**CORONAVIRUS**

**WHAT RULES NOW APPLY TO ALL EMPLOYEES OF RUB?**

**THE MOST IMPORTANT AT A GLANCE**

- Keep your distance, avoid physical contact. No matter whether in the private sphere or at work.
- Use of the lifts by individuals only
- Sick persons and contact persons must be isolated for a certain period of time so that they do not infect other people.
- Avoid contact with persons who show symptoms of a respiratory tract infection (cough, cold, possibly fever, sore throat).

**COMMUNICATION WITH EACH OTHER**

- Strict renunciation of greeting rituals (handshakes, hugs)
- Conversations, service meetings, instructions etc. preferably via telephone, video conference or e-mail

**BEHAVIOUR OF GROUPS IN ROOMS**

- Social rooms: Exclusively used by employees who are not allowed to eat and drink at the workplace (for example in workshops and laboratories). Presence of one or few persons at a minimum distance of 1.5 metres. Plan time-shifted breaks correspondingly and prepare social rooms with few seats at a distance of at least 1.5 metres
- Office space: If possible, work in individual offices. If it is unavoidable that several employees use a room, a minimum distance of 1.5 metres must be maintained and side by side (not opposite). If several people use smaller offices, they should work in a time-shifted rotation system with only one person present.
- Workshops and laboratories: Here too, work alone if possible. If working alone is not possible due to the activity or is not permitted for hazardous work (e.g. craft work that is likely to cause injury, handling of hazardous substances with a high risk potential), keep as far away from each other as possible.

**BEHAVIOUR OF AND WITH CORONA SUFFERERS**

- Persons who have been diagnosed with COVID-19 (with a positive test result) are not allowed to re-enter the campus and the RUB facilities until the quarantine ordered by the Health Department has ended. This is the case at the earliest 14 days after the beginning of the illness and at least 48 hours without symptoms. After a severe course of illness with hospitalisation, it is recommended that the patient contacts the RUB company doctor (betriebsarzt@rub.de). Medical confidentiality is of course observed.
- Contact persons who have had direct contact with a person suffering from COVID-19 may only enter the campus and facilities of RUB after the end of the quarantine imposed by the Health Department (at the earliest 14 days after contact).

**BEHAVIOUR AFTER STAYS ABROAD**

Persons with a stay abroad of several days are not allowed to enter the campus and facilities of RUB for 14 days after their arrival in Germany.

**BEHAVIOUR OF PERSONS WITH SYMPTOMS**

Persons with symptoms of a respiratory infection (cough, cold and/or fever) must not appear at work. They must report to their supervisor by telephone or email and stay away from the workplace for eight days. If they have a medical certificate of incapacity for work, they may have to stay away from work for longer.