



Northern Inter-Tribal Health Authority Inc.



Safety Guidelines for Shared Work Stations during the COVID-19 Pandemic

There are various ways to stay safe at work. These include wearing the proper personal protective equipment while interacting with patients, performing hand hygiene, and staying a safe distance from others. It can be hard to always remember to do these things, and sometimes we let our guard down when we are in a space that isn't occupied by patients or residents.

When using shared spaces, like the nursing station or an open office space you need to remember to continue to perform safe practices to help stop the chain of infection. **Fixed stations (nursing stations, office computers, conference rooms) should be disinfected daily. Shared computers must be cleaned after each use and hand hygiene should be performed before accessing.**

NO CONGREGATING

- Ensure 2 meters between individuals is maintained
- Ensure occupancy limits are respected

MASK-OFF TIME IS HIGH RISK

- Masks should be only be removed when eating and/or drinking – do not remove your mask in shared spaces
- When your mask is removed, discard and replace with a new mask

MAKE IT EASY TO DO THE RIGHT THING

- Ensure occupancy limit of break rooms is posted and visible
- Ensure products are available to clean & disinfect surfaces regularly
- Ensure alcohol based hand rub is near shared items
- Assign workstations for entire shifts

Please also remember to be respectful while using shared work stations or open office space. Be mindful that others are around you and use a quieter voice volume and appropriate language.

Public Health Unit, May 27, 2021

References

1. Saskatchewan Health Authority. Shared Work Stations. Retrieved from [21-Safety-Bulletin-FINAL.pdf \(saskhealthauthority.ca\)](#)