



AWM Hygiene Concept

As of April 2022

To protect our employees, students, seminar participants, lecturers and guests from the further spread of the SARS-CoV-2 virus, we set the following hygiene rules.

Our contact person regarding this matter is: Sassan Attarzadeh.

Basic company directive:

- The basic principle is considerate interaction with one another
- Minimum distance of 1.50 m
- Masks are mandatory wherever the minimum distance cannot be maintained
- Ventilation of indoor spaces that are used by several people to protect against infection
- Rapid tests are offered 1x per week for AWM employee

Measures:

1. Limitation on the number of contact persons
2. Ventilation rules for work and study rooms
3. Keeping distance
4. Face and nose protection and respiratory protection
5. Workplace hygiene (including break rooms and sanitary rooms)
6. Code of Conduct in the dining room
7. Personal hygiene
8. Measures in the event of illness or suspicion
9. Rapid Test
10. Instruction and active communication

1. Limitation on the number of contact persons

From April 03, 2022, it will no longer be necessary to present valid 3G proof for general access to the AWM premises.

The basic 3G regulation in the workplace has also been lifted for employees.

In-classroom teaching are permitted in accordance with the stipulations of [Corona By Law for Universities](#) .

2. Ventilation rules for work and study rooms

Regular ventilation improves hygiene and improves air quality.

The workspaces that are used are regularly ventilated. The ventilation intervals are determined taking into account the size of the room, occupancy and physical activity.

3. Keep distance

Traffic routes are designed in such a way that close encounters are avoided.

The workplaces are designated by markings, barriers or furniture in such a way that there is a safe distance from other people.

The basic urgent recommendation to wear an FFP2 mask or a medical mask if the minimum distance of 1.5 meters is not observed

4. Face and nose protection and respiratory protection

The basic urgent recommendation to wear an FFP2 mask or a medical mask if the minimum distance of 1.5 meters is not observed

The mouth and nose protection must adequately cover the mouth and nose when worn. Sufficient coverage is provided when the mask is correctly placed over the mouth, nose, cheeks and chin and is as close as possible to the edges in order to minimize the entry and exit of air at the sides. Simply wearing face visors or clear masks (face shields) does not meet these requirements and is therefore not permitted. This also applies to wide-meshed ones or those that do not completely cover the mouth and nose masks (e.g. holey masks)

Medical face masks and respiratory protection masks are made available to employees in sufficient numbers as single-use items, so that they can be changed in the meantime if necessary (e.g. if they are dampened)

5. Workplace hygiene (including break rooms and sanitary rooms)

Work and break rooms as well as contact areas (e.g. handrails, doorknobs) are cleaned regularly.

Skin-friendly liquids are used in the sanitary rooms to clean the hands. Soap, disinfectant and towel dispenser are provided by the AWM.

In the sanitary rooms, common rooms and tea kitchens, all users have to pay notably attention to hygiene.

6. Code of Conduct in the dining room

In the food area we ask everyone to wear a medical mask (when queuing and getting food) .

In addition, we offer the possibility to eat on the different levels in the house in order to remain protected when eating without a medical mask

7. Personal hygiene

Body contact such as handshakes, hugs, etc. should be avoided.

The cough and sneeze etiquette (cough or sneeze in the crook of your arm or in a handkerchief, keep your hands away from your face) is observed.

8. Measures in the event of illness or suspicion

Persons,
1. that are subject to an isolation obligation in connection with the coronavirus, or
2. have the typical symptoms of an infection with the coronavirus, namely fever, dry cough, impaired taste or smell,
may not enter the AWM in the cases of numbers 1 – 2.

Employees who develop typical Corona symptoms during work have to leave their workplace, isolate themselves at home and contact their general practitioner for clarification.

9. Rapid Test

At least 1 rapid test per week are offered to all employees on site. Exceptions to this only apply to employees for whom proof of a complete vaccination or recovery after a COVID-19 illness is available.

AWM provides self-tests at reception for this purpose.

If the rapid test is positive, there is a suspicion of infection! The person concerned immediately goes into isolation at home and contacts the general practitioner in order to have the necessary laboratory test (PCR test) carried out.

10. Instruction and active communication

This hygiene concept is shared with all Employees through

- instruction
- Notice
- electronic dispatch

Compliance with personal and organizational hygiene rules is important to be pointed out by the superiors or rather in a collegial exchange.(Mask requirement, distance requirement, cough and sneeze etiquette, hand hygiene)

Korntal, 02.04.2022

The management of AWM gGmbH