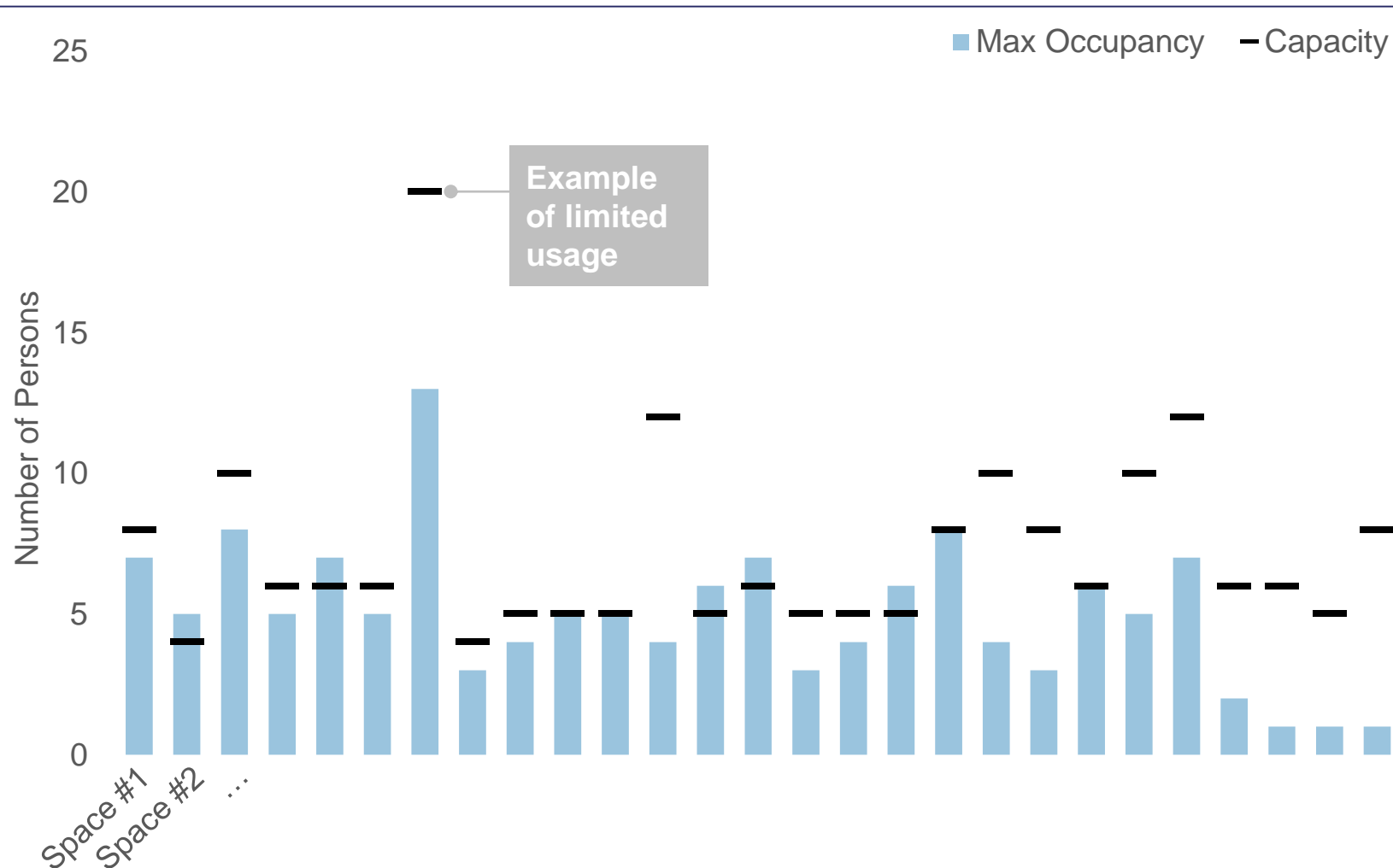**2** 'How to use shared spaces safely' entry checklist

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[1]

Legend: ■ Max Occupancy — Capacity

Example of limited usage

Y-axis: Number of Persons (0, 5, 10, 15, 20, 25)

X-axis: Space #1, Space #2, ..

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[1]
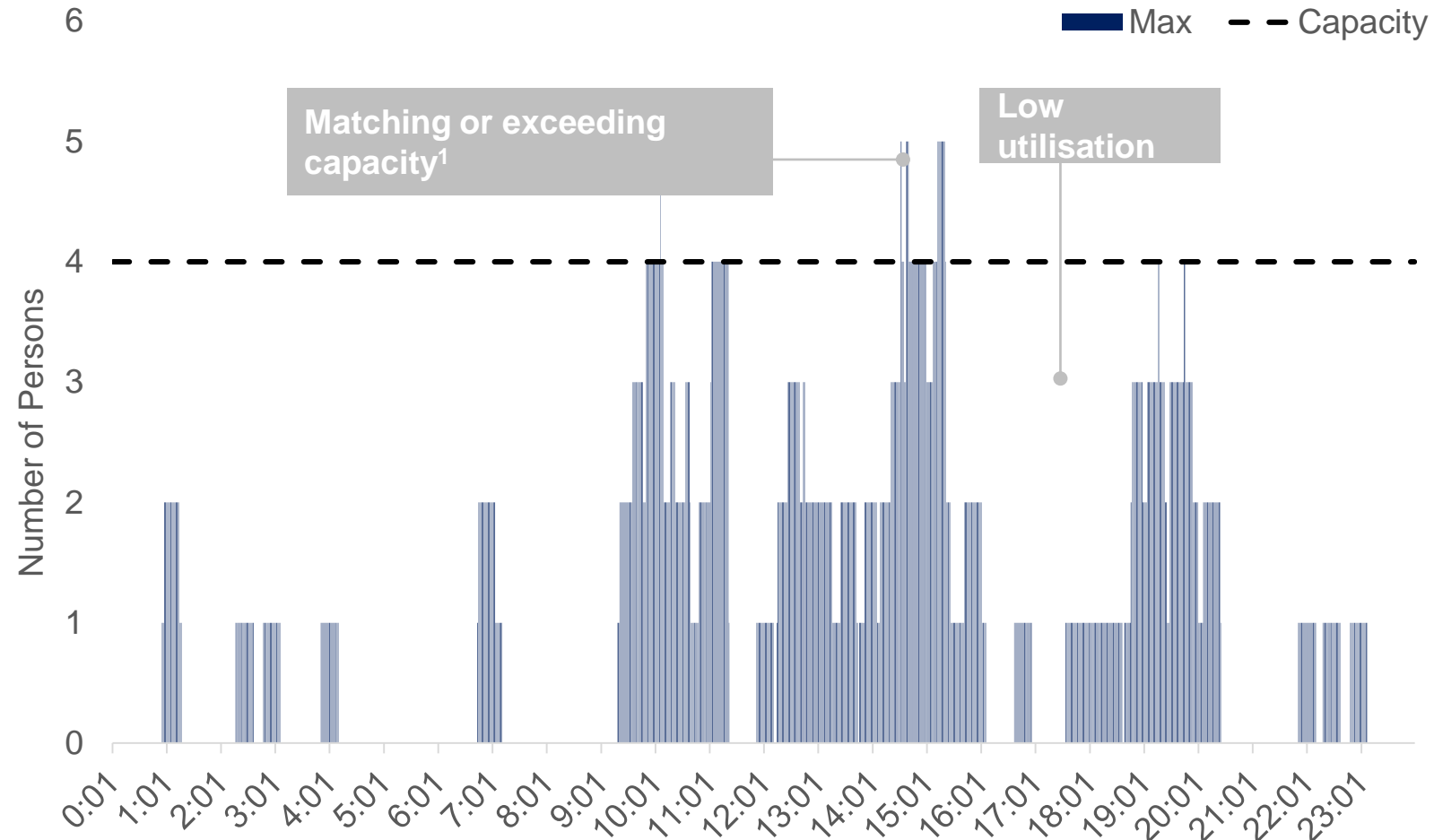
Number of Persons

Legend: Max — Capacity

Matching or exceeding capacity[1]

Low utilisation

>> **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 — **Monash Health**

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

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.

(i) 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 <u>new</u> 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

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

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.