TU Graz
COVID-19 Hygiene Manual

Version 2.0

Preventive Services
June, 15th 2020
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1. Preliminary Remarks

In response to a request by the Rectorate, this 2.0 version of the Hygiene Manual was prepared by the TU Graz Preventive Services to include information and recommendations that were available at the time of its preparation about the SARS-CoV-2 virus and the related disease COVID-19, and it replaces all previous versions. This manual presents a summary of all guidelines and measures that have already been communicated by the Rectorate, as well as further details based on external sources of information. The Federal Ministry of Education, Science and Research, the Federal Ministry of Social Affairs, Health, Care and Consumer Protection, AGES, AUVA, the Labour Inspectorate and the Robert Koch Institute served as sources of this information. The manual is intended to serve as a source of information and provide support for observing hygiene measures at all institutes and organisational units at TU Graz.

The measures and guidelines described in this manual apply in all buildings used by TU Graz and should be observed by all TU Graz employees, members of the societies and associations located on campus, guests and students. This is a convenience translation in English of the original document (German). In cases of uncertainty, the original German version is legally binding.
2. General Information

The coronavirus disease is transmissible from person to person. The virus primarily spreads via respiratory droplets produced from coughs and sneezes. This infection takes place through direct contact with these droplets, mainly via the mucous membranes of the respiratory tract. In addition, infection is also possible indirectly via the hands, which are then brought into contact with the mucous membranes of the mouth or nose and the conjunctiva of the eyes.

The measures described in this manual must be strictly observed by all groups of persons at TU Graz and apply in all buildings used by TU Graz and on all campuses.

Regulations that go beyond the provisions described in this hygiene manual, and which are observed in order to achieve a higher level of protection, may be established at institutes by the responsible deans in coordination with the heads of the institutes, and in the administrative areas by the responsible vice rectors in coordination with the heads of the organizational units.

We recommend that you contact the Preventive Services to receive support while expanding these regulations.

3. Basic Rules of Behaviour

Maintain social distancing

Persons at TU Graz (i.e. in any TU Graz building and on any TU Graz campus) should maintain a minimum distance of at least one meter between themselves and all other persons (referred to as social distancing). The allocation of office space must ensure that the necessary distance can be maintained.

If possible, a one-way system is to be established at the institutes/OU in order to channel the flow of people and minimise the number of potential encounters.

Whenever it is not possible to maintain the specified distance, a protective mask that covers the mouth and nose (in German: Mund-Nasen-Schutz or MNS) must be worn.
Wearing masks (in German: *Mund-Nasen-Schutz* or MNS)

If the required minimum distance to colleagues cannot be maintained, a mask that covers both mouth and nose (MNS) must be worn. This applies in all TU Graz buildings (general circulation areas, offices and social areas). The textile barrier of the mask can intercept droplets that are emitted when breathing, speaking, coughing and sneezing. For details on how to put on, wear and remove the mask correctly, please read item 11.1 of the Appendix.

Using the lifts

Only one person is allowed to use the lift at a time. Exceptions may be made for specific buildings where the lifts are large enough for more than one person. While waiting for the lift, please maintain a distance of at least one meter to other people.

Washing and disinfecting the hands

After entering the university building, you should wash and disinfect your hands as soon as possible. It is also necessary to wash your hands regularly and thoroughly (for at least 30 seconds) throughout the day. For detailed information, see Chapter 3.
Respiratory hygiene

When coughing or sneezing, cover your mouth and nose completely with a handkerchief or sneeze/cough into your bent elbow (to avoid transferring infection droplets to your hands). The handkerchief should be disposed of in the residual waste (in German: Restmüll) as soon as possible.

Disinfection of frequently used surfaces

While the cleaning service provides regular cleaning, it is recommended that users disinfect frequently used surfaces, such as work benches, computer mice and keyboards, on a daily basis. This is especially important if the surfaces are used by many different people. Disinfectants provided by the Purchasing Service should be used for this purpose. For more detailed information, see Chapter 4.

Room occupancy

As a general rule, the legal provisions of the Austrian workplace ordinance (Arbeitsstättenverordnung; ASTV) on requirements for working areas shall apply in all work areas. In any case, a minimum distance of one meter to other persons must be maintained. The heads of the institutes, in consultation with the dean and/or the respective member of the Rectorate, will elaborate the safety and hygiene concepts for laboratories and workshops. Please contact the Preventive Services if you need any support.
Events (updated on 15.06.2020)

Academic celebrations, public lectures, conferences, workshops, seminars and congresses at TU Graz may be resumed in September. More details will be published during the month of June on https://tugraz.at/go/coronavirus.

Closed events of TU Graz may be held with a defined and registered circle of participants as of July 1st, subject to limitations and requirements. Amongst others, hygiene regulations, social distancing regulations and applicable restrictions on room occupancy shall apply. Buffets and standing receptions are not permitted. Further details will be published during the month of June on https://tugraz.at/go/coronavirus.

Meetings/Courses

Internal meetings and courses are permitted, subject to the condition that the spatial conditions are adequate for these and the hygiene and social distancing regulations are adhered to.

Frequent ventilation

All rooms should be ventilated regularly for a few minutes (ideally, ever hour using cross-ventilation), provided that the spatial conditions allow for this. Mechanical ventilation systems, such as those that are installed in lecture halls, should be operated using a high proportion of fresh air. In rooms that have neither mechanical ventilation systems nor the possibility of other ventilation, a protective mask should be worn and the length of stay should be kept as short as possible.
4. Personal Hygiene Measures

Apart from maintaining social distancing, carefully complying with personal hygiene measures is the second most important way to successfully prevent the spread of the virus. These personal hygiene measures include covering your mouth and nose (i.e. with a mask or face visor/shield) as well as properly and thoroughly washing and/or disinfecting the hands. Since the use of protective masks (MNS) is now only obligatory if a distance of 1 meter cannot be maintained, even more attention must be paid to washing and/or disinfecting your hands thoroughly and properly.

4.1 Covering the mouth and nose

If a distance of 1 meter cannot be maintained, the following protective masks or gear may be worn to cover your mouth and nose.

- Masks (in German: Mund-Nasen-Schutz or MNS), for example, handmade or purchased cloth masks or disposable surgical masks
- Face shields or visors

All employees must use a personal mouth/nose covering; sharing masks or face shields/visors with other people is not permitted, as this increases the risk of infection.

4.1.1 Masks (in German: Mund-Nasen-Schutz or MNS)

Basically, a cloth mask serves as a physical barrier that offers protection against foreign objects (i.e. viral particles or other pathogens). This means that the mask does not completely protect the wearer from infection, but it does make it more difficult for the virus to be transmitted from the wearer to others, as it intercepts most of the droplets and aerosols that leave the wearer’s mouth and nose when they speak, cough, sneeze, and breathe. The mask must be fixed in place with elastic bands or fabric straps.

The Rectorate provides each staff member with two cloth masks. These are distributed by the Purchasing Service OU and can be washed (at least 60°C) and reused after drying completely. Disposable masks (surgical masks) can also be used as an alternative to cloth masks. These can be obtained from the OU Purchasing Service and are intended to be used as a reserve for employees, guests and students.

The mask can be worn until it becomes moist (i.e. due to droplets or water vapour). The length of time a mask can be worn depends on the physical activity (approximately three to four hours), and then the mask needs to be changed. Used disposable masks must be disposed of in the residual waste (in German: Restmüll). Used fabric masks should not be left out in the open, but instead should be stored in plastic bags until they can be washed.

When putting on and removing the mask, only the elastic or straps should be touched and not the inside of the mask. In addition, the mask should not be touched while it is being worn. After removing or changing the mask, the hands should be thoroughly washed and/or disinfected using warm water and
4.1.2 Face shields / visors

A face visor is made of transparent, hard material and covers the mouth, nose, eye and chin area from the front and from the sides. It provides a good barrier against the transmission or receipt of saliva or nasal secretions (i.e. droplets due to sneezes and coughs) [2]. The shield/visor should extend at least down below the chin so that any droplets that are produced are directed downwards and not transmitted to other people nearby. Glasses can be worn under the shield/visor. Some experts recommend wearing a mask as well. The outer surface of the shield/visor should not be touched with the fingers and should be thoroughly cleaned both inside and out after each use. Cleaning with soap and water is sufficient. When cleaning with disinfectants, follow the manufacturer's recommendations.

4.1.3 Mechanical barriers for larger areas

Wherever it is not possible to wear a mask or face shield/visor due to the working conditions, as well as in areas with high traffic (e.g. Deans of Studies, secretary's offices with many visitors), it is possible to delimit large areas using plexiglass walls. These plexiglass walls do not replace personal protective devices. In order to be able to work in these areas without a mask or face shield/visor, the spatial surroundings must also be designed accordingly. When installing the mechanical barrier, it is important to ensure that the legal requirements are met with respect to escape routes and emergency exits. If necessary, the Preventive Services should be contacted for advice. A limited number of plexiglass walls are available from the OU Buildings and Technical Support (Gebäude und Technik or GuT) and can be requested from Mr. Mario Hafner (ext. 6587).

4.2 Hand hygiene

4.2.1 Careful handwashing

An important personal hygiene measure is regular and careful handwashing. Washing with water and soap is sufficient. You can find an instructional video that illustrates what is meant by “careful handwashing” at:

https://www.meduniwien.ac.at/web/klinik-gesundheit/meduni-wien-tipp-richtiges-haendewaschen/
Wash your hands carefully several times a day, especially if you have touched objects (machines, handrails and door handles, keyboards, coffee machines, etc.) that are used by several people, as well as before and after visiting the social areas or lavatories and showers. In addition, it is important to touch your face as little as possible.

4.2.2 Hand disinfection

As mentioned above, washing the hands with soap and water is sufficient to reduce the risk of infection. There are enough lavatories in all TU Graz buildings to do this regularly. In addition, the Rectorate has provided disinfectant dispensers in areas with high traffic, which can also be requested by the OUs and institutes from the Purchasing Service. The installation site should be selected by the head of the OU/institute, taking into account the specifications given in the safety data sheet for the respective disinfectant.

The infection risk can only be reduced if hand disinfection is carried out correctly and thoroughly. In order to ensure that hands are disinfected as thoroughly as possible, please read the detailed instructions for thorough hand disinfection which are found in the Appendix under point 11.2. Only use disinfectants that are intended for the purpose of hand disinfection, not surface disinfectants.

4.2.3 Gloves (disposable)

In principle, wherever potentially contaminated material (e.g. exam papers and paper for presence examinations) is handled, it is important and mandatory to wear gloves. It is also recommended to wear protective gloves when disinfecting the exam area after the exam. This is advisable because surface disinfectants can often irritate the skin. Detailed information the disinfectant can be found in the respective safety data sheets. It should be noted that surfaces can become contaminated when taking off protective gloves, because this is not done correctly. The description of the correct procedure for taking off gloves can be found in the Appendix under point 11.3

5. Hygiene Measures in the Buildings

5.1 Common areas

In general, the activity of corona viruses on inanimate surfaces decreases rapidly depending on the material and environmental conditions, such as temperature, humidity and UV exposure. So far, there is no evidence for the transmission of the virus via surfaces in public areas. At TU Graz, we place an emphasis on keeping surfaces clean. This also applies to surfaces that are considered to have antimicrobial properties, as secretions and dirt should also be removed mechanically. As opposed to cleaning surfaces, requesting routine surface disinfection by the cleaning service is not recommended by the RKI [3], even during the current COVID pandemic. Here, simple cleaning surfaces
adequately is completely sufficient. The cleaning service should generally disinfect particularly heavily used surfaces in common areas, while smaller working areas should be disinfected by the user, by wiping down the surface with a cold solution of surface disinfectant. Spray disinfection (i.e. wetting of the surface without mechanical action (wiping)) is less effective and is also questionable for occupational safety reasons, as disinfectant droplets can be inhaled (especially with warm or hot, steaming disinfectant solutions). The exposure or contact time must be observed. Depending on the disinfectant used (if dried residues are irritating), it may be necessary to rinse the surface after wiping it down. This is not necessary for the disinfectants used by the cleaning service and provided by the OU Purchasing Service. If an institute uses its own disinfectant, the product safety data sheet will indicate whether subsequent rinsing is necessary. If you have any questions, please contact the Preventive Services (praeventivdienst@tugraz.at).

Areas with high traffic, such as large lecture halls in which presence examinations are carried out and the associated lavatories, staircases and entrance areas, are cleaned and disinfected by the cleaning service several times a day if possible, and especially the:

- Door handles and knobs
- Stairs and handrails
- Lifts

5.2 Institute areas, office spaces, social areas

The institute areas and office spaces are basically cleaned by following a tried-and-true process. Areas such as laboratories, test benches and workshops, which were not cleaned by the cleaning service for various reasons before the pandemic (e.g. hazards, secrecy) are still excluded from this process. Should there be any changes to these basic regulations, the OU Buildings and Technical Support (Gebäude und Technik) must be informed (contact person: Mr. Norbert Elmer).

Office desks (areas that are touched), telephones, keyboards and computer mice, control panels and machine controls, as well as the arms of chairs must be disinfected after each use, especially if these are shared/used by several persons. This disinfection must be carried out by the respective users. If the surfaces/objects are only touched by one person, they must be disinfected once a day (before beginning work or at the end of the working day). Caution: Use the disinfectant sparingly and ensure in advance that the surfaces and items will not be corroded or damaged by the disinfectant. Internal short circuits in keyboards can occur, so these should be disconnected prior to disinfecting and only reconnected when everything is dry.

When using the disinfectant which is/has been provided by the OU Purchasing Service, please observe the instructions for handling and using the disinfectant (see Appendix, point 11.4). If a different disinfectant is used, please observe through the specifications on the associated safety data sheet.
Social areas:
Social areas such as coffee/tea rooms, kitchens and social rooms can be used to prepare drinks or to warm up food that you have brought with you, provided that you observe the social distancing regulations. The regulation details for the use of these social areas are defined by the head of the institute/OU, considering the respective conditions. Irrespective of these conditions, the dishes used must be washed daily. The dishwasher should be set at the highest possible temperature. Disposable protective gloves should be worn when unloading the dishwasher, and the dishwasher and coffee machine controls should be disinfected regularly and at least once a day, depending on the frequency of use.

5.3 Hygiene in lavatories

Sufficient liquid soap dispensers and disposable towels are provided and regularly refilled in all lavatories. The corresponding wastebaskets for the disposable towels are emptied regularly. This service is performed, as normal, by the cleaning service. Toilet seats, taps, washbasins and floors are cleaned daily or several times a day in high-traffic areas (e.g. during presence examinations). The social distancing regulations and obligation to wear a mask or face shield/visor also apply in the lavatories.

5.4 Hygiene in rooms used for presence examinations

The following lecture halls can be used for large presence examinations:

- **Campus IN**: i7, i11, i12 and i13
- **Campus NT**: P1, P2, B, H, G

The cleaning service is responsible for cleaning these lecture halls before and after the presence examinations. A precise cleaning procedure has been agreed upon with the Vice Rectorate for Academic Affairs. The cleaning and disinfection of the surfaces in the lecture halls will take place before the beginning of the first examination round as well as between the individual rounds on an examination day. This also includes the lavatories and waiting areas that are assigned to the respective lecture halls. Detailed information regarding how to carry out presence examinations has been prepared by the Vice Rectorate for Academic Affairs in coordination with the OU Buildings and Technical Support (GuT) and the Preventive Services. This information can be found via TU4U [https://tu4u.tugraz.at/en/students/our-tu-graz/teaching/covid-19-classroom-teaching-and-examinations](https://tu4u.tugraz.at/en/students/our-tu-graz/teaching/covid-19-classroom-teaching-and-examinations) and via the TeachCenter at [https://tc.tugraz.at/main/course/view.php?id=2793](https://tc.tugraz.at/main/course/view.php?id=2793)

In principle, oral and written examinations should be held virtually with a small number of participants. If it becomes possible to hold these in person in the future or if a presence examination must be held, written and oral presence examinations can be held with a smaller number of candidates in rooms other than the above-mentioned lecture halls and seminar rooms. This information is available in the step-by-

In the examination must be held in person, the exam area must be disinfected both before and after the exam by the person giving the exam or another person designated by him or her. The work surfaces, chair arms, door handles and handrails should be disinfected by wiping them down with surface disinfectant. The basic rules that apply to any major presence examination also apply during the course of these exams.

5.5 Hygiene in rooms used for laboratory courses with required attendance

The institutes that organise these laboratory courses are responsible for disinfecting the laboratories at the end of the day on which the laboratory course is held. The requirements described under point 4.1 must be observed.

5.6 Special instructions for the cleaning service

The same personal hygiene measures and basic rules of conduct (social distancing, wearing of masks or face shields/visors, etc.) apply to the cleaning service staff as apply to other TU Graz staff. The OU Buildings and Technical Support (GuT) will check for compliance with these measures at regular intervals.

6. Special at-risk groups

6.1 COVID-19 at-risk groups

People with serious illnesses are particularly vulnerable to infection. In order to protect these groups of people, the 3rd COVID-19 Act provides for a right to be exempted from certain duties.

Which people belong to the COVID-19 risk groups:

Those who are assigned to one of these groups will receive a letter with information from the organisation that represents all social insurance institutions in Austria (in German: Dachverband der Sozialversicherungsträger) in May 2020. The staff member can present this letter to their attending physician, who will make an assessment based on the risk associated with contracting COVID-19 and, if necessary, issue a COVID-19 at-risk certificate.

It is also possible to visit the doctor before receiving the letter, although an at-risk certificate can only be
issued in cases of serious illness. The at-risk groups have been defined in the ordinance issued by the Federal Ministry of Social Affairs, Health, Care and Consumer Protection in agreement with the Federal Ministry of Labour, Family and Youth. The persons at risk can present the at-risk certificate to the head of the institute/OU. The latter must check whether teleworking is possible or adequate changes in the working conditions can be made in order to reduce the infection risk as much as possible. If necessary, please contact the Preventive Services for advice. If these options are not possible, the person at risk is entitled to take time off with continued remuneration.

6.2 Pregnant women

In accordance with the recommendations made by the Robert Koch Institute in Germany, the Labour Inspectorate bases its statements on the following information [4]:

According to the WHO and the data it has received from China, pregnant women do not appear to have an increased risk of severe disease progression. However, based on the few studies and case reports available from China regarding the immune reactions in newborn babies available to date, the transmission of the virus in the womb cannot be ruled out.

However, there are not yet enough data to answer these and other questions about the effects of COVID-19 in pregnancy with certainty. Accordingly, no legal basis for pregnant women to take a leave of absence from work currently exists, but the following measures must be followed:

Pregnant women are not allowed to work in locations where FFP2 or FFP3 masks must be worn (for occupational safety reasons). These masks make breathing difficult and, therefore, cannot be used by pregnant women. However, pregnant women can wear other masks or face shields/visors. It is recommended that a pregnant woman takes a break at least every hour (also due to the breathing resistance caused by the mask) or more frequently if the pregnant woman experiences dizziness, headaches, or shortness of breath. Pregnant women should not perform disinfection work during presence examinations.

If possible, pregnant women should not be employed in areas where the risk of personal contact is increased, but should be employed elsewhere in the OU/institute or via telework. All restrictions and measures that are defined in the respective maternity protection evaluations must continue to be observed.
7. COVID-19 Suspected: What Should Be Done?

7.1 Which symptoms indicate a coronavirus infection

The coronavirus called SARS-CoV-2 can cause a respiratory disease (COVID-19) with high fever and leads to severe pneumonia. Mild forms of the disease cannot be distinguished from a common cold without testing!

According to the definition used by the Ministry of Social Affairs, any person who meets the following clinical criteria is currently considered as a suspected case of COVID-19 [2]. Any form of acute respiratory infection (with or without fever) that is accompanied by at least one of the following symptoms, for which no other plausible cause is known:

- Cough
- Sore throat
- Shortness of breath
- Congestion in the upper respiratory airways
- Abrupt loss of taste and/or smell

7.2 What should be done, if a person displays suspected COVID-19 symptoms at work? [5]

If a person located in a TU Graz building is suspected of having a coronavirus infection (see symptoms above), the following measures should be taken:

1. The person concerned should immediately put on a protective mask and move to a separate area, so they are isolated from other people, and wait there to receive further instructions
2. Call the Health Hotline (1450) immediately and follow the instructions. If it is not possible to get through on the Health Hotline within a reasonable period of time and the person is displaying severe symptoms (e.g. shortness of breath), call 141 or 144. If the person is able to do so, however, they should return home quickly and safely using a protective mask. They should be advised to avoid contact with family members once they reach home and call 1450 from there. After they have contacted the Health Hotline, the affected person should inform the head of the OU/institute of the results of the telephone call, so that these individuals can take further action if necessary.
3. Contact with the sick person should be limited to what is absolutely necessary while waiting to receive the instructions from the on-site health authority.
4. All persons present in the area should follow the personal hygiene measures and maintain a distance of at least two metres. All employees should remain at their workplace and wait for further instructions.

5. Inform all parties involved about the situation (including temporary workers and visitors).

6. Inform the Dean of the Faculty, the Personnel Department and the Preventive Services. They will forward this information to Communications and Marketing and the Rectorate.

7. Identify all persons who have had contact with the person concerned and follow the instructions provided by the health authorities. Cooperate with them during the epidemiological investigation.

8. Disinfect all work equipment that might have been used by the person concerned (tools, table surfaces, keyboard, telephones, etc.) and general surfaces that may have been touched such as door handles, etc.
8. Documentation of presence

In addition to the rules that have been communicated regarding the documentation of the presence of TU Graz staff and students (email sent by the Rectorate to the heads of the OUs and institutes dated 07.05.2020), the presence of persons who do not work for or study at TU Graz (i.e. external persons) must be documented at the OU and the institutes.

Service to members of the public - except for limited library service – should not be offered until the end of June. Visits of external visitors to the TU Graz campuses may take place in exceptional cases, if these are unavoidable for institute purposes (see Rectorate e-mail dated 07.05.2020).

Visitors must be informed in advance of the rules of conduct that are applied at TU Graz. Visits by external persons should be documented at the institute itself, and the visitors need to acknowledge that they have read the rules of conduct by providing their signature. An example of an visitor information sheet for can be found in the Appendix under point 11.5.

The Institute or OU must be informed in advance of visits from external company representatives, such as craftsmen and -women, employees of testing services and suppliers, by the client (e.g. GuT, BIG, Fire Protection, Institutes and OU). This can be done informally by sending an e-mail with the time period during which the company representative will be present, e.g. for maintenance purposes.

The employees of the external company must register with the respective porters every day before beginning their work. They will receive an information sheet with the applicable rules of conduct. They must confirm that they are aware of this information and will observe it by signing the document. They may only go to the workplace after signing the document.

The client must inform the external company in advance of the registration formalities applicable at TU Graz. An example of an information sheet for external companies can be found in the Appendix under point 11.6.
9. Presence examinations and classroom teaching

9.1 Step-by-step plan for teaching and examination operations

**Figure 1: Step-by-step plan for teaching and examination operations. Source: Vice Rectorate for Academic Affairs**


10. References


11 Appendix

11.1 Correct Use of Protective Masks [2]

Using protective masks (MNS) correctly

1. Make sure that the coloured side (if any) of the mask is on the outside
2. Fasten the elastic straps over the ears. The mouth and nose should be completely covered.
3. Do not touch the protective mask while wearing it. Maintain social distancing (at least 1 metre) from other people.
4. After using the mask: Touch only the straps to remove the protective mask.
5. Wash your hands with warm water and soap for at least 30 seconds
11.2 Infosheet – Hand Disinfection

**Hand disinfection**

Recommended procedure according to the standard rub-in technique for hygienic hand disinfection according to DIN EN 1500

**Before disinfection:** Remove any jewelry (e.g. rings, bracelets, wristbands) from the hands and wrists

Squeeze at least **3 ml disinfectant** into a cupped, dry hand

(3 ml normally fill the palm of the hand or equal **two to three pumps** from the wall dispenser)

1. Rub the **palms of the hands** together (5x)

2. Rub the **right palm over the back of the left hand** (5x) and the **left palm over the back of the right hand** (5x)
   (fingers interlink during this process)

3. Rub the **palms of the hands together** (5x) with lightly **interlinked fingers**

4. Cup the **fingers together, with the right hand over the left hand and the fingers interlocked**
   and rub them back and forth (5x)

5. Enclose the **5x left thumb in the right hand** and rub while **rotating the thumb** (5x).
   Switch **hands** and repeat the action.

6. Rub the **tips of the fingers over the left palm in a circular motion** (5x).
   Switch **hands** and repeat the action.

Repeat step 1 through step 6 until the hand disinfectant is completely rubbed in and note the time required for efficacy for the disinfectant used

(at least 30 seconds)

Information prepared by the Preventive Services (grievenvu@tugraz.at) May 2020
11.3 How to Remove Disposable Gloves Safely

How to remove disposable gloves safely

According to the hygiene guidelines of the MedUni Wien

Grasp the outside of one glove at the wrist on the dominant hand and carefully lift it, without touching the skin.

With the fingertips holding the cuff, peel the glove away from your body until you reach the middle of the fingers.

The fingers remain inside the gloves up to the middle finger joints.

Grasp the cuff of the second glove with the tips of the fingers of the first hand, without touching the skin, and peel the second glove away from your body and off entirely.

Throw both gloves away together.

Attention!
Do not flick or snap the gloves off while removing them (contamination risk due to spray droplets!).
Wash and disinfect hands afterwards.

Information prepared by the Preventive Services | preventivdienst@tugraz.at | May 2020
11.4 Operating Instructions for Handling Surface Disinfectants
(only available in German)
11.5 COVID-19 information leaflet for visitors

Information for visitors about the Covid-19 rules of conduct at TU Graz

The following rules of conduct apply in all TU Graz buildings:

- Practice social distancing (i.e. maintain at least 1 m of distance from others)

- Observe respiratory hygiene: Sneeze or cough into a handkerchief or into a bent elbow

- Wash and disinfect the hands several times daily

- Only 1 person can take the lift at a time

By signing the accompanying form, you confirm that you have read and understood this information and that you will follow these rules of conduct.

Created by TU Graz Preventive Services 15 June 2020, valid until revoked
11.6 COVID-19 information leaflet for external companies

Information for external companies about the Covid-19 rules of conduct at TU Graz

The following rules of conduct apply in all TU Graz buildings:

**Should you experience symptoms of illness** (cough, sore throat, shortness of breath, sudden loss of smell/taste), **it is forbidden to enter the buildings**

- Practice social distancing (i.e. maintain at least 1 m of distance from others)
- Observe respiratory hygiene: **Sneeze or cough into a handkerchief or into a bent elbow**
- Wash and disinfect the hands **several times daily**
- **Only 1 person** can take the lift at a time

By signing the accompanying form, you confirm that you have read and understood this information and that you will follow these rules of conduct. Failure to do so will result in expulsion from campus.