

WORK / ENVIRONMENTAL PROTOCOL AND INFECTION CONTROL

GENERAL RULES

1. Please keep a **1.5 -2 m social distance** towards everybody.
2. Do not touch, or come into close contact with, other people (e.g., no handshakes).
3. Frequently wash your hands using soap and warm water.
4. Sanitise your hand frequently.
5. Do not touch your face or eye.
6. It is **STRICTLY FORBIDDEN** to smoke/vape, consume food, drinks or chewing gum **anywhere** on the premises of the department (including lecture halls, dissection rooms, histology laboratories or on the hallways, staircases).
7. No smoking/vaping or the consumption of alcoholic beverages is allowed in the yard.
8. Use paper tissues in case you cough or sneeze and dispose of them immediately in the designated bins.

SPECIFIC RULES CONCERNING THE HISTOLOGY LABORATORIES

1. Use hand sanitizers upon entering.
2. You may clean the surfaces with sanitizing towels before you start using them.
3. Food and drinks are **strictly forbidden** on the premises of the department.

SPECIFIC RULES CONCERNING THE DISSECTION ROOMS

1. Lab coats (buttoned up) must be worn in the dissecting room at all time.
2. Use hand sanitizers upon entering. Rubber gloves are provided for dissection.
3. Loose/long hair must be tied back before dissection.
4. Food and drinks are **strictly forbidden** on the premises of the department.
5. Only books, sketch, or notebooks, atlases and dissection tools (as well as ID, cards, phones etc) to be used during the dissection classes are allowed in the labs. All other items should be left in the lockers.
6. Have your own padlock on you to lock your stuff and/or clothes in the lockers
7. No valuable items should be left in the lockers, the department does not bear the responsibility for lost items/valuables.
8. Scalpels, blades and tweezers will have to be carried in a tightly closed and hard box. Please make sure that nobody is harmed when working with the sharp and pointed tools.
9. Accidents must be reported to the teacher first and wounds will be dressed with the help of the dissection room assistants.
10. Lab coats and rubber gloves are to be worn in the dissection room units only! Do not step out (not even for using the washroom) from the dissection unit while still wearing a lab coat.
11. It is strictly forbidden to take bones or other anatomical specimens or samples etc. from the dissecting room.

12. Dry and wet samples must be treated separately. Please wash the gloves during dissection before you start handling bones or dry /plastinated specimen.
13. There is a bell ringing 5 minutes before the end of the practical classes. Then all cadaver specimens will have to be properly wrapped and put away in their bags or boxes.
14. Dissection leftovers should be discarded in the special containers and the trays should be left clean and dry.
15. Dissection tools should be properly washed.
16. Disposable scalpels/blades could be disposed of in special yellow/red containers designed for sharps and hazardous material. Gloves must be discarded in labelled bins only, but NEVER in communal/paper waste!
17. The dissection unit may only be left following a thorough handwash using a disinfectant soap.
18. Please make sure that you leave the dissecting room quickly to provide time for the personnel to clean the surfaces between classes.

FIRE SAFETY PROTOCOL

Please make sure to adhere to the rules of fire safety regulation with full compliance, paying special attention to the following:

1. The use of naked light or smoking is **STRICTLY PROHIBITED** on the premises of the Department, including the building and the yard.
2. In case of fire, a loud fire alarm signal is to ring throughout the building. In case of a fire drill, the building must be left organized, with the guidance of the teacher/instructor of the group, using the exits as quick as possible. Escape routes are illustrated on every floor.
3. The use of elevators is STRICTLY PROHIBITED during a fire drill.
4. Every lecture room has 3 accessible entrances/exits. Students usually enter and leave through the lower single entrance under normal circumstances. When necessary, i.e. in case of fire, the upper 2 doors could also be opened using the keys kept in the fire cassettes next to the doors.
5. All fire cases or signs/ suspicion of a possible fire should be reported to the teacher of the group.
6. No electrical devices should be plugged in a connector/socket different from the designated ones. Only electrical devices in an intact and perfect condition should be used.

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