

The English version is merely for the purpose of information, the legally binding text is the German text.

# Hygiene Concept

## of the Max Delbrück Center for Molecular Medicine in the Helmholtz Association

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### Change History

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Hygiene Concept | April 21, 2020

The Hygiene Concept has been developed to minimize the risk of Sars-CoV-2 infection in connection with the pandemic spread of the virus in spring 2020 and with the implementation of additional infection control measures and occupational safety and health standards of the Federal Ministry of Labour and Social Affairs from April 16, 2020.

## Preamble

The coronavirus (Sars-CoV-2) pandemic is affecting both social and economic life – both the working and nonworking population – in equal measure. The pandemic situation not only endangers the health of countless people but also threatens public safety and order. The special occupational safety and health measures described in the following aim to protect the population by breaking the infection chains, safeguarding the health of employees and restoring economic activity, while continuously flattening the infection curve over the medium term.

## 1. Risk assessment

### 1.1. Scope and period of application

The Hygiene Concept is applicable for MDC facilities at the Buch campus and Building 101 (Berlin-Mitte, BIMSB). The period of application is limited to the time of the global pandemic infection development.

### 1.2. Risk description

The risk of infection with Sars-CoV-2 is currently high and increases on a linear basis with the number of contact persons

([https://www.rki.de/EN/Home/homepage\\_node.html](https://www.rki.de/EN/Home/homepage_node.html))

Contact persons are people to whom the required safe distances cannot be maintained during interpersonal interactions and who are not wearing adequate personal protective equipment (PPE) – FFP2 masks, etc. This only applies to airborne/inhaled infection hazards; smear infections appear to be secondary at this stage. If persons are on the premises of the MDC (Buch campus or in Berlin-Mitte), such interactions cannot be completely avoided but can be minimized by undertaking the measures described below.

## 2. Risk identification and risk assessment (short version)

### Way to work

- a) Private transport: no contact, low risk 
- b) Public transportation: frequent contact, high risk 

### Entering buildings

Contact possible, moderate risk 

### Working in laboratories

Contact possible, moderate risk 

### Working in offices with multiple workstations

Contact possible, moderate risk 

### Working in single-person offices

Contact unlikely, low risk 

### Breaks

Contact possible, moderate risk 

## 3. General measures

- Persons with respiratory symptoms (other than, for example, a cold that has been diagnosed by a physician) or persons with a fever should not be at the MDC.
- Employees can seek individual advice from the occupational physician, including on special risks due to a prior illness or individual susceptibility. The occupational physician can suggest suitable preventive measures to the employer in instances where the normal occupational safety and health measures are not sufficient.
- A minimum distance of ideally 2 meters, but at least 1.5 meters must be kept from other persons at all times!

- Hygiene rules, such as sneezing into the crook of your elbow and regular thorough hand washing, are to be observed.
- When washing/disinfecting your hands, operate the faucet/dispenser with your forearm if possible.
- When you are in a room with other people, a mouth-and-nose covering must be worn.
- Open door handles with your forearm if possible.
- Additional disinfection measures are to be carried out (using a disinfectant in accordance with Biosafety Level 2 [BSL2] of the MDC Hygiene Plan).

#### **4. Measures when traveling to work with public transportation**

- Avoid peak times under all circumstances.
- Wearing a mouth-and-nose covering is mandatory.
- It is strongly recommended not to use the shuttle bus in Berlin-Buch (unless you have health problems).

#### **5. Measures when entering buildings**

- As a general rule, in MDC buildings it is mandatory to wear a mouth-and-nose covering.
- Building 31.1: The inner electronic sliding door in the entrance area will remain open to prevent lines from forming in the foyer.
- The route guidance system is to be followed.
- It is important to ensure safe distancing. The use of means of access (such as stairs) must be adapted so that safe distancing can be maintained. At points where people tend to gather, it is absolutely essential to keep safe distancing.

## 6. Measures when working in laboratories

- While basic operations are in place, it is recommended to wear safety glasses.
- Lab equipment such as pipettes should be individually assigned.
- The heads of the departments/research groups are to ensure that the following number of persons are not exceeded:
  - Offices: 1–2 persons
  - Open-plan offices: 3–4 persons
  - Small laboratories: 1–2 persons
  - Open-plan laboratories (e.g., H.89): 4 persons
  - Work bays: 2 persons
  - Work bays (large lab tables) at BIMSB: 1 person
- Wherever possible, a distance of ideally 2 meters, but at least 1.5 meters should be kept between yourself and other people (“social distancing”).
- Regular hand hygiene is to be performed (clean hands thoroughly with soap and water for at least 20 seconds). See also:  
[https://www.rki.de/DE/Content/Infekt/Krankenhaushygiene/Haendehygiene/Haendehygiene\\_node.html](https://www.rki.de/DE/Content/Infekt/Krankenhaushygiene/Haendehygiene/Haendehygiene_node.html) (only in german)
- <https://www.ecdc.europa.eu/en/publications-data/directory-guidance-prevention-and-control/core-requirements-healthcare-settings-0> (in english)
- Follow the signs for laboratory entrances and exits (one-way system).
- Follow the signs for up and down stairways.

## 7. Measures when working in offices

- The principle “home office first” applies! If possible, single-person offices should be organized, e.g., by shift operation. The minimum distances must be observed.
- Ensure that offices are well ventilated (at least twice an hour for five minutes).
- If possible, organize work in such a way that individual use of offices is possible.
- Only use office corridors alone or with the necessary minimum distance of ideally 2 meters, but at least 1.5 meters.

- In offices with multiple workstations, the connecting door should be left open to avoid unnecessary contact with the door handle.
- When visiting other offices, mouth-and-nose coverings must be worn by all those present.
- Online information: [https://www.mdc-berlin.info/43517822//media/documents/Safety/safety/Arbeitsschutz/Hinweise\\_zu\\_m\\_Homeoffice\\_Ki.pdf](https://www.mdc-berlin.info/43517822//media/documents/Safety/safety/Arbeitsschutz/Hinweise_zu_m_Homeoffice_Ki.pdf) (in german)

LINK Information for Working at home

## 8. Measures for appropriate behavior during breaks

- Breaks must be taken according to the distancing rules.
- In the cafeteria and all other break areas, the distancing rules and prescribed hygiene measures must be observed.

## 9. Measures on construction sites, for field work and delivery services, transport and trips within the campus

- Distances of at least 1.5 meters must be observed. The arrangements for such work are to be assessed to see if it can be performed individually provided that this does not create additional hazards.
- For necessary work-related trips, wherever possible, the same vehicles should not be used by multiple employees. The group of employees who share a vehicle – simultaneously or consecutively – must also be kept as small as possible.
- Trips to obtain supplies or make deliveries are to be reduced as much as possible and route planning is to be optimized accordingly.

## 10. Measures for the use of work equipment/tools/workshops:

- If possible, tools and work equipment must be individually assigned.
- Where that is not possible, regular disinfection must be provided for, especially before handing over to another employee.
- Otherwise, suitable protective gloves must be worn when using tools unless this creates an additional hazard (such as of gloves getting caught in rotating parts).

- Limitations on wearing time and employees' individual susceptibilities (allergies, etc.) are also to be taken into account.

### **11. Measures (instructions) for storage and cleaning of work clothing and personal protective equipment (PPE)**

- Particularly strict care must be taken to ensure that personal protective equipment of any kind and work clothing are individually assigned.
- Provision must be made for employees to store their individual work clothing and PPE separately from their everyday clothing.
- Work clothing must be changed once a week.

### **12. Measures for the use and reuse of masks**

- The outer surface of the used mask is potentially pathogenic; contamination of the wearer, especially on the face (nose, mouth, eyes), must be avoided when reusing the mask.
- When reusing the mask/mouth-and-nose covering, it is important to ensure that the it is removed in such a way that contamination of the mask/mouth-and-nose covering (especially the inside surface) or contamination of the face is prevented, e.g., through previous glove disinfection or hand disinfection.
- After removing the mask/mouth-and-nose covering, it should be stored dry in the open air (not in a closed container!) in such a way that contamination of the inside surface of the mask/mouth-and-nose covering, but also contact to other surfaces, is avoided.

#### **Please take care to ensure the following:**

- The used mask/mouth-and-nose covering should be clearly assigned to one person in order to prevent it from being worn by others (e.g., marking the strap).
- Used, disposable FFP masks/mouth-and-nose coverings should not be cleaned or disinfected with disinfectant, as this may adversely affect the functionality of the mask.
- When putting the mask/mouth-and-nose covering on again, it is important to prevent the spread of pathogens from a possibly contaminated outer surface to the inner surface. Touching the inner surface of the filter fleece must therefore be avoided.

- Any masks/mouth-and-nose coverings whose inner surface may have become contaminated due to handling errors must not be used.
- The temporary storage place must be disinfected properly immediately after removing the mask/mouth-and-nose covering.

Berlin, April 23, 2020

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