**Staff guidance for shared spaces**

Regardless of PPE, make sure to avoid the 3 Cs:
Closed small spaces, crowded places, close-contact settings (such as close conversations)

<table>
<thead>
<tr>
<th>“ONSTAGE” CLINICAL SPACES</th>
<th>SHARED WORKSPACES</th>
<th>PRIVATE WORKSPACES (single person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>where patients are present in clinics, inpatient units, and procedural units</td>
<td>(e.g., workrooms, offices, cubicles, lab and non-clinical hallways)</td>
<td>OR SHARED WORKSPACES when alone</td>
</tr>
</tbody>
</table>

Face shield + medical-grade mask*

Face shields or medical masks are acceptable, or cloth masks in non-patient care areas**

Face shield or medical-grade mask should be readily available for use when someone enters the workspace.

NO food allowed

†Guidelines for safe eating:
- Clean surfaces prior to eating
- Place face shield in a designated area
- Clean hands with alcohol-based hand sanitizer or soap and water before and after eating
- Practice social distancing
- Stagger breaks to limit the number of staff without face coverings (avoid being near others without face coverings or without a plexiglass barrier present)

Follow guidelines for safe eating†

*A medical-grade mask and Program of Hospital Epidemiology-approved eye protection is an acceptable alternative. Contact Hospital Stores for availability.

**Clinic or unit leadership may choose to use the guidance listed for onstage clinical spaces in shared workspaces based on their specific needs.

5/8/2020