



## What to do in event of suspicion or confirmation of COVID-19 disease in your company

### Information for entrepreneurs

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**Acting correctly is crucial when employees experience symptoms such as a dry cough, fever, a previously unknown shortness of breath:**

#### Please make sure that the employee:

- Stays away from the work site (construction site, office, cleaning object) or leaves it immediately. In contact with other persons the [required distance](#) must be strictly observed and a [face mask](#) must be worn.
- With the involvement of the company doctor, contact the family doctor's practice or the responsible health office by telephone (found at <https://tools.rki.de/PLZTool/>).

#### These measures must be implemented at the workplace:

- Immediately: Damply clean surfaces in the working area of the person concerned with detergent or cleaning agents containing alcohol. Attention must be paid to the protection of the cleaning personnel.
- Ventilate rooms in which the person concerned has stayed for 30 minutes, with the windows fully open.
- If you suspect that a person has Covid-19, make sure that you can trace which employees were in the immediate vicinity of the person concerned based on the record in accordance with the Employee Secondment Act.

**Together with your employees you can do a lot to keep the risk of an infection with the coronavirus in the company or on construction sites as low as possible:**

#### Inform and organise in good time:

- [Carry out](#) an appropriate [risk assessment](#). Please note any need for coordination with the building owner or the health and safety officer.
- Instruct employees about the symptoms of COVID-19 and the necessary rules of conduct and document this.
- Make sure that [distance requirements](#) are observed. Where this is not possible, make sure a [face mask](#) is used.
- If necessary, create additional [handwashing facilities](#) (running water, soap, disposable towels), so that the [hygiene rules](#) can be complied with.
- Reduce contact with each other and with third parties as much as possible.

- Contactless fever measurement in compliance with data protection regulations can be used to support this.
- Maintain daily attendance lists for each plant or construction site, with contact details of the employees working there, so that contacts can be tracked if coronavirus infection is suspected.
- Complete existing lists accordingly.
- Make sure that contacts with third parties (suppliers, client representatives, etc.) can also be traced.
- If you need help or advice, contact your company doctor.

You can find further information at [www.bgbau.de/coronavirus](http://www.bgbau.de/coronavirus)