Operating Instructions

**BIOLOGICAL AGENT**

**Coronavirus SARS-CoV-2**

Coronavirus SARS-CoV-2 is assigned to risk group 3. COVID-19 (Coronavirus Disease 2019) is caused by an infection with coronavirus SARS-CoV-2 being passed on from person to person.

**RISKS FOR PEOPLE**

**Method of transmission:**
- Droplet or aerosol particle infection - the virus is transmitted through the air by droplets or aerosol particle which land on the mucous membranes (mouth, nose, eyes), or
- smear infection - transmission via contaminated hands to the mucous membranes (mouth, nose, eyes)

**Incubation period:**
It can take up to two weeks after infection for symptoms to appear.

**Health effects:**
Infections are usually mild and without symptoms. But acute symptoms of the disease can also occur, such as respiratory problems with a fever, cough, difficulty breathing or respiratory distress. In severe cases, an infection can also lead to pneumonia, severe acute respiratory syndrome (SARS), kidney failure or even death. This particularly affects not vaccinated people, people with previous underlying illnesses or those with a weak immune system.

**PROTECTIVE MEASURES AND RULES ON WHAT TO DO**

In order to reduce the risk of infection, the ministry decrees and the following hygiene measures must be adhered to:
- Avoid shaking hands and physical contact.
- Wash your hands regularly, frequently and carefully (for at least 20 seconds, with soap, up to your wrists) and dry your hands thoroughly with a paper towel after washing them.
- Use a disinfectant for your hands if there is nowhere to wash them.
- Keep your hands away from your face.
- Cough or sneeze into a tissue or your elbow.
- Keep at least 1.5 metres away from other people.
- Regularly air closed rooms (intense ventilation).
- Wear a so-called “qualified” mask (medical or FFP2-mask) in CAU-buildings, if a direction would call on you to do this.
- Wear a so-called “qualified” mask at your workplace if the minimum distance of 1.5 m to other employees is not reached.
- Use lifts with the number of persons the lift is marked
- Use of fans, fan heater or mobile air-conditioners is permitted only in workrooms with single occupancy

**WHAT TO DO IN THE EVENT OF RISK - FIRST AID**

**People with symptoms:**
- must inform their superior and the corona-crisis team immediately corona@uni-kiel.de
- have to adhere to the reporting chain if they are sick or under quarantine orders https://www.uni-kiel.de/en/coronavirus/current-news/reporting-trails

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