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| **Institute, area, organizational unit:** | On-site examinations with 20 or more candidates  |
| **Supervisor:** |   |
| **Contact person/person briefing:** |   |

# Content of the brief

The briefing provided was based on the following documents:

[ ]  Hygiene and infection protection provisions,

[x]  Pandemic risk assessment,

[ ]  Instruction manual template,

[x]  General hygiene and protection concept for on-site examinations with 20 or more candidates,

[x]  Other documents: Handout for examiners

# Confirmation of the briefing:

I have read and understood the aforementioned documents. The content was also further discussed in an oral briefing.

I am aware that I must, to the best of my ability and as per briefing and instructions, act responsibly to ensure health and safety at work. This applies to me as well as to persons who are affected by my actions or hand-overs at work.

I was informed that people pertaining to a higher-risk group of becoming ill more severely (RKI) should contact their office for their own safety. The respective office management, the employee’s manager, the medical officers (Betriebsärztlicher Dienst) and Occupational Safety will jointly implement special protective measures.

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| First/last name of the person briefed | Date | Signature |
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| Person briefing (name in block letters) |  | Signature |