

Staff Break Room Guidelines 員工休息室指引

Starting November 1st, 2021, staff will arrange their own meals for shifts. To ensure staff can safely store their food in the refrigerator and heat it up in compliance with infection control and resident food safety guidelines, the following guidelines will be in effect as of **November 1, 2021**:

在 2021 年 11 月 1 日開始，員工們將需要安排自己的食物。為符合感染控制及長者食物安全標準的情況，同時能讓員工可為食品加熱及達到食物安全要求，以下指引將於 **2021 年 11 月 1 日起生效**：

- Under-counter refrigerator and microwave will be installed in the reading lounge of each resident floor.
華宮將在每層樓的小書房內安裝冰箱和微波爐。
- The reading lounge will officially be converted to a staff break room until the floor containment policy is ceased.
小書房將會正式成為員工的休息室，直到樓層隔離措施結束。

Guidelines for staff fridge and microwave 員工使用冰箱和微波爐的指引：

- Staff must only store and heat up food using the designated fridge and microwave, as outlined above. Staff are not to use the appliances in the servery or the kitchenette by the dining room.
- 員工們必須用指定的冰箱和微波爐來加熱自己的食物，不可使用小廚房內或長者樓層上的電器加熱自己的食物。
- The servery is only to be used for foods prepared by Villa Cathay for resident consumption; it is considered an extension of the kitchen area. Partially consumed foods are not to be placed in the servery for other than disposing.
- 小廚房的設備只限於為長者的食物加工。小廚房是華宮主廚房的伸延部分。除了丟棄食物以外，進食過的食品不可拿進小廚房內儲存。
- The kitchenette is only to be used for the heating up of resident food and refrigeration of health supplements.
- 小廚房只可用來加熱長者們的食物以及冷藏長者的治療品/保健品。
- Only items that can be completely wiped down and sanitized can be placed into the staff-designated fridge. Please wipe down your items before putting them into the fridge.
只有能夠完全消毒的食品/容器才可放置在員工專用的冰箱內。
- Before putting foods into the fridge, ensure its containers are properly closed or sealed to prevent any spilling. Everyone must be respectful of others' meal containers. Refrain from touching other people's container.
將食物放入冰箱之前，請確保容器有否關好，以防食物漏出。請尊重其他同事，盡量避免觸摸到其他同事的食物。
- Each staff must be respectful of the limited space in the designated fridge. Staff are to only bring in non-bulky items for their meal of the day, to help ensure that there is sufficient space for everyone's needs.
每位員工必須尊重冰箱中有限的空間。請同事們不要帶大件物品及多過一天內能進食完畢的份量，以免佔據太多的冰箱空間。

- The designated staff fridge is only for the temporary storage of food. Staff members must take away the food he/she brings in at the end of each shift. Staff should label their own items with their names and date. Random audits will be conducted and anything unlabelled will be disposed of.
冰箱只用於限時儲存食物。同事們必須在下班時帶走自己當天未食完的食品。請在自己的飯盒上寫上名字和日期。我們將進行抽樣檢查，任何未寫上名字或日期的食物，都將在檢查時被丟棄。
- Per the infection control guidelines, all foods can only go into the fridge **once**. Once it's taken out of the fridge, the same food items cannot go back in. Therefore, condiments, canned foods, beverages that are meant for consumption multiple times must not be stored in the fridge.
根據感染防治措施，所有食物只能進入冰箱一次，一旦拿出，就不能放回冰箱。因此，可多次使用的調味料、罐頭、飲料等，通通都不可放到員工專用的冰箱內。
- Sharing foods is prohibited. This includes the sharing of condiments, party platters, a can of pickles, cake rolls, baked goods, etc.
禁止分享任何食物，不可共用調味品、併盤、罐頭、蛋糕或其他食品等。
- Follow the general safety guidelines. Avoid overheating food in the microwave and ensure the use of microwave safe containers. Please also ensure that lid containers are properly closed before use.
請遵循一般食物安全守則，請勿用微波爐過度加熱食物，請使用可微波的容器，並確保蓋子和微波爐在使用前妥善關上。
- Check for food spills and clean immediately.
請確保食物沒有溢出，並在溢出後立刻清潔。

Guidelines for staff foods 員工食品指南

- Out of respect for your fellow coworkers, it is everyone's responsibility to refrain from bringing foods that have strong aroma or odor. This may include but are not limited salty fish, stinky tofu, durian, etc.
基於相互尊重，每個人都有責任避免帶來具有濃郁氣味的食物，如鹹魚，臭豆腐，榴槿等。
- Sharing homemade foods is not allowed, even when it is individually wrapped, for the time being. DO NOT bring homemade foods and share with residents without a clinical assessment AND the written consent of the family.
目前不允許分享自製食品，即使是自製的獨立包裝食品。請留意除非經臨床評估和家屬書面同意，請勿與長者分享自製食品。

Cleaning responsibilities 清潔責任

- It is everyone's responsibility to keep the microwave and fridge clean and tidy. Cleaning wipes will be readily available in the staff break room for use.
保持微波爐和冰箱整潔人人有責。員工休息室內將有清潔濕巾提供，方便各位同事們使用。
- While the housekeeping team will perform regular cleaning on weekly and monthly bases, it is every user's responsibility to wipe down the surfaces after use and leave a clean and tidy appliance for the next user.
雖然清潔部同事將每週和每月進行定期清潔，但每位員工都有責任維持電器之整潔，在自己使用完後，確保下一位同事能夠安心及方便使用。
- Whenever there is a food spill, please clean it immediately.
每當有食物溢出時，請立即清潔。