



Corona

Safe operation procedures

In addition to the regulations referred to in these instructions relating to the institute, the following website also applies:

<https://www.uni-due.de/imperia/md/content/dokumente/betriebliches-massnahmenkonzept.pdf>



Operating instructions Applied analytical chemistry

› Content

- › Behavior outside of the university
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 - › Behaviour principles
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Behavior outside of the university

- › Put on a mouth and nose protective mask when entering the train station (including the bus stop).
- › When using public transport, keep as far away as possible from other people.
- › Take off the mouth and nose protective mask after leaving the train station (including the bus stop).
- › When you reach the university building, still outside the building, put on a mouth and nose protective mask.

After entering the institute area

- › First action: hand disinfection using the disinfectant solution that is provided in spray bottles in the area of the hallway.
- › Go to the office and work there in compliance with the distance regulation or put on laboratory clothing .
- › Disinfect hands again before entering the laboratory.



After entering the laboratory area

- › Wipe the keyboard & mouse and other surfaces to be touched with a paper towel dampened with a disinfectant solution (not wet).
 - It is important to ensure that the surfaces are wetted for at least 20-30 seconds.
- › Always work with a labcoat, gloves and safety glasses, keeping a distance of 1.5 m from other people (1 person per laboratory line). If you inevitably get closer than 1.5m, everyone involved must wear a mouth-nose protective mask.
- › After working, put the labcoat over the chair in the workplace.
- › Take off gloves and wash and disinfect hands immediately before leaving the laboratory.



In the office and after finishing work

- › Before use wipe the keyboard, mouse and other surfaces to be touched with a paper towel dampened with disinfectant solution (not wet).
 - It is important to ensure that the surfaces are wetted for at least 20-30 seconds.
- › Before leaving the institute, always complete the attendance report, differentiated for the individual activity times.
- › Place the logs clearly visible on your desktop (accumulating in a folder).
- › Leave the institute by the shortest route, put on a mouth and nose protective mask in front of it and only remove it after you have left the building.



Kitchen area

- › The kitchen is used by an employee as a makeshift office and is temporarily out of order in its function as a kitchen, as well as a social and meeting room.
- › The coffee machine, oven and hob must not be used until further notice, the use of the refrigerator and freezer must be reduced to a minimum. In addition to the employee using the kitchen as an office, a maximum of one other employee may stay in the kitchen for a short time.
- › Water for hot drinks is to be boiled in the offices until further notice.



Wash hands "correctly"

- › There are some videos on the Internet about washing hands properly. Here is an example link:
- https://praxistipps.focus.de/haende-richtig-waschen-anleitung-das-raten-die-experten_55950

Summarized:

1. Wet your hands: Keep your hands at a comfortable temperature under running water.
2. Soaping: Thoroughly lather your wet hands. Make sure you really clean all areas of the hand. The back of the hand, fingertips, fingernails, spaces between fingers and thumb are often forgotten. The following also applies: liquid soap is more hygienic than bar soap.
3. Take enough time: Take at least 20 seconds of soaping so that the soap can work.
4. Wash off: Wash off the soap under running water. In public washrooms, use a cloth or elbow to close the tap.
5. Drying: Now dry your hands with a clean cloth. Disposable towels are the most hygienic. Make sure that the spaces between your fingers are also dry.

Infektionen vorbeugen: Richtig Hände waschen schützt!

Um Krankheitserreger zu entfernen,
waschen Sie Ihre Hände gründlich.
Das gelingt in fünf Schritten:

- 1  **Nass machen**
Hände unter fließendes
Wasser halten.
- 2  **Rundum einseifen**
Hände von allen Seiten
einschäumen.
- 3  **Zeit lassen**
Gründliches Einseifen
dauert 20 bis 30 Sekunden.
- 4  **Gründlich abspülen**
Hände unter fließendem
Wasser abwaschen.
- 5  **Sorgfältig abtrocknen**
Hände mit einem sauberen
Tuch trocknen.



Wash and disinfect hands "properly"



Quelle: <https://www.sos.de/haende-richtig-desinfizieren>

Soap must act for at least 20-30 seconds, this also applies to the disinfectant, which must also wet the entire surface.

Hands must be rinsed and dried thoroughly before disinfecting.



Visitor regulation

- › Visits by non-institute-members are to be limited to what is really necessary.
- › Every visitor must be accompanied permanently by a member of the institute (subject to the prescribed safety distance).
- › Every visit must be recorded in detail, using the institute's standardized visitor protocol.

Vorlage Besucherdokumentation



Besuchsprotokoll Angewandte Analytische Chemie

Name des Besuchers:		
Vorname des Besuchers:		
Firma:		
Straße, Hausnummer		
PLZ, Ort:		
Tel.:		
Mobil:		
E-Mail:		
Grund des Besuchs:		
Beginn:		
Ende:		
Besuchte Räume		
Unterschrift Besucher:		
Unterschrift Begleiter:		