Precautions for reopening of Dept. of Chemistry – version 05-08-2020

The Department of Chemistry has now been opened for all employees. Here you will find local guidelines for the Department of Chemistry (Langelandsgade 140). Please continue to be aware of AU’s general guidelines, which can be found at chem.medarbejder.au.dk. Employees and students all have a responsibility to:

- Protect themselves and others against infection, and follow the guidelines from the health authorities.
- comply with Aarhus University’s guidelines for reopening
- Make sure your work can be carried out without increased infection risk

We still must refrain from moving around the building complex when unnecessary, and we must pay special attention to hygiene and keep at least 1 m social distancing at all times.

There will be signs on all doors indicating the maximum number of people in the room. Until all signs are up, follow the main rules for maximum people allowed described below.

**Working form home:** If possible with your tasks, it is still allowed to work from home.

**Laboratories:** In principle, there must be one person per "fag" (a “window section”), however there must be one person per fume hood, which in most places allows more than one person per window section. We will make individual assessments of every room, and there will be a notice on the doors when it is ready.

We are now returning to normal glove practice in the labs, but pay extra attention to hand hygiene! That is, use hand sanitizer when you enter a new room and wipe all touched surfaces with disinfectant after use, end up using hand sanitizer on your way out.

**The workshops:** Open again. Keep distance and disinfect items that are sent to the workshop.

**Offices:** Offices are open. There must be at least 1 m from "center of seat to center of seat". For supervision sessions in VIP offices, there must be up to three people in VIP offices if the distance of 1 m can be upheld. If several meetings are held on the same day, remember to disinfect surfaces in between meetings.

**Offices with multiple people:** there may be up to 4 people in 1-window section offices in building 1511-1512, and 5 people in 1-window section offices in 1510 and 1513. Other types of offices will have a notice on the door.

**Kitchens and coffee machines:** Coffee machines and the like may be used again. Be careful about hygiene if using porcelain and cutlery. Refrigerators may be used for storing packed lunches. You may use the water tap. Eating in the kitchen is allowed, but uphold 1 m distance, use every 2nd chair and sit diagonally opposite each other. Remember to disinfect surfaces after each use of the refrigerator, faucet / sink and tables and chair. Use hand sanitizer as you enter the kitchen, and again after you have cleaned up after you and disinfected surfaces.

**Meeting rooms:** Can be used again, but keep distance and disinfect surfaces off after use. Use every 2nd chair and sit diagonally opposite each other. Use hand sanitizer when you leave the room.

**Other common facilities:** Printers and the like. Ethanol (disinfectant) and hand sanitizer will be available. Use the same rulers as in the labs. – Use hand sanitizer before and after use, and disinfect used surfaces.

**Access card system:** Doors are unlocked during daytime (7:30-17:00) and locked at night and in weekends/holidays.

**Hygiene:**
- Use hand sanitizer when you arrive and when you leave anywhere in the buildings.
- Use gloves (optional) when touching contact points such as door handles, keypads and the like.
- Disinfect with ethanol after use of common equipment, after supervision sessions and the like.
- Be careful with hand hygiene.
- If you need closer contact for a short time (2 in front of 1 monitor, 2 in the same fume hood for a short time or similar), mouth masks must be used - these are in backorder, but as soon as they are available, they will be in the shop.

Hand sanitizer and gloves are installed at all entrances and we distribute common disinfectant (ethanol) in wash bottles and dispensers with handgun in laboratories, offices and meeting rooms. When the bottle is empty, it can be changed to a full one in the “store” (Butikken). The same goes for disposable kitchen towels, which are recommended to be placed in kitchens and offices.

**Avoid the spread of infection:**

- Do not go to work if you are ill or have symptoms of COVID-19
- Inform your manager and those you have been in contact with if you fall ill
- Do not go to work until you have talked to your manager if you have been in contact with the sick