

Hygiene concept of the TH-OWL

for

Employees of the TH-OWL

1. Your access to the TH-OWL is only guaranteed for operational reasons. You have to present a complete vaccination certificate, or a convalescent status, or a negative Corona test result (up to 24h).¹
2. Unless operational reasons, activities should be carried out from working @ home (WFH).
3. According to the current legal situation, the TH-OWL offers all employees two Corona rapid tests per week. In addition the TH-OWL offers Corona self-tests, which can be performed independently at home before starting your travel to the TH-OWL.
 - a. In case of a positive result of a test, you are obliged to verify the result by a PCR test. The test center must be informed in advance of the existence of a positive rapid test and the instructions of the test center must be followed.
 - b. A negative test result does not exempt you from the compliance with hygiene regulations.
4. In all common areas (stairwells, corridors, elevators, meeting rooms, sanitary facilities, etc.), the wearing of a medical-mask is mandatory. Furthermore, the maintaining of a minimum distance of 1.50 m from other persons is obligate. The medical-mask can be dropped, after taking up a permanent seat in well-ventilated event- meeting- or office-rooms while maintaining a distance of 1.50 m. The minimum distance of 1.50m can be dispensed (in case of taking up permanent seats), if all persons wearing a medical-mask.
5. From entering of a TH-OWL building, a medical-mask must worn; hands must be cleaned with the provided hand disinfection. In order to minimize contamination of handrails, doorknobs, e.g. work-surfaces will be cleaned regularly with disinfectants.
6. Where possible, work equipment and tools are used only for specific persons. If this is not possible, a disinfection with a cleaning agent (with at least limited virucidal effect) plus hand washing or disinfection after use is obligatory.
7. For operational activities involving contact with customers or visitors, technical and organizational measures must be in place to ensure an effective separation of employee and customer areas.
8. Business trips to Germany and abroad, are only possible with the applicable hygiene regulations.
 - a. Business trips abroad will be approved by the President/Chancellor, only with an additional statement of the department of Occupational Health & Safety and the General Counsel.

¹ Relevant information in foreign languages you will find [here](#).

9. Good personal sanitary hygiene (sneezing into the elbow, not into the palm, or into the room, washing or disinfecting hands) must be observed by all persons.

10. Persons belonging to a risk group, or who are pregnant are advised to review possible alternatives with their superiors. If necessary in consultation with the department of Occupational Health & Safety.

11. All facilities (e.g. offices, meeting rooms, etc.) without air exchange through ventilation / air conditioning systems, must be ventilated by the event manager for at least 15 minutes before each use. A continuous exchange of air - either through the ventilation system or through open windows - must also be guaranteed during use. This also applies to cold temperatures. Please take appropriate precautions and wear appropriate clothing! If you have any queries, please contact gesundheitsschutz@th-owl.de.