



Hygiene and conduct regulations during the epidemic (Acknowledgement obligatory)

- People with symptoms of respiratory disease or fever are forbidden from entering the grounds and or buildings of Freie Universität. The only exception is a cold which has been diagnosed by a doctor.
- Individuals must maintain a distance of 1.5 meters from each other at all times.
- No more than one person may occupy an office for more than a maximum of 15 minutes. This also applies to communal areas such as small kitchens.
- Laboratories must be divided into units which guarantee the distancing requirements.
- As laboratory equipment is subject to communal use laboratory gloves and personal laboratory coats should be worn.
- Laboratory personnel must record their presence in each laboratory they visit every day with the exact times of entry and departure. This also applies to communal areas which are occupied for more than 15 minutes.
- The following hygiene rules must also be observed:
 - Frequent, thorough hand washing for at least 20 seconds regularly throughout the day
 - Shaking hands or hugging are forbidden
 - Coughing or sneezing must be into the crook of the arm
 - Avoid touching the eyes, nose or mouth with the fingers
 - Rooms must be well ventilated at all times
 - Dispose of handkerchiefs in the garbage immediately after use

Name of the employee

Date and signature

(Confirmation of receipt of these regulations can also be by e-mail.)