

UW Medicine - Pathology

100-04-01-03

Break Room Responsibilities Procedure

Adopted Date: 08/09/05

Revision Date:

PURPOSE

To responsible and courteous use of the department break room.

SCOPE

All department personnel who utilize the break room(s).

PROCEDURE

Break Room Responsibilities:

1. Employees are expected to clean after themselves and maintain cleanliness in the lounge area. This includes, but is not limited to:
 - a. Washing any dishes & silverware used.
 - b. Returning trays to the cafeteria. Trays are not to be stored in the break room.
 - c. Throw away / compost / recycle any disposable items used.
 - d. Wipe off table, countertop, microwave and/or refrigerator if soiled during use of the break room.

2. The refrigerator is available for all Pathology staff, faculty and residents. In order to maintain cleanliness, employees are expected to:
 - a. Mark food items that are kept longer than 24 hours in the refrigerator with name and expiration date.
 - b. Remove food once it has expired.
 - c. Eat only the food they have brought, unless it is clear that the food item is meant to be shared.

3. All old food will be removed from the refrigerator on Friday afternoons of each week.
 - a. This includes all expired containers and containers with no expiration date.
 - b. Cleaning the refrigerator will be on a rotating basis by a representative from each laboratory/office area.

4. All employees are expected to observe infection control practices. This includes:
 - a. Cleaning hands after working in the lab areas, materials room, gross room or autopsy suite.

Noise Control:

Employees are expected to:

1. Be respectful of nearby coworkers and work environments
2. Close the break room door when noise levels in the break room may cause distraction or disruption to nearby coworkers.

UWMC Pathology Chief of Service:

(Signature and Date)

 5/24/13

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