

Corona guidelines on on-site operations in “safe operations mode”

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PROVISIONS ON ON-SITE OPERATIONS

General information:

- The general provisions on infection prevention also apply to on-site operations (e.g. hand hygiene, proper coughing and sneezing, wearing mouth and nose covers, avoiding touching other people, etc.).
- Offices should not be used by more than one person at a time.
- On-site operations should be limited in accordance with social distancing provisions (one person per 10 m², comparable to legal requirements in retail).
- Sufficient airing of rooms should be insured (see PDF [Hygiene and Infection Prevention Provisions](#) in conjunction with the information provided by the Rectorate on “safe operations”).

Shared (office) workspace:

The use of rooms, workspace or work equipment by more than one person should be avoided where possible.

- Assign staff belonging to a known risk group individual offices without public access, avoiding connecting offices. Consider making suitable organizational arrangements to create an alternative on-site workspace.
- Where possible, ensure that use of work equipment is personalized.
- When using shift schedules to ensure compliance with minimum distance requirements, make sure shifts are covered by the same staff members where possible.
- Where possible, workspace should currently not be used by more than one member of staff; please look into possible organizational arrangements to ensure compliance with this provision in everyday operations. Sharing certain workspace cannot be avoided, e.g. in shift work or rotational use.
- Clean jointly used workspaces with standard household detergents after use.
- An alternative could be individually covering workspace for each user, e.g. using plastic wrap. Workspace users must personally remove used plastic wrap after use.
- This especially applies to surfaces touched by the user or that might have been contaminated with carrier substances, e.g. droplets from speaking, such as tabletops, office chairs/armrests, cabinet/door handles, IT devices such as computer mice or keyboards and telephone receivers.
- Look into organizational arrangements to reduce joint use of work equipment, e.g. by personalizing the use of IT devices (computer mouse

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and keyboard). Avoid sharing headsets, writing utensils (e.g. pens, pencils), etc.

- Where possible, avoid touching door handles, e.g. by not closing office doors and outer doors of sanitary facilities.
- Ensure regular cleaning of rooms and consider shortening cleaning intervals. In addition to regular cleaning of surfaces, all members of staff should regularly wash their hands (30 seconds with soap) and avoid touching their faces.
- Disinfecting surfaces as a precaution, including frequently used contact surfaces, is not deemed necessary in the current COVID-19 pandemic. Appropriate cleaning is the preferred option.
- Instruct members of staff on hygiene provisions and procedural recommendations; repeat as required. Observe social distancing provisions during instruction. If available, use electronic means of communication (e.g. email, phone, intranet) and document instruction in writing.

Sanitary facilities

- Observe social distancing provisions, e.g. by disabling every second washing area and installing distance markers on washing area/facility floors.
- Sanitary facilities should be cleaned at least once per working day. Adjust cleaning interval to high frequency of use where applicable.
- Please contact Section 4.1, Central Services.

Meeting rooms, social spaces (e.g. kitchenette)

- Seating must comply with social distancing provisions (minimum distance 1.5 m).
- Rooms should be cleaned at least once per working day. Adjust cleaning interval to high frequency of use where applicable. Provide acrylic glass shields in meeting rooms.
- If applicable, change and mark access routes (e.g. separating entrance from exit).
- To do so, please contact Section 4.1, Central Services.