

Facilities and Physical Environment Checklist

Reference this checklist to help reduce the transmission of COVID-19



Cafeterias

Floor Placement Markers	Floor placement markers in place to help individuals maintain 6 feet distance while in line.
Table and Chairs	Table and chair numbers have been reduced to support distance of 6 feet apart with 2 chairs or less per table.
Table Tents and Signs	Table tents and signs are prominent and visible, reminding staff and customers to keep distance and wear masks.
Plexiglass Shields	At transaction locations such as cafeterias, patient registration/check in, gift shops, coffee shops, etc., plexiglass shields are installed to provide a layer of protection for our customers and staff.



Public Areas

Floor Placement Markers	Floor placement markers in place to help individuals maintain 6 feet distance while in line.
Transaction Locations	At transaction locations such as cafeterias, patient registration/check in, gift shops, coffee shops, etc., plexiglass shields are installed to provide a layer of protection for our customers and staff.



Conference Rooms and Break Rooms

Occupancy Signs	Determine the maximum number of occupants allowed in the room in order to maintain 6 feet physical distance. Post the maximum occupancy outside/inside the conference room for reference. This should be posted with a laminated cover or plastic sheet.
Chairs	Remove furniture to support the maximum occupancy identified.



Work Stations and Time Clock Stations

Staff are encouraged to separate as able when at computer or work stations by at least 6 ft.



Elevators

Maintain safe social distancing within elevators. Staff are encouraged to take less populated elevators or stairs.



Office Setting

Staff less than 6 ft from each other are required to wear masks. Staff in private single occupancy offices are not required to mask.



Large Gatherings and Social Functions

Large gatherings and social functions including but not limited to parties, baby showers, retirement, and other celebrations with or without food are not currently permitted at MultiCare facilities.

Reminders:

- Masks must be worn upon entry into MHS facilities, in hallways, common areas and when moving throughout clinical and non-clinical settings.
- Additional guidance on social distancing is available on the Point MultiCare COVID-19 site, in the Employee Social Distancing Guidance.

Process Checks

Leaders to review process checks to ensure they are considering these items each time they are in their area and actively rounding.

- Round in your areas related to **hand hygiene, physical distancing, and masking**.
- Round in your areas using the “**Facilities and Physical Environment Checklist**”.
- Determine **how** you will assure this is happening in your areas.
- Stay connected with Facilities Management, Environmental Services (EVS), and Safety and Security for situational awareness and gap mitigation using the “**Leadership & Facilities**” document.

High Reliability Leadership Behaviors

Apply our HRO Leadership Behaviors when rounding and evaluating our COVID response.

- ✓ Make it safe for people to speak up
- ✓ Start meeting with a story highlighting safety, reliability, and trust
- ✓ Communicate lessons from safety, reliability, and trust events
- ✓ Reinforce individual reliability practices by “Rounding to Influence”
- ✓ Hold daily safety check-ins or huddles
- ✓ Track a Facility Top 10 List and Department Top 2 List

How to Evaluate Social Distancing Capacity

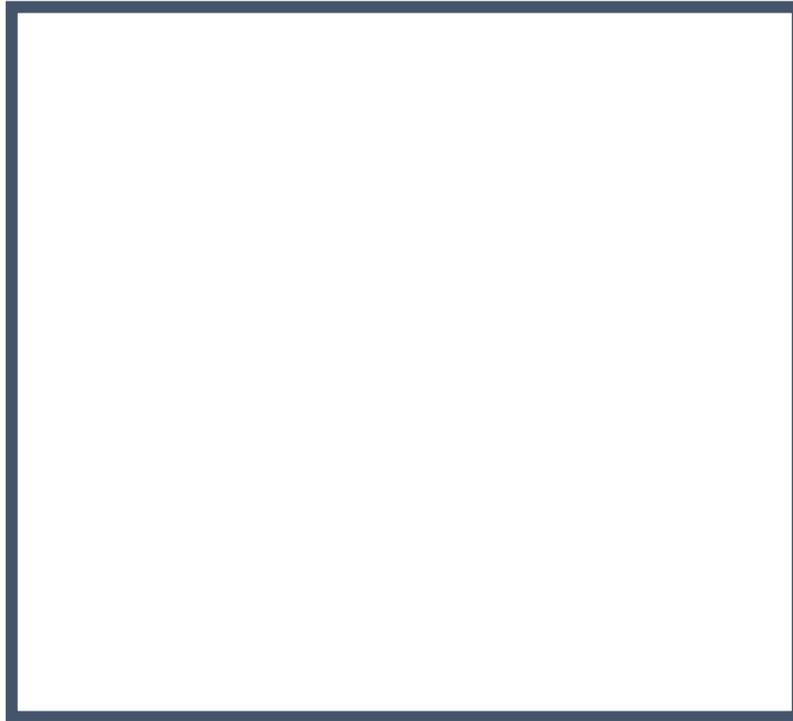
1. Each space designated for staff congregation should be evaluated and assigned a capacity.
 - a. This includes: break rooms, eatery settings, conference rooms, and huddle rooms
 - b. This does not apply to single occupancy spaces or offices
 - c. Leadership who own the space should conduct the survey, ie. break rooms
 - d. The IBU should assign a designee to evaluate the conference rooms

2. Determine the square footage of the room, length x width.
 - a. Counting ceiling tiles may be used to calculate the square footage
 - i. Rectangular ceiling tiles are 4 ft x 2 ft
 - ii. Square ceiling tiles are 2 ft x 2 ft
 - b. Square footage should be reduced based on obstructions in the room and usable space, example when determining a perimeter capacity around a large conference table

3. Insert the square footage into this calculator
 - a. <https://www.banquettablespro.com/social-distancing-room-space-calculator>
 - b. Utilize the 6 ft calculation

4. Write the capacity calculation into the “Social Distancing Capacity” sign
5. Laminate or place sign in a protective sheet
6. Hang sign on the EXTERIOR door to the room

To maintain safe social distancing of at least 6 feet, this space capacity is established as:



Masking of staff members is required in common areas, break rooms, and conference rooms unless eating or drinking.

Masked staff may enter/exit the room and NOT congregate if the maximum capacity is reached, such as a breakroom.

Thank you for your cooperation.

