Hygiene and protection concept COVID-19 (February 2021)

General regulations:

- In the entire area of the institute, the general rules of protection apply:
  - Keep distance to others of 1.50 meters
  - Please pay attention to increased hand hygiene
  - A medical protective mask (standard EN14683:2019-10 or better FFP2) must be worn before entering until reaching the workplace. These masks must also be worn in all common areas such as hallways, stairwells, kitchens, and anywhere the minimum distance cannot be maintained.
- Employees with cold symptoms are not allowed to enter the institute.
- The use of the kitchens is allowed only one person at a time.
- Please follow the operation instruction for working at MPI-M as well as the general protective measures according to the appendix.
- In principle, offices should only be occupied by one person.
- For workplaces that are used by several employees on a rotating basis, all work equipment used must be disinfected upon handover.
- The use of the elevators is allowed only for the number of people signposted.
- Only one person per restroom at a time. Please pay attention to the displayed instructions:

- Only one person is allowed to enter the mail room and the printing rooms at a time.

- For room reservations or office supplies, please contact Geschäftszimmer by phone or email (040-41173-249, gz@mpimet.mpg.de). Office supplies will be placed in your mailbox.
**Appendix**

**Operation Instruction for working at MPI-M**

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### Operating Instruction

#### AREA OF APPLICATION

**Working at the institute during the risk of infection by the coronavirus Sars-CoV-2**

Coronavirus SARS-CoV-2 is transmitted from person to person.

- **Transmission path:** by droplets via the air (droplet infection) or via contaminated hands to the mucous membranes (mouth, nose, and eyes) (smear infection).
- **Incubation period:** 2 - 14 days after infection. Even before the symptoms appear, others can be infected.
- **Health effects:** most common: dry cough and fever, shortness of breath, muscle and joint pain. An infection can also occur without symptoms, the most common are mild disease courses. Severe to fatal lung diseases are possible after an infection.

Higher risk for elderly persons (from the age of 50), smokers & persons with certain previous illnesses, e.g. heart and lung diseases, high blood pressure, overweight, diabetes, liver diseases, cancer and persons with a weakened immune system. But younger and healthy persons can also fall seriously ill.

#### RISKS TO HUMANS

#### PROTECTIVE MEASURES AND RULES OF CONDUCT

- **Keep distance**
  - Avoid groups of people. Keep a minimum distance of 1.5 - 2 m from other people.
  - Avoid shaking hands and physical contact. If the safety distance cannot be maintained wear a mouth and nose guard.

- **Wash your hands regularly and thoroughly**
  - Rub your hands from all sides up to the wrist with soap for 20 to 30 seconds and rinse them under running water. Dry your hands with a dry and clean paper towel. Use a hand disinfectant if there is no way to wash your hands.

- **Keep hands away from the face (risk of smear infection)**
  - Behavior when coughing or sneezing: Cough or sneeze in a tissue or in the crook of your arm.
  - Offices, working equipment and surfaces
    - If possible, only use the work equipment assigned to you personally. Surfaces (e.g. mobile phone, telephone, tool handle, toilet) must be cleaned/disinfected at regular intervals.
    - Ventilate your office several times a day with the windows wide open.
    - Avoid face-to-face meetings. Use telephone and video conferencing instead.

#### PROCEDURES FOR MALFUNCTION

- **Fire fighters 0-112**

- **Behavior with symptoms:** Immediately leave the institute and inform your supervisor!
  - Persons who have had contact with a person positively diagnosed with ARS-CoV-2 should contact the responsible health authority or a doctor regardless of symptoms.
  - If symptoms occur during the day, the supervisor or “person on duty” must be informed immediately. Leave the institute immediately.
  - Colleagues who suspect they have been infected with SARS-CoV-2 should contact their doctor by phone. The medical instructions must be followed.

#### FIRST AID

- **Emergency call 0-112**
  - Due to reduced operations first aid helpers may not be available on every floor.
  - Emergency call: 0-112
Appendix

General protective measures

CORONAVIRUS

General Protective Measures

1.5 m
Keep at least 1.5 m distance to others!

20 sec
Wash your hands regularly and thoroughly with soap and water for 20 seconds, especially after going to the toilet and before consuming any food.

Cough and sneeze into the inside of your elbow or handkerchief, not into your hand.

Do not touch your face with your hands.

Do not shake hands.

Avoid face-to-face meetings. Use telephone and video conferencing instead.

Avoid buses and trains to protect against infection. Use a bike and car instead.

Stay at home if you have a cough and high temperature.

If you suspect you might have the virus, only go to the doctor after making an appointment first.

Separate use of hygiene articles and towels.

Thoroughly clean contaminated contact surfaces at work (e.g. toilets, workplace) and disinfect if necessary.