

Appendix 3

Implementation of the Guidelines and Distancing Rules for the Start of Basic Operations at MDC-BIMSB

In implementing the guidelines and distancing rules for the start of basic operations at the MDC, the following additional organizational guidelines are being issued for BIMSB in Mitte, which are intended to enable scientific and administrative work in basic operations with as little contact as possible.

Staff deployment

- If possible, office employees capable of working remotely should work from home, especially “computational” research groups or employees.
- In all areas and for all activities the following applies: maintain a minimum distance of ideally 2 meters, but at least 1.5 meters.

Working in an open-plan laboratory

- A maximum of one person per work bay (large laboratory table) should be active in the open-plan laboratories of the high-rise and low-rise buildings.
- It is possible to create temporary laboratory spaces in other, less occupied laboratories (e.g., second floor of the high rise) or in the laboratory area on the fifth floor (please notify Ms. Verena Maier or Ms. Victoria Malchin of your requirements).

Working in an open-plan office

- Simultaneous presence of no more than two employees per “work bay”; ideally one person at the aisle and one person at the window.
- Those sitting opposite one another in open-plan offices who are only separated by partitions should wear a mouth-and-nose covering.
- Corridors in the office should only be walked through individually to avoid close contact.
- The offices 0.06, 0.07 and 0.81 as well as the administrative workstations on the ground floor (0.43–0.49) can be used as alternative offices for individuals.

- The analysis areas on the fifth floor are also available subject to the above-mentioned two-person rule per work bay.
- The seminar and conference rooms are approved as workstations for individual use or in compliance with the distancing rules and are therefore not available for meetings.
- For administrative offices with double or triple occupancy, we ask you to work in shifts (mornings/afternoons) or in daily or weekly rotation.

Break rooms

- Use of the kitchenettes by a maximum of two people, observing a minimum distance of ideally 2 meters, but at least 1.5 meters.
- Use of the seating in the corridors and the terrace on the third floor only if minimum distances can be maintained.
- Please follow the signs indicating the occupancy of sanitary facilities – only approved for individual use.
- The seminar and conference rooms will be used for other purposes when considering the new distance rules and are therefore not available for meetings

Limited use of up and down stairways

- Follow the signs for up and down stairways (e.g., spiral staircases only lead up, emergency staircases only lead down).
- Follow the signs for laboratory entrances and exits (one-way system).
- Keep laboratory sliding doors closed at all times to ensure the required exchange of air via the air conditioning system to prevent infection.
- The elevators should only be used individually.

Events/seminars

- Events are currently not being held.
- No use of the event rooms for on-site seminars etc.; alternatives: telephone or video conferencing.

Hygienic disinfection precautions

- GRG cleaners are stepping up the disinfection of handrails, handles, control panels, etc.
- Encourage employees to additionally disinfect equipment and work areas used collectively.

General information

- **In the BIMSB building corridors, especially when using means of access, wearing a mouth-and-nose covering is mandatory.** In the open-plan offices and laboratories themselves, the obligation only applies if the distancing rule of ideally 2 meters, but at least 1.5 meters cannot be observed or if there are more people in the room than the number mentioned above (see Working in an open-plan office or laboratory).