

## Anlage 1

### General rules

- When entering or leaving the ZMT building, avoid touching door handles or banisters whenever possible (but do not put yourself in danger; e.g. slippery steps or shoes).
- Avoid lifts/elevators and keep distance from others in the stairway and corridors.
- Before entering your office, clean your own door handle.
- Close the door of your office and ensure that meetings and discussing are done exclusively by phone, email or video-conference.
- Clean your window handle and open the window for air exchange (this should be done several times a day).
- Clean your desk and keyboard at the beginning and at the end of your working day.
- Restrict conversations to a minimum to avoid aerosols.
- Avoid coffee corners, bring your own coffee or tea from home.
- Take your meals and snacks in your own office or in open areas outside ZMT buildings.
- Avoid contact to external persons (no visits from sales representatives).
- If you need to use the restroom, take some tissues and a disinfection solution to be able to clean the toilet door handle, the tap of the sink. Etc. Ensure you dispose of the tissues into the restroom waste container and do not transfer them into your office!
- Be sure you will have enough disinfection solution for the next day (contact Bernd or your Work Group Leader if you need more).

And of course, following basic rules still apply:

- Wash your hands several times a day.
- Restrict contact to other people to a minimum and keep the social distancing (1.5 m distance).
- Stay at home if you feel sick.

Keep yourself updated:

Check the following webpage regularly :

- [https://www.rki.de/DE/Home/homepage\\_node.html](https://www.rki.de/DE/Home/homepage_node.html)
- <https://www.infektionsschutz.de/coronavirus/verhaltensregeln.html>