

## Instructions for Organic Chemistry III during the Corona Pandemic

For Stage 2 of the pandemic regulation at the university hygiene regulations apply. For example, keeping distance, sneezing- and coughing-etiquette, etc. More detailed information can be found in the following list. This list is based on the university's risk assessment, which you can view in the secretariat if you are interested.

- 1.1. If possible, you can work from home. Home office can be arranged as required in individual agreements with the institute directorate.
- 1.2. To avoid increased traffic (e.g. in the corridors) please coordinate the start- and endtimes of your workday with each other at slightly different times.
- 1.3. The allocation of space in the laboratories and offices has been arranged in such a way that the rules of social distancing are followed. Please keep the distance during work. Please make sure that workspace is only occupied by the very person that has been assigned to – no lab space sharing. Jointly used facilities such as analytical instruments are exempt from this rule (see below).
- 1.4. Jointly used/shared equipment such as spectrometers can only be used by one person at a time. To prevent infection through shared equipment and resources (shared solvents), please wear disposable gloves and dispose of them after use. (At the same time, please make sure that you do not contaminate keyboards, handrails or doorknobs etc. with chemicals.) Samples for service measurements (e.g. thermal analysis, GPC etc.) are to be submitted in containers provided for this purpose, so that no unnecessary contact with the person taking the measurements occurs.
- 1.5. The social room in O25 or the tea kitchen in the ZQB may only be entered and used by one person at a time, e.g. for preparing food. Coordinate the use of the room with each other. (If you bring cold lunch/sandwiches then you will not need the microwave and you will not have to queue).  
Please eat your lunch in the offices assigned to you. Bachelor and Master students have no office space. The respective supervisors should make their office available for Bachelor and Master students to have lunch. Please arrange this individually.
- 1.6. Group seminars and larger work meetings are held as video conferences. 1:1 work meetings can be held as face-to-face meetings, subject to the rules of distancing and hygiene.
- 1.7. If the distance of at least 1.5 m cannot be maintained for technical reasons, a mouth-nose cover (MNB) must be worn. This does NOT apply for CHEMICAL work on the fume hoods. The MNB should only be worn in the laboratory if necessary and be removed immediately afterwards. The MNB must be worn in the corridors and on the traffic routes in the university.
- 1.8. Please familiarize yourself with the regulations "Corona Pandemic Operation Level 2". Further hygiene tips can be found at [www.infektionsschutz.de/hygienetipps/](http://www.infektionsschutz.de/hygienetipps/). A briefing/question-and-answer session as a video conference will be scheduled. Afterwards, your signature will be used to document the implementation of this workplace-specific safety instruction.
- 1.9. Employees belonging to a risk group will discuss individual measures such as home office, individual workplaces etc. with the institute directorate.
- 1.10. Pregnant women are not allowed to work at the institute if there is a suspicion of an infection. Pregnancy must be reported to the Institute directorate as soon as possible. Furthermore, the usual regulations for pregnant women apply and remain in place.

- 2.1. The "Lab-Office allocation" indicates the individually allocated laboratory and office space. Requests for changes must be reported to the Institute directorate.
- 2.2. If necessary, jointly used areas such as those around the spectrometers can be marked with floor markings to indicate the area reserved for measurements. Please stay inside these markings to protect your fellow colleagues who work permanently in these laboratories.
- 2.3. not applicable.
- 3.1. see point 2.1.
- 3.2. see point 2.1.
- 3.3. not applicable.
- 3.4. Disposable masks shall be provided for specific work in jointly used laboratories, if necessary. These should be used exclusively in the laboratory and be discarded when leaving the laboratories.
- 3.5. If experiments can only be carried out by two or more people together without being able to adhere to the distancing rules, individual protective measures must be discussed with the institute management in advance.
- 4.1. The various storage facilities (chemicals, glass, gas) may only be entered by one person at a time.
- 4.2. does not apply.
- 5.1. does not apply.
- 5.2. does not apply.
- 5.3. does not apply.