Information on Hygiene for Classroom Trainings at dSPACE GmbH in Paderborn

**General**
Persons who in the last 14 days stayed in a region that was designated as a risk area by the Robert Koch Institute are not allowed to enter the company premises. Visitors are asked to sign a declaration that this does not apply to them. The access to dSPACE premises is limited to people who have been vaccinated or recovered.

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**In the classroom**
- A maximum of 6 participants and one trainer will attend the training (1 participant per table).
- The seating pattern ensures a distance of at least 1.5 meters between two seats.
- The tables are arranged in rows, i.e., no two people sit opposite each other.
- The tables, keyboards, mice, and monitors are disinfected before and after the training.
- Hand disinfectant is available for all participants.
- We recommend wearing a face mask at the desk.
- If you leave your desk, wearing a face mask is mandatory.
- The training room is ventilated during the breaks.
- The ventilation system and cooling system comply with the applicable regulations. Rooms with a ventilation system are used only if it is ensured that the ventilation system is not a potential source of virus propagation (no used air circulation, maintenance according to VDI 6022).

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**In the canteen**
The lunch break is spent in the canteen, distance and hygiene rules are observed.
- The service staff wear a face mask.
- The work equipment and surfaces are properly cleaned and disinfected every hour.
- Lunch is served as a dish on a plate.

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**Outside the training room**
- Please pay attention to the notices.
- Disinfectant dispensers are available.
- Wearing the face mask in public areas is mandatory.
- Using the elevator is allowed provided that the minimum distance is observed. We recommend up to max. 2 persons per elevator.

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Thank you for your understanding.