

# Hygienic and medical measures related to COVID-19



as of December 2021

Dear visitors and business partners,

please understand that the following regulations currently have to be observed on our factory site:

- Please only enter our factory site,
  - if you have no symptoms of COVID-19 disease, i.e. in particular:
    - no high temperature or fever
    - no cough
    - no shortness of breath
    - no loss of sense of smell or taste
  - and if you have not been around anyone with COVID-19 within the last 2 weeks.
- Additionally, one of the following documents is required to enter our factory site:
  - a proof that you are fully vaccinated.  
The underlying vaccination has to meet the criteria published by the Paul-Ehrlich Institute under [www.pei.de/impfstoffe/covid-19](http://www.pei.de/impfstoffe/covid-19) (English version available).
  - a proof that you are recovered. The proof is accepted if the underlying test was done no less than 28 days and no more than six months previously.
  - a negative Covid-19-Test (Antigen-test not older than 24 hours or PCR test not older than 48 hours when entering the factory site)

The proving document has to be presented in German, English, French, Italian or Spanish (paper and digitalized format accepted).

- Keep your distance from others (at least 1.5 metres). Avoid crowds.
- In certain cases and localities, medical grade masks (surgical masks or masks meeting the N95, KN95 or FFP-2 standards) must be worn. Therefore, please bring along your own mask if possible and get informed on site about the rules currently in force.
- Avoid any physical contact, i.e. no handshaking as a greeting, no embrace, as possible no physical contact while transferring objects or documents etc.
- Hand hygiene: wash hands regularly and thoroughly with soap and water.
- Coughing and sneezing etiquette: when coughing and sneezing, keep your distance or turn away from others and hold the crook of your arm or a tissue in front of your mouth and nose. Dispose of used tissues immediately.
- Regular intensive room ventilation.
- Do not use confined spaces (e.g. lifts) whenever possible or use them one by one.
- Please also always be aware of the current information and signage on the factory site.



## Preventing infections:

# The Top Ten tips for hygiene

We encounter many germs such as viruses and bacteria in everyday life. Simple hygiene precautions can help to protect ourselves and others from infectious or contagious diseases.

### 1. Wash your hands regularly

- ▶ After you come home
- ▶ Before and while you are preparing food
- ▶ Before meals
- ▶ After visiting the toilet
- ▶ After blowing your nose, coughing or sneezing
- ▶ Before and after contact with sick persons
- ▶ After contact with animals



### 3. Keep your hands away from your face

- ▶ Don't touch your mouth, eyes or nose with unwashed hands



### 2. Wash your hands thoroughly

- ▶ Hold your hands under running water
- ▶ Apply soap from all sides
- ▶ Rub hands for around 20 to 30 seconds
- ▶ Rinse off under running water
- ▶ Dry off using a clean towel

### 5. If you are ill, stay away from others

- ▶ Rest and recover at home
- ▶ Avoid close contact with others while you are infectious
- ▶ Stay in a separate room and, where possible, use a separate toilet
- ▶ Do not share tableware or towels with other people



### 4. Cough or sneeze properly

- ▶ Keep your distance and turn away from others when coughing and sneezing
- ▶ Use a paper tissue or hold the crook of your arm in front of mouth and nose

### 6. Protect wounds

- ▶ Cover wounds with a plaster or bandage



### 7. Keep your home clean

- ▶ Regularly clean your kitchen and bathroom in particular with household detergents
- ▶ Ensure cleaning cloths can dry out properly after use and replace them often



### 8. Handle food hygienically

- ▶ Always keep susceptible food well refrigerated at all times
- ▶ Keep raw animal products away from food that is usually eaten raw
- ▶ Cook meat at a minimum of 70 °C
- ▶ Scrub fruit and vegetables thoroughly

### 9. Wash tableware and clothing using a hot cycle

- ▶ Clean cutlery and kitchen utensils with hot water and a detergent – or in the dishwasher
- ▶ Wash dishcloths, cleaning cloths, hand towels, flannels, bedclothes and underwear at a minimum of 60 °C



### 10. Ventilate rooms often

- ▶ Ventilate enclosed spaces several times a day for a few minutes