

Internal action plan – Protective measures and workplace design for working during the SARS-CoV-2 epidemic

I. Basic principles

In accordance with the currently applicable legislation and the occupational safety and health standards defined by the Federal Ministry of Labour and Social Affairs and following consultation with the internal Occupational Safety and Health Specialists and the Staff Unit for Occupational Safety & Health and Environmental Protection, the University Board has defined the current overall conditions for work at the University of Duisburg-Essen in the form of this **action plan**, also taking technical, organisational and personal protective measures into consideration by order of priority.

As the overall conditions and legal provisions are currently subject to continuous change, it will be necessary to successively adapt and expand this action plan.

For specific issues (examinations involving physical presence, research activities and conducting practical courses), further regulations will be required.

Department-specific measures are to be defined and documented in the form of '**supplementary risk assessments**' on the basis of this action plan (see section II.6).

1. Avoiding contact

First and foremost, the **1.5-metre rule** for social distancing applies.

In order to achieve this, **human density** must be **reduced**, e.g. by

- Adjusting working hours and reducing the number of staff present at the same time
- Dividing staff into separate teams or
- Separating workspaces, e.g. by installing transparent protective barriers

Furthermore, **mobile working** from home is to be allowed if tasks can be efficiently completed remotely.

2. Adhering to hygiene measures (see Attachment 3)

All members of our university can **personally** contribute to mutual protection by observing the hygiene rules.

Hygiene must also be considered with regard to **shared equipment**.

Jointly used rooms must be **ventilated** regularly.

Please find further details on these matters in the sections below.

Numerous other rules regarding the coronavirus are available on the UDE website.

II. Working conditions/operations

1. Workplace design

As a rule, there are no issues regarding offices that are exclusively used by one member of staff. In shared offices, the workstations are to be arranged in such a way that a distance of 1.5 metres is ensured and that staff do not sit facing one another directly wherever possible. Small two-person offices are currently only to be used by one person at a time. The distance rule must also be adhered to when entering or leaving the office.

In laboratories and workshops, the workplaces are only to be used to an extent that ensures the 1.5-metre distance rule is adhered to.

Agreed schedules or shifting to rooms that are currently not used for teaching can help reduce the intensity of use of individual spaces and better spread present staff. Other remedies include alternating between laboratory and office work or making use of the mobile working option, at least on individual days. Forced ventilation has a positive effect on infection prevention and control.

Sufficiently sized handover areas are to be established for handing over files, documents, intermediate products, workpieces, deliveries, etc. These areas may then only be entered in turns.

If it is impossible to keep the minimum distance, priority is to be given to installing a barrier (e.g. plastic screens, plastic curtains, framed plastic film). This applies to consultation scenarios with changing interlocutors, visitor enquiries in the libraries or when operating machinery together, for example.

If such measures cannot be implemented due to the type of work or the circumstances, e.g. when handling heavy or bulky loads together or in the case of teamwork for assembling or disassembling equipment and technical work, personal protective equipment is required. This means that all persons involved must at least wear surgical masks. In situations with frequent direct contact with others or when the minimum distance to other people not wearing a face mask can frequently not be kept (e.g. when invigilating exams), FFP2 (or higher) category protective masks must be worn (see section IV.2).

Teams or groups are to be formed in order to ensure that the same persons are present at the same times in units where this approach is suitable. Meetings between members of different teams should be avoided wherever possible (different break rooms or break times). The constellation of the teams is to remain unchanged.

2. Equipment

Devices, tools and work surfaces should be used exclusively by a single person wherever possible. Equipment that is jointly used (photocopiers, kitchenettes, machinery) is to be cleaned using a cleaning agent at least once every workday. Disinfection is not mandatory but may be helpful if a large number of people use the equipment or if it is frequently passed on.

3. Separate storage of work clothing and personal protective equipment

Work clothing and personal protective equipment (PPE) is to be stored separately from everyday clothes and for each individual person. Regular cleaning must be organised.

4. Conferences/meetings/interaction with visitors:

Technology such as video and telephone conferencing systems are to be primarily used to conduct conferences and meetings and to interact with the public.

If physical presence is necessary, gatherings are to be organised in a way that enables compliance with the distance rule at all times. This can be achieved by reducing the number of available seats in meeting rooms or using classrooms that are currently not used for teaching.

Try to prevent queues by arranging appointments and defining access regulations. If, in exceptional cases, this is not possible, waiting persons are to be guided by means of distance markings.

5. Common rooms and shared spaces

Even in small common rooms, a 1.5-metre distance is to be kept to the nearest person.

A maximum of two persons may use a lift at the same time. If two persons are already using a lift, please wait for the next one or take the stairs. Please bear in mind that it is now more important than ever to give priority to persons with limited mobility.

Keep a distance from others in corridors, wait in a room or at intersections if this can help avoid close encounters. Turn away if you encounter other persons unexpectedly and cannot keep a safe distance.

In narrow staircases, encounters are to be avoided whenever possible. Wherever the building design allows, directions of movement will be defined and indicated by signs and markings for highly frequented stairways. Where this is not possible, please allow enough room to ensure a distance can be kept.

Most kitchenettes and copy rooms are so small that only one person may work there at a time.

Washrooms are usually not very spacious, and the washbasins are close to one another and the door. Units that are immediately next to one another without separation may not be used simultaneously. Please wait if the room is occupied.

6. Risk assessment and instruction

The protective measures specified here are applicable to all areas in general use at UDE. Measures for individual organisational units are to be defined in the form of **supplementary risk assessments** (RA; based on the separate form in Attachment 1) by the responsible line manager.

In this context, factors of mental stress to staff resulting from the corona crisis, such as high intensity of work over a long period of time, fear of infection, worry about family members who belong to a high-risk group, strain of family and care duties, are to be taken into account.

Similar to current procedures, it may be useful to create different partial RAs depending on the job profiles. For office settings, one comprehensive supplementary RA will be sufficient in many cases. Moreover, the measures defined in existing RAs continue to apply. The Occupational Safety and Health Specialists, the Work Psychology Unit and the university's Occupational Health Service are available for consultation on these matters.

Implementation of the action plan and the RAs is a prerequisite for work on campus to be resumed. If the scope of activities is to be extended, the measures must be revised.

Before operations can be resumed, staff must be instructed on the supplementary measures. The supplementary risk assessment and a record of instruction are to be filed as additional documents alongside the existing documents (usually the red 'Arbeitsschutz' (occupational safety and health) binder; section 2, potentially with an additional 'Corona' divider). Regulations regarding the confirmation process for the supplementary risk assessment will be communicated separately.

7. Preventive occupational health care/consultation by the university's medical officers

UDE offers its staff preventive occupational health care. Consultation by the university's medical officers, in their function as trustworthy, neutral persons, can also help assess particular risks due to underlying conditions or your individual constitution. Please find the contact details here.:

<https://www.uni-due.de/verwaltung/organisation/betriebsarzt.php>

8. Admission of external parties (e.g. contractors)

Admission of external parties is to be restricted to a minimum.

Contact details of external persons, the times when they were present and their contacts at UDE must be documented by the person who awarded the contract. External parties are to be instructed on the infection control measures applicable at UDE with regard to SARS-CoV-2 before entering the building/taking up work. An information sheet will be made available for this purpose.

III. Employment-related regulations

1. Mobile working from home

The option to work from home and the relevant guidelines on recording working hours have been extended until 31 May 2020 for the time being. Therefore, line managers are to continue to allow mobile working, potentially alternating with work on campus, and develop a **staff schedule** for their area of responsibility.

Depending on further developments and work requirements, the times that staff is present on campus is to be successively increased over the course of the month of May, taking all protective and hygiene regulations into consideration (see Attachment 3). The objective is to carefully and gradually increase presence at UDE in a controlled manner as far as is justifiable.

2. Work-related travel

The University Board has decided to carefully loosen the general ban on work-related travel.

Essential domestic work-related trips may once again be undertaken with immediate effect. For this purpose, the person requesting the trip must explain why it is essential in his or her request.

In addition, private cars should be given preference for travelling at present. In accordance with the contact restrictions, a maximum of two persons may travel in the same car and must be seated one in the front and one in the back. For the entire duration of the work-related trip, the applicable distance and hygiene measures must be applied (see Attachment 3).

This means: line managers may approve domestic work-related trips with immediate effect. Decisions as to whether trips are essential are to be taken in the departments and should be documented. Strict criteria are to be applied when deciding on the necessity, also with regard to the timing (why does it have to be now?).

General permissions for work-related travel within Germany which have been approved before the travel ban are valid once again but subject to the regulations specified above.

International work-related travel will continue to be forbidden until further notice.

3. High-risk groups

Persons who are at a higher risk for a severe course of COVID-19 must be specifically protected. In such cases, close consultation with the line managers and, if necessary, the Human Resources department is required.

Written confirmation by the attending physician documenting that an employee is a member of a high-risk group must be submitted to UDE as employer.

IV. Protective equipment and its use

1. Barriers/protective screens

Protective screens that stop droplets serve to separate staff from visitors and divide workspaces if the minimum distance cannot be kept. The carpenter's workshop, which is part of the Technical Facility Management unit (Essen campus), is currently producing protective screens, which can now be ordered.

2. Respiratory protection/surgical masks

Application: A general obligation to wear face masks as is now applicable in retail outlets and public transport will not be introduced for the time being. As teaching is currently not taking place and not all staff is present on campus, the number of persons within buildings is significantly lower than during regular operation.

Persons who wish to do so may wear face masks. However, please consider and respect that the perceived need for protection may differ from one person to the next. Simple masks made of fabric may also be used. Please note that responsibility for keeping their face masks clean lies with each individual person.

In situations where the protective distance cannot be kept, all persons present are to wear surgical masks. Please note that, in such contexts, these masks predominantly serve to protect others, not yourself.

Depending on the situation/working conditions, FFP2-quality respiratory protection masks without valves may also be required, e.g. when invigilating written exams or instructing individual staff employed by contractors. Please find explanations of the differences in Attachment 2. In this context, it is crucial that the masks are worn properly. For instance, FFP masks are unsuitable for people with beards.

Procurement: UDE provides disposable surgical masks and FFP2 respiratory protection masks via the [central stock kept by the Technical Facility Management unit](#).

Use (see Attachment 2): Surgical masks and respiratory protection masks can be used multiple times during a day if they are put on and removed with clean hands or touching the ribbons only and it is ensured that they are stored without a risk of contamination (e.g. on a hook and not touching any surfaces). This way of storing also allows the masks to dry before the next use.

3. Hand hygiene/use of disinfectants

Virologists generally deem regularly and thoroughly washing your hands with soap sufficient. Therefore, UDE will not provide hand sanitiser in all washrooms and at all entrances throughout the campuses. For work situations where staff would have to wash their hands too frequently or where it is not possible, e.g. during face-to-face examinations, in the library, in the context of transport or consultation services, disinfectants can be ordered via the [central stock kept by the Technical Facility Management unit](#).

In the case of written examinations, mobile disinfectant dispensers will be made centrally available.

4. Cleaning/disinfecting surfaces

Plans are to be made for frequently and generally used surfaces to be cleaned at least once per workday. Facility Management will centrally clean handrails in staircases, handles of entrance, corridor and washroom doors, and control panels of lifts and photocopiers. Moreover, Facility Management will also clean (but not disinfect) desktops and telephones more frequently. Cleaning of washrooms was already included in the central cleaning services, depending on the building and the frequency of use also multiple times per day.

If the staff schedule includes working in shifts, cleaning in between shifts is to be organised. This can also be coordinated with the Facility Management Department.

Cleaning of other shared equipment (devices, table surfaces, etc.) has to be organised within each department. Using soapy water or glass cleaner for cleaning will be sufficient. Surfaces should only be disinfected in exceptional cases.

Cleaning agents are also provided via the central stock kept by the Technical Facility Management unit.

5. Disposable gloves

Gloves are primarily used for skin protection. The coronavirus is ineffective on the skin of your hands. It has to be in contact with the mucous membranes to harm humans. Therefore and because wearing gloves rather increases the risks, also for others, if they are not properly used, wearing gloves is not generally recommended. At best, they may be useful in specific areas (e.g. where frequent handover of objects is required).

Wearing gloves for long periods of time may result in health issues. If gloves are to be worn over long periods of time on a regular basis, an occupational health assessment regarding wet work is required.

6. Marking material/adhesive tape

The Facility Management Department will centrally install signs at frequently used entrances and staircases. The Staff Unit for Occupational Safety & Health and Environmental Protection provides material for labelling that individual organisational units would like to install themselves (e.g. distance marking).

Supplementary risk assessment regarding infection prevention and control



Unit	
Created by	
Head of unit	
Date, signature of the head of unit	

This risk assessment (RA) is a supplement to the existing risk assessments and must be filed alongside these existing documents, e.g. in the 'Arbeitsschutz' binder (occupational safety and health, 'red binder') This RA focuses on the additional risks resulting from the SARS-CoV-2 epidemic. Thus, the measures stipulated in the existing RAs continue to apply unless this RA explicitly states otherwise. When defining additional protective measures, the usual hierarchy of controls ('S-T-O-P' principle) is to be adhered to. Consequently, measures relating to contact avoidance and hygiene are to be given priority, with personal protective measures to follow after. The order in which the items are explained in this document serves to underline this approach.

An 'Internal action plan – Protective measures and workplace design for working during the SARS-CoV-2 epidemic' has been published for areas in general use at UDE. The protective measures specified in that document are applicable to all areas in general use at UDE. Measures for spaces that have been assigned to individual organisational units for independent management and use are to be defined in this supplementary RA. For office settings, one comprehensive supplementary RA will usually be sufficient. Similar to existing RAs, it may be useful or even required to define different partial RAs depending on the job profiles. A list of further documentation templates and support material including links is provided at the end of this document.

Implementation of the measures (for both UDE and the unit) is a prerequisite for work on campus to be resumed. Therefore, these measures must be implemented before taking up relevant activities. If the scope of activities is to be extended, the measures must be revised.

Fulfilled	Protective measure (examples/notes)
	Avoiding contact
<input type="checkbox"/>	<p>Presence on campus (including visitors) is limited as far as possible. <u>Examples:</u> Using the option to work from home in an optimised way for analysis and documentation tasks, etc.; accepting and issuing documents in digital form or by post <u>Note:</u> This is a basic requirement for allowing further measures for reducing contact to be realised. <u>Description of the implementation:</u></p>
<input type="checkbox"/>	<p>Work is organised in such a way that only the same persons are present at the same time wherever possible, with individuals not being allowed to switch groups. <u>Examples:</u> Forming teams/groups; no contact between teams working in parallel; different break times <u>Note:</u> This serves to ensure that only one group will be unavailable if an infection is detected. <u>Description of the implementation (including documentation of the composition of the groups):</u></p>

Supplementary risk assessment regarding infection prevention and control



Fulfilled	Protective measure (examples/notes)
<input type="checkbox"/>	<p>One- and two-person offices are only used by one person at a time.</p> <p><u>Examples:</u> Alternating on a daily basis or after a certain number of hours</p> <p><i>Description of the implementation (plan for the use of the relevant rooms (potentially including a schedule), for example; reference to the staff schedule if applicable):</i></p>
<input type="checkbox"/>	<p>In offices for more than two persons, the workstations are only used to an extent that allows the minimum distance of 1.5 metres to be kept between all persons present at all times.</p> <p><u>Examples:</u> Arranging/assigning workstations diagonally across from one another; alternating staff on a daily basis or after a certain number of hours</p> <p><i>Description of the implementation (plan for the use of the relevant rooms (potentially including a schedule), for example; reference to the staff schedule if applicable):</i></p>
<input type="checkbox"/>	<p>In laboratories and workshops, the workplaces are only used to an extent that allows the minimum distance of 1.5 metres to be kept between all persons present at all times.</p> <p><u>Examples:</u> One person per laboratory aisle; establishing handover areas for substances/objects to be processed; distance markings</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Shared spaces are used in such a way that the minimum distance of 1.5 metres is ensured at all times.</p> <p><u>Examples:</u> Copy rooms, kitchenettes, break rooms, meeting rooms; use by one person at a time; reducing the number of available seats</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Work situations where contact between multiple persons (including visitors and contractors) is absolutely necessary are organised and carried out in such a way that the minimum distance of 1.5 metres is ensured at all times.</p> <p><u>Examples:</u> Reducing the number of seats available in meeting rooms; using larger seminar rooms for meetings; using video and telephone conferencing systems for meetings and consultation services; establishing handover areas for exchanging documents; assigning appointments; access regulations; distance markings where queues may form</p> <p><i>Description of the implementation (including how reasons for the necessity are to be documented):</i></p>

Supplementary risk assessment regarding infection prevention and control



Fulfilled	Protective measure (examples/notes)
<input type="checkbox"/>	<p>If, in exceptional cases, the minimum distance of 1.5 metres cannot be kept, priority is to be given to installing barriers (sneeze guards).</p> <p><u>Examples:</u> Operating machinery or equipment together; contact with visitors</p> <p><i>Description of the implementation (including reasons for the exception):</i></p>
Hygiene measures	
<input type="checkbox"/>	<p>If, in exceptional cases, the minimum distance of 1.5 metres cannot be kept and barriers (sneeze guards) cannot be installed, personal protective equipment (PPE) must be worn.</p> <p><u>Examples:</u> Handling loads together; teamwork for assembling or disassembling equipment; invigilating exams; instructing staff from contractors</p> <p><u>Note:</u> In such cases, either all persons involved have to wear surgical masks or one person who is in contact with multiple persons successively must wear an FFP2 (or higher) category respiratory protection mask without a valve.</p> <p><i>Description of the implementation (including reasons for the exception and documentation of the persons working together):</i></p>
<input type="checkbox"/>	<p>Equipment, material and surfaces are to be used by a single person only wherever possible. If equipment, material or surfaces are shared between multiple persons, cleaning regulations must be put in place.</p> <p><u>Examples:</u> Devices, tools, telephones, keyboards, mice, tableware; providing cleaning agents</p> <p><u>Note:</u> Disinfection is not mandatory but may be helpful if a large number of people use the equipment or if it is frequently passed on.</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Cleaning of changing rooms, showers and washing facilities that are required due to the nature of work activities will be coordinated with the Facility Management Department.</p> <p><u>Examples:</u> Limitation to the number required for current operations, cleaning intervals</p> <p><i>Description of the implementation:</i></p>

Supplementary risk assessment regarding infection prevention and control



Fulfilled	Protective measure (examples/notes)
<input type="checkbox"/>	<p>Work clothing and personal protective equipment (PPE) is stored separately from everyday clothes and for each person individually. Cleaning arrangements are in place.</p> <p><u>Examples:</u> Personally assigned lockers with compartments; potentially using free lockers; sufficiently spaced hook racks</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Jointly used rooms are thoroughly ventilated on a regular basis.</p> <p><u>Examples:</u> Airing rooms by opening the windows wide for short periods of time and potentially also opening windows/doors on opposite walls; coordinating with the Technical Facility Management unit for forced ventilation</p> <p><i>Description of the implementation:</i></p>
Information and instruction	
<input type="checkbox"/>	<p>The essential regulations are communicated throughout the unit.</p> <p><u>Examples:</u> Posting notices; labelling, e-mails</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff is to be informed that they have access to preventive occupational health care and that the needs of members of high-risk groups will be specifically considered as required, in consultation with the Human Resources Department if necessary.</p> <p><u>Example:</u> Exemption from activities where the minimum distance cannot be kept or which involve handling of infectious material</p> <p><u>Notes:</u> Consultation with the university's Occupational Health Service; line managers can serve as the first point of contact regarding pragmatic solutions. Alternatives are to be presented in cases where health-related or personal data is to be treated as particularly confidential. Such factors can only be taken into consideration if one of the mentioned approaches is used.</p> <p><i>Description of the implementation (personal data may be documented on a separate sheet if required):</i></p>
<input type="checkbox"/>	<p>Staff is to be informed about the introduced measures of prevention and occupational safety and health on the basis of this supplementary RA and the relevant announcements and instructed on the rules of conduct regarding general hygiene measures. This must be documented.</p> <p><u>Examples:</u> Pointing out additions and modifications in particular; record of instruction</p> <p><i>Description of the implementation:</i></p>

Supplementary risk assessment regarding infection prevention and control



Fulfilled	Protective measure (examples/notes)
	Further measures
<input type="checkbox"/>	<p>Factors of mental stress to staff resulting from the corona crisis are considered as part of this supplementary RA.</p> <p><u>Examples:</u> High intensity of work over a long period of time, fear of infection, worry about family members who belong to a high-risk group, strain of family and care duties</p> <p><u>Note:</u> Consultation with the Work Psychology Unit</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p><i>Description of the implementation:</i></p>

Further information and documents (documentation templates and support material):

- [Contact documentation form \(MS Word file\)](#)
- [Contact information for the carpenter's workshop \(Technical Facility Management\)](#) for barriers (sneeze guards)
- [Contact information for the stockroom \(Technical Facility Management\)](#) for cleaning agents, disinfectants and PPE
- [Contact information for the University Print Shop](#) for (adhesive) labels
- [Hygiene plan \(MS Word file\)](#)
- [Instruction on infection prevention and control for staff](#) – Guidelines ([MS Word file](#))
- [Instruction on infection prevention and control for contractors and guests](#) – Guidelines ([MS Word file](#))
- [Record of instruction](#)

WISSENSWERTES UND HINWEISE ZUM

Tragen von Mund-Nasen-Bedeckungen

Das Tragen von Mund-Nasen-Bedeckungen kann neben anderen Maßnahmen nach aktuellem Wissensstand helfen, die Verbreitung des neuartigen Coronavirus SARS-CoV-2 weiter einzudämmen – auch wenn keine Krankheitszeichen vorliegen. Dieses Merkblatt informiert über verschiedene Arten von Mund-Nasen-Bedeckungen, deren jeweilige Schutzfunktion, welche wann empfohlen wird und was beim Tragen zu beachten ist.

Das Corona-Virus SARS CoV-2, das die Erkrankung COVID-19 auslöst, wird beim Sprechen, Husten und Niesen über die Atemluft in die Umgebung verbreitet. Daher liegt es nahe, eine Mund-Nasen-Bedeckung als mechanische Barriere bzw. Bremse zu tragen.

Mund-Nasen-Bedeckungen und medizinische Masken – was ist der Unterschied?

Neben den oft selbst genähten Mund-Nasen-Bedeckungen (sog. community masks) gibt es medizinische Schutzmasken, so genannte Operationsmasken (OP-Masken) und filtrierende Halbmasken, die ursprünglich aus dem Arbeitsschutzbereich stammen:

Für den Einsatz im privaten Alltag



the_burtons via Getty Images

Mund-Nasen-Bedeckungen (MNB)

als mechanische Barriere bzw. Bremse für eine Übertragung von Atemtröpfchen oder Speichel beim Atmen, Husten oder Niesen werden aus handelsüblichen Stoffen in unterschiedlichsten Variationen hergestellt und privat oder von verschiedenen Firmen wie Textilherstellern produziert. Sollte keine derartige Mund-Nasen-Bedeckung zur Verfügung stehen, kann auch ein Tuch oder ein Schal vor Mund und Nase gehalten oder gebunden werden.

Für den Einsatz im medizinischen Bereich und für COVID-19 Erkrankte



the_burtons via Getty Images

Medizinische Mund-Nasen-Schutzmasken (MNS), so genannte Operations (OP)-Masken

werden vor allem im medizinischen Bereich wie Arztpraxen, Kliniken oder in der Pflege eingesetzt. Sie können die Verbreitung von Speichel- oder Atemtröpfchen der Trägerin oder des Trägers verhindern und dienen primär dem Schutz des Gegenübers. OP-Masken zählen zu den Medizinprodukten und erfüllen entsprechende gesetzliche Vorschriften.



AGF/Kontributor via Getty Images

Partikel-filtrierende Halbmasken (filtering face piece, FFP-Masken)

werden in erster Linie in Arbeitsbereichen verwendet, in denen sich gesundheits-schädliche Stoffe in der Luft befinden. Die Masken halten Schadstoffe und auch Viren ab. Sie gelten als Gegenstand einer persönlichen Schutzausrüstung im Rahmen des Arbeitsschutzes. Es gibt Masken ohne Ausatemventil und Masken mit Ausatemventil. Masken ohne Ventil filtern sowohl die eingeatmete Luft als auch die Ausatemluft und bieten daher sowohl einen Eigenschutz als auch einen Fremdschutz. Masken mit Ventil filtern nur die eingeatmete Luft und sind daher nicht für den Fremdschutz ausgelegt. Je nach Filterleistung gibt es FFP1-, FFP2- und FFP3-Masken. Für die Behandlung von COVID-19-Patienten werden im Rahmen genereller Schutzkleidung, vor allem auch in Intensivstationen, FFP2- und FFP3-Masken verwendet.



Es gibt in allen Bundesländern die Pflicht zum Tragen von Mund-Nasen-Bedeckungen im öffentlichen Raum. Allerdings können sich die Vorgaben von Bundesland zu Bundesland unterscheiden. Informationen zu den geltenden Regelungen finden Sie auf den jeweiligen Internetseiten der Landesregierungen oder auf der Seite der Bundesregierung.



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Wissen, was schützt.

Welchen Schutz bieten Mund-Nasen-Bedeckungen?

Mund-Nasen-Bedeckungen eignen sich für den privaten Gebrauch, wenn sich Personen in öffentlichen Bereichen aufhalten und die Abstandsregeln nicht immer leicht einzuhalten sind, z. B. beim Einkauf, in Apotheken oder in Bus und Bahn. Bei einer Infektion mit dem neuartigen Coronavirus kann man nach aktuellem Wissensstand schon ein bis drei Tage vor den ersten Symptomen ansteckend sein, und es gibt auch Krankheitsverläufe ganz ohne Symptome. Diese Bedeckung stellt zwar keine nachgewiesene Schutzfunktion für die Trägerin oder den Träger selbst dar, kann bei einer Infektion aber dazu beitragen, das Virus nicht an andere Menschen weiterzugeben. Denn Tröpfchen, die beim Husten, Niesen oder Sprechen entstehen, können dadurch gebremst werden. Zusätzlich wird der Mund-/Nasen-Schleimhautkontakt mit kontaminierten Händen erschwert. Zudem kann das Tragen einer Bedeckung dazu beitragen, das Bewusstsein für einen achtsamen Umgang mit anderen zu stärken (Abstand halten).

Das Tragen einer Mund-Nasen-Bedeckung darf jedoch auf keinen Fall ein trügerisches Sicherheitsgefühl erzeugen.

Die Bedeckung schützt nicht die Trägerin oder den Träger, sondern das Gegenüber. Und nach wie vor sind die wichtigsten und effektivsten Maßnahmen zum Eigen- und Fremdschutz das **Einhalten der Husten- und Niesregeln**, eine **gute Handhygiene** und das **Abstandhalten** (mindestens 1,5 Meter) von anderen Personen.



Es ist nach wie vor wichtig, dass Ärzten und Pflegekräften ausreichend OP- sowie FFP-Masken zur Verfügung stehen, die COVID-19 Betroffene behandeln oder betreuen. Handelsübliche Schutzmasken sollten daher dem Fachpersonal vorbehalten bleiben – zum eigenen und zum Schutz anderer.

Was ist beim Tragen einer Mund-Nasen-Bedeckung zu beachten:

Der richtige Umgang mit den Mund-Nasen-Bedeckungen ist ganz wesentlich, um einen größtmöglichen Schutz zu erreichen:

- ▶ Waschen Sie sich vor dem Anlegen einer Mund-Nasen-Bedeckung gründlich die Hände (mindestens 20 bis 30 Sekunden mit Seife).
- ▶ Achten Sie beim Aufsetzen darauf, dass Nase und Mund bis zum Kinn abgedeckt sind und die Mund-Nasen-Bedeckung an den Rändern möglichst eng anliegt.

- ▶ Wechseln Sie die Mund-Nasen-Bedeckung spätestens dann, wenn sie durch die Atemluft durchfeuchtet ist. Denn dann können sich zusätzliche Keime ansiedeln.
- ▶ Vermeiden Sie, während des Tragens die Mund-Nasen-Bedeckung anzufassen und zu verschieben.
- ▶ Berühren Sie beim Abnehmen der Mund-Nasen-Bedeckung möglichst nicht die Außenseiten, da sich hier Erreger befinden können. Greifen Sie die seitlichen Laschen oder Schnüre und legen Sie die Mund-Nasen-Bedeckung vorsichtig ab.
- ▶ Waschen Sie sich nach dem Abnehmen der Mund-Nasen-Bedeckung gründlich die Hände (mindestens 20 bis 30 Sekunden mit Seife).
- ▶ Nach der Verwendung sollte die Mund-Nasen-Bedeckung bis zum Waschen luftdicht (z. B. in einem separaten Beutel) aufbewahrt oder am besten sofort bei 60° bis 95° C gewaschen werden.

Weitere Informationen finden Sie hier:

Erklärvideo zum Merkblatt auf dem Youtube-Kanal der BZgA unter https://www.youtube.com/watch?v=oMlhnINiDDs&feature=emb_logo oder unter <https://www.bundesregierung.de/breg-de/themen/coronavirus/schutz-gegenueber-1742272>

Bundesinstitut für Arzneimittel und Medizinprodukte (BfArM):

Hinweise für Anwender zur Handhabung von „Community-Masken“

<https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>

Robert Koch-Institut (RKI):

Hinweis zur Verwendung von Masken (MNS, FFP- sowie Behelfsmasken)

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Arbeitsschutz_Tab.html

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin (BAuA):

Antworten zur Verwendung von filtrierenden Halbmasken/Atemschutzmasken und weiterer persönlicher Schutzausrüstung

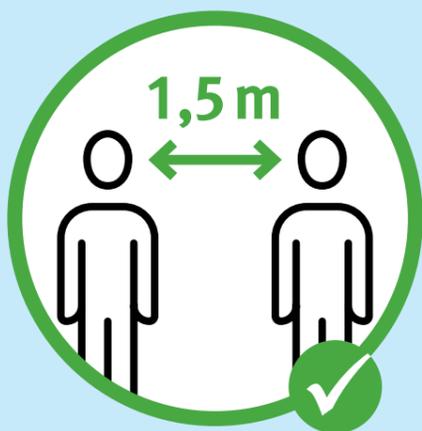
https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Biostoffe/FAQ-PSA/FAQ_node.html

Empfehlungen zum Einsatz von Schutzmasken

<https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Biostoffe/FAQ-PSA/pdf/Schutzmasken.pdf?blob=publicationFile&v=4>

CORONAVIRUS

General Protective Measures



Keep at least **1.5 m** distance to others!



Wash your hands regularly and thoroughly with **soap and water** for **20 seconds**, especially after going to the toilet and before consuming any food.



Cough and sneeze into the **inside of your elbow** or **handkerchief**, not into your hand.



Do not touch your face with your hands.



Do not shake hands.



Avoid face-to-face meetings. Use telephone and video conferencing instead.



Stay at home if you have a cough and high temperature.



If you suspect you might have the virus, only go to the doctor after making an appointment first.



Separate use of hygiene articles and towels.



Thoroughly clean contaminated contact surfaces at work (e.g. toilets, workplace) and disinfect if necessary.