

Risk assessment virus protection (Corona)

Organisation	
Responsible person	

	Duties	by whom, till when?
1	You have investigated the present regulations for your federal state (and town).	
2	You have data concerning infection and risk areas.	
3	The avoidance of skin contact and hand shaking is published in your meetings.	
4	You check the priority of group meetings and consider alternatives like video conferences or open-air meetings.	
5	Necessary special approval will be applied for .	
6	You have an individuel concept for hygiene-measures .	
7	Complete air exchange especially in meeting rooms is being done regularly.	
8	Additional aircleaner are suitable and checked regularly.	
9	For every room there is a maximum number of persons that can be seen at the entrances.	
10	Ushers are placed at the entrances.	
11	Chairs will be set up according to the seating plan , benches are marked.	
12	You register the contact data according to the seating plan.	
13	The minimum distance (1,50-2.0m) is being communicated.	
14	Indoor walkways are marked with a guide-system.	
15	A separate entrance and exit is signposted.	
16	Entrances and lounges meet the regulations or they are locked/marked and are being placed outside.	
17	Beverages are provided according to regulations (e.g. in small bottles).	
18	Regular disinfection of door handles, bells and public keyboards is organised.	
19	The main doors should be able to open without touching eg. by the ushers.	
20	For the Lords supper single cups are being used instead of a chalice.	
21	The breaking of bread is organised according to hygienic rules (e.g. disinfection of hands, face masks...)	
22	Spit protection is provided at info-points and desks.	
23	Disinfectant dispensers are available.	
24	Soap dispensers are available at every sink.	
25	The hygienic drying of hands is possible (towels are removed).	
26	Persons are wearing a Face-mask according to the regulations .	
27	For visitors face-masks are being provided (e.g. surgery.masks).	
28	For co-workers face-masks and respiratory protection (FFP2) are available.	
29	Each office is used by a single person , others use homeoffice.	
30	Shared works equipment (e.g. cars) have to be disinfected for the next user.	
31	Drive alone, joint tours only with facemasks, exception family members..	
32	Contact to persons who are sick or in quarantine is organised.	