

Appendices: Instructions for putting on and taking off respiratory protection equipment, instructions for removing disposable gloves

Safety instructions for students

Only the minimum number of students per work area may be present (recommendation 10–15 persons at a time). People in risk groups: only one person may be present in the work area at a time (special arrangements, if necessary).

The work area must be empty for two hours before next use (different persons than first group), intermediate cleaning by Palmia in the agreed work areas (centralised reservation). The use of common machinery should be avoided, or the machinery should be cleaned whenever possible between users.

The department management / technical supervisor / workshop master determines which work areas the personnel and students may use and provides additional instructions concerning individual work areas.

Please note: Maintain a distance of 1-2 m from each other at all times. Do not shake hands and do not come to work if you are unwell. Please leave the premises immediately if you experience any symptoms of flu or other similar symptoms.

Further instructions: Please use the toilet facilities closest to your work area (observe the safety distance). Shared break rooms are within the scope of normal cleaning (keep safety distances and good hygiene). Remove the gloves – wash your hands – always put on gloves after sneezing or coughing (sneeze and cough into your elbow). Respiratory protection may be used, taking account of the related instructions.

When arriving at the premises

1. Take the most direct route to the work area and avoid touching door handles.
2. Keep a distance of 1–2 metres to other people.
3. Disinfect your hands with hand disinfectant before entering the work area.

When arriving at the work area

1. Wash your hands thoroughly (– wear respiratory protection if necessary – wash your hands thoroughly)
2. **a)** Put on disposable gloves **or**
b) If the nature of the work or the associated risks prevent the use of protective gloves, special attention must be paid to washing and disinfecting hands.
3. Comply with the instructions provided at the work area.

At the work area

1. Maintain a distance of 1–2 m to other people.
2. Do not shake hands.
3. Do not touch your face.
4. Do not touch other people's equipment (personal equipment).
5. Do not use the same equipment at the same time (unless specifically required by the performed activity).

When leaving the work area and premises

1. If you wore disposable gloves, remove them and dispose of them.
2. Wash your hands thoroughly (– remove your respirator mask – wash your hands thoroughly).
3. Leave the work area taking the shortest route and alone.
4. Avoid touching door handles.
5. Disinfect your hands with hand disinfectant before leaving the premises.

If required, Occupational Safety (tiina.okkonen@aalto.fi) provides respirator masks, disposable gloves, hand disinfectant and disposable disinfectant wipes. These are available at the building's lobby services.

Feedback facilitates developing the operating model. We appreciate all feedback on safety. Please submit your feedback to Aalto University Occupational Safety: tiina.okkonen@aalto.fi.