**Hygiene Concept of the Institute/Clinic/AG Administrative Unit…. On the Basis of the Framework Hygiene Concept**

*Please note the framework hygiene concept and the workflow for dealing with employees in the risk group*

**1) Preliminary remarks:**

* Reference to system-critical areas, emergency plans, if applicable
* Other special features

**2) Containing personal encounters and maintaining the system-critical infrastructure by**:

a. Weekly team rotations

b. Team arrangements as shift work (at least half an hour between shifts and cleaning)

**3) Room allocation plan for permanent workplaces (non-temporary laboratory work) during the period of the Corona pandemic**

*max. one permanent worker per 10 m2 (square meters can be provided by the Technical Service if required)*

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| **Room-Nr.** | **Size m²** | **Staff** | **Remarks** | **Team/shift** |
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| **Social-rooms** | To be used by max. 1 person per m²;  break occupancy: plan placed on the doors  not to be used by part-time employees by up to 50%  Drinks, coffee-/teapots, if necessary ,are to be placed and used in the corridor |
| **Laboratory-rooms** | Work in fixed teams; maximum number of people are to be observed (1 person per 10 m²) |
| **Function-rooms** | Not more than 1 person at a time; time schedules for equipment are tob be put on the doors, corridor sided |
| Disinfection plan/cleaning plan  **In case of shift work, cleaning must be ensured during the changing of shifts** | To be cleaned twice a day by cleaning service;  in addition: cleaning/disinfection during shift work: |

**Time window for shift work (times are suggested)**

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| Full-time employees | Early-shift 6.00-13.00 |  |
|  | Late-shift 13.30-20.30 |  |
| Part-time employees | 50% of the standard working time: Mon.-Fri.: 4 hours each | Within the time windows for early and late shifts of full-time employees, not across shifts |
|  | 75% of the standard working time: Mon.-Fri.: 5,5 hours each | Within the time windows for early and late shifts of full-time employees, not across shifts |
| Bachelor-/Masterstudents | Early-shift  Late-shift | Writing in home-office |

**Division of team A and B (to be understood as a suggestion)**

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| Team A | even calender week |  |
| Team B | uneven calender week |  |

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