



General instructions

For occupational safety

Personal hygiene rules and rules of conduct
SARS-CoV-2 / Covid-19



Industrie- und Handelskammer
Nürnberg für Mittelfranken

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On April 16, 2020, the German government published a mandatory occupational safety standard against SARS-CoV-2 / Covid-19.

https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=2

Industry-specific clarifications and additions are made by the respective accident insurance agencies. <https://www.dguv.de/de/praevention/corona/index.jsp>
<https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Biostoffe/Coronavirus-FAQ.html>

Personal rules of hygiene and conduct (distance requirements, cough-and-sneeze labels, hand hygiene, mouth-and nose-protection) are an essential part of the occupational safety standard and must be instructed and comprehensively communicated in the company.

The information from the Federal Center for Health Education is also a helpful source for instruction.

<https://www.bzga.de/>

- Even before the first symptoms of the disease appear, it is possible to infect other people with the novel coronavirus. **The highest risk of infection is on the day before the symptoms begin to show.** Theoretically, any one of us can become a virus carrier without knowing it.
- **The main transmission is carried out via droplets that are produced when coughing and sneezing that are then absorbed by the person opposite via the mucus membranes of the nose, mouth and possibly the eyes (droplet infection).**
- Transmission through contaminated surfaces cannot be ruled out.
- Aerosols: Transmission via aerosols (tiny air particles floating in the air) can possibly be released during normal speech.

- **KEEP A DISTANCE of at least 1,5 meters!**
- If not possible: Use a dividing wall or mouth-and-nose protection.
- If possible, home-office duties should be implemented.
- Work as individually as possible or in small, established teams.
- No formation of groups in break rooms or smoking areas.
- Regularly clean commonly used objects and surfaces with available cleaning products. Disinfectants may be used when necessary.
- If possible, do not lend equipment to other people.
- Ventilate work spaces several times a day.
- Avoid physical contact (e.g. handshakes and hugs).
- Comply with contact restrictions, even privately.

DO NOT GO TO WORK SICK!

- Individuals (even with mild symptoms) must stay at home until the symptoms have been assessed.
- Call your family doctor. Do not just go to the doctor's office.
- Inform your supervisor immediately if you feel unwell.

Leaflet Rules of conduct (BZgA):

<https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Verhaltensregeln-empfehlungen-Coronavirus.pdf>

According to the Robert Koch Institute, people at particular risk for a severe course of the Covid-19 disease are:

- Older individuals (with a steadily increasing risk from about 50-60 years of age)
- Smokers
- People with obesity
- People with certain pre-existing conditions:
 - Cardiovascular diseases (including high blood pressure)
 - Chronic lung disease
 - Chronic liver disease
 - Patients with diabetes
 - Patients with cancer
 - Patients with weakened immune system

An occupational medical precaution shall be made possible and provided to the employees.

Employees can seek individual advice from a doctor, including special risks due to a previous illness or individual circumstances.

It must also be ensured that fears and psychological stress can be addressed.

If necessary, a doctor will propose suitable protective measures to the employer if the normal occupational health and safety measures are not sufficient. If necessary, the doctor may also recommend a change of activity to the person concerned. The employer may only become aware of this if the person concerned gives his/her express consent.

Occupational medical precautions can also be taken by a physician via telephone.

General instructions for rules of conduct SARS-CoV-2 / Covid-19



If the required distance regulations (at least 1.5 m) cannot be met, a mouth-and-nose protector (MNS) must be used.

Mouth-and-nose protectors are mainly used to protect the environment from your own pathogens (protection from foreign bodies).

Wearing mouth-and-nose protection by all employees in these areas can provide effective protection against the transmission of SARS-CoV-2 (group protection).

Under no circumstances may the wearing of mouth-and-nose protection lead to distance regulations no longer being observed or hygiene rules no longer being implemented!



General instructions for rules of conduct

Community mask, medical mouth-and-nose protection and filtering half masks, what is the difference?



Mask type / features	Community masks	Mouth-and-nose protection	Filtered half mask valveless	Filtered half mask valved
Abbreviation or synonym	Mouth-and-nose covering (MNB)	Surgical (OP)-Masks	FFP2 / FFP3-Masks valveless	FFP2 / FFP3-Masks with valve
Medical device or protective equipment	No	Yes	Yes	Yes
Intended purpose	Private use	Protection from foreign bodies	Self and foreign body protection / work safety	Self protection / work safety
Protective effect	Reduction of droplet emission of the carrier	Protection of the opposite party against droplet emission from the carrier	Protection of the carrier and the opposite person	Protection of the carrier against solid and liquid aerosols
Does it protect the carrier (self-protection)?	Some protection	Some protection	Yes	Yes
Protects the environment (foreign body protection)?	Yes	Yes	Yes	No

Putting on and wearing your mouth-and-nose protection properly

- Wash your hands thoroughly before putting on the mask.
- Avoid touching the right side of the mask on the outside and inside.
- **Model with two straps:** Place the lower headband around the neck, then pull it over the nose. Place the upper headband above the ears.
- **Model with elastic bands:** Enter the mask with your chin, pull the elastic bands behind the ears, then pull over the nose.
- Place over mouth-and-nose and press the metal clip on bridge of nose.
- If possible, do not touch the mask while wearing.
- Remove and replace if soaked.
- Remove from the back and do not touch the front side which may be contaminated with pathogens.
- Wash your hands thoroughly after putting the mask down.

Put on the mask correctly and then dispose of it



Things to know about the mouth-nose-coverage Video of the Federal Center for Health Education (BZgA) :

<https://www.youtube.com/watch?v=oMIhnINiDDs>

4MOOHKWWWSVZZZZHNDGHDUEHLWVFKW#HIDKUVWRHWHWUD#HQYRQP&GQDVHPDVPNHQGO

- Avoid touching and moving the mask while wearing in order not to spread pathogens.
- Masks that are soaked (e.g. by the air we breathe) must be replaced.
- Masks that are defective, dirty or knowingly contaminated, must not be reused.
- Change community masks daily. Ideally, wash the mask at 95° but at a minimum of 60°. Allow the mask to dry completely.

PROPER COUGHING AND SNEEZING

- Keep your distance and turn away.
- Sneeze and/or cough into the bend of your arm.
- Sneeze and/or cough into a tissue (then throw the tissue into sealable container).
- Wash hands thoroughly.



General instructions on hygienic rules SARS-CoV-2 / Covid-19

PROPER HAND WASHING



Nass machen



Rundum einseifen



Zeit lassen



Gründlich abspülen



Sorgfältig abtrocknen

**Washing your hands is quite sufficient.
Disinfectants are not better but it is a
suitable substitute if hand washing is
not possible.**



KEEP HANDS AWAY FROM FACE

If you touch your face with your hands, the pathogens can enter your body via the mucus membranes of the mouth, nose or eyes and cause an infection.



Bild: stockfour/Gettyimages.de

DISPOSABLE GLOVES are a danger more than a protection!

- Disposable gloves provide a false sense of security.
- Will be contaminated in the same way as an uncovered hand.
- No improvement in terms of passing germs with the hands.
- There is an even longer exposure to viruses on disposable gloves than on the skin.
- In addition there is burden to the skin through liquid-tight gloves.
- Gloves must not be worn in certain workplaces (e.g. detection by rotating parts).

PLEASE WASH YOUR HANDS MORE OFTEN!



Taking off protective gloves correctly

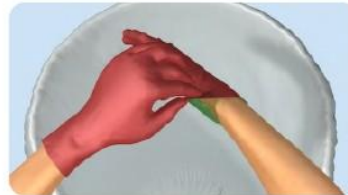
Schutzhandschuhe sicher ausziehen

Außenseite von außen anfassen – Innenseite von innen anfassen!

ROBERT KOCH INSTITUT



1. Nahe am Abfallbehälter arbeiten
Arbeiten Sie nahe einer Möglichkeit, die Handschuhe abzuwerfen, z.B. über einem Abfallbehälter.



2. Ersten Handschuh greifen
Außen fasst außen: Greifen Sie die Stulpe des Handschuhs und heben Sie diese leicht an, ohne dabei die Haut zu berühren.



3. Handschuhende umkrepeln
Schlagen Sie das Handschuhende um, sodass die Innenseite der Stulpe außen liegt.



4. Zur Hälfte ausziehen
Ziehen Sie den Handschuh bis knapp über den Handteller aus.



5. Zweiten Handschuh greifen
Außen fasst außen: Greifen Sie jetzt den anderen Handschuh (vgl. Bild 2).



6. Innenseite nach außen
Ziehen Sie den Handschuh bis über die Hälfte aus. Die Innenseite des Handschuhs wird nach außen umkrepelt.



7. Andere Innenseite greifen
Innen fasst innen: Greifen Sie nun in die Innenseite des anderen Handschuhs.



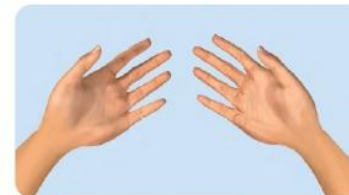
8. Handschuh abstreifen
Streifen Sie diesen Handschuh ab.



9. Handschuhe anfassen
Greifen Sie nun die Innenseiten beider Handschuhe und ziehen Sie beide vollständig aus.



10. Handschuhe entsorgen
Entsorgen Sie die Handschuhe vorsichtig und kontrolliert.



11. Hände gründlich reinigen
Nach Ablegen der Handschuhe stellen Sie eine gute Händehygiene sicher.

Regelmäßiges Trainieren erhöht die Sicherheit im Umgang mit persönlicher Schutzausrüstung (PSA)
Hier wird dargestellt, wie Sie die Handschuhe ohne Eigenkontamination („sauber“) ausziehen. Andere Optionen können ebenso sicher sein.

Please feel free to contact us if you have any questions:

- Company Medical Officer
- Occupational Medical Services
- Hygiene Officer
- Corona Representative
- ...

Instructions prepared in cooperation with:



ProfessioMed

ProfessioMed GmbH

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With the advisory participation of the public health department of the city of Nuremberg.

I, _____ on _____._____.

participated in the instruction of occupational health and safety / personal hygiene and conduct rules for SARS-VoV-2 / Covid-19. I understand the contents thereof and received the documentation.

Signature