1. Preliminary Remarks

In response to a request by the Rectorate, this updated 3.0 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. This version 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 in 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. The most recent information and updates can be found on the Coronavirus: FAQ for Employees website. 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 organisational 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 **2 meters** between themselves and all other persons (referred to as *physical 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: a *Mund-Nasen-Schutz* or MNS) must be worn.
Wearing protective masks (in German: *Mund-Nasen-Schutz* or MNS)

If the required minimum distance from colleagues cannot be maintained, it is currently necessary to wear a special form of MNS: an **FFP2** (Filtering Facepiece 2) mask that covers both the mouth and nose. This applies in all TU Graz buildings (general circulation areas, offices and social areas). The FFP2 masks cover the mouth, nose and chin and consist of three layers of synthetic, non-woven materials with different thicknesses. These provide a physical barrier that filters solid particles down to 0.075 micrometre in diameter. For this reason, these masks 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 4.
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 5.

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 21.2.2021)

Please find the current regulations regarding in-presence academic celebrations, public lectures, conferences, workshops, seminars and congresses at TU Graz at https://tu4u.tugraz.at/fileadmin/Studierende_und_Bedienstete/Richtlinien_und_Verordnungen_der_TU_Graz/COVID-19_Universitaetsbetrieb_Corona-Ampel_RL.pdf (only available in German) and general conditions for events.

Meetings/Courses

Internal discussion sessions, meetings and courses are permitted, subject to the conditions specified in the Corona Stoplight Guidelines. Please see: https://tu4u.tugraz.at/fileadmin/Studierende_und_Bedienstete/Richtlinien_und_Verordnungen_der_TU_Graz/COVID-19_Universitaetsbetrieb_Corona-Ampel_RL.pdf (only available in German).

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 as much fresh air as possible. In rooms that have neither mechanical ventilation systems nor the possibility of other ventilation, a protective mask (FFP2) 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 an FFP2 mask) and thoroughly washing and/or disinfecting the hands.

4.1 Covering the mouth and nose

The following protective masks or gear may be worn to cover your mouth and nose.

- FFP2 masks (Filtering Facepiece 2 masks)
- Face shields or visors (must be worn in combination with an FFP2 mask)

All employees must use a personal mask. Sharing masks with other people is not allowed, as this increases the risk of infection.

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

As an MNS, an FFP2 mask is strongly recommended. In principle, an FFP2 mask without an exhalation valve can be used both for self-protection and to protect others. For this reason, it is preferred over an FFP2 mask with an exhalation valve, which can only be used for self-protection. No mask guarantees 100% protection against infection, but it does make it more difficult for the virus to be transmitted through the droplets and aerosols that are released from the mouth and nose when speaking and breathing, as the layers of the mask filters most of them out. Since an FFP2 mask fits tightly on the face (when worn properly), the protective effect is significantly higher than that of a fabric mask. To ensure that the FFP2 mask fits tightly, adjust the mask in place using the elastic bands.

The Rectorate provides each staff member with a sufficient number of FFP2 masks. These are distributed by the OU Purchasing Service and can be reused up to 5 times if the procedures that are described at: https://tu4u.tugraz.at/fileadmin/Studierende_und_Bedienstete/Anleitungen/FFP2_Masken_Handhabung.pdf (only available in German) are followed.

The mask can be worn until it feels wet. The wearing time depends on the physical activity (up to max. 8 hours), then the mask needs to be replaced. Used masks should be disposed of in the residual waste (Restmüll). When putting on and taking off the MNS, only touch the straps; do not touch the inside of the mask. In addition, the mask should not be touched while it is being worn. After removing or replacing the mask, hands should be thoroughly washed and/or disinfected with soap and water (see Appendix, point 11.1).
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], but does not protect the wearer against aerosols.

The shield/visor can only be used in combination with a MNS (e.g. FFP2 mask). It is possible to wear glasses beneath the shield/visor. Simply wearing a shield/visor without an additional MNS is not permitted.

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.

4.1.4 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 10.3.

5. Hygiene Measures in the Buildings

5.1 Common areas

In general, the activity of coronaviruses 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 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 5.1 must be observed.

5.6 Special instructions for the cleaning service

The same personal hygiene measures and basic rules of conduct (physical distancing of at least 2 meters, wearing of masks when the minimum distance cannot be maintained) 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).

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. A person who has received a COVID-19 at-risk certificate (as described in § 735 of the Allgemeines Sozialversicherungsgebett [ASVG, General Social Security Act]) from their doctor is entitled to be released from work, unless teleworking is possible or adequate changes in the working conditions can be made to reduce the infection risk as much as possible. Affected persons should send the at-risk certificate to the following e-mail address (supervisor in CC):
sonderurlaub-covid@tugraz.at.

6.1 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
- Fever
- 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 measures described at: https://tu4u.tugraz.at/fileadmin/public/Studierende_und_Bedienstete/Anleitungen/Corona_Verdachts- https://tu4u.tugraz.at/fileadmin/public/Studierende_und_Bedienstete/Anleitungen/Corona_Verdachts- und_Erkrankungsfaelle_Meldung_Mitarbeitende.pdf should be taken:
8. Documentation of presence

The regulations regarding documentation of presence are summarised at:
The accompanying presence list is found at:
https://tu4u.tugraz.at/fileadmin/user_upload/redaktion/Anleitungen/Anwesenheitsliste_Mitarbeitende_Studierende_BesucherInnen.docx.

In addition to the rules that have been communicated regarding the documentation of the presence of TU Graz staff and students, 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.
The provision of in-presence customer services – with the exception of limited library services – is to be avoided until further notice. External visitors may visit the TU Graz campuses in exceptional cases, if the institute / the OU can provide good reasons why cannot be avoided, see https://tu4u.tugraz.at/fileadmin/Studierende_und_Bedienstete/Richtlinien_und_Verordnungen_der_TU_Graz/COVID-19_Universitaetsbetrieb_Corona-Ampel_RL.pdf (only available in German). Visitors are to be informed in advance about the rules of conduct applicable at TU Graz. The visit of external persons is to be documented at the institute itself and the visitors’ acknowledgement of the rules of conduct is to be recorded by their signature.
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 external company needs to be informed by the client in advance of the registration formalities applicable at TU Graz.
9. Presence examinations and classroom teaching

The organising institutes are responsible for hygiene in the decentrally organised presence examinations and classroom teaching. General hygiene and safety standards must be observed. Students are responsible for disinfecting their seats by themselves. A bucket with cloths soaked in disinfectant will be available at the room entrance. Students take a cloth to their seat and use it to clean their seats. Material for personal disinfection of the workplace and hand disinfection can be obtained via the in-house ordering platform. Current, detailed information about the regulations for classroom teaching and presence examinations can be found at: https://tu4u.tugraz.at/en/students/our-tu-graz/teaching/covid-19-teaching-and-examination-operations/

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 physical distancing (at least 2 metres) 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 CEN 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 ([praeventdienst@tuerz.at](mailto:praeventdienst@tuerz.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.

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

Thrown both gloves away together.

Information prepared by the Preventive Services (praevent@uni.tugraz.at) May 2020
11.4 Operating Instructions for Handling Surface Disinfectants
(only available in German)