



elbek vejrup

Guidelines Covid-19

**TANGEN 6**



**Wash your hands frequently  
or sanitize your hands with  
an alcohol-based hand rub**



**Cough or sneeze into your  
sleeve, not your hands**



**Limit physical contact  
– avoid handshakes, refuse  
kisses on the cheek and  
avoid hugging**



**Be diligent with cleaning  
– both at home and in  
your workplace**



**Keep your distance and ask  
others to be considerate**

# General precautions



- **Always follow the official guidelines issued by the health authorities.**
- **Handsanitizer:** You will find handsanitizer in the reception, kitchens, the canteen and at the bath rooms.
- **Visitors:** We recommend that only business-critical guests visit Tangen 6 and that children do not come to the office
- **Avoid physical meetings as far as possible:** We recommend that both internal and external meetings are held via Skype, Teams or similar, as minimizing physical contact, has proven to work well over the last weeks.
- **Kitchenette:** Can be used to fetch tea and coffe as usual. It is recommended that there is only one person in the kitchen at a time, and that all talk is moved to other areas.

# Common areas and facilities



## Precautions:

- **Meetings:** In cases where a physical meeting is required, there must be a minimum distance of 2 meters between meeting participants. It is okay to pass by each other.
- **Meeting rooms:** Hygiene guidelines have been increased in the meeting rooms, by having handsanitizer available in every room. After every meeting, tables, screens and other is wiped off with sanitizer and a clean cloth.
- **Number of persons:** Do not stay too many in the meeting rooms, and make sure to keep a safe distance.

# Canteen



## Precautions:

- **Desinfect your hands when you arrive at the canteen.**
- **Opening hours: We have extended the opening hours to 11.00-13.00.** At the same time, we urge you to distribute this period, so that large groups arriving at the canteen is avoided.
- **Expanded canteen area:** Tetris is allocated to dining area. Likewise, we urge that outside dining areas are used, if possible.
- **Allocated permanent seats for each company**– Each company is responsible for allocating times internally, to make sure the whole time period is used.
- **Dining takes place staggered and with safe distance in the canteen:** Placemats have been placed on all seats in the canteen. It is important to position yourself with proper distance to your colleagues. When you finish eating, you remove your placemat. This way, the subsequent colleagues can find an "unused" space. (A seating with a placemat)
- **Portioning:** The canteen staff handles the serving of food.
- **Keep distance in the buffet queue:** We kindly ask you to wait in the area between reception and canteen, if more than 2 people are already around the buffet.
- **Breakfast on fridays:** Breakfast is portioned and delivered out side your office (like in meetings)

# Sickness



## Precautions:

- **Sickness and high risk persons:** We urge that you do not show up at the office if you experience the slightest corona symptoms or signs of illness in general. Everyone who is particularly vulnerable or at increased risk of being infected is recommended to work from home.

## If an employee gets Corona-symptoms at work:

- Send the employee home. Use the nearest direct exit and avoid physical contact with others.
- Colleagues who have been in close contact with the employee (for more than 15 minutes) go home until the employee has been tested negative for Corona, or until he/she is symptom free for at least 14 days.
- Most importantly, the employees work space is cleaned thoroughly.
- Inform the reception immediately

## Non-Corona sickness and occupational injuries

- If an employee suffers a occupational accident at Tangen6, this must be reported to the reception immediately.