

Pandemic Action Guidelines of the BTU

1. Workplace guidelines

- contacts to other people are to be reduced to an absolutely necessary minimum, i.e. where possible – please work alone
- however, safety regulations must be observed
- wherever possible, a minimum distance between persons of 1.5 metres should be maintained
- where the minimum distance of 1.5 metres cannot be guaranteed for technical or organisational reasons, alternative measures (wearing of everyday masks, separation devices, etc.) must be provided
- the maximum occupancy of the rooms with personnel should be kept as low as possible and is based on the size of the room
- in areas intended for the stay of persons the following occupancy is permitted: up to 20 m² maximum one person, up to 50 m² maximum two persons. The maximum occupancy in areas larger than 50 m² must be adjusted accordingly
- people should not sit or stand directly opposite each other
- conduct conceptual work in home office if possible
- otherwise, for office workplaces, the free space capacities must be used and work must be organised in such a way that multiple occupancy of rooms is avoided
- regular airing to promote hygiene and air quality, at least every hour
- Tools, work equipment and personal protective equipment should be used in a personalised manner wherever possible (where this is not possible, regular cleaning should be provided, particularly before handing over to other persons)
- Employees with higher mail volumes should wash their hands regularly
- Use of hand disinfection at the building entrance
- Immediate information to crisis management / building management if these funds are empty

2. Organisation of working time and breaks

- In order to maintain the departments' and organisational units' ability to work, a shift system adapted to requirements must be designed and implemented by the respective superiors
- when drawing up shift plans, care should be taken to assign the same persons to common shifts, if possible, in order to further reduce internal personal contacts
- employees with symptoms of illness (especially respiratory symptoms, fever) should generally not stay at BTU sites
- entering and leaving the workplace by a direct route
- use lifts only individually or not at all
- at the beginning and end of working time, suitable organisational measures must be taken to avoid close contact between several employees
- distance regulations must also be observed when taking breaks
- breaks - also at smoking points - should preferably be spent individually
- tea kitchens, copy rooms etc. (as a popular meeting place) and toilets are only entered individually
- wearing of everyday masks outside the office, private masks are also permitted