

Corona Hygiene Concept

At attocube, we have developed a corona hygiene concept to contribute to the health of employees, external visitors and all other persons involved by providing a hygienic environment and ensuring a smooth workflow.

Furthermore, all employees and visitors of attocube systems AG are required to carefully observe the hygiene instructions of the health authorities or the Robert Koch Institute. All affected persons must be informed about the hygiene measures in a suitable manner.

Personal Hygiene

The novel coronavirus is transmissible from person to person, mainly via droplet infection. Infection usually occurs directly via the mucous membranes of the respiratory tract. However, indirect infection via the hands, which are subsequently brought into contact with the mucous membranes of the mouth, nose or eye, is also possible.

The most important measures for personal hygiene are therefore:

- In case of signs of illness (e.g. fever, dry cough, breathing problems, loss of sense of taste or smell, sore throat, aching limbs), stay at home and avoid contact with other people.
- Keep at least a distance of 1.50 m
- Do not touch your face, especially the mucous membranes, with your hands, i.e. do not touch your mouth, eyes or nose.
- Do not touch, hug or shake hands.
- Thorough hand hygiene (e.g. after blowing the nose, coughing or sneezing, after using public transport, before and after eating, after going to the toilet) by: a) washing hands with soap for 20-30 seconds b) hand disinfection

If possible, do not touch publicly accessible objects such as door handles or elevator buttons with your full hand or fingers, if necessary use your elbows.

Coughing and sneezing label: Coughing and sneezing in the crook of your arm are among the most important preventive measures! When coughing or sneezing, keep the greatest possible distance from other people, preferably turn away.

Wearing a mouth-nose protector or a textile barrier (mouth-nose cover) is obligatory throughout the company building to reduce the risk of infecting another person by coughing, sneezing or speaking (foreign protection). Nevertheless, the minimum distance must still be maintained. Mouth and nose protectors may only be temporarily removed at one's own workplace (office workstations). This does not apply to workplaces in production.

The current hygiene regulations, in particular the current recommendations of the Robert Koch Institute and the Federal Centre for Health Education, must continue to be observed even when wearing a mouth and nose protector.

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Room Hygiene

To avoid transmission by droplet infection, a distance of at least 1.50 m must be maintained at all times. Regular and correct ventilation is particularly important, as this allows the indoor air to be exchanged. Depending on occupancy, each room should be ventilated for several minutes approximately every 30-60 minutes.

In addition, the following areas should be regularly and thoroughly cleaned (and in some cases additionally disinfected):

- door handles and grips
- staircases & handrails
- light switch
- tables, chairs, telephones, printers/scanners
- as well as all other grip areas, such as computer mice and keyboards

The maximum occupancy of the meeting rooms has been redefined and must be observed. As far as possible and reasonable, meetings, especially with many participants, should continue to be held via Skype. At the end of a presence meeting, tables & armrests must be wiped clean by the participants of the meeting - disinfectants are available. If possible, the meeting should be ended 5 minutes earlier so that the rooms can be ventilated between meetings

The elevator may be used by max. 2 persons at the same time.

A maximum of 3 persons may be present in the kitchens at the same time.

Hygiene in the Sanitary Areas

Sufficient liquid soap dispensers and disposable towels are provided and regularly refilled in all washrooms. The appropriate collection containers for disposable towels and toilet paper are available. Toilet seats, fittings, sinks and floors are cleaned and disinfected regularly. Disinfectant is available at all times.

Visitors

Visitors may only be received in the office building if necessary and with prior notice. Visitors must register at the reception desk and will receive an information sheet on rules of conduct and hygiene regulations.