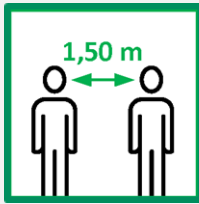


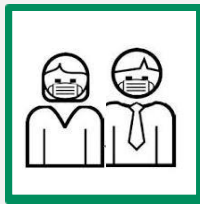


## APPENDIX

# General Protective Measures Coronavirus



Keep the minimum distance of 1.5 m away from others.



Cover your mouth and nose with a mask on all traffic/meeting areas in sanitary facilities or if you cannot maintain the minimum distance.



Regularly wash your hands thoroughly with soap and water for 20 seconds especially after going to the toilet and before eating.



Cough and sneeze into your elbow or a tissue, not your hand.



Do not touch your face with your hands.



Do not shake hands.



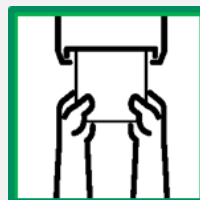
Avoid face-to-face meetings. Use telephone and video conferences instead.



Stay at home if you have a cough or fever.



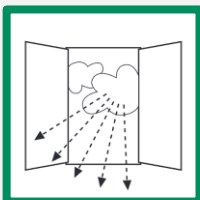
If you think you may be infected, call before going to see a doctor.



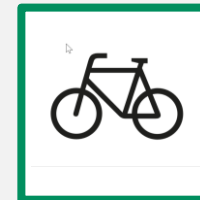
Separate use of hygiene items and paper towels.



Thoroughly clean contaminates contact surfaces (e.g. workstations, toilets) and disinfect if necessary.



Windows fully open for approx. 3-10 minutes at regular intervals: in offices every 60 minutes; in meeting rooms/lecture halls every 20 minutes.



If possible, use individual means of transport.