

POLICY

Corewell Health East - Laboratory Employee Lounge Use - Taylor

This Policy is Applicable to the following Corewell Health sites:

Corewell Health Taylor Hospital

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| Reference #: | 32887 |
| Version #: | 2 |
| Effective Date: | 11/11/2025 |
| Functional Area: | Clinical Operations, Laboratory |
| Department Area: | Lab - General, Laboratory Policies |

1. Purpose

This policy describes the use and maintenance of the Laboratory Employee Lounge.

2. Policy

The Employee Lounge has been provided for the lab employees to use to store lunches, coats and personal property that should not be taken into the laboratory area. The maintenance of this lounge is the responsibility of lab staff that utilize the lounge in any manner. The rules and maintenance schedule is to be followed by all lab employees.

A. Rules for Using the Lounge:

1. Staff must remove lab coats, gloves or any other Personal Protective Equipment (PPE) prior to entering the lounge. The lounge is a CLEAN AREA.
2. Staff must remain in the lounge while using the microwave. This is a fire and safety issue – NO EXCEPTIONS.
3. All coffee pots, coffee cups, filters, etc. must be cleaned and put away before the end of the shift
4. Condiments and dry groceries must be kept in the cupboards and drawers. A limited amount of individually packaged condiments may be stored in the canisters on the counter.
5. Do not leave dirty dishes (cups, silverware, etc.) in the sink. If you have dirty dishes, it is the responsibility of each employee to clean them up immediately when done and put them aside to be taken home at the end of the shift or back into the storage cupboards.
6. If trays or dishes are brought up from the cafeteria it is the responsibility of each employee to return them to the cafeteria.
7. The sink does not have a garbage disposal. Scrape dishes into the trash before rising and /or washing in the sink.
8. Department and shift parties are allowed in the lounge, but the department or shift doing the party is responsible for cleaning up the lounge, dumping the garbage and putting everything away.
9. Storage space in the cupboards is limited. If you wish to keep a cup, when you are done using it, clean it and put it in your locker.
10. Do not store cups with liquid in them on top of the refrigerator.

Entities will reference associated information contained within this document as applicable
Printouts of this document may be out of date and should be considered uncontrolled.

B. Rules for Storing in the Refrigerator:

1. All items placed in the refrigerator must have the employee's name and date on the items. Cloth lunch bags placed in the refrigerator must have the employee's name clearly indicated. All unlabeled items will be discarded.
2. Items placed in the refrigerator are to be left there for one shift only.
3. Any liquid containers placed in the refrigerator must have a screw cap or be tightly closed and not put in the refrigerator door. No Styrofoam cups with the snap lids are to be put in the refrigerator – too many of them have spilled in the doors.
4. Large bottles of condiments and salad dressings will be kept to a minimum to conserve space.

C. Cleaning and Maintenance of Refrigerator:

1. Each employee will be assigned to clean the lounge refrigerator.
2. A cleaning maintenance sheet will be posted on the refrigerator to record that the checking and cleaning has been completed.

3. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

4. Policy Development and Approval

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5. Keywords:

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