COVID-19 - General rules of prevention

Protection of vulnerable/at-risk persons

The purpose of these general rules is to provide details in relation to the Directives of the Rectorat of 23 June 2020.

Protection of persons at high risk


- Persons at high risk are defined as persons aged 65 and over and persons suffering from any of the following diseases in particular: high blood pressure, diabetes, cardio-vascular diseases, chronic respiratory diseases, diseases and treatments that weaken the immune system, cancer.
- People at high risk must be particularly protected and teleworking remains the first priority. If it is necessary for high risk persons to be present on site, then
  - The workplace shall be arranged in such a way that close contact with other persons is excluded, in particular by providing an individual office or a clearly delimited area where the minimum distance of two metres is respected;
  - In cases where the distance of two metres cannot be kept, appropriate protective measures are taken (e.g. mask, visor, etc.).
  - The employer shall consult the employees concerned before taking the measures provided for.
- Employees make their vulnerability known through a personal statement. The supervisor may require a medical certificate.
COVID-19 - General rules of prevention

Rules concerning the use of means of protection

The purpose of these general rules is to provide details in relation to the guidelines of the Rectorate of 23 June 2020.

Notes on the use of protective/preventive means

The FOPH's general information on this subject can be found [here](#). Below are details of the usual means of protection.

Hand sanitizing gel:

It is important to remember that regular hand washing with soap is sufficient. However, hand sanitizing gel is useful when hand washing is not possible near the workstation (e.g. during outdoor activities) or when shared equipment must be used without a nearby water source.

Gloves:

Wearing gloves is not recommended due to the risk of cross-contamination (the glove may contact a contaminated area and then the face or vice versa) and to the risk of contamination of the hands when removing the gloves.

Masks:

- The Federal Office of Public Health (FOPH) does not recommend that healthy people wear a face mask when the distance can be kept. However, a face mask must be worn when the activity cannot be performed within the recommended minimum distance.
- When a mask is required or if a person wishes to wear one privately, correct use is very important so that it does not become a vector of contamination. Here is how to use a hygiene mask correctly:
  a. Disinfect/wash hands immediately before and after handling.
  b. Touch the mask only with the rubber bands, except for the initial positioning.
  c. Carefully put on the mask so that it covers the nose, mouth and chin, then tighten it so that it fits snugly against the face.
  d. Tighten the metal nose bridge so that the mask is pressed against the face.
  e. Wear medical glasses over the mask
  f. Do not touch the mask after putting it on. After each contact with a used hygiene mask, e.g. by removing it, wash your hands with soap and water or a disinfectant.
  g. If you need to remove the mask to eat, drink, etc: disinfect your hands before and after, place the mask in a paper envelope or between two sheets of household paper for example or simply on the desk between two sheets of paper. Handle it as little as possible and touch it with the rubber bands.
  h. In case of limited availability, hygiene masks can be worn for up to 8 hours, even when wet.
i. Dispose of the mask and any paper/envelope in a knotted/zipped plastic bag and throw it in a rubbish bin.

### CORONAVIRUS
**HOW TO USE A FACE MASK CORRECTLY**

<table>
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<th>Putting on a mask</th>
<th>Removing a mask</th>
<th>Disposing a mask</th>
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<tr>
<td>1 Wash your hands and use a disinfectant</td>
<td>1 Dispose your mask safely after max. 8 hours of use</td>
<td>1 Wash your hands again</td>
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<tr>
<td>2 Inspect the mask for tears and holes</td>
<td>2 Be careful when removing the mask, NEVER touch the front side! Use the straps.</td>
<td>2 Wash your hands again</td>
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<tr>
<td>3 Check for the top edge</td>
<td>3 Store the mask in an envelope or in a washable personalised box</td>
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</tr>
<tr>
<td>4 Make sure to correct side is facing outwards</td>
<td>4 Tighten the lower strap if necessary</td>
<td>4 Tighten the lower strap if necessary</td>
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<tr>
<td>5 Put on the mask</td>
<td>5 Pull the lower side down so that it covers your chin</td>
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</tr>
<tr>
<td>6 Squeeze the metal strip over the bridge of your nose</td>
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<tr>
<td>7 Tighten the lower strap if necessary</td>
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</tr>
</tbody>
</table>

Source: IrisCare
Surface disinfectant and washing agent:

As long as the hygiene rules are respected (regular cleaning of the hands, not touching the face) it is not necessary to disinfect or systematically clean the surfaces. In specific cases, such as the use of microscopes, shared computer workstations, etc., it may be necessary to clean equipment more regularly.