



1

Avoid gatherings or meetings with many people. Use online conference facilities, VTC, conference calls, e-mail, phone calls within the same building as well as Home Office as far as possible.



2

Unavoidable personal meetings should be kept brief and take place in a sufficiently large, well-ventilated room that allows you to keep your distance. Avoid handshakes – a smile connects.



3

Cancel unnecessary travel and postpone meetings that are not essential.



4

Do not stay longer than necessary in social rooms such as kitchens or common rooms. Keep your distance from others.



5

Bring your own meals to work and eat them at your desk.



6

Avoid public transportation. Instead, walk, use the bike or your own car. Avoid the "rush hours" by starting or stopping work early.



7

Restrict your off-duty activities: e.g. no mass events, concerts, course participation, fitness studios or cinemas. Support high-risk patients in order to minimize their social contacts (shopping, etc.).