

## Guidelines for the Gradual Transition from Coronavirus-Related Emergency Operations to Basic Operations

### Public Areas at B.U.F.F.

Version:	1.1
Date of version:	27.04.2020
Author(s):	Mariya Aravina (Security Officer, B.U.F.F.), Annette Schöne, Lisa Krenz, Carolin Heydrich
Participating departments and bodies:	B.U.F.F.
Approved by:	Thoralf Niendorf (head of B.U.F.F.)
Status:	set in place and published on April 27 <sup>th</sup> 2020
Level of confidentiality:	PUBLIC

#### Change History

Date	Version	Author(s)	Description of change
24.04.2020	1.0	Mariya Aravina (Security Officer, B.U.F.F.), Annette Schöne, Lisa Krenz, Carolin Heydrich	First draft of document
27.04.2020	1.1	Thoralf Niendorf	made minor modifications

## Corona-Guidelines for public areas

### Objectives:

- To protect each other as best as we can in order not to get infected by Corona
- To start basic operations mode at the B.U.F.F. building<sup>1</sup>
- To be in full compliance of the guidelines provided by the board of directors of the MDC

### General rules:

- Routinely wash and disinfect your hands
- Keep a safe distance (1,5-2 m) between one another
- Face masks to be used at all times (provided by the MDC)<sup>2</sup>
- Store homemade personal masks in one specific place. Do not post anywhere else. Wash at a temperature not lower than 60°C, completely dry before next use
- Use the main entrance as entry door only and back entrance as the exit door only
- Measure body temperature and assess symptoms prior to starting work (up to 37,5-38°C)
- If sick stay at home or go home immediately (inform Carolin Heydrich, medical certificate - waiting for updated information). By Corona-symptoms following document „Guideline\_suspected/verified\_SARS-CoV-2“
- Implement respiratory etiquette
- Contact between teams only by telephone / video conference
- Entry only to essential visitors

### Common areas:

#### Office:

- In the office there cannot be no more than 2 people at the same time. Please make a schedule for each office if possible, or update the timetable on the server
- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as kitchen appliances, workstations, keyboards, telephones, handrails, and doorknobs (more information about disinfection expected from MDC in the next days)
- Do not use other workers' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect shared items after use

1.

---

<sup>1</sup> Defined here as areas including kitchen, corridors, toilets, staircases, etc.

<sup>2</sup> Personal ones maybe be used until we receive the face masks

## Corona-Guidelines for public areas

### **Kitchen:**

- Minimize kitchen use
- Do not enter if there are already two people inside
- Clean and disinfect all touched surfaces and devices immediately after use
- If possible, use your own kitchen devices and eat food in your own office

### **Corridors, stairs:**

- Limit movement in the community
- Handshaking is prohibited –use other noncontact methods of greeting
- Keep discussions as short as possible, at a distance of 2 m

### **Toilets:**

- Wash hands thoroughly before and after use
- Clean and disinfect all touched surfaces after use
- One of the toilets on the upper floor only for volunteers

2.

### **3. Printer room:**

- 1 person only
- Disinfect hands in front of the door
- Always leave the door open
- Disinfect all touched surfaces after use