

## 1. industrial hygiene

### Staff requirements

- Short, natural fingernails are currently mandatory; no use of artificial nails  
Fingernails or painted fingernails, as these serve as a reservoir for germs.
- No wearing of jewellery (rings, bracelets, watches etc.) on hands and arms.
- Use of disposable towels. If community towels are used, they must be replaced at least twice a day and washed daily at at least 60°C. If hand dryers are used, they must be cleaned and disinfected twice a day. Filters must be washed out.
- Use of liquid soap: Ideally, dispensing via a non-contact dispenser should or the donor is operated with the elbow.
- Always wash and disinfect your hands:
  - before starting work
  - after breaks (also smoking breaks)
  - after going to the toilet
  - after the goods have been put in and taken out
- The disinfectants used must be at least "limited-virucidal". In the absence of suitable disinfectant, 70% isopropyl alcohol can also be used, also ethanol can be used. In this case a sufficient skin protection has to be ensured subsequently. respect.
- Prohibition of employment in case of colds or direct or indirect contact with COVID-19 sufferers.
- If possible, before starting work, the body temperature of all employees should be contactless clinical thermometer can be recorded and documented. At temperatures of 38° (under taking into account the tolerance of the clinical thermometer) the employee must be refused access.

### Workwear

- Wear suitable, clean and as light as possible work clothing. These should be changed daily and when dirty and washed at a minimum of 60°C.
- Use of disposable gloves, these should be disinfected after each customer contact. Regular disinfection of the gloves should be carried out hourly.
- When using simple textile protective masks: These must be changed daily and should be washed at at least 60°C.
- When using fine dust masks (FFP masks). These should be replaced at least every 3 hours. can be changed. If there is a shortage, these can be autoclaved in microwaves in an emergency. to reduce the germ load. In this case, the masks are left for 2 minutes at maximum power to autoclave in the microwave. The mask can then be used again.

## Access to sales areas / behaviour of staff and customers in sales areas

- Determining the maximum number of customers allowed on the sales floor: Divide your available space (space minus fixtures etc.) **into fields of 20 square meters**.  
This results in a sales room with an available space of 100 square meters maximum number of 5 customers plus staff. The access and the maximum number must be strictly controlled. With our recommendation of 2 meters distance, we exceed the minimum distance of 1.5 meters required by the Bavarian government regulation.
- A distance of 2 metres must be maintained. The observance is to be strictly controlled.
- Prohibition of access with food or drinks brought along.
- If possible, before entering the sales room, the body temperature of all customers should be checked with a contactless clinical thermometer can be recorded and documented. At temperatures of 38°C (taking into account the tolerance of the fever thermometer) the customer shall be granted access to refuse.
- Provide the opportunity for hand disinfection before entering the sales room. Instructions for correct hand disinfection are clearly displayed in the entrance area.
- Instructions for proper hand washing shall be posted in all toilet facilities.
- Hand disinfection facilities must be installed in front of toilet facilities.
- The sales rooms must be sufficiently and regularly ventilated.
- Cashless transactions should be preferred. After use, the card reader is to be disinfect.
- For cash transactions: The goods for sale and the cash should be handled with different be touched. When using gloves, disinfect them immediately.
- Spit guards should be installed in the checkout area if possible.

## 2. general behaviour

### Adherence to the sneezing and coughing label

Anyone who has to cough or sneeze should do so in a paper handkerchief and dispose of it immediately in a waste bin with a lid. Handkerchiefs should then be washed at at least 60°C. If no handkerchief is handy, cough or sneeze in the crook of your elbow. In both cases you should turn away from other people and keep the required distance of 2 metres.

### Hand hygiene:

- Always wash and disinfect your hands:
  - before starting work
  - after breaks (also smoking breaks)
  - after going to the toilet
  - after the goods have been put in and taken out

### Avoid touching your eyes, nose and mouth (safety goggles can be worn if necessary)

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### **Avoid "shaking hands"**

In our society, this is indeed an appreciative polite label, but in times of high infection potential for corona, flu viruses, etc., please refrain from using it. Inform your counterpart briefly about it, then no misunderstandings arise.

### **3. cleaning, disinfection**

#### **Surfaces, contact surfaces, work surfaces, floor Cleaning and disinfection**

- Determination of a disinfection and cleaning plan (what, when, how, with what, who).
- Clean all work surfaces and equipment with disinfectant after use. The surface must first be cleaned and then disinfected.
- Use surface disinfectants with tested effectiveness (at least "limited virucidal").
- Floors must be cleaned daily and when visibly soiled. Carpets are to be cleaned daily. suction to reduce the germ load.
- Note on the selection of disinfectants: Disinfectants for the control of coronavirus are with the designation "limited virucidal" is sufficient. For surface disinfectants containing alcohol the maximum area of 1 sqm<sup>2</sup> can be processed simultaneously.
- Daily, thorough cleaning and disinfection of sanitary facilities. If necessary, attachment of Toilet seat disinfection dispensers in toilet cabins.
- Hand dryers must be cleaned and disinfected twice a day. Filters must be washed out.
- Contact surfaces e.g. door handles must be cleaned at least twice a day.

#### **Air conditioners / air recirculation units**

- Should only be operated if there is no other possibility for ventilation.
- Air outlets should be cleaned and disinfected daily.
- Filters should be washed daily.
- Thorough disinfection by a state-approved disinfectant in direct contact with COVID-19 infected person.

#### **Cleaning utensils**

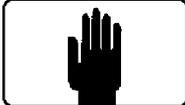
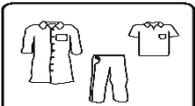
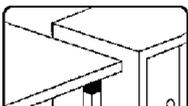
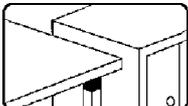
- Specifications in the disinfection plan.
- Cleaning utensils (cloths, mop) are to be collected in a separate laundry bag and washed daily at at least 60°C.
- Sponges must be replaced after use.
- Dishwashing brushes must be washed daily at 60°C in the washing machine or dishwasher.

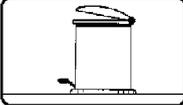


#### **4. disposal of waste**

- Strict waste separation in possibly contaminated waste (e.g. cleaning cloths, face masks, gloves etc.) and residual waste.
- At least 1x daily waste disposal and removal.
- Intermediate storage and transport in sealed containers.
- Clean container after use.

**Appendix 1 - Exemplary cleaning and disinfection plan**

<b>What?</b>	<b>When?</b>	<b>How?</b>	<b>With</b>	<b>Who?</b>
 <b>Hand disinfection</b>	before starting work, when changing jobs and after each visit to the WC	hygienic hand disinfection  min. 3 ml product rub for 30 sec.	<b>Suitable hand disinfectant</b>	
 <b>wash your hands</b>	at visible Pollution and if required	wash  rinse thoroughly and dry well with disposable towels	<b>Liquid soap</b>	
<b>Donor Hand disinfectant</b>  <b>washing lotion Hand care</b>	1x daily from outside  in addition to the above measures before loading with new bottle	wipe thoroughly  Clean pumping attachments	<b>Suitable disinfectant</b>	
 <b>Workwear</b>	on the job every day  during cleaning work	<b>Reusable workwear</b>  <b>Disposable protective clothing</b> dispose of after use	<b>Washing at at least 60°C</b>	
 <b>Work surfaces, contact surfaces, door handles</b>	at least 2x daily	pre-clean/ clean  allow to dry  wipe disinfect	<b>Suitable cleaning and disinfecting agent</b>	
 <b>Shelves, cupboards, doors and walls</b>	at least 2x daily	pre-clean/ clean  allow to dry  wipe disinfect	<b>Suitable cleaning and disinfecting agent</b>	
 <b>Floor</b>	daily	pre-clean/ clean  allow to dry  disinfect  Carpets: vacuuming	<b>Suitable cleaning and disinfecting agent</b>	

<b>What</b>	<b>When</b>	<b>Like</b>	<b>With what</b>	<b>Who</b>
 <b>Waste bins</b>	daily	dispose of rubbish and clean if necessary  wipe disinfect	<b>Suitable cleaning and disinfecting agent</b>	
 <b>Cleaning trolleys and accessories</b>	after use	disinfect	<b>Suitable cleaning and disinfecting agent</b>	
 <b>Cleaning textiles</b>	after use	in laundry collectors  <b>Dispose of sponges, wipes and wire sponges</b>	<b>Wash at a minimum of 60°C. Dispose of sponges</b>	
<b>Sanitary areas</b>	2x daily	pre-clean/ clean  allow to dry  wipe disinfect	<b>Suitable cleaning and disinfecting agent</b>	

## Annex 2 - Correct hand washing - © Bundeszentrale für gesundheitliche Aufklärung



### Infektionen vorbeugen: Richtig Hände waschen schützt!

Um Krankheitserreger zu entfernen,  
waschen Sie Ihre Hände gründlich.

**Das gelingt in fünf Schritten:**

- 1



**Nass machen**  
Hände unter fließendes  
Wasser halten.
- 2



**Rundum einseifen**  
Hände von allen Seiten  
einschäumen.
- 3



**Zeit lassen**  
Gründliches Einseifen  
dauert 20 bis 30 Sekunden.
- 4



**Gründlich abspülen**  
Hände unter fließendem  
Wasser abwaschen.
- 5



**Sorgfältig abtrocknen**  
Hände mit einem sauberen  
Tuch trocknen.

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA)  
Stand: 2016

