

Covid-19 - Staying Safe in the Workplace

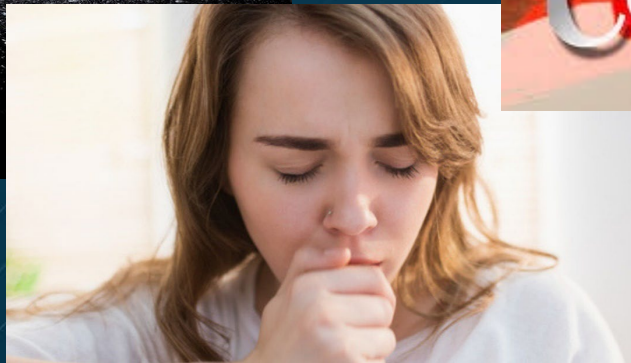
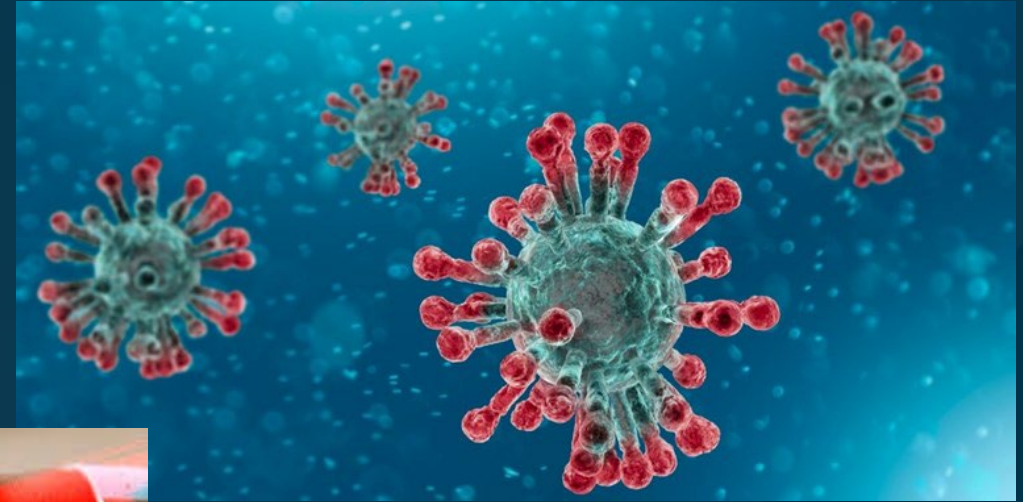
→ UNITED SPACE IN EUROPE

March 2023



COVID-19 is an illness that affects mostly lungs and airways. Symptoms can be mild, moderate, severe or fatal. The incubation period is between 2 and 14 days.

Main symptoms: cough, fever, muscle pain, difficulty breathing, tiredness.



Infection:

- Infection can be spread to people who are nearby, as droplets could be inhaled into the lungs
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person.

STAY AT HOME and inform the ESRIN Medical Officer if:

- You have symptoms including, fever (higher than 37.5 C), cough, difficulty in breathing, muscle pain & tiredness or other symptoms. (call your doctor in case of doubt)
- If you tested positive to Covid 19.





Wash hands frequently

Cleaning hands with soap and water or an alcohol-based hand rub



Maintain social distancing

If you'd like to feel safer, wearing masks and social distancing are still the most efficient behaviours to be applied, especially in all common areas and meeting rooms



Avoid touching your face eyes, nose and mouth

Hands touch many surfaces and can pick up viruses



Practice respiratory hygiene

Covering mouth and nose with bent elbow or tissue when coughing or sneezing.

COVID-19 – HAND HYGIENE

Soap and Water and Hand Sanitizer

Duration of the entire procedure: 40-60 seconds



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



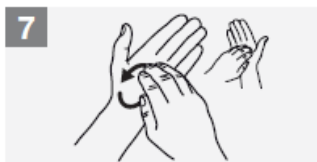
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



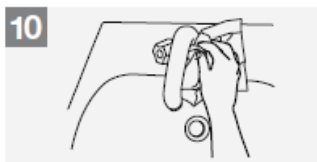
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



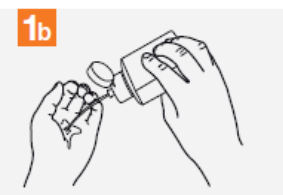
Your hands are now safe.

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

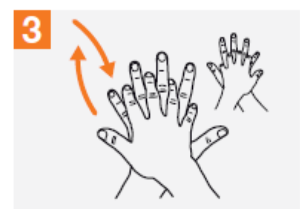
Duration of the entire procedure: 20-30 seconds



Apply a palmful of the product in a cupped hand, covering all surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



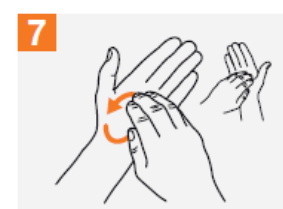
Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Once dry, your hands are safe.

If you'd like to feel safer...

Surgical or FFP2 masks are available on request at the main gate



PUTTING ON SURGICAL MASK

1. Wash hands with soap and water or with alcohol-based solution

2. Put on surgical mask

- Place mask over nose, mouth and chin
- Fit flexible nose piece over nose bridge
- Secure on head with elastic
- Adjust to fit



3. Wash your hands with soap and water or rub with alcohol based solution each time the front of the surgical mask is touched.

REMOVING SURGICAL MASK

1. Remove surgical mask

DO NOT TOUCH THE FRONT OF THE MASK

- Lift ties from behind your head and
- Pull off mask away from your face
- Avoid touching the front of the mask and use ties to discard



2. Wash hands with soap and water or alcohol-based solution immediately

3. Discard surgical mask in a plastic bag, close the bag and throw it in a bin.



4. Wash hands with soap and water or alcohol-based solution immediately



Remember to:

- Wash your hands before and after use
- Apply the mask as shown in the diagram
- Still maintain social distancing even when wearing your mask
- Do not leave used masks lying around.

To ensure the safety of the working environment an analysis of critical areas has been carried out



Open space or shared offices

Designed to guarantee at least 1 meter distance



Canteen

The canteen operates from 12:00 to 14:00



ESRIN Medical Centre

Medical visits will be on an appointment basis



Meeting Rooms

If you need to use a meeting room call the IT Service Desk(80700)



Uliveto – Travel Agency

Clubs activities and Mission travels are back to normal

ESRIN EMERGENCY NUMBERS



Emergency Contacts	Contact Information	Opening Times
ESRIN Emergency Number	Onsite: 3333 Offsite/Mobile: +39 06 941 80333	24/7
ESRIN Medical Centre	Dr Francesco Draicchio: <ul style="list-style-type: none">• Onsite: 80290• Offsite/Mobile: +39 06 941 80290 Ms Simona Pannullo (Mon/Wed/Fri): <ul style="list-style-type: none">• Onsite: 88396• Offsite/Mobile: +39 06 941 88396	Available via email and phone during opening hours
ESRIN Security	Onsite: 80220 Offsite/Mobile: +39 06 941 80220 Email: esrin.security@esa.int	24/7
National Emergency Number	112	24/7
COVID-19 national helpline	1500	24/7
COVID-19 regional helpline	800118800	24/7



