I. Working during the pandemic - more safety and health at work

The Corona (SARS-CoV-2) pandemic affects social and economic life, both employed and non-employed. This pandemic situation is a threat to the health of an undefined number of people and at the same time to public safety and order. It has a significant impact on the life of every individual. It affects all economic activity and therefore the whole world of work. Health and safety and economic recovery can only work in harmony if a stop-and-go effect is to be avoided.

The special occupational health and safety measures described below aim to protect the population by interrupting the infection chains, to safeguard the health of employees, to restore economic activity and, at the same time, to establish a medium-term lasting state of flat infection curves. The order of priority from technical to organisational and personal protection measures must be observed.

Two clear principles apply:
- Regardless of the operational measure concept, in cases of doubt, where the minimum distance cannot be safely maintained, mouth-nose covers should be provided and worn.
- Persons with respiratory symptoms (unless they have been cleared by a doctor, e.g. a cold) or fever should generally not stay on the premises. (Exception: employees in critical infrastructures; see RKI recommendations). The employer must (e.g. within the framework of "infection emergency plans") establish a procedure for clarifying suspected cases (e.g. in the case of fever; see RKI recommendations).

II. Operational measure concept for temporary additional measures to prevent infection from SARS-CoV-2 (SARS-CoV-2 occupational safety standard)

The responsibility for the implementation of necessary infection protection measures lies with the employer according to the result of the risk assessment. The employer must seek advice from the occupational safety specialists and company doctors and coordinate with the company's interest groups.

If the company has an occupational health and safety committee, it coordinates the implementation of additional infection control measures in a timely manner and assists in monitoring their effectiveness. Alternatively, a coordination/crisis team can also be set up under the direction of the employer or a person commissioned in accordance with § 13 ArbSchG/DGUV regulation 1, with the involvement of the works council, occupational safety specialist and company doctor.
**Special technical measures**

1. **Workstation design**
   Employees should keep a sufficient distance (at least 1.5 m) from other people. Where this is not possible even through measures of work organisation, alternative protective measures must be taken. Transparent partitions are to be installed for public traffic and, if possible, to separate workplaces with otherwise not given protective distance. Office work should be carried out in the home office if possible. Otherwise, for office workplaces, the free room capacities are to be used and the work is to be organised in such a way that multiple occupancy of rooms can be avoided or sufficient protective distances are provided.

2. **Sanitary rooms, canteens and break rooms**
   Liquid soap and towel dispensers that are gentle on the skin should be provided for cleaning the hands. Sufficient cleaning and hygiene must be provided, if necessary the cleaning intervals must be adjusted. This applies in particular to sanitary facilities and common rooms. Regular cleaning of door handles and handrails also helps to prevent infections. In break rooms and canteens, sufficient clearance must be ensured, e.g. by not placing tables and chairs too close together. Care should be taken to avoid queues at the food and crockery counters and at the cash desk. If necessary, the canteen and food distribution times must be extended. As a last resort, the closure of canteens should also be considered.

3. **Ventilation**
   Regular ventilation serves the purpose of hygiene and promotes air quality, as the number of pathogens in the indoor air can increase in closed rooms. Ventilation reduces the number of fine droplets containing pathogens that may be present in the air.

   Special notes on air handling systems (RLT):
   The risk of transmission via air conditioning can be classified as low overall. It is not advisable to switch off AHUs, especially in rooms where infected persons are treated or where infectious materials are handled, as this can lead to an increase in the aerosol concentration in the room air and thus to an increased risk of infection.

4. **Infection protection measures for construction sites, agriculture, outdoor and Delivery services, transport and journeys within the holding**
   Even in the case of work-related (customer) contacts outside the premises, distances of at least 1.5 m must be maintained as far as possible. The working procedures for these activities are to be checked to see whether isolated work is possible, provided that this does not cause additional hazards. If this is not the case, the smallest possible fixed teams (e.g. 2 to 3 persons) must be provided in order to reduce the number of changing contacts within the staff during travel and work outside the premises. In addition, facilities for frequent hand hygiene must be provided near the workplaces for these activities. Furthermore, additional equipment of the
to provide company vehicles with utensils for hand hygiene and disinfection and with paper towels and bin liners. In the case of operationally necessary journeys, the simultaneous use of vehicles by several employees is to be avoided as far as possible. In addition, the number of persons using a vehicle together - simultaneously or consecutively - must be restricted as far as possible, e.g. by assigning a vehicle to a designated team. The interiors of company vehicles must be cleaned regularly, especially if they are used by several people. Journeys for material procurement or delivery are to be reduced if possible, tour planning is to be optimised accordingly.

In the case of transport and delivery services, possibilities for the use of sanitary facilities must be taken into account in route planning, as hand hygiene is only possible to a limited extent due to the current closure of many publicly accessible toilets and washrooms.

5. Infection prevention measures for collective accommodation

For the accommodation in collective accommodation, teams should be as small as possible and should be who also work together. Where possible, these teams are to have their own

Provide communal facilities (sanitary facilities, kitchens, common rooms) to avoid additional stress due to shift use and necessary cleaning between uses by the individual teams. In principle, individual occupancy of bedrooms is to be provided. Multiple occupancy of sleeping rooms is basically only allowed for partners or close family members. Additional rooms must be provided for the early isolation of infected persons. Accommodation rooms must be ventilated and cleaned regularly and frequently. Dishwashers must be provided for kitchens in the accommodation, as disinfection of crockery requires temperatures above 60°C. Washing machines must also be provided or a regular laundry service must be organised.

6. Home Office

Where possible, office work should be carried out in the home office, especially if office space would have to be used by several people with insufficient safety distances. Home offices can also help to enable employees to fulfil their care obligations (e.g. children or relatives in need of care). On the topic page of the New Quality of Work Initiative (www.inga.de), recommendations for employers and employees on the use of the home office are listed.

7. Business trips and meetings

Business trips and face-to-face meetings should be reduced to the absolute minimum and, alternatively, technical alternatives such as telephone or video conferencing should be provided as far as possible. If face-to-face meetings are absolutely necessary, there must be sufficient distance between the participants.
**Special organisational measures**

8. Ensuring sufficient protective distances
The use of traffic routes (e.g. stairs, doors, lifts) must be adapted so that sufficient distance can be maintained. Where experience has shown that crowds of people accumulate (time recording, canteen, tool and material dispensaries, lifts, etc.) protective distances of the standing areas should be marked, e.g. with adhesive tape. Even when several employees work together, e.g. in assembly, the minimum distance between employees of 1.5 m should be ensured. Where this cannot be guaranteed from a technical or organisational point of view, alternative measures (wearing mouth-nose covers) should be taken.

9. Work equipment / tools
Tools and work equipment are to be used on a personal basis wherever possible. Where this is not possible, regular cleaning must be provided, especially before handing over to other persons. Otherwise, suitable protective gloves must be used when using the tools, provided that this does not result in additional hazards (e.g. capture by rotating parts). In this context, limits on the wearing time and the individual disposition of the employees (e.g. allergies) must also be taken into account.

10. Organisation of working time and breaks
Occupancy rates of work areas and shared facilities shall be reduced by measures for time equalisation (staggered working and break times, shift operation if necessary). When drawing up shift schedules, care should be taken to assign the same persons to common shifts, if possible, in order to further reduce internal personal contacts. At the beginning and end of working time, suitable organisational measures must be taken to prevent close contact between several employees (e.g. time recording, in changing rooms, washrooms and showers etc.).

11. Storage and cleaning of work clothing and PPE
Particularly strict attention must be paid to the exclusively personal use of all personal protective equipment (PPE) and work clothing. It must be possible to store work clothing and PPE separately from everyday clothing. It must be ensured that work clothing is cleaned regularly. If there is no possibility of additional risks of infection and/or hygiene deficiencies (e.g. due to soiling) and if, at the same time, internal personal contact can be avoided, employees must be allowed to put on and take off their work clothes at home.

12. Access to workplaces and company premises by persons not belonging to the company
Access by external persons should be kept to a minimum if possible. Contact details of external persons as well as the time of entering and leaving the place of work / the company premises must be documented as far as possible. External persons must also be informed about the measures currently in force in the company to protect against infection with SARS-CoV-2.
13. Instructions for action in suspicious cases
Company regulations for the rapid clarification of suspected cases of COVID-19 disease must be established. In particular, fever, cough and shortness of breath can be signs of infection with the corona virus. For this purpose, a fever measurement without contact if possible must be provided during operation. Employees with corresponding symptoms are to be asked to leave the company premises immediately or to stay at home. Until the suspicion has been clarified by a doctor, the employee must be assumed to be unfit for work. The persons concerned should immediately contact a doctor or the public health department by telephone for clarification. The employer should make arrangements in the company pandemic plan to identify and inform those persons (employees and, where possible, customers) in the event of confirmed infections who are also at risk of infection through contact with the infected person.

14. Minimize psychological stress due to corona
The corona crisis not only threatens and unsettles companies, but also generates great fears among many employees. Other aspects to be considered with regard to psychological stress include possible conflictual disputes with customers, long-term high work intensity in system-relevant industries and requirements of social distancing. These additional psychological stresses should be taken into account in the risk assessment and appropriate measures taken on the basis of this.

Specific personal measures

15. Mouth and nose protection and personal protective equipment (PPE)
In the event of unavoidable contact with other persons or if protective distances cannot be maintained, PPE should be provided and worn in particularly hazardous working areas.

16. Instruction and active communication
Comprehensive communication within the company must be ensured about the preventive and occupational safety measures that have been introduced. Instructions for managers ensure that actions are safe and should be centralized as far as possible. Uniform contact persons should be available and the flow of information should be ensured. Protective measures must be explained and information must be made comprehensible (also by means of signs, notices, floor markings, etc.). Attention must be drawn to compliance with personal and organisational hygiene rules (distance requirement, "cough and sneeze label", hand hygiene, PPE). Information from the Federal Centre for Health Education is also helpful for instruction.

17. Occupational medical precaution and protection of particularly endangered persons
Occupational medical precautions must be made possible or offered to the employees. Employees can obtain individual advice from the company doctor, including on special risks due to a previous illness or individual disposition. It must also be possible to address fears and psychological stress. The company doctor knows the workplace and suggests suitable protective measures to the employer if the normal occupational safety measures are not sufficient. If necessary, the doctor of the affected
person also recommend a change of activity. The employer only learns about this if the person concerned expressly agrees. Occupational medical precautions can be taken by telephone; some company physicians offer a hotline for employees.

III. implementation and adaptation of the common SARS-CoV-2 occupational health and safety standard

It can be assumed that the pandemic will pose a challenge to infection control at work over a longer period of time. In order to meet these special challenges and to enable a uniform approach throughout Germany and across sectors, the

- the BMAS to set up a temporary advisory group on "Protective measures at the workplace to prevent SARS-CoV-2" in order to be able to react promptly and in a coordinated manner to the further development of the pandemic and to make any necessary adjustments to the existing occupational health and safety standard. The members are to be representatives of the Federal Ministry of Labour and Social Affairs (BMAS), the Federal Institute for Occupational Safety and Health (BAuA), the Robert Koch Institute (RKI), two representatives each of the German Trade Union Federation (DGB), the Confederation of German Employers' Associations (BDA), accident insurance institutions (UVT), the Länder and experts.
- the present SARS-CoV-2 occupational health and safety standard is specified and supplemented as required by the accident insurance institutions and, if necessary, by the supervisory authorities of the federal states on a sector-specific basis.
- the German government publishes the SARS-CoV-2 occupational safety standard and refers to the industry-specific concretisations and supplements. It asks BAuA, BDA, DGB, DGUV and the occupational health and safety administrations of the Länder to use their networks for communication in the same way. The measures described are a contribution to ensuring a flat curve of (new) infections. The Joint German Occupational Safety and Health Strategy (GDA) supported by the Federal Government, the Länder and accident insurance companies will also support the dissemination and application of the SARS-CoV-2 occupational safety and health standard and its further sector-specific concretisation in the workplace.