

# Guidelines for visitors coming to the IDE office

*During the coronavirus epidemic (COVID-19), the IDE introduces measures to protect clients and employees during their stay in the office from possible coronavirus infection. We ask all participants to adhere to the following measures.*

## 1. Arrival at the IDE

Please disinfect your hands at the disinfection spot located in front of the entrance into the IDE



## 2. Before entering the IDE

Please use your own face mask during your stay in the IDE

Please sign the IDE Visitor's Health Statement and hand it to the IDE employee.

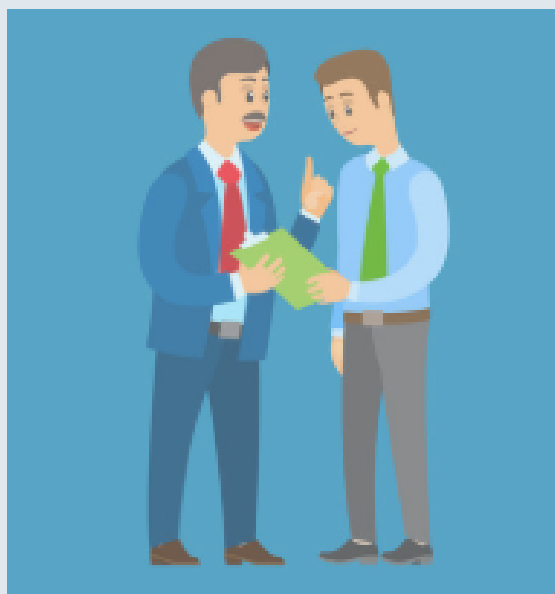
Please ring the bell and wait until an IDE employee opens the door. Hand

in your signed IDE Visitor's Health Statement to the IDE employee.



## 3. Listen the Guidelines

After the office employee opens the door, he or she will clarify the protection measures during your stay in IDE



## 4. Stay in the IDE

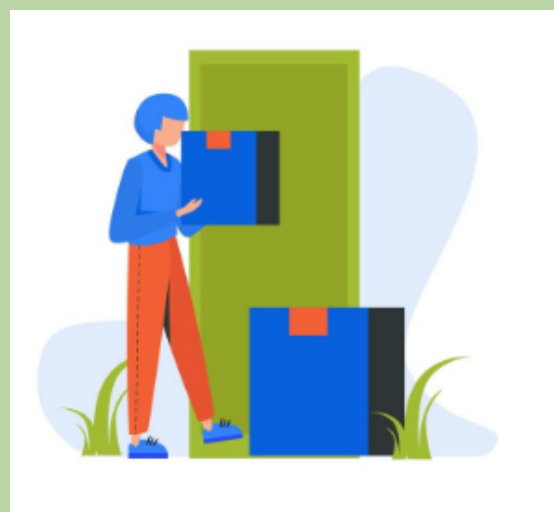
Please avoid shaking hands and keep a safe distance of 1.5 – 2 m from other persons during your stay at the IDE

If needed, please disinfect your hands at disinfection spots or wash your hands during your stay at the IDE.



## 5. Leaving the IDE

When exiting the IDE you can dispose of your face masks and gloves exclusively in the metal bin for the disposal of protective equipment placed in front of the entrance to the IDE. Please do not use any other bin for this purpose



Disinfectants will be available on marked places in the Institute for the Development of Education