

mycon GmbH

Bielefeld, 11.03.20

Company hygiene instructions: Coronavirus

Dear colleagues,

Due to current situation, we would like to take a few preventive measures against the coronavirus in the company.

The following basic points should be followed closely by all employees:

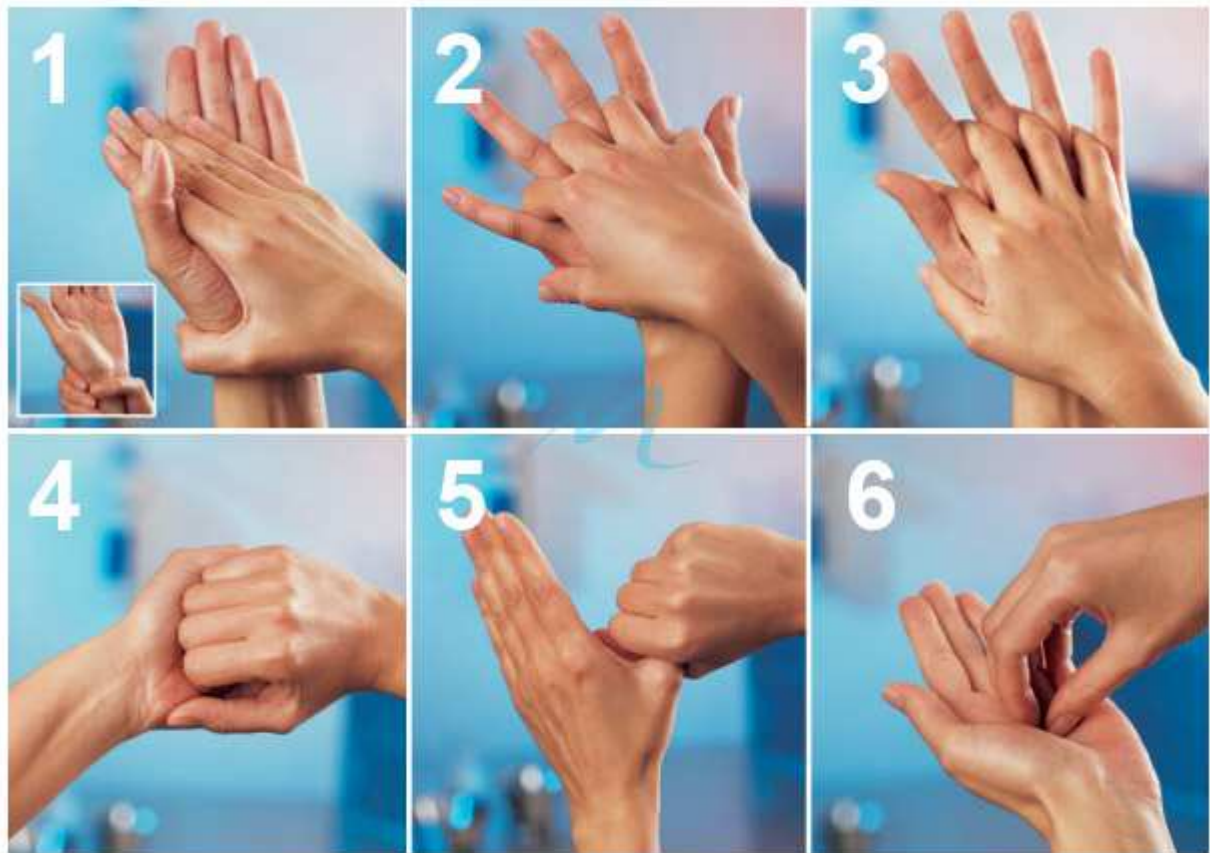
- Hand hygiene - washing hands properly protects!



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- **Proper hand disinfection is especially important!**

Fingertips and thumbs should be sufficiently moistened with disinfectant. The duration of application of 30 sec. must be observed (see instructions).



- **Keep distance (2 m)**

We would like to ask you to limit the contact between colleagues to the most necessary. The distance between the persons of 2m should be observed. There should be no more shaking hands. This applies to colleagues as well as to customers/others.

- **Furthermore, the following will change in the procedure:**

- Personal vehicle use (groups will remain as far as possible, the change between employees will be kept as low as possible, restrict vehicle changes)

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- For the time being, breaks should no longer be held together in the social room, nor at the workplace
- Work suits should be kept on, no change of clothes/laundry in the social room. Hand washing in connection with the use of the toilet is possible
- Drop dirty work clothes as usual
- Remove new work items from the cupboard and take them home
- In the evening clean surfaces in the vehicle/on tools etc. with disinfectant provided by the company
- Always wear gloves when working
- Clean hands occasionally with hand disinfectant (provided by the company as soon as possible)
- Entering the offices only when necessary / only in the front area
- A regular fever measurement must be carried out





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- **Additional protective measures for colleagues in the office:**
 - Outside customer contacts as far as possible (filter cleaning)
 - Disinfect door handles (other handle surfaces, e.g. kitchen) several times a day

The management

Receive instructions

Signature