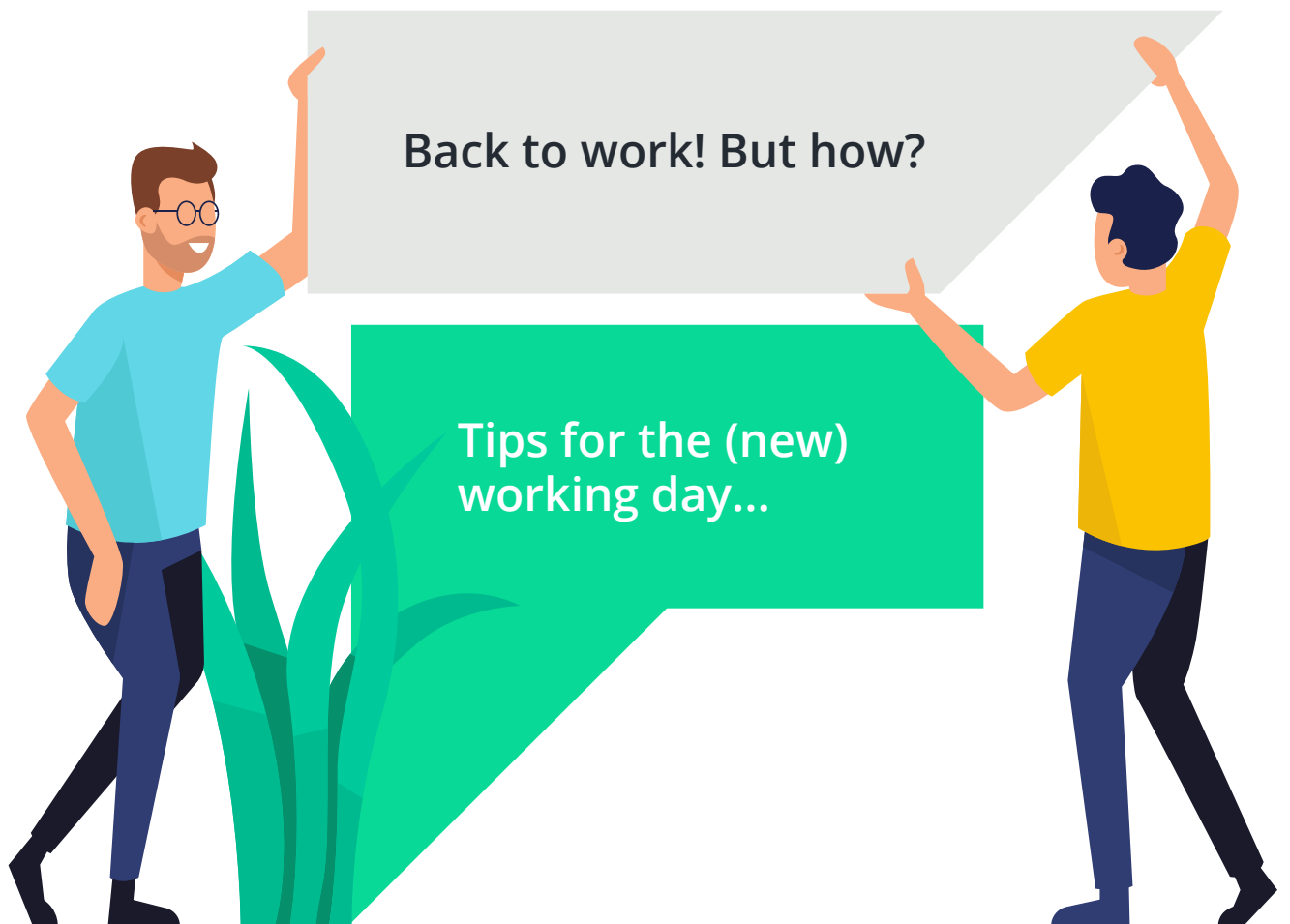


Back to the (new) work routine!

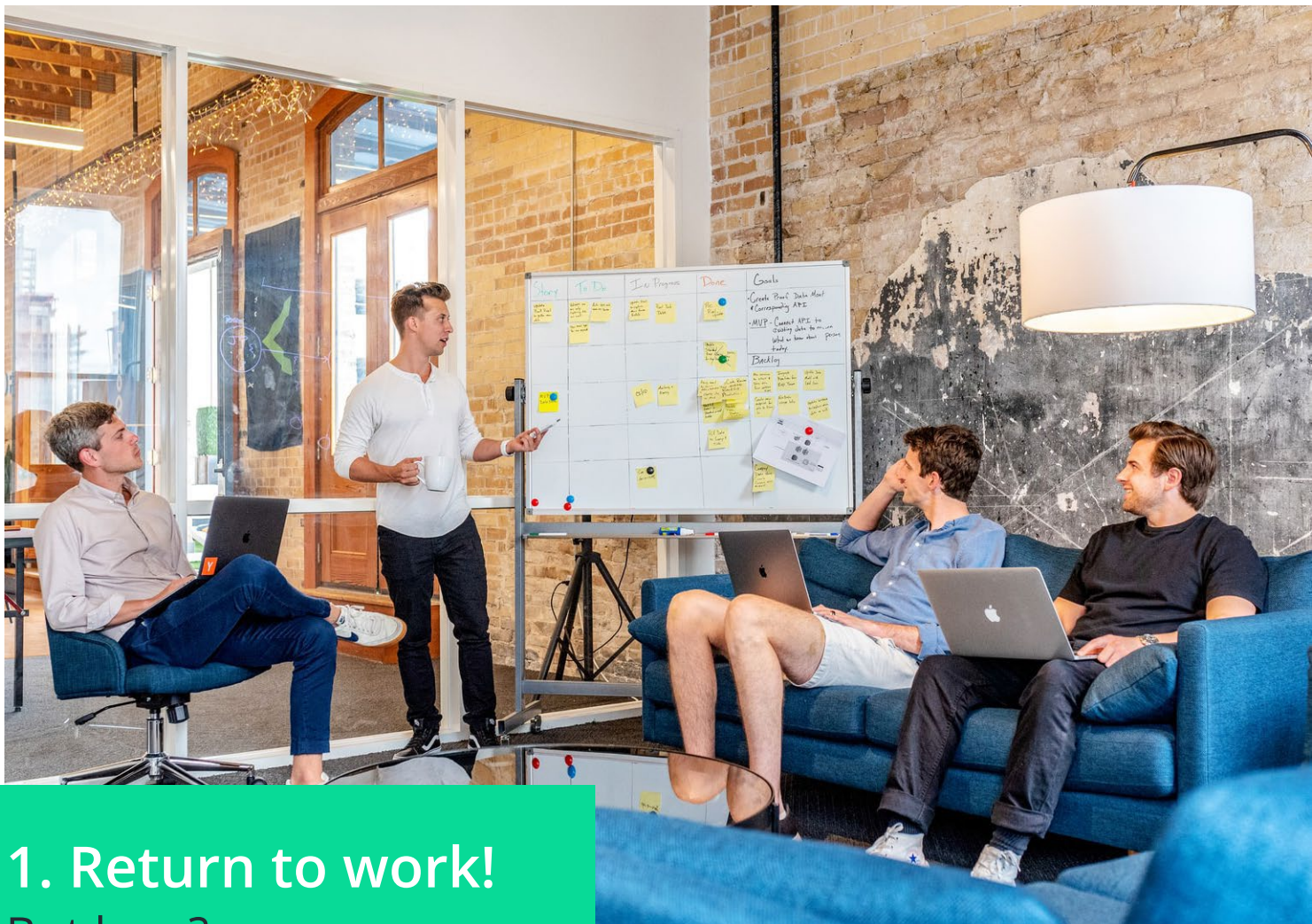


Back to Work - Guide

Tips for a healthy working environment in times
of Corona and protective measures



| | |
|--|----|
| Return to work! But how? | 03 |
| SARS-CoV-2 A new virus, COVID-19 – a new disease | 04 |
| Distribution channels & the right hygiene measures | 05 |
| Tips for the (new) working day | 10 |
| Communication | 10 |
| Organisation | 11 |
| Employees | 12 |
| Office space | 13 |
| Routines | 14 |
| How to stay healthy! | 15 |
| Our hygiene rules - poster to print | 17 |



1. Return to work! But how?

Slowly but surely everyday life is returning to normal. Though with new rules and routines. Companies continue to face the challenge of protecting their employees in the best possible way and at the same time safeguarding operational processes. It is all about returning to a healthy and productive workplace. How can a good working atmosphere be maintained when respiratory protection and keeping distance determine the way we work together? When staying in closed rooms becomes a health risk due to infectious aerosols?

At the same time, you have to be prepared for the worst case scenario - what if an employee falls ill?

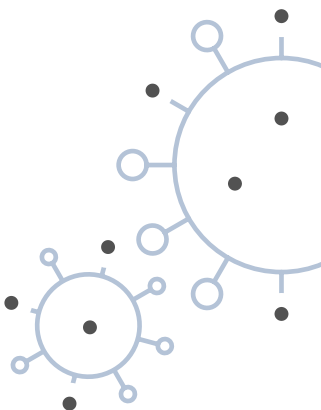
Can chains of infection be traced? What does it mean for employee motivation if it is not clear how long the pandemic will last and how long the protective measures must be maintained?

There are many uncertainties with which must be organized, planned, coordinated. But new and stringent routines are guidelines that everyone in the company can easily follow. Communication, office rooms and the organisation within the company can be efficiently adapted and optimised to make the return to the workplace safe.



2. SARS-CoV-2

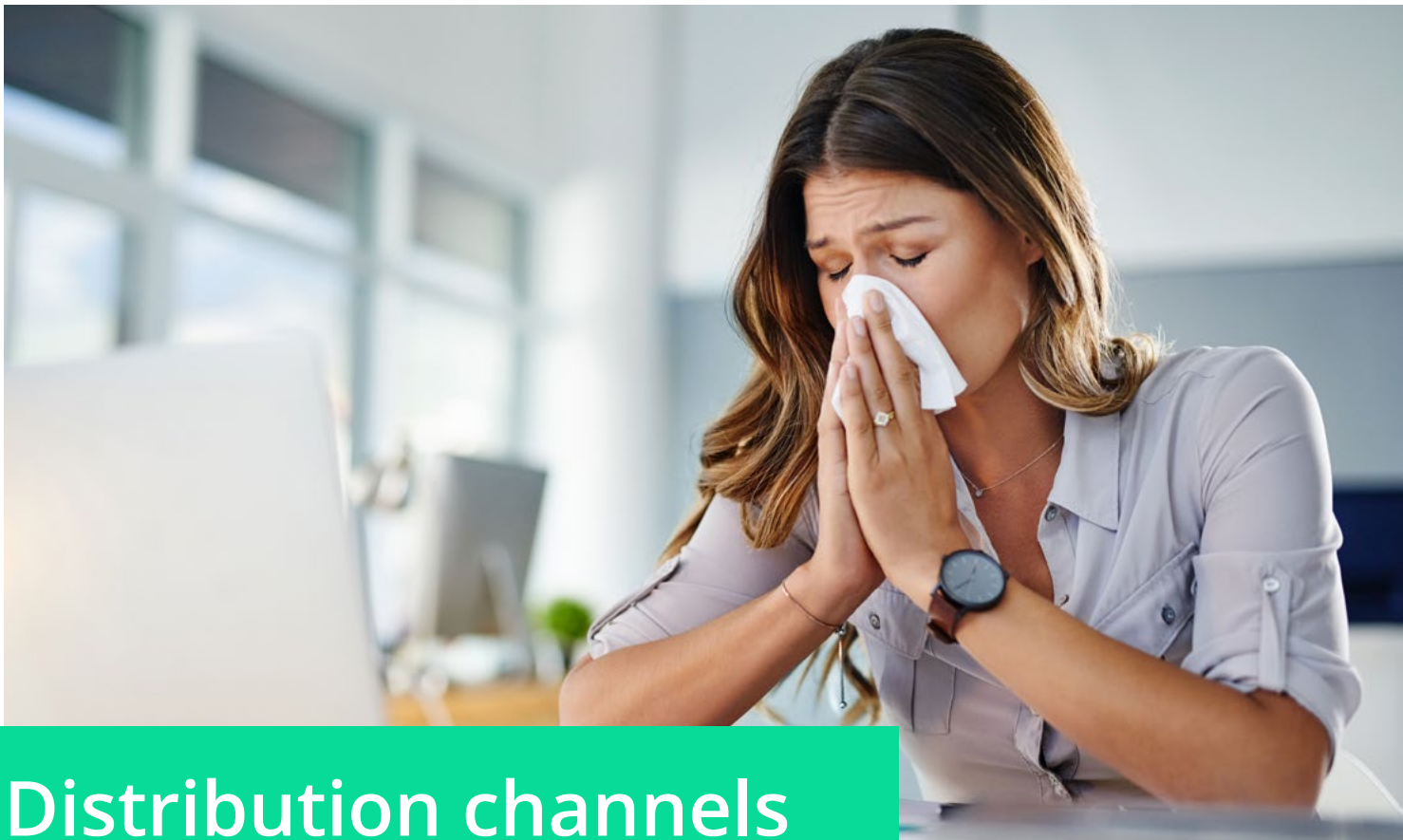
A new virus, COVID-19 –
a new disease



SARS-CoV-2 is the new type of corona virus that first hit humans at the end of 2019 and causes the disease COVID-19. Since then it has spread worldwide and has turned into a pandemic. The courses of the disease are more diverse than those of almost any other disease: from a lack of symptoms and a mild cold to respiratory distress and organ failure, SARS-CoV-2 comes in all variants, both for older and younger people. Scientists and physicians are constantly gaining

new insights; symptoms and disease progression must be understood progressively in order to refine test procedures and develop a vaccine.

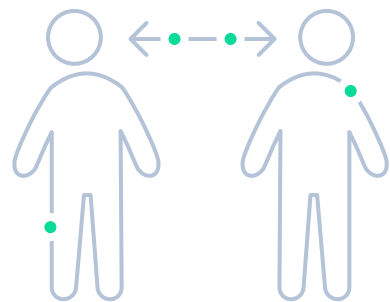
It is still unclear how long this pandemic will last and what protective measures will have to be maintained and for how long. Therefore, „preparing for the long term“ will continue to be the relevant motto for some time to come.



Distribution channels & the right hygiene measures

More and more studies are reporting that SARS-CoV-2 also spreads - perhaps even mainly - via aerosols: The virus is released in small droplets just by breathing and speaking - the louder you speak, the more viruses are released. These droplets are so light that they are floating as infectious „clouds“, remaining in the air of a room for a while.

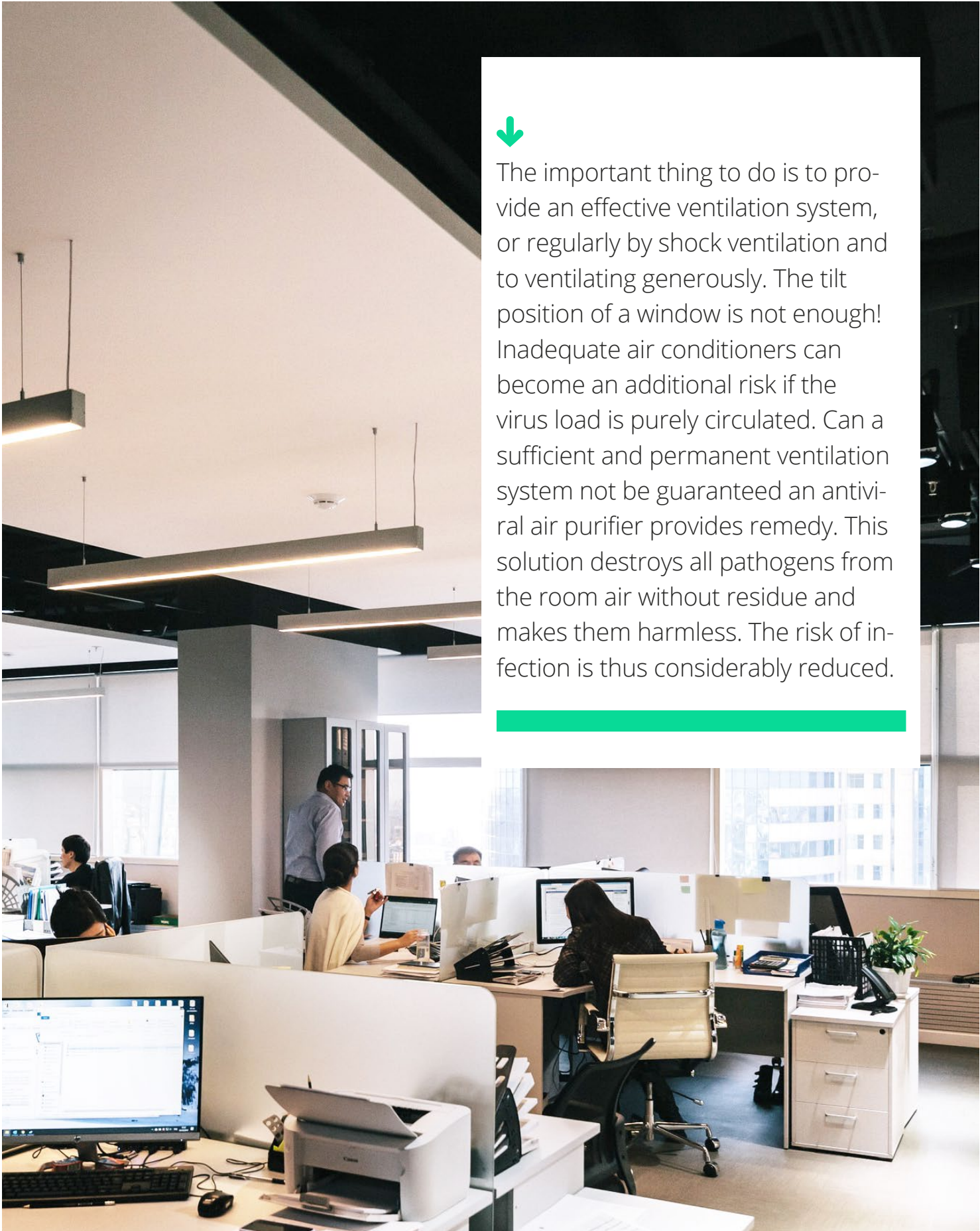
A study by Princeton University, the University of California and the National Institutes of Health (NIH) <https://www.nejm.org/doi/full/10.1056/NEJMc2004973> assumes a period of up to 3 hours. The Robert Koch-Institute (RKI) also warns in the meantime against transmission by aerosols, which can occur over longer distances. <https://www.rki.de/Shared-Docs/FAQ/NCOV2019/gesamt.html>



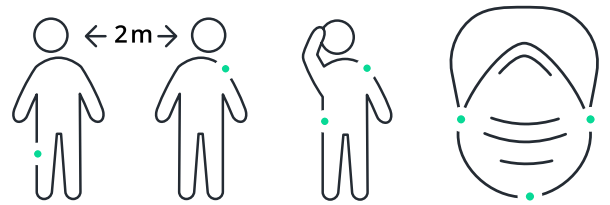
Keeping distance and a simple mouth guard does not protect 100% against these infectious aerosols!



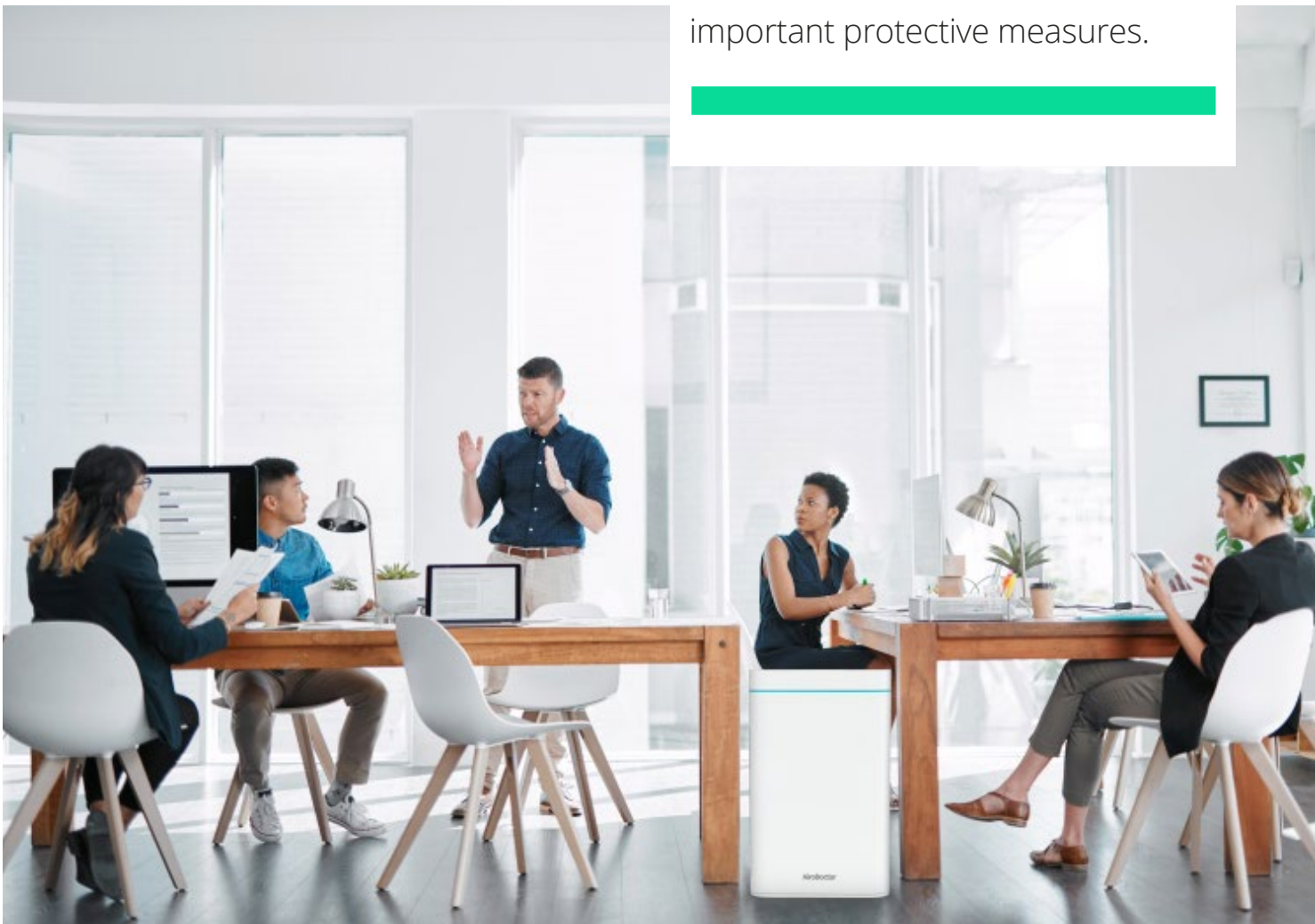
The important thing to do is to provide an effective ventilation system, or regularly by shock ventilation and to ventilating generously. The tilt position of a window is not enough! Inadequate air conditioners can become an additional risk if the virus load is purely circulated. Can a sufficient and permanent ventilation system not be guaranteed an antiviral air purifier provides remedy. This solution destroys all pathogens from the room air without residue and makes them harmless. The risk of infection is thus considerably reduced.



Another central transmission method is **droplet infection**, just like with the common cold. The viruses are bound in droplets of saliva and are coughed up or sneezed out, but after a few metres they also fall heavily to the ground again. If such droplets reach the mucous membranes of the mouth or nose of another person, he or she will most likely become infected.



Keeping one's distance, coughing and sneezing in the arm bend and a mouth guard are the most important protective measures.





The simple and convenient touch operation allows you to change settings and display necessary information.

AiroDoctor – in action against SARS-CoV-2

UV LED photocatalysis technology

Viruses are trapped in droplets of exhaled air and can even move through the air in the form of aerosols. The UV LED photocatalysis technology filters and decomposes even the smallest pathogens.

The AiroDoctor is a modern air purifier with a four-way filter system that uses photocatalytic technology to render infectious aerosols harmless without leaving any harmful substances behind. This applies to 99.9% of all corona viruses, noro- and influenza vi-

ruses as well as all harmful and multi-resistant bacteria, harmful gases and odours. The AiroDoctor is already being used by the South Korean government in particularly affected corona emergency centres at the beginning of the SARS-CoV-2 pandemic.

An indirect **smear infection** is also possible, as in classical gastrointestinal diseases. SARSCoV-2 can still be infectious for up to 4 days on plastic and stainless steel surfaces. If one touches such contaminated surfaces and then grabs one's face with the hand - especially the mouth, nose and eyes - one can also become infected.



Hand disinfection and hand washing as well as generous surface disinfection prevent smear infections. Surfaces made of copper and silver as well as certain antiviral copper foils also destroy existing viruses and render them harmless in a short time.



More info / good to know!

Always current information is available on the homepage of the World Health Organisation (WHO):
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Corona information in different languages can be found on the website of the Federal Government Commissioner for Integration:
<https://www.integrationsbeauftragte.de/ib-de/service/Fragen-und-antworten/1731242-1731242?index=1731568>

Those who prefer listening to rather than reading: „This week in virology“ regularly broadcasts a podcast on the latest findings on SARSCoV-2 with changing scientists:
<http://www.microbe.tv/twiv/>



4. Tips for the (new) working day

Communication

Communicate with **openness** on topics related to corona protection measures and the related opportunities and challenges. This creates trust in the company.

Important **information** on hygiene rules and new processes must be clearly understandable and comprehensible for all employees. Via information signs, newsletters, meetings a company will achieve a culture of acceptance and exchange.

Put the respective **contact person** in charge of corona relevant topics, e.g. the contact person in the crisis unit or the company doctor. Be open for the worries and concerns of employees

Create **clarity** about the procedure for the event, if an employee with or without COVID-19 typical symptoms feels sick. Make sure you're workforce stays safe.



Organisation

At this stage at the latest, you should have a company **pandemic plan** worked out. This will facilitate processes in the future and quickly establishes the necessary routines. The operational processes can be secured more efficiently this way.

Form a **crisis management team** in close cooperation with the company doctor or medical team, public relations and IT. The crisis unit works in close coordination with the management level and communicates inwards and outwards.

Coordinate with subcontractors and outsourced service providers. Especially cleaning staff and kitchen staff must be able to work reliably in operational routines and need to be well incorporated into the system.

Perform checks and inspections at regular **intervals and evaluate** the organizational structures, measures and procedures. This way you can quickly access and respond to problems.



Employees

The employees comply with the applicable **hygiene rules**: Coughing and sneezing in the bend of your arm, washing your hands sufficiently, keeping your distance, implementing internal company regulations for mouth and nose protection. General acceptance and considerate behaviour towards each other are essential!

During **breaks** and in the **cantina**: Even when eating and chatting, rules of distance and hygiene must be observed and droplet and smear infections must be avoided. Speaking loudly and common break activities should be avoided in the near future.



Not only the cleaning staff, but also the employees implement guidelines for **surface disinfection**. These can be the workplace, office door handles or objects in the break room.

In case of possible COVID-19 symptoms, the employee takes his **responsibility** and follows the applicable information procedures.



Office space

Infectious aerosols can remain in the room air for hours, remaining active. Continuous or regular shock ventilation or a fully functional ventilation or air conditioning system help to reduce the virus load in the air. Where continuous ventilation is not guaranteed, antiviral air purifiers provide a solution for **healthy room air**.

Each work and production place must be equipped with sufficient **distance** to the other workstations and desks. Ground markings help to provide clear walking routes. This also applies to the cantina, locker rooms or meeting places. Workplaces with customer contact

must be equipped with **protective screens**, personnel are equipped with the correct mouth and nose protection.

Sufficient **hand and surface disinfectants** must be provided for the employees, if possible also sufficient mouth-nose protection, gloves if necessary. A central material depot provides planning security.

Outdoor areas can be extended and developed to use them for meetings or break times. These areas should be as smoke-free as possible and allow everyone to breathe in deeply.



Routines

Consolidate the **home office** capability, upgrade necessary software and encourage employees to continue working from home where possible.

Continue to rethink business travel, continue to use **videoconferencing**. Inform your employees about the best possible hygiene precautions when travelling.

Internal **meetings** should also be held in well-ventilated rooms and with necessary distance rules. Employee meetings can be held in small clusters, for example.

Offset working and break times or shift work relieve work processes so that distance rules between employees and between work and production workplaces can be better maintained.



More info / good to know!

The United States Department of Labor released a guide on how to prepare workplaces and maintain operations during a pandemic: https://www.osha.gov/Publications/influenza_pandemic.html#maintain_operations

In order to remain productive in the home office, the verge magazine has compiled a guide for working from home including staying productive, staying in touch and staying sane: <https://www.theverge.com/2020/3/23/21175407/remote-work-working-from-home-guide-how-to-tips-video-conference-calls-laptops-zoom-slack>

Reimagining the office and work life after COVID-19 by McKinsey: <https://www.mckinsey.com/business-functions/organization/our-insights/reimagining-the-office-and-work-life-after-covid-19>

An updated list of corona related resources can be found on the AiroDoctor website: <https://www.airodoctor.com/resources>



5. How to stay healthy!



Ventilate, ventilate, ventilate! Offices, hallways and conference rooms must be ventilated regularly and sufficiently to prevent infection via infectious aerosols.



Drink plenty! Anyone who breathes for hours wearing a protective mask must regularly moisten their nose-throat area. In addition, the body loses more fluid than usual through increased mouth breathing under the protective mask.



Moisten the nose and nasal membrane! To prevent the nasal mucosa under the protective mask from drying out too much, moisten it several times a day with isotonic saline solution or seawater nasal spray!



Disinfect hands instead of washing hands! This may sound strange at first, but hand disinfection is actually more gentle on the skin than washing.



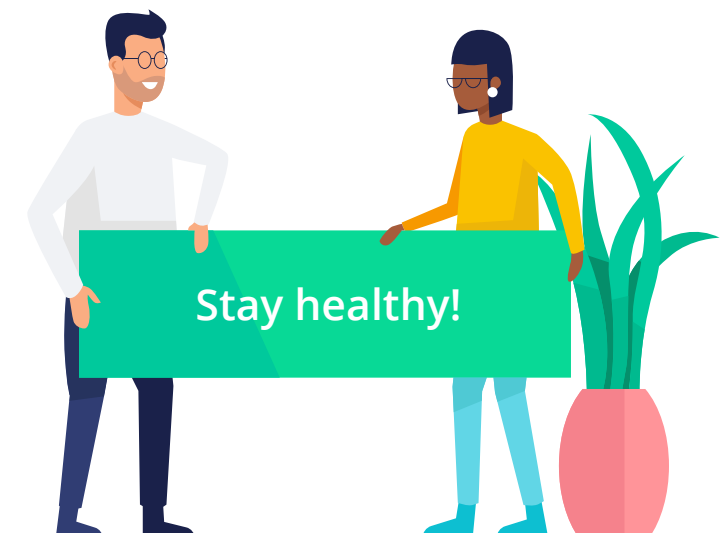
Pay attention to skin protection! Increased hand washing quickly dries out the skin on the hands. Therefore it is recommended to apply hand and skin cream more often than before.



Spectacle wearers, beware! The face mask must fit tightly to the nose so that the glasses do not fog up. As an experiment, you can also dip the glasses into a soap bath and carefully polish them dry. The thin soap film should protect against fogging.

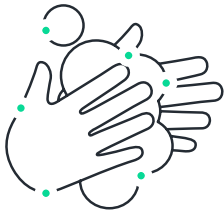


Avoid pressure points! If the rubber bands of the face mask slowly but surely rub the skin around the ears: Relieve pressure from time to time, for example with special spacers or folded handkerchiefs, which are clamped between the rubber and the ear.



Use breaks! Use breaks as much as possible to get some fresh air. Breathing for several hours under face masks can otherwise quickly lead to tiredness and exhaustion. Avoid exhausting yourself and avoid talking when possible, this is good for the oxygen balance.

Our hygiene rules



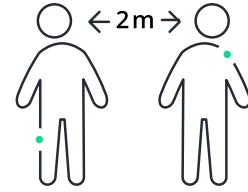
1.

Washing/disinfecting hands - after entering the building and regularly during working hours



2.

During working hours, keep the windows open as continuously as possible or ventilate them at least once an hour



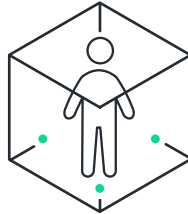
3.

Always keep a distance of 2 metres, do not sit directly next to or opposite of each other, do not speak loudly



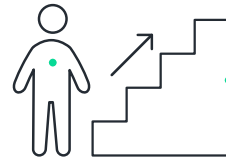
4.

Mouth and nose protection indoors is optional, but recommended



5.

Maximum 3 - 5 people per meeting, depending on the size of the room



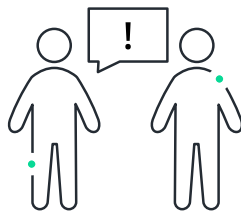
6.

Use staircase instead of elevator



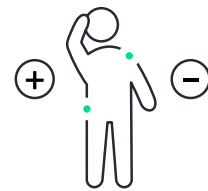
7.

Wash/disinfect hands before using the kitchen, clean up immediately after use



8.

Inform colleagues about hygiene rules



9.

Please provide feedback for improvements



10.

Always act with purpose and reason

AiroDoctor

Because clean air is healthier.

We are happy to answer your questions about AiroDoctor!

Andrea Guerra

Phone: +49 (0) 30 398868502

AiroDoctor is a brand of:

ScreenSource GmbH
Köthener Str. 8
06779 Raguhn-Jessnitz
GERMANY

Phone: +49 (0) 30 39886850

E-Mail: europe@airodoctor.com

Web: www.airodoctor.com

Commercial register: HRB 24520

Register court: Stendal

VAT information:

VAT identification number

According to § 27 a sales tax law:

DE311493511

