

Personal conduct

- Limit your social contact to an absolute minimum
- Avoid gatherings of people, such as canteens, cultural events, public transport, etc., unless you are wearing a face mask
- Limit your purchases to the essentials
- Avoid direct physical contact: do not shake hands, do not greet with a kiss, keep a distance of one meter from others and wear a face mask
- Use only the phone, email or video-conferencing to hold discussions
- Organize visits to shared facilities (e.g. postroom, photocopying room, break room) so that you do not come into contact with others
- Do not open doors with your hands - use your elbow or your foot
- As far as possible do not touch any surfaces (the virus survives on surfaces for days)
- Wash your hands often and thoroughly using soap (count to 30 while rubbing in the soap)
- Disinfect your hands at least before each mealtime
- Cover the mouth and nose with a disposable handkerchief when sneezing, coughing and blowing your nose, and turn away from other people
- Do not put your hands in your mouth, nose or eyes
- Wear a mask when you come into contact with other people
- Wear gloves for physical contact with other people
- Give communal spaces a five-minute airing once an hour
- If you are unwell and have a fever, go to your doctor or to the health center in Baden without further delay – and phone them in advance