

Health and Safety Instructions to prevent Infectious Diseases

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Participation

Please continue to contribute to keeping the risk of infection with the corona virus as low as possible through your own behaviour and please observe the following hygiene and protection regulations.

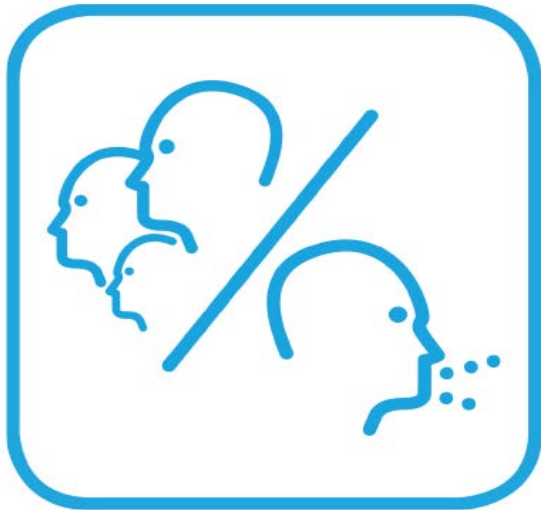


Instruction and Documentation

- **General instructions**
- **Special instructions for the work in the PC and TC buildings**
- **Special documents**
- **Who has access to the labs and officies at the TU?**
- **When you start with work in the PC or TC building, you need to sign your „Unterweisungsdocument/proof of instruction“**

Contact restriction and distance regulation

Continue to reduce physical social contact with colleagues to a minimum.



Always keep a distance of at least 2 m between you and other persons, as far as this is possible within the scope of proper operation.



Your way to and from the TU Berlin

- **Avoid as far as possible public transportation (if inevitable: you must wear mouth-nose protection in public transportation)**
- **Use bicycle or a car to come to work**

At the TU Berlin

- ❖ **When entering buildings or rooms, do not touch door handles, door knobs or door openers, but try to open the doors with your elbow or forearm if possible.**
- ❖ **Wear mouth-nose protection in sanitarian rooms and areas with considerable public traffic, e.g. libraries, hallways etc**
- ❖ **(special instructions for working in shared offices/labs, see below)**

Mouth and nose protection mask



Masks will be provided – see below

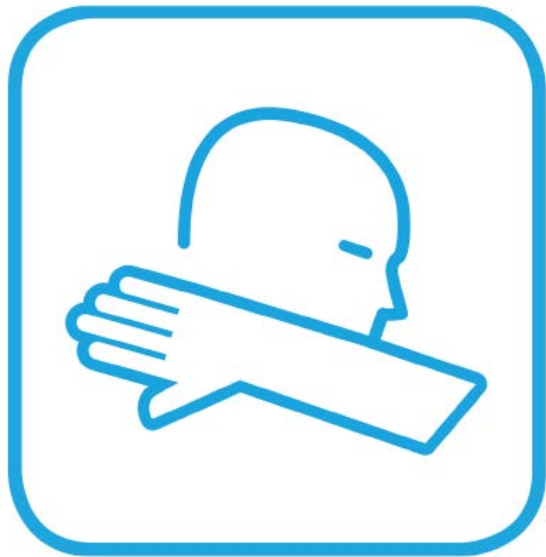
Hand Care

Wash your hands regularly and extensively (for at least 30 seconds) with soap and then apply cream to your hands to protect your skin.



Sneezing and coughing etiquette

Pay attention to the sneezing and coughing etiquette. Sneeze and cough into the crook of your arm, even if you are wearing a mouth-nose cover.



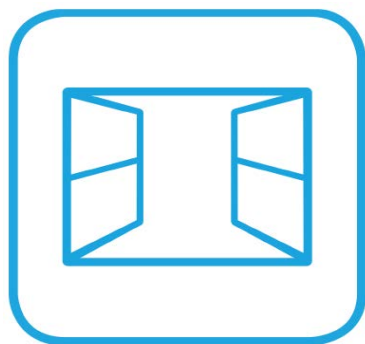
**Nicht mit den
Händen ins
Gesicht
fassen**



**Nicht die
Hand
geben**

Airing

- ❖ **Ventilate rooms regularly (every 30-45 minutes) and extensively. This is especially true for rooms in which several people are present.**
- ❖ **not applicable to air-conditioned rooms such the spectroscopic labs in the TC Building.**
- ❖ **For biological labs, see special instructions at the doors**



Meetings and the use of common rooms

- ❖ There will be no physical meetings under the current conditions within or of the group
- ❖ All meetings take place via appropriate media like Webex, meet@innoCampus and meet@ISIS (based on Jitsi Meet)
- ❖ Tea kitchen (social room) may only be used by one person at a time, especially if the minimum distance cannot be maintained. Special attention must be paid to hygiene regulations. Surfaces must be disinfected after use.
- ❖ Please take special care when using toilettes. Clean with disinfectants before and after use
- ❖ Do not use common cleaning material (towels)



Kontaminierte
Kontaktflächen im Betrieb
(z.B. Toiletten,
Arbeitsplatz) gründlich
reinigen, ggf. desinfizieren



Getrennte
Benutzung von
Hygieneartikeln
und
Handtüchern

Cleaning of jointly used equipment/furniture

If offices and labs are used by several people, special cleaning instructions must be followed (see below)

Keyboard, mouse and table must be disinfected before and after work. The shared user interface of the multifunction printer must also be cleaned regularly in between.



For COVID-19 symptoms

- ❖ **General: if you do not feel well, please stay at home.**
- ❖ **If you have symptoms that may be indicative of COVID-19 (including mild fever, signs of cold, difficulty of breathing) leave the workplace or stay at home until the suspicion is cleared by a doctor and inform the supervisor.**
- ❖ **Here, each individual is also asked to check his/her own health situation before starting work in order not to endanger colleagues and other people on the way to work.**



Bei
Husten und
Fieber
zu Hause bleiben



Im Verdachtsfall
nur nach vorheriger
telefonischer
Anmeldung zum
Arzt

Special regulations for working in the PC building

Commonly used rooms

❖ Staircase

Wear protective masks when using the staircase.

- ❖ Avoid meeting other persons on the staircase (one person has to wait in the next hallway)
- ❖ Do not touch the doors with your hands, use elbows/arms to open doors

Elevator

Elevator should only be used for transport of heavy items and by people with health problems (one person only in each case). Disinfect door knobs and buttons after use.

Zentrifugenraum (008), Autoklavenraum (004), Kühlraum (008a), Printerrooms

The commonly used rooms may only be occupied by one person. Please consult other potential users. After use: Disinfect all surfaces, handles, knobs that were touched.

Hallways

Follow distance regulations and wear protective masks

Special regulations for working in the PC building

Individual offices and labs

- ❖ **Clean/disenfect all equipment (mouse, keypad, telephone) and table surfaces after entering and prior to leaving the room.**
- ❖ **Follow specific instructions for scientific equipment**

Daily Attendance List

- ❖ **EVERY person (including visitors) MUST sign in when entering and sign out when leaving the PC building. Include the numbers of the room that you have used.**
- ❖ **The corresponding attendance list is displayed close to the main entrance and will be renewed every day (except for weekends). Please use your own pen to avoid cross contamination.**

Special regulations for working in the TC building

Labs

Only in special cases two persons are allowed to be in the same lab (e.g. instructions, help for set-up etc)

Wear protective gloves for working with equipment (laser, spectrometer, electronic and optical devices) to set up experiments.

Only computers can be operated without gloves but must be disinfected (keyboard, mouse, table surface) prior and after use.

Attendance list

Before starting to work, log in at the electronic attendance list (ISIS Kurs 3741) and log out after work is finished.

Attendance list for working in the TC building

Via ISIS

search + press enter

MVL_anw
Participants
Grades
meet@ISIS

Dashboard
All courses
Calendar
My courses
> MVL_anw

Max-Volmer-Labs – Anwesenheit

[Dashboard](#) ▶ [My courses](#) ▶ [MVL_anw](#) ▶ [General](#) ▶ [Anwesenheitsliste Max-Volmer-Labore](#) ▶ [View list](#)

Anwesenheitsliste Max-Volmer-Labore

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Entries per page Search Sort by

Datum | **Name** | Anfang | **Ende** | Raum | Kommentar

Attendance list for working in the TC building

Via ISIS



Max-Volmer-Labs – Anwesenheit

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Anwesenheitsliste Max-Volmer-Labore

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Entries per page: 10 Search: Sort by: Time added

Datum	Name	Anfang	Ende	Raum	Kommentar
6 May 2020	Catharina Kulka	10:00	18:00	TC 025	
6 May 2020	Charlotte Wiemann	12:00	14:30	TC-K 155	
6 May 2020	Khoa Ly	12:00	13:00	TC 026	

Distribution of hygiene material

Distribution of masks, desinfectants, and other hygiene materials

In case you forgot your mask, a limited number of single-use protective masks can be found in room PC015, and in our office in the TC building, room TC023.

Bottles with disinfectants are distributed in our labs and offices in the PC and TC building as well as in the toilets.

Further hygiene materials including protective masks, disinfectants, tissue etc are available at the „Hygiene warehouse“ of the TU in the Physics building, EW in room 001b (enter via the main entrance, open Mo – Fr from 7 – 15 h). You have to present your TU ID card and your „Passierschein“. Please pay attention to the signs (more information at www.tu-berlin.de/?146803).

Further information

our safety information page

<https://www.tu-berlin.de/?147524>

or click through ...

www.biophys-chemie.tu-berlin.de → Service → Safety

University Medical Service

<http://www.tu-berlin.de/?27675>

Health and Safety Services (SDU)

<http://www.tu-berlin.de/?5394>

<https://www.infektionsschutz.de/coronavirus>

Please do not forget to fill out the “Unterweisungsnachweis“

Unterweisungsnachweis / Proof of Instruction

Ich bestätige hiermit, dass mein/meine Vorgesetzte/r mich hinsichtlich der Arbeitssicherheit zur Vermeidung von Infektionskrankheiten / SARS-CoV-2 unterwiesen hat und ich die Inhalte verstanden habe.

I hereby confirm that my supervisor instructed me about the health and safety regulations to prevent infectious diseases / SARS-CoV-2 and that I understood the content of these instructions.

Name in Druckbuchstaben / Name in block letters

Berlin, den

Unterschrift / signature

- ❖ **The proof of instruction is available in room PC015**
- ❖ **Please sign it the first time before you start working in the PC or TC building**