

Date: 20.03.2020

Measures to be taken while in the office

This short document is to provide guidance concerning the measures to be taken by all staff while in the office during community transmission of COVID-19. These are easy measures, that can be implemented by everyone with little additional requirements from the office management.

1. Keep as clean as possible:

- Wash your hands regularly and properly and strengthen “respiratory etiquette” (hang flyers on both topics everywhere, attached)
- Only use computers and telephones in your own office, as well as pens and notepads
- Ventilate the office well (light draft is best, doors to the offices open)
- Provide hand sanitizers in the hallways and in the offices to use before entering a room and after leaving a room
- Provide disposable tissues (tissue boxes) with a no-touch-bin next to them throughout the office
- Provide cleaning staff with instructions for the daily cleaning of all surfaces that are touched upon (door and window handles, door edges and frames, light switches, keyboards, telephones, desks, etc.)

Or, if not possible, everyone does this first thing in the morning with an alcoholic wet wipe (or disposable cloth plus alcohol-based disinfectant, min. 60% alk.)

2. Reduction of contacts

- Reduction in the total number of staff in the office
- Max. 1 person per office space. Always the same person in the same office, do not change (even if shift work is necessary, i.e. if almost everyone has to come to the office from time to time during the week, this should be staggered so that there are not too many at the same time)
- Avoid touching
- Make internal calls and reduce face-to-face contacts
- If a meeting is necessary:
 - keep a distance of > 1m
 - As few people as possible
 - Use large room
 - Each person uses “own” whiteboard marker
 - Bring your own drinks (if served drinks, not a coffee pot from which everyone can help themselves, but one person serves, etc.)
 - Room well ventilated

Piktogramme Händewaschen – 5 Schritte



Nass machen
Wet your hands



Rundum einseifen
Cover whole hands in soap



Zeit lassen
Take your time



Gründlich abspülen
Rinse properly



Sorgfältig abtrocknen
Dry thoroughly

Stand: 2017

Quelle für gesundheitliche Aufklärung

Quelle

Protect others from getting sick

When coughing and sneezing
cover mouth and nose with
flexed elbow or tissue



Throw tissue into closed bin
immediately after use

Clean hands with alcohol-based
hand rub or soap and water
after coughing or sneezing and
when caring for the sick



World Health
Organization