

Department / Institute	General safety instructions for employees and students during reduced operation due to the Corona pandemic at the Ruhr-Universität Bochum	Date: 22.04.2021
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Department / institution / work group:	
Senior manager:	
Email address senior manager:	
Safety instructions given by:	
Topic of this session:	General safety instructions for employees and students working at the Ruhr-Universität Bochum under COVID-19 conditions
Date, signature of senior manager:	

The Ruhr-Universität Bochum (RUB) is currently in operation mode under COVID-19 conditions.

All activities are performed according to the rules for this operation mode under COVID-19 conditions.

Employees of the RUB and students working at the RUB during this time must be made aware of the special circumstances of the operation mode under COVID-19 conditions using the following instructions. This instruction should be given by the senior manager himself/herself via video conference in a form and language understandable to the employee.

General rules:

- All RUB rules for working during the operation mode under COVID-19 conditions as well as the rules of hygiene must be observed (posters „The Top Ten tips for hygiene“ and “Rules for working together“ are on display in the workplace).
- Reduce meetings in person to absolutely necessary meetings. Members of staff for whom working from home is possible shall be offered to work from home.
- All other regulations concerning occupational health and safety are still in place.
- For necessary contacts/meetings: Minimum space of 10 m² per person (for all types of rooms). If this is not possible, protective measures have to be taken: proper ventilation (see below), plexiglass shields or surgical face mask (see below).
- Face masks: A surgical face mask must be worn everywhere on the RUB campus and inside the buildings in all public spaces (hallways etc.) and in shared facilities (e.g. rest rooms, kitchenettes). Surgical face masks may be worn for a maximum of one work shift and must be disposed of afterwards. Note: for certain activities to be defined as part of a “Gefährdungsbeurteilung“ (special risk assessment as defined by the German Occupational Safety and Health Act), where it is not possible to maintain the minimum distance of 1.5 m for a longer period of time or repeatedly due to the tasks or where increased aerosol output is to be expected, the wearing of a FFP2 mask is recommended. The duration of wearing a FFP2 mask should not exceed 75 minutes - with a subsequent period of 30 minutes during which no mask is worn. In case of light physical work, the mask can be used to up to 112 minutes. For a repeated short-term use of FFP2 masks during a work day, mask hygiene and well-ventilated storage after use have to be observed. Attention should be paid to a correctly fitted mask over the mouth and nose. For man wearing beards, the protective function of an FFP 2 is reduced due to leakage.

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- Elevators to be used by only one person at a time.
- After entering the workplace, wash your hands thoroughly and repeat this several times a day (wash at least 20 seconds with water and liquid soap).
- Avoid touching door handles.
- In the case of working in an office (or comparable tasks) that must take place at the RUB due to operational reasons: Office space is used individually. If the simultaneous use by several persons is necessary for operational reasons: The minimum room space of 10 m² per person is observed. Seating distance of at least 1.5 m is maintained. Seats to be arranged next to each other, not opposite. Alternatively, use plexiglass partitions. The room must be ventilated very frequently. No fans or recirculating air cooling units to be used.
- Attendance is documented (digitally) so that contact persons can be determined if an employee falls ill with COVID-19. The documentation is to be stored in a data-secure manner for four weeks and then has to be destroyed.
- Meetings are to be held primarily by telephone or video conference.
- The employee experiences the protective measures at the workplace as sufficient. The risk of infection at the workplace is not experienced as higher than in private everyday life
- If a minimum distance of 1.5 m cannot be kept, a surgical face mask must be worn.
- Employees inform themselves regarding:
 - the location of first aid kits. Please name a contact person (in case of injury; contact details):
 - the RUB number to call in an emergency: RUB Control Room, 0234-32-(23333). Save this number in your mobile phone.

Please note: The website <https://notfall.ruhr-uni-bochum.de/en/information-regarding-emergencies-at-the-ruhr-universitaet-bochum/> provides general information on how to deal with emergencies at the Ruhr-Universität Bochum.

- The RUB offers counseling and support services (see <https://serviceportal.ruhr-uni-bochum.de/Begriffesammlung/Seiten/Serviceseite-Corona.aspx#unterstuetzung-und-gesundheit>)
- An occupational health screening can be scheduled with the RUB company physician ("Betriebsärztin") for matters in connection with the Corona virus.
- The employee is aware of the importance of social interaction and social support (between colleagues and/or senior manager) under the current conditions (for the purpose of preventing social isolation).
- In the case of office duties or comparable activities, the employee has been offered the opportunity to carry out these activities from home if there are no compelling operational reasons to the contrary.

For employees work from home:

- The employee has the necessary and suitable means of communication and has been instructed in their use. Sufficient IT equipment and the necessary work tools are available (example: required hardware/software, online access).
- The boundary between working time and private time as well as the accessibility at work is clearly regulated.

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Structural measures:

- Regulations for working alone in potentially dangerous areas (e.g. laboratories) have been specified and must be observed.
- Copy rooms and kitchenettes are only to be used by one person at a time.
- In workshops and laboratories, an additional person is within calling distance or is in the room while observing the rule on keeping the minimum distance of 1.5 m.
- Changing rooms and showers are used individually.
- The use of staff rooms is only permitted to persons for whom eating and drinking is prohibited at the workplace (e.g. laboratory, workshop). As few employees as possible use the staff room at the same time, the minimum distance of 1.5 m has to be kept. Persons sit next to each other, not opposite each other. Before using a staff room, wash your hands according to the rules of hygiene (if washing is not possible, disinfectant has to be used). Eating and drinking together with colleagues is currently not allowed.
- If possible, tools are used on an individual basis. If this is not possible, handles have to be cleaned before handing the tools over to another person. If possible, gloves are worn.
- Avoid sharing desks.
- All personal protective equipment and workwear is for individual use only.

Measures regarding allocation of tasks / attendance at the workplace

- The following person can act as „stand-in“ (in case the employee is unable to come to work; **name, contact details**):
- In case of illness (COVID-19 or others) or if quarantine has been ordered, you have to inform the following person via e-mail (**name, contact details**):

Dealing with necessary visits / external companies

- Visitors and external companies will be sent the according RUB regulations to be observed in advance. Before the employees of the external company commissioned by the RUB enter the properties of the RUB for the first time, the receipt and compliance with the regulations must be confirmed in writing by the person responsible for the external company.
- In waiting areas, safety distance markers are displayed on the floor. It must be ensured that no crowds, queues etc. can form.
- If contact with visitors / members of the public is necessary, plexiglass shields or surgical face masks have to be used. Persons who are not employed at the RUB must wear a surgical face mask even if a plexiglass shield has been put up. Plexiglass shields must be cleaned regularly with a suitable cleaning agent on both sides.

Business trips and usage of RUB company cars:

- Before starting on a business trips and/or using a RUB company car it has be checked whether this trip is necessary.,
- The simultaneous use of a RUB company car by more than one employee should be avoided, if possible.
- When sharing vehicles on business trips, the minimum distance of 1,5 m must be kept. If this distance cannot be kept, a surgical face mask must be worn. If this is not possible for the driver (due to national regulations / road traffic law), the passengers wear at least FFP2 masks without exhalation valve.
- If washing facilities are not available, disinfectant may have to be carried along.
- Contact surfaces in cars (dashboard, steering wheel, gear lever, etc.) are cleaned whenever there is a change of user (driver).

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Maternity protection:

- Pregnancies should be reported to the manager in charge as soon as possible.
- Pregnant women shall work with little or no contact with other people (e.g. working from home or working in an individual office without public access).
- An individual risk assessment is carried out promptly.

Additional specific regulations for the operation mode under COVID-19 conditions at this workplace may be added here:

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I hereby confirm that I have participated in this safety instruction regarding the topics mentioned above. I will observe and comply with the applicable regulations. Please scan or take a photo of this form and send it to the according manager digitally (for email address see above).

No.	Last name	First name	Signature