

Hygiene Concept

for workshops and other in-house offers

of *perspektive promotion*

With this hygiene concept, we want to make sure that the in-house workshops of *perspektive promotion* are carried out as safe as possible and the risk of a COVID-19 infection can be minimized or excluded.

I Measures taken ahead of the workshop

- a) We will only book or rent sufficiently large locations with the option of opening windows.
- b) Regarding the specific location, attention is paid to maintaining the necessary minimum distance. For example, chairs will be set up 1.5 m apart when arranged as a circle, or in case of workshops that require work at tables, the tables are set up 1.5 m apart. Work sessions in small groups are instructed accordingly.
- c) The surfaces of tables and chairs will be cleaned with disinfectants.
- d) Trainers and participants will be informed about the hygiene concept in advance in written form (see II Measures taken during the workshop). Participants can only participate if they agree to the hygiene measures.
- e) In the event of illness or cold-related symptoms, trainers have to cancel the workshop and participants have to deregister and stay at home.

II Measures taken during the workshop

The trainers are asked to ensure, that the room is adequately and regularly aired.

The participants and trainers are asked to:

- wear a mouth-nose mask when entering and leaving the rooms, as well as when moving within the room (e.g. during breaks). The mask can be removed at the seat.
- keep enough distance (1.5 m) from one another or wear a mouth-nose-mask if keeping enough distance is difficult.
- stick to the cough and sneeze etiquette (cough or sneeze in the crook of your arm, use a disposable handkerchief, wash your hands).
- implement hand washing as a hand hygiene measure (20-30 sec.).

The participants and trainers have to fill in their contact details into a contact list, which they also have to sign, in order to assure that they have read and accepted the hygiene measures. The contact details are kept for four weeks so that they can be forwarded to the responsible authorities for follow-up in the event of an infection.