

## Hygiene and protection concept for the parent-child room

### General regulations:

When entering and leaving the parent-child room, the minimum distance of 1.5 meters from other employees must be maintained at all times. Hands are to be cleaned with soap and water (at least 30 seconds) after eating, going to the restroom and at the end of use. Disinfection dispensers are installed several times on all floors. A medical protective mask (standard EN14683:2019-10 or better FFP2) must be worn on the traffic routes to the parent-child room. Children up to the age of 6 are exempt from wearing the mask. Mouth-nose covering does not have to be worn in the parent-child room.

### Waste

Waste must be removed from the parent-child room on working days.

### Eating and drinking

Eating and drinking in the parent-child room is permitted. The parent must ensure that there is no contamination of surfaces. Children may only use cutlery, crockery and their own drinking containers that they have brought with them.

### Health

Children and adults with cold symptoms or other signs of illness are not permitted to use the Parent-Child Room.

### Ventilation

The parent-child room should be ventilated by the parent at least once an hour by opening the windows (for at least 5 minutes) and before the end of work. Rooms with technical room ventilation do not need to be additionally ventilated.

### Furniture surfaces

The surfaces of furniture and furnishings with which the child has regular contact (e.g. table, chair) are to be wiped down by the parent with provided surface disinfectant before the end of use.

### Room occupancy

The parent-child room shall preferably be used by only one parent and his/her child/children per workday. In the event of multiple occupancy, a break of at least 30 minutes with ventilation of the room must be ensured between the individual uses.

Room occupancies shall be documented.

### Toys and playthings

In the parent-child room, only toys and writing and painting utensils brought in by the children themselves are permitted and must be taken back at the end of use. This does not include office equipment for staff.

### Toilets and sanitary rooms

Children may use the sanitary rooms of the institutes. However, they must be instructed by the parent to wash their hands carefully and assisted if necessary.

Infants up to the age of 3 must be accompanied to the restroom by a parent.