

Information on hygiene at work

We recommend you maintain the following standard hygiene procedures:

- Protect yourself and others from infection.
- Wash your hands regularly and thoroughly (at least 20 seconds) with warm water and soap (ideally from a soap dispenser), especially if you have coughed or sneezed, or before you eat, after using the toilet and after being in contact with sick people.
- Use an alcohol-based hand sanitiser if there is no possibility to wash your hands.
- Use paper towels.
- Use paper tissues when sneezing or coughing. Use them only once and dispose of them after use.
- If you don't have a paper tissue, sneeze into your sleeve, turning away from other people, not into your hands.
- Don't drink directly from the tap, always use a cup.
- Follow rules regarding hygienic equipment and the cleaning of toilets.
- There is currently no general recommendation to wear protective masks.

At the university, we are regularly in contact with a large number of people. This can influence how quickly germs spread.

It is therefore important to put **preventative measures** into place to prevent the spread of germs.

It's not possible to guarantee a 100% protection from infection, however, we do ask you to follow the recommendations given and support the implementation of these recommendations.

Transmission

- ☐ Between people who are in close contact with one another, via respiratory droplets produced when an infected person coughs or sneezes.
- ☐ Avoid direct body contact if possible.

Keep to simple but effective rules of hygiene

- ☐ When greeting someone, don't shake hands or hug.
- ☐ When sneezing, sneeze into your sleeve, not your hands.
- ☐ Wash your hands several times a day with soap and warm water.
- ☐ If you have a fever, stay home.

If you come into direct contact with another person, thoroughly clean or disinfect your hands.