

## General Hygiene Plan of TOP Business GmbH

The following explanations and notes form the framework hygiene plan of TOP Business GmbH in the sense of the specified recommendations or legal regulations of the responsible offices and authorities. The framework hygiene plan must be observed by all members (employees and participants of TOP Business GmbH) in the event of a risk of infection or a pandemic.

To prevent infection with the Corona virus or other infectious diseases, everyone is reminded of the general hygiene rules. It is particularly important to keep a sufficient distance from other persons, to wash hands regularly and correctly, and to observe coughing and sneezing etiquette and to wear mouth-nose protection.

In principle, seminars, courses and instruction, as well as examinations, are possible within the framework of the infection control regulations and in consideration of the following hygiene measures.

Express reference is made at this point to the regulations of the Bavarian Infection Protection Measures Ordinance valid at the time.

Based on the actual Bavarian Infection Protection Measures Ordinance, access restrictions no longer apply.

Depending on the requirements of the authorities, changes and adjustments can be made at any time and we will inform you as soon as possible.

In all facilities of TOP Business GmbH, it is strongly recommended to wear a mouth-nose covering at all times. The same applies to the personal distance of 1.5 meters to be maintained.

Access to the buildings is restricted to students, participants, faculty and staff only.

For all groups of people, access will only be granted if you can answer no to each of the following:

Have you been in a designated risk area according to the current Robert Koch Institute classification ([www.rki.de](http://www.rki.de)) in the 14 days prior to your visit with us?

Are you traveling from a city or district in which an increased risk of infection has been identified by the Bavarian Ministry of Health? State Ministry for Health and Care (regional lockdown)?

Have you had direct and deliberate contact with an infected person in the last 14 days?

Do you currently have flu-like symptoms such as fever, cough, breathing difficulties or smell or taste disorders?

There is a reasonable suspicion of a corona infection if the frequently mentioned symptoms (fever, cough, sore throat, disturbance of the sense of smell or taste, shortness of breath) occur. Action: Employees and customers should stay at home and contact a physician for clarification.