

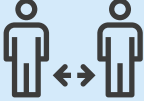













**Supplementation of Risk
Assessment in Accordance
with the SARS-CoV2
Occupational Health and Safety Standards
Sector: Food and Beverage Industry**



Assessment of working conditions in accordance
with § 5 ArbSchG (Labor Protection Act)




Risk	Infection with the SARS-CoV-2 (corona virus) through infected <ul style="list-style-type: none"> • colleagues • external persons (suppliers, employees of third-party companies) • customers / guests 	
Measures	SARS-CoV-2 occupational safety standards general	Instructions for food and beverage services
	<p>Operational processes must be organized in such a way that a distance of at least 1.50 m is maintained between persons. This applies to all operational areas including work areas, storage rooms, traffic routes, sanitary facilities and break rooms.</p>	<ul style="list-style-type: none"> • Work processes in all operational areas must be reviewed to ensure that a distance of at least 1.50 m is maintained. Assign only that number of people to a work area at one time that will allow the distancing directives to be effectively complied with. • Make sure that walking and traffic routes are sufficiently wide. Remove any obstructions (e.g. due to objects placed there). Limit the number of people using the lifts so that the required distances between them can be maintained. • In areas where it is necessary for several employees to carry out their work together, e.g. maintenance, repair of heavy machinery or in the workshop, the employees must be provided with a mouth-and-nose covering. • If the break rooms are sufficiently large, the distance of 1.50 m between individuals can, if necessary, be maintained by positioning a limited number chairs; in the case of smaller break rooms and in sanitary areas, a timely separation must be achieved by appropriate (staggered) organization of work and break times.
		<ul style="list-style-type: none"> • Maintain a distance between customers and employees by providing a sufficiently wide counter. Apply markings on the floor to maintain the distance at sales counters.
		<ul style="list-style-type: none"> • A distance of at least 1.50 m must also be observed when goods are delivered to customers. Delivery notes are deposited as contact-free as possible and then retrieved by the customer. Whenever documents must be signed, ballpoint pens should not be handed over or shared; this applies also to other utensils and equipment.
	<p>Wherever possible, office work should be carried out from home (home office), especially if office rooms would have to be used by several individuals with insufficient safety distances.</p>	<ul style="list-style-type: none"> • If working in a home office is not possible, the following measures should be reviewed and implemented in the specified order: Allocation of individual offices, distances between the tables of at least 1.50 m, installation of sufficiently dimensioned and sufficiently solid partitions (e.g. Plexiglas).



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Measures	SARS-CoV-2 occupational safety standards general	Instructions for food and beverage services
	<p>If a distance of 1.50 m cannot be maintained, a physical separation between the respective work stations must be provided to prevent the transmission of infection (e.g. sufficiently high barriers of transparent material such as Plexiglas or similar materials).</p>	<ul style="list-style-type: none"> • Installation of sufficiently dimensioned partitions at ordering and sales counters, checkout counters or in the reception area. The partition must be sufficiently stable and so wide and high that the airflow from the person standing in front of it does not reach the employee.
	<p>If it is not possible to maintain a sufficient distance or separation in certain work activities for operational reasons, employees must be provided with a sufficient number of mouth and nose covers. Employees are to be instructed on the correct use, maximum wearing time and care of the breathing protection masks.</p>	<ul style="list-style-type: none"> • This may apply to activities that can only be carried out by two employees together. Consequently, both persons must wear a mouth-nose covering. • The following applies when working in silos or confined spaces: In the case of a necessary rescue of an employee, the rescue has priority over any possible risk of infection with SARS-CoV-2, so that in such a case action must be taken independently of preventive distancing or the wearing of a mouth-nose covering. • Instructions on the care of masks made of cloth (so-called “community masks”) may be found on the website of the Bundesinstituts für Arzneimittel und Medizinprodukte: https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html
	<p>Additional provisions shall be made for company vehicles to be equipped with utensils for hand hygiene and disinfection and with paper towels and garbage bags. In the case of travel required for operational reasons, the simultaneous use of vehicles by several employees should be avoided as much as possible. The interiors of company vehicles must be cleaned regularly, especially when they are used by several people.</p>	<ul style="list-style-type: none"> • In the case of travel required for operational reasons, the simultaneous use of vehicles by several employees should be avoided as much as possible. If this is not possible, a mouth-nose covering should be worn. • Groups of persons who jointly use a vehicle – at the same time or successively – should be limited to the greatest extent possible, e.g. by assigning one vehicle to a fixed team. • After completion of the activity (end of working day) or a change of driver, all parts of the vehicle likely to have been touched (e.g. steering wheel, gearshift lever, door handles inside/outside) must be cleaned.

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Measures	SARS-CoV-2 occupational safety standards general	Instructions for food and beverage services
	<p>Employees are to be instructed on general hygiene measures, in particular on correct hand washing techniques, including skin care, hand disinfection if necessary and sneezing and coughing etiquette. Appropriate facilities (washbasins, skin-friendly cleaning agents, disposable towels, skin care products, disinfectants if necessary) must be provided in sufficient quantity.</p>	<ul style="list-style-type: none"> • A high level of hygiene has always been a matter of course in food and beverage enterprises. Nevertheless, the importance of hygiene measures and their consistent implementation in interrupting chains of infection should be clearly emphasized. As a rule, frequent and intensive hand washing involves wet work; occupational health precautions must be made available to the employees concerned.
	<p>Direct hand contact between individuals (shaking hands, handing over objects) should be avoided.</p>	<ul style="list-style-type: none"> • At the checkout counter, customers should be asked to pay as contact-free as possible. When this is not possible, a transfer of money/receipts (in reception areas, ordering counters) via a shelf, tray or the like should be provided for.
	<p>It must be ensured that work rooms, washrooms and break rooms are regularly cleaned and ventilated. Ventilation systems and room air handling units (AHU) must be operated properly and filters must be cleaned or replaced regularly.</p>	<ul style="list-style-type: none"> • Where natural ventilation is available, the necessary air exchange is to be achieved by opening the windows at sufficiently frequent intervals. Instructions on this subject may be found e.g. in the DGUV's app "CO2-Timer". https://www.dguv.de/de/mediencenter/pm/pressearchiv/2020/quartal_1/details_1_377742.jsp • Air handling units (AHU) remain in operation; maintenance and cleaning must be carried out by a certified contractor and the recommended intervals must be strictly adhered to. • Workplaces must be cleaned regularly, especially during shift changes. Cleaning schedules are drawn up for all rooms, which include the cleaning of door handles and handrails.
	<p>Where personal protective equipment (PPE) must be worn (e.g. protective gloves, face protection), it must be provided for each individual employee (personalized). The cleaning of PPE and hygienic storage must be provided for.</p>	<ul style="list-style-type: none"> • This applies to e.g. chemical resistant gloves, face protection visors or dust protection masks, as well as protective clothing used for cleaning work or when working with liquid jets (high pressure cleaners). If PPE is not available in sufficient quantities, the number of individuals assigned to such tasks must be limited. • PPE must be cleaned and stored in a hygienic manner. Reusable PPE, e.g. reusable protective gloves, aprons or rubber boots, are stored in appropriate holders; helmets can be kept in lockers or on shelves.

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	<p>As far as possible, tools, working materials and equipment shall be provided in such a way that their use is personalized. If several persons must successively use a tool or work material/equipment, the surfaces that are touched (handles etc.) must be cleaned before use. Under certain circumstances, disposable gloves may also be used for a limited period of time, as long as the work can still be carried out safely (there must be no risk of them becoming trapped or entangled).</p>	<ul style="list-style-type: none"> • As far as possible, tools and work equipment are to be used on a personal basis. Where this is not possible, regular cleaning is to be ensured, especially before the items are handed over to other persons. If, however, e.g. during a repair, tools are used by several involved employees, their hands must subsequently be thoroughly cleaned and disinfected. When work gloves are worn, they should be cleaned after use and stored hygienically (see PPE). • When hand-held equipment or workshop machines are used which, due to other risks, may not be operated with gloves (e.g. drill press), the parts touched must be cleaned before being handed over to the next person. The same applies to industrial conveyors (forklifts), handheld lamps, etc. • When disposable gloves are used, they must be removed in such a way that no contamination of the hands occurs. The hands must then be washed or disinfected; see the relevant notes from the Robert Koch Institute: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/PSA_Fachpersonal/Handschuhe_ausziehen
	<p>It must be ensured that work clothing is regularly cleaned and stored hygienically, separate from everyday clothing.</p>	<ul style="list-style-type: none"> • It is advisable to use a laundry service and to have suitable double lockers (black and white separation) available in sufficient numbers. • In principle the work clothes provided should be worn only on company premises. If the possibility of further risks of infection and/or hygiene deficiencies (e.g. due to contamination) is excluded, and at the same time personal contacts within the company can thereby be avoided, employees should be permitted to put on and take off their work clothes at home.
	<p>Any access by persons from outside the company must be limited to the necessary minimum. These individuals must be briefed on the infection-preventing measures to be observed. Entry and exit must be documented.</p>	<ul style="list-style-type: none"> • Access of persons from outside the company is strictly regulated, e.g. entry of cleaning personnel, people who deliver or collect goods or carry out repairs and maintenance work. For traceability purposes, the name, employer company name, date and time of entering and exiting the premises and all contact persons while on the premises should be recorded. For instruction purposes, this operational guide can be used for risk assessment. The instruction must be documented. • The relevant instructions for distancing are also applicable during the taking of samples or during the transfer of samples to incoming goods control at the raw materials receiving department (truck, FIBC (Big-Bag), bagged goods).

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	<p>Employees must be instructed not to come to work if they feel ill and that a medical examination is then required before they can resume work. They must also be informed that if any symptoms of illness develop during working hours, they must stop work immediately.</p>	<p>See Pandemic and Infection Emergency Plan www.bgn.de/corona/</p>
	<p>A company pandemic plan is in place in which measures are specified to help identify and inform contact persons after an infection has occurred.</p>	<p>See Pandemic and Infection Emergency Plan www.bgn.de/corona/</p>

Risk	Conflicts between employees or with customers when the required measures (e.g. keeping at a distance, hygiene measures) are not observed	
Measures	SARS-CoV-2 occupational safety standards general	Instructions for food and beverage services
	<p>Employee instructions on the importance of the measures and an appeal to adhere to them in their own interests and out of collegiality.</p>	
	<p>Employee instructions on how to address customers who do not maintain the required distances or who react irritably/aggressively.</p>	<ul style="list-style-type: none"> • If the distancing rules are violated, the offending customers on the sales floor should be courteously but firmly advised that following these rules is absolutely necessary to protect their fellow human beings
	<p>Inform customers/guests that hygiene and distancing rules must be observed and that this may result in longer waiting times.</p>	<ul style="list-style-type: none"> • If appropriate, a notice can be posted in the reception area to draw attention to this. For this purpose, posting of the BGN's "Customer Information" sheet is recommended. In addition, notices of state-specific guidelines should be posted and monitored by internal staff.

Risk	Psychological stress in employees afraid of becoming infected with the corona virus at work	
Measures	SARS-CoV-2 occupational safety standards general	Instructions for food and beverage services
	<p>Employee instructions on the ways in which infection is transmitted and on the preventive measures taken by the establishment.</p>	<ul style="list-style-type: none"> • Referring to the preventive measures taken by the establishment may be particularly helpful in providing objectivity (distancing rules, physical separation and organizational simplification, mouth and nose coverings where necessary and especially the implementation of personal hygiene measures are sufficient to minimize the risk of infection).
	<p>At their request, employees will be provided with counseling by the company doctor or by the occupational health care service (this can also be done by telephone). The employees should be informed about this option.</p>	<ul style="list-style-type: none"> • Provide employees with occupational health advice from the company doctor and, in the case of employees at increased risk, seek individual solutions to minimize the risk of infection. You can also take advantage of telephone consultations, either with the company doctor you have appointed, with your ASD*BGN service provider or with your responsible BGN competence center.

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This operational guide supports you in implementing the SARS-CoV-2 occupational safety standards: we hereby provide you with industry-specific information on how you can ensure the safety and health of your employees during the corona pandemic.

Please use this operational guide to review your company risk assessment and supplement it with any aspects that may have not yet been covered. Establish the necessary preventive measures for your establishment and ensure their consistent implementation.