

## Work Safety at the Institute of Physics in restricted regular operation



Please read the following instructions and regulations carefully and confirm by your signature that you have understood and taken note of everything, and that you will consistently consider and follow these instructions and regulations during your work at the Institute of Physics:

- If no individual office is available, attendance at the institute must be arranged in advance within the working group or the division. Several persons may only stay in one room if the minimum area per person (currently 10 m<sup>2</sup>/person) is not fallen short of.
- In the case of rooms (laboratories, offices, seminar rooms, etc.) that are used by several persons, the presence of these persons must be suitably documented and kept for 1 month. The exact procedures are to be enquired about in the working group.
- In the case of meetings, the participants and their presence must be recorded and kept for 1 month. External persons must be identified with address and telephone number. The exact procedures are to be enquired about in the working group.
- Admission to the institute with cold symptoms is prohibited.
- When entering the building and on all traffic routes within the building, as well as when entering the common facilities (e.g. sanitary and break rooms), a mouth-and-nose cover must be worn.
- If other employees are visited at their workplace, it is obligatory to remain standing in the door frame. The room may only be entered after explicit request. Since visitors come from the corridor, a mouth-and-nose protection is obligatory.
- If a minimum distance of 2 m cannot be consistently maintained, it is also necessary to wear a mouth-and-nose cover in offices and laboratories.
- Due to the low air exchange rate, the use of lifts should be avoided if possible; otherwise the maximum occupancy of 1 person or 2 persons (freight elevator) must be observed. If someone wants to get out of the elevator while waiting in front of it, it is obligatory to step back 2 m.
- The staircase signs must be observed - the staircase on the east side (next to the lifts) may only be used downwards, the one on the west side (next to the toilets) only upwards.
- The general rules of hygiene (regular hand washing and/or disinfection, keeping your distance, sneezing and coughing in the crook of your arm, no touching such as shaking hands, no touching your face with your hands) must always be observed.

Name in block letters

Place, date, signature

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