

# Working Instruction

## Coronavirus SARS-CoV-2

### Scope of application

**Activities involving physical contact with other persons (colleagues, students and visitors)**

**Protection goal: to avoid infection and interrupt chains of infection**

### Threats for persons and environment



The "Coronavirus Disease 2019 (COVID-19)" is caused by the coronavirus SARS-CoV-2.

**Transmission route:**

The virus is transmitted by droplets moving through the air (droplet infection) or when contaminated hands touch mucous membranes (mouth, nose, eyes) (smear infection).

**Incubation period:**

After infection, it can take a few days to two weeks for symptoms to appear. Even without symptoms, the disease can be transmitted.

**Health effects:**

Infections are usually mild and asymptomatic. Acute symptoms of the disease can also occur, e.g. respiratory diseases with fever, cough, shortness of breath and breathing difficulties. In severe cases, particularly in persons with underlying health conditions or whose immune system is weakened, an infection can cause pneumonia, severe acute respiratory syndrome (SARS), kidney failure and even death.

### Protective measures and rules of conduct



To reduce the risk of infection, the following protective measures and rules of conduct must be observed:

**Avoid physical contact**

- Do not shake hands and avoid other physical contact.
- Keep a distance of at least 1.5 m from other persons.
- Reduce the number of people in the same room at the same time (video conferences/conference calls).
- Work from home where possible (especially in the case of multi-occupancy offices; goal: to avoid insufficient safety distances).



**Personal hygiene measures**

- Observe sneezing etiquette: Cough/sneeze into the crook of your arm/a tissue – if you use a tissue, dispose of it straightaway.
- Wash your hands: regularly, for at least 20 seconds, use disposable towels, use skincare products



**Technical and organisational measures**

- Cordons, changed traffic routing
- Co-ordinate work and break times.
- If possible, use tools individually. If this is not possible, clean them regularly before handing over to other persons.
- All personal protective equipment and workwear is for individual use only; clean workwear regularly.



**Personal protective measures**

- If the safety distance cannot be observed, a face mask should be worn.

### First steps in case of suspected infection



- In the case of any of the above symptoms of COVID-19, inform your superior immediately, contact your family doctor and discuss further measures.
- Employees with COVID-19 symptoms will be instructed to leave the university premises and stay at home.
- In the case of confirmed infections, persons who have come into contact with the infected person and are therefore also at risk of infection must be identified and informed.

**Do not under any circumstances come into the university if you are sick! Your health and that of others comes first!**

### Advice

For occupational medical care/advice, contact the university's medical officer (contact via [ewa.flak@dekra.com](mailto:ewa.flak@dekra.com)). The external conflict advisors can be contacted via <https://www.uni-paderborn.de/zv/4-5/personalentwicklung/konfliktberatung/>.

Occupational health and safety specialists are also available for consultation (tel.: 4301, 4302, 4306).