Hygiene and infection control concept of TU Darmstadt for SARS-CoV-2

Version 1.3
(Status 18 August 2020)
# Table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Introduction</td>
<td>1</td>
</tr>
<tr>
<td>2  General rules of hygiene and infection control</td>
<td>1</td>
</tr>
<tr>
<td>2.1 Basic rules of conduct</td>
<td>1</td>
</tr>
<tr>
<td>2.2 Hygiene and infection control material</td>
<td>2</td>
</tr>
<tr>
<td>2.2.1 Hand sanitiser</td>
<td>2</td>
</tr>
<tr>
<td>2.2.2 Mouth-nose coverings and clear facial-shields or visors</td>
<td>2</td>
</tr>
<tr>
<td>2.2.3 Disposable gloves</td>
<td>2</td>
</tr>
<tr>
<td>2.2.4 Workplace separators</td>
<td>3</td>
</tr>
<tr>
<td>2.3 Indoor ventilation</td>
<td>3</td>
</tr>
<tr>
<td>2.4 Cleaning</td>
<td>3</td>
</tr>
<tr>
<td>2.5 Workwear, personal protection equipment and work equipment</td>
<td>3</td>
</tr>
<tr>
<td>2.6 Returning from travel</td>
<td>3</td>
</tr>
<tr>
<td>2.6.1 Returning from an area or country that is not at risk</td>
<td>4</td>
</tr>
<tr>
<td>2.6.2 Returning from an area or country that is at risk</td>
<td>4</td>
</tr>
<tr>
<td>2.7 How to deal with COVID-19 infected people</td>
<td>5</td>
</tr>
<tr>
<td>2.8 Keeping participation lists</td>
<td>5</td>
</tr>
<tr>
<td>3  Hygiene measures case by case</td>
<td>5</td>
</tr>
<tr>
<td>3.1 Office work and meetings</td>
<td>5</td>
</tr>
<tr>
<td>3.2 Use of shared spaces</td>
<td>6</td>
</tr>
<tr>
<td>3.3 Using changing rooms, toilets and washrooms</td>
<td>6</td>
</tr>
<tr>
<td>3.4 Mobile work</td>
<td>6</td>
</tr>
<tr>
<td>3.5 Laboratory and shop floor operations</td>
<td>6</td>
</tr>
<tr>
<td>3.6 Trainees and apprentices at workplaces</td>
<td>7</td>
</tr>
<tr>
<td>3.7 Workplaces open to the public</td>
<td>7</td>
</tr>
<tr>
<td>3.8 Working outdoors</td>
<td>7</td>
</tr>
<tr>
<td>3.9 Use of university vehicles</td>
<td>8</td>
</tr>
<tr>
<td>4  Studying and teaching</td>
<td>8</td>
</tr>
<tr>
<td>4.1 Final theses and laboratory work</td>
<td>8</td>
</tr>
<tr>
<td>4.2 Excursions</td>
<td>8</td>
</tr>
<tr>
<td>4.3 Oral exams</td>
<td>8</td>
</tr>
<tr>
<td>4.4 Written exams</td>
<td>9</td>
</tr>
<tr>
<td>5  Addendum: Risk Assessment “Setting up a workplace with regard to the coronavirus pandemic“</td>
<td>1</td>
</tr>
</tbody>
</table>
1 Introduction

The following information and guidelines are based on the recommendations of the Robert Koch Institute (RKI) and the currently applicable ordinances of the State of Hesse. The coronavirus pandemic is a challenge touching all of society and requires all of us to act responsibly. TU Darmstadt decided to follow our current path by contributing to our joint efforts of containing the pandemic and protecting all members of the TU.

This hygiene and infection control concept applies to all members of TU Darmstadt with the exception of those organisational units with which separate agreements have been negotiated (such as tenancy agreements). It also applies to all non-TU members who are frequenting TU Darmstadt spaces as guests or as employees of contractors working at TU Darmstadt. It must be ensured that these external parties are familiar with the hygiene and infection control concept as well.

Assessing risks for employees and staff at their respective workplaces and identifying and implementing the necessary protective counter measures are one of the key demands of §5 of the Arbeitsschutzgesetz (ArbSchG - Safety and Health at Work Act). Supervisors must produce risk assessments for every single workplace and must update them to reflect substantial changes in working conditions. For this reason, the risk assessment addendum “Setting up a workplace with regard to the coronavirus pandemic” is attached to the hygiene and infection control concept for your convenience. In this risk assessment, pandemic-specific risks and their corresponding protective counter measures have been added to the already existing risk assessment. Supervisors must complete this risk assessment form and implement the respective protective counter measures. The support team will advise supervisors as necessary.

Based on the higher-level hygiene and infection control concept of TU Darmstadt, a hygiene and infection control concept must be produced containing the necessary modifications and additions for the respective organisational unit (e.g. for laboratory work, project groups, excursions etc.) and sent to the support team gesundheit@tu-darmstadt.de. The support team will be happy to assist as necessary.

This hygiene concept (version 1.3) is applicable until revoked due to changing statutory provisions or newly imposed conditions by the local Gesundheitsamt Darmstadt-Dieburg (public health department).

Darmstadt, 18 August 2020

The President of TU Darmstadt

2 General rules of hygiene and infection control

2.1 Basic rules of conduct

Please observe the following general rules of conduct during all your activities:

- Observing the necessary distance regulations is always the top priority in all hygiene and infection protection measures. When carrying out work activities, it is therefore necessary to keep a minimum distance of 1.5 meters (4–5 steps) from all people working around you, including passers-by, whether indoors or outdoors.
- If it should become necessary (only in exceptional circumstances) during work to not maintain this minimum distance, wearing a mouth-nose cover is mandatory for all those present.
- Therefore, you must have your personal hygiene material (surgical mask) with you at all times.
- Observe the cough and sneeze etiquette: Cough and sneeze into paper tissues or your bend arm. Discard your paper tissues after use immediately in a dustbin/garbage can.
- Wash your hands regularly for at least 20 seconds using soap and water.
- Keep your hands away from your face, i.e. do not touch your face.
- Do not touch others in greeting like shaking hands, hugging etc.
- Always keep a sufficient distance to other people particularly those showing symptoms of illness such as coughing, sneezing or fever.

2.2 Hygiene and infection control material

Every organisational unit (such as department, institute, research group, central services) is independently responsible for providing their employees and staff with the required material. Orders for all hygiene materials can be placed centrally via Department III at the e-mail address dez-3-z@zv.tu-darmstadt.de. Each unit must bear the costs of these materials.

2.2.1 Hand sanitiser

Please use hand sanitiser only if washing your hands with soap and water is not possible. Using hand sanitisers is not an adequate substitute for washing your hands regularly as detailed above.

2.2.2 Mouth-nose coverings and clear facial-shields or visors

Simple mouth-nose coverings are intended primarily to protect other people from very fine droplets and particles that you exhale. Wearing such a covering is, therefore, highly recommended to protect others. However, this is not an alternative to keeping the required minimum distance to other people. These coverings are only a complementing infection control measure.

How to put on a surgical mask:
- Touch a surgical mask on the outside only.
- Pick up the surgical mask by its elastic bands.
- Hold the surgical mask in front of your face.
- Pull both elastic bands behind your ears.
- Press the nose clip of the surgical mask firmly to your nose until the surgical mask form-fits your nose and cheeks.
- Pull the surgical mask with your thumb and index finger down and past your chin.
- Put on your glasses (spectacles).

How to take off a surgical mask:
- Do not touch the surgical mask with your hands.
- Take hold of both elastic bands with both hands at the same time and pull them to the front.

Face visors can also be used. However, if these are used without additional mouth-nose-covering masks, they serve only as self-protection.

2.2.3 Disposable gloves

Wearing disposable gloves is not necessary when observing proper and thorough hand-washing routines. It becomes necessary only whenever there are no hand-washing facilities nearby.

When wearing disposable gloves, please note:
- Dry your hands well before putting on disposable gloves.
- Wear disposable gloves as briefly as possible (no longer than 2 hours at a time, otherwise the moisture trapped between gloves and skin will damage your skin).
- Do not touch the contaminated outside of disposable gloves when taking them off. Roll them off instead.
• Throw disposable gloves in the dustbin (garbage can) immediately after use.
• Should you be unable to wash your hands right away, use hand sanitiser instead.

2.2.4 Workplace separators

In principle workplace separators, made from plexiglass for instance, should only be used where people cannot keep a minimum distance of 1.5 m permanently, be it for workflow or technical reasons. Make sure that even if the workplace is separated, it is ventilated thoroughly and regularly. This applies particularly to areas including laboratories and shop floors that are frequented regularly and extensively by others, e.g. to receive counselling or to get information or material. For more information, read sections “3.5 Laboratory and shop floor operations” and “3.7 Workplaces open to the public.”

2.3 Indoor ventilation

Ventilate the rooms you are using thoroughly and regularly to reduce the number of potential causative organisms in the air and trapped in tiny droplets. It is best to ventilate 4 times a day for 5 to 10 minutes. In rooms with room ventilation systems manual ventilation by opening windows is usually not possible because these rooms are supplied with fresh air automatically via central control systems.

The use of fans is only permitted in offices that are used by one person, as fans circulate aerosol matter around the room.

When ventilating rooms and hallways, do not use doorstops or similar to keep fire doors open. Fire doors must be able to close automatically for fire protection reasons.

2.4 Cleaning

All rooms are cleaned according to the usual cleaning intervals based on the pre-determined cleaning schedules which are available for reference at the organisational units or can be requested at the office in charge via reinigung@pvw.tu-darmstadt.de. Not included in these schedules are main rooms with high visitor frequency during written exams. These rooms will be cleaned after each exam.

Cleaning beyond the measures stated above will not be necessary according to the Robert Koch Institute: “To disinfect domestic and public areas and surfaces on a large scale routinely, even those frequently touched, is not recommended despite the current COVID pandemic. Instead cleaning these areas and surfaces appropriately should be first choice.” (Source: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Reinigung_Desinfektion.html, status: 27 July 2020).

It is still very important to wash your hands regularly and thoroughly and to observe the general instructions on hygiene.

2.5 Workwear, personal protection equipment and work equipment

Workwear and personal protection equipment must not be shared with others. They are for personal use only. Work equipment such as tools should whenever possible, be used by one person only. Should this not be possible, this work equipment must be cleaned regularly. While at it, observe hand-washing routine as well.

2.6 Returning from travel

Your presence at work after a return from a business trip or holiday from an area or country that is not at risk can only be granted under the conditions mentioned in paragraph 2.6.1. If you return from an
area or country that is at risk, you can only return to your workplace under the conditions mentioned in paragraph 2.6.2.

In particular, a one-time negative test result immediately before entry or upon entry alone is not sufficiently certain to allow you to be present at work responsibly.

Such a test should be repeated after 5–7 days to minimize risk. Due to the fourteen-day incubation period, isolation and mobile working during this period after returning home offers the greatest possible protection for the working environment and your colleagues.

### 2.6.1 Returning from an area or country that is not at risk

- An up-to-date list of risk areas/risk states can be found on the website of the Robert Koch Institute at [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) (as of 12.08.2020).
- Again, please evaluate responsibly and carefully what risks and hazards you were exposed to during your trip, and what consequences they could have for you and your colleagues.
- If you are concerned that you may have been exposed to an increased risk of infection, you should contact your manager and, if necessary, arrange for mobile working.
- Regarding the tests referred to above, the university physicians (Betriebsärztlicher Dienst mas GmbH) are available for further questions.

### 2.6.2 Returning from an area or country that is at risk

- An up-to-date list of risk areas/risk states can be found on the website of the Robert Koch Institute at [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) (as of 12.08.2020).
- In principle, the entry and quarantine regulations of the State of Hessen apply (currently valid until 31 October 2020). You can find them at [https://soziales.hessen.de/gesundheit/infektionsschutz/corona-hessen/quarantaenebestimmungen-fuer-rueckreisenden](https://soziales.hessen.de/gesundheit/infektionsschutz/corona-hessen/quarantaenebestimmungen-fuer-rueckreisenden).
- You are obliged to inform your manager about your return and to reach an agreement with him/her on mobile work for up to fourteen days.
- This also applies if a negative, recognized test has been taken upon entry or before departure from the country of travel. Corona virus tests are generally acceptable, but a one-off test does not offer sufficient security. After 5–7 days, the test should be repeated. If the result of the further tests is also negative, the mobile work can be shortened accordingly, and the supervisor may consider allowing you to work in the office in compliance with the relevant regulations.
- If a test or test result is available, this must be communicated to the manager, and the manager must coordinate with the university physician (Betriebsärztlicher Dienst mas GmbH). You can reach them at [https://www.intern.tu-darmstadt.de/dez_iv/iv_a_sicherheit_und_umweltschutz/betriebsaerzte_iv_pb27rixu/betriebsaerzte_iv_pb27rixu.de.jsp](https://www.intern.tu-darmstadt.de/dez_iv/iv_a_sicherheit_und_umweltschutz/betriebsaerzte_iv_pb27rixu/betriebsaerzte_iv_pb27rixu.de.jsp).

Beginning work in person without the aforementioned measures is not possible!

The same rules apply if you were in a travel area or country in the last fourteen days that is later determined to be at risk.
Up-to-date information on returning to work after travelling can be found on the website of Department VII at https://www.intern.tu-darmstadt.de/dez_vii/infosaz_1/corona_virus_krise__reiserueckkehr.de.jsp.

2.7 How to deal with COVID-19 infected people

If you are working at TU-Darmstadt and feel symptoms such as coughing, fever and/or shortness of breath, inform your manager or the dean's office of your department and go home immediately. Contact your family doctor's practice or the public health department by telephone and discuss the next steps to take.

Should an employee or staff member call in sick to work because of a suspected or confirmed case of COVID-19 infection, we ask you to notify us via gesundheit@tu-darmstadt.de so we can initiate any further steps that may prove necessary together with you.

Naturally, we will handle all information and data involved confidentially.

2.8 Keeping participation lists

For a quick tracing of infection chains in case of a proven COVID-19 case, a participation list with the following information should be kept for events with multiple participants at the TU Darmstadt (e.g. for courses and meetings outside of one's own work area):

- Last name, first name
- Home address
- Mail address
- Phone number
- Date of participation

The list is to be kept for four weeks, protected from the inspection of third parties, and then destroyed in accordance with data protection regulations.

This urgent recommendation is based on the following legal basis: According to § 1 para. 2 no. 2 of the Corona Contact and Operating Restrictions Ordinance of 7 May 2020, university teaching is permitted again if a comprehensive hygiene and distance concept is available. Part of this concept is the recording of contact data. The standard here is §1 Para. 2b lit. D (as of 6 July 2020) of this ordinance. Accordingly, for events with fewer than 250 participants, the organiser must record the name, address and telephone number of the participants to enable the tracing of infections. The organiser must keep the data available for the relevant authorities for a period of one month from the start of the event, protected from inspection by third parties, and forward it to them on request, and delete or destroy it immediately after expiry of the deadline; the provisions of Art. 13, 15, 18 and 20 of the Basic Data Protection Regulation regarding the obligation to provide information and the right to information on personal data shall not apply.

3 Hygiene measures case by case

3.1 Office work and meetings

The regulation to move working time to mobile work, if possible, applies until revoked. For more detailed and current information, refer to “Coronavirus – Instructions and Guidelines for Employees and Staff” under “Information A-Z” on the Department VII webpage.
Should it be necessary to work on site, the following basic rules apply:

Rooms can be used by several people at the same time, provided that the minimum distance of 1.5 metres can be maintained and regular thorough ventilation can be carried out. If in doubt, please contact the university physicians. In consultation with the supervisor/manager, employees and staff members can agree on a combination of mobile work and work on site.

The number of face-to-face meetings must be restricted to the absolute minimum. Alternative online communication formats should be used instead. Should face-to-face meetings be absolutely required, the number of participants must be reduced, suitable rooms must be chosen and to prevent further virus infections, the precautionary steps such as sneeze and cough etiquette, a minimum safety distance between participants etc. must be observed.

For more information regarding working on site, refer to “Coronavirus – Instructions and Guidelines for Employees and Staff” under “Information A-Z” on the Department VII webpage.

### 3.2 Use of shared spaces

When using shared spaces such as break rooms and tea kitchens, you must observe the minimum distance of 1.5 m (4–5 steps). Breaks must be taken per person at different times to avoid direct contact. When using tea kitchens, you must observe customary hygiene rules regarding the use of cutlery and dishes as well as tea towels.

### 3.3 Using changing rooms, toilets and washrooms

In toilet facilities, do not stand around the sinks as a group at the same time.

Shared showering facilities will generally remain closed until further notice.

Please observe the minimum distance to other people in the changing rooms as well. Should it be impossible to maintain such a minimum distance due to room design, organisational measures must be put in place such as one-person access at a time only.

Regular ventilation of sanitary facilities must be ensured. If changing rooms are used, ventilation must also occur after each use.

### 3.4 Mobile work

Workflows must be organised and designed in such a way that working on site at TU Darmstadt will be reduced to the bare minimum. Employees and staff members should continue to opt for working from home in consultation with their supervisor or manager whenever possible.

For more detailed and current information, refer to “Coronavirus – Instructions and Guidelines for Employees and Staff” under “Information A-Z” on the Department VII webpage.

### 3.5 Laboratory and shop floor operations

Necessary work in laboratories can continue provided the general hygiene and infection control measures are observed. In addition, the following safety precautions must be observed, particularly in rooms that are used by more than one person at the same time. Should it not be possible to ensure a safety distance of 1.5 m (4–5 steps) at all times:
a. Organisational measures ensuring safety distances in rooms and buildings must be put in place, such as a guiding system, signposting, visiting rules, re-organisation of workflows etc.

b. Should there be areas where safety distances cannot be ensured at all times, those persons working or spending time in these areas must wear protective mouth-nose covers (for instance when assessing products). Facial shields or visors according to the DIN standard DIN EN 166 can be used, if suitable for laboratories.

c. Should a laboratory workplace require a lengthy task activity that makes minimum distancing impossible, a separation to adjoining workplaces is recommended (like a plexiglass divider).

d. To prevent direct contact, consider time offsets for starting/ending work and breaks. In addition, consider offset working hours by mutual agreement between supervisor/manager and employees/staff.

e. Should several groups work one after the other on the same day in the same laboratory, the respective laboratory manager must ensure that the used work surfaces are being cleaned before turning this workspace over to the next group. For work equipment used during laboratory work, refer to section “2.5 Workwear, personal protection equipment and work equipment”.

f. Laboratories must be vented regularly and thoroughly.

All supplementing hygiene and infection control measures must correspond with the applicable requirements regarding safety and health protection at work.

3.6 Trainees and apprentices at workplaces

Should it be necessary for trainees and apprentices to be present on site, the workflows must be organised in such a way that work can be resumed safely while adhering to the applicable hygiene and infection control measures. The instructor in charge is responsible for setting up a safe working environment. In addition to this requirement, each workplace environment must be assessed (such as specific requirements for laboratory work, shop floors or offices). To ensure full infection control, processes and work assignments need to be organised in such a way that parts of them can also be done from home. If necessary, respective measures need to be coordinated with the training/education provider in charge.

3.7 Workplaces open to the public

Once TU Darmstadt is open to the public again (e.g. for personal counselling at the offices for student affairs, opening of information desks and counters, central post offices), installing fixed plexiglass dividers for sneeze and cough protection is recommended in addition to the other general hygiene measures, provided there is enough space. Alternatively, protective mouth-nose covers must be used by both parties. Only one student or person seeking advice is allowed to enter and be in the room at a time. In case of information desks and counters, a minimum distance of 1.5 m (4–5 steps) must be maintained.

3.8 Working outdoors

A minimum distance of 1.5 meters (4–5 steps) must also be observed between people working outside (technical services, HRZ employees, gardeners, postal services) and possible passers-by. If the tasks involved cannot be done while observing a minimum distance, then all involved must wear protective mouth-nose covers.
Tools and equipment shared with others need to be cleaned after each use before handing them over. Wash your hands regularly. Should this not be possible because there are no hand-washing facilities nearby, use hand sanitiser instead.
3.9 Use of university vehicles

Have university vehicles be used by one person per vehicle per day only. Those in charge of university vehicles must provide non-alcoholic disinfection tissues so the user can wipe down frequently-touched surfaces such as steering wheel, back mirror, gearshift lever, Radio/GPS controls).

Should it be necessary that not just the driver but another person rides along at the same time in other university vehicles (such as transporters, lorries, vans or service vehicles of the technical services, the HRZ and the Directorate IV), the passenger must wear a protective mouth-nose cover and must sit on the back bench, if available.

4 Studying and teaching

Teaching on-line via digital channels still applies to the summer semester 2020 and the winter semester 2020/2021. Exceptions are possible only for courses requiring compulsory attendance. Every attendance event, with the exception of internships and excursions, must be justified and must be confirmed in advance with the responsible dean's office. However, regardless of the approval procedure, a hygiene concept must be prepared and sent to gesundheit@tu-darmstadt.de. Please also note point 2.8 (keeping participation lists) above, which applies to these events.

4.1 Final theses and laboratory work

Theoretical Bachelor's and Master's theses can be registered at any time. For completing or registering experimental final theses and laboratory work, however, the following two requirements must be met:
   a. The supervisor in charge must be on site and must admit students/research assistants personally.
   b. The supervisor in charge must ensure that the hygiene regulations stated in section “2. General rules of hygiene and infection control” are observed.

Presence in the building must be limited to the experimental part of the work only.

4.2 Excursions

If no substitute courses can be offered, excursions can be conducted in compliance with general hygiene conditions.

4.3 Oral exams

For oral exams on site, the following steps must be taken:
- The number of participants must be limited to the bare minimum.
- Suitable rooms must be chosen where a minimum distance of 1.5 m (4–5 steps) between everyone involved can be maintained.
- The regulations stated in section “2. General rules of hygiene and infection control” must be maintained.

For detailed information regarding the organisation and implementation of oral exams, please refer to “Information on conducting examinations and courses under corona conditions” on the webpage of the Directorate II.
4.4 Written exams

For current and detailed information regarding the flow and organisation of written exams, please refer to “Information on conducting examinations and courses under corona conditions” on the webpage of the Directorate II.
# Addendum: Risk Assessment “Setting up a workplace with regard to the coronavirus pandemic”

The risk assessment “Setting up a workplace with regard to the coronavirus pandemic” supplements the already existing risk assessment by including pandemic-specific risks and their corresponding protective counter measures.

<table>
<thead>
<tr>
<th>Risks</th>
<th>Does not apply to work area</th>
<th>Yes</th>
<th>No</th>
<th>Possible protective measures</th>
<th>Defined measures</th>
<th>Date implemented</th>
<th>Responsible:</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is <strong>no</strong> hand washing facility near the workplace (for instance, when working outdoors or with transport services).</td>
<td></td>
<td></td>
<td></td>
<td>Provide hand sanitiser.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The minimum distance of 1.5 m (4–5 steps) between individual persons <strong>cannot</strong> be maintained.</td>
<td></td>
<td></td>
<td></td>
<td>Protective mouth-nose covers must be worn by all people affected. At worksites with direct “customer contact”, protective shields must be installed.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-occupation of office rooms or workplaces</td>
<td></td>
<td></td>
<td></td>
<td>Reduce the number of people working in the same rooms per day by offsetting working hours on site and in combination with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issue</td>
<td>Action</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>mobile work. Rearrange furniture and reduce number of seats.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third party access to workplaces (persons not belonging to the work area)</td>
<td>Specify and put up access regulations. Mark floor with required minimum distance markings.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insufficient ventilation</td>
<td>Ventilate rooms regularly by opening windows. Turn on technical ventilation systems (where available and if not centrally controlled). Do not use ventilators.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shared break rooms</td>
<td>Rearrange seating and schedule break times or provide additional space.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team work required</td>
<td>Keep a minimum distance of 1.5 m (4–5 steps). Set up fixed teams and rotate complete teams when working in shifts to prevent cross-infections between teams.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous solo work</td>
<td>Also during the pandemic, hazardous work must not be done alone. Maintain minimum distance while working. Coordinate hazardous tasks with the leading occupational safety officer.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business trips</td>
<td>Reduce business trips to a minimum. For more</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
information, refer to section 3.9 of the hygiene concept of TU Darmstadt.