

# Covid-19 Safety Rules

Test Centre

Issue 2, 1<sup>st</sup> September 2020

*We test it!*





## ets europaean test services General access constraints

§ Access to site is authorized

§ However, you will have to fill the “COVID-19 ESTEC visitor declaration form” upon arrival you **will not be allowed** on site if:

- **You were or may have been exposed to coronavirus**
  - You, anyone in your household, or people you were in close and prolonged contact with, **come from or travelled to** a location subject to **quarantine requirements in the last 2 weeks**,
  - You were in close contact with persons with flu like symptoms,
  - You have any other reason to believe you have been exposed.
- **You have flu like symptoms** (cough, fever, muscle pain, difficulty breathing, tiredness, sore throat, diarrhoea, nausea, headache, or loss of taste or smell)





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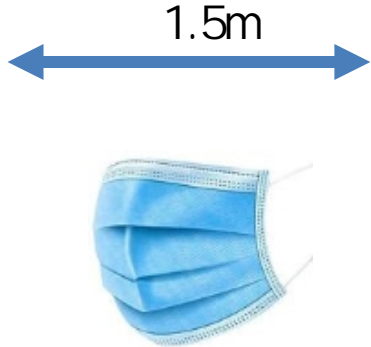
## General access constraints

- § Before entering a room or area:
  - § Look for signs at the entrance
  - § Follow rules on the signs (for example maximum persons allowed at once in the dressing room, in kitchen, in elevator, in WC)



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§ All public places inside the building





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§ Smaller offices up to 4 persons, occupied by 2 or more persons, work space not shared



Wash your hand regularly  
with hand gel



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§ Large open offices, **work space not shared**

< 4m between persons



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> 4m between persons

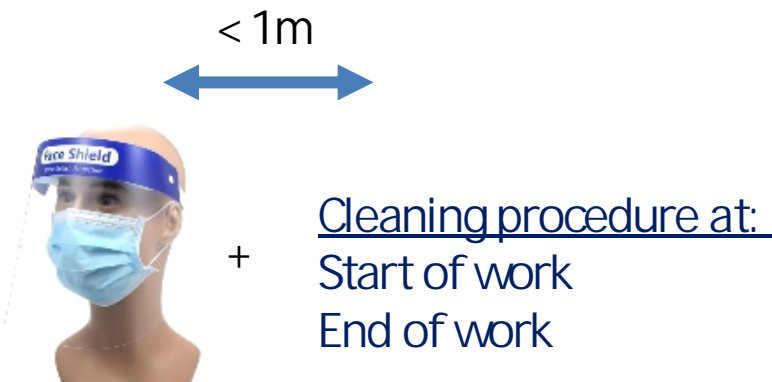
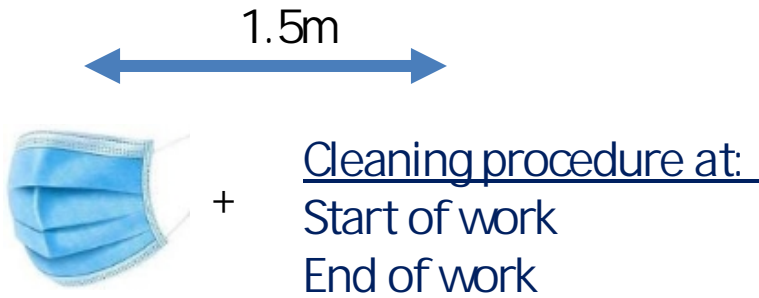
Mask not needed when everyone at workplace, only when moving across the office

Wash your hand regularly with hand gel



# ets european test services Safety Rules in test centre buildings

## § Control Rooms or other **shared** work spaces



Wash your hand regularly  
with hand gel





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## § Clean rooms, test facilities or air locks

1.5m



+



< 1m



FFP2/N95

OR



+







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§ Anywhere at ESTEC: Work at inter-distance < 1m for >5 minutes



FFP2/N95

+



OR



+





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## Safety Procedures

### § How to dress up and down to enter clean room

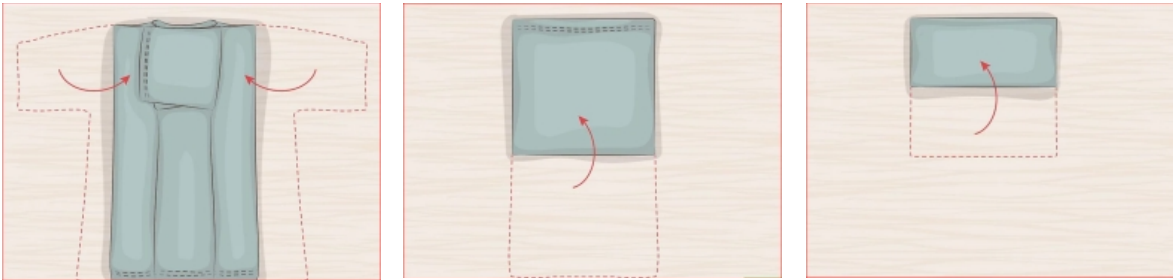
1. Remove your old mask and dispose it or store it in your hermetic plastic bag
2. Wash your hands with disinfectant hand gel
3. Put on new mask
4. Put on a new overhead hat
5. Put on your clean coat
6. Put on a new set of overshoes or your personal cleanroom shoes.
7. Put on a face shield (if applicable)
8. Put on an unused pair of gloves

The use of disposable items (hat, overshoes) remains unchanged.



## § Use of clean room coats

1. Clean room coats are personal
2. If you cannot store it in a locker, after use fold the coat and store it in a personal plastic bag until re-use

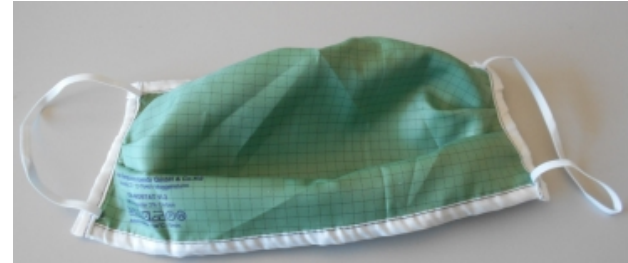




## § How to use Disposable facemasks



1. Wash hands with hand gel for at least 20 seconds
2. Unfold the mask and take the two elastic bands with both hands.
3. Put elastic bands around your ears
4. Align mask such that it fits well around your face and nose.
5. Bend the clip around the nose for closing of the gap.
6. Test mask by blowing air and feel if it is not leaking too much around.
7. Wear mask for maximum of 4 hours and do not touch it during this timeframe.
8. Replace mask if it is getting too wet.
9. Remove mask by taking the elastic bands and remove from ears.
10. Do not touch mask and throw away directly in bin.
11. Wash hands with hand gel



## § How to use Washable facemasks

1. Wash hands with hand gel for at least 20 seconds
2. Unfold the mask and take the two elastic bands with both hands.
3. Put elastic bands around your ears
4. Align mask such that it fits well around your face and nose.
5. Test mask by blowing air and feel if it is not leaking too much around.
6. Wear mask for maximum of 8 hours and do not touch it during this timeframe.

For shorter periods: the mask shall be stored in a hermetic bag reused up to a maximum of 1 day (8hrs of use or 24hrs after first use , eventually spread over 2 days)

1. Replace mask if it is getting too wet.
2. Remove mask by taking the elastic bands and remove from ears.
3. Do not touch mask and throw away directly in the collecting basket "Longostand".
4. Wash hands with hand gel.



## § How to use FFP2 facemasks



1. Wash hands with hand gel for at least 20 seconds
2. Unfold the mask and take the two elastic bands with both hands
3. Put elastic bands around your ears
4. Align mask such that it fits well around your face and nose.
5. Bend the clip around the nose for closing of the gap.
6. Test mask by blowing air and feel if it is not leaking too much around.
7. Wear mask for maximum of 4 hours and do not touch it during this timeframe.
8. Replace mask if it is getting too wet.
9. Remove mask by taking the elastic bands and remove from ears.
10. Do not touch mask and throw away directly in bin.
11. Wash hands with hand gel



## § How to use face shield

1. Follow mask procedure first
2. Unfold the face shield and remove the plastic film on the screen.
3. Position the face shield such as the foam is on your front head and the elastic band is around your head.
4. Remove the face shield and clean it with cleaning spray or a wipe with IPA
5. Store the cleaned face shield in a hermetic plastic bag available at the personal care points to be carried with you
6. Follow mask removal procedure







## § How to use gloves

1. Don't wear jewellery
2. Wash hands for at least 20 seconds with hand gel
3. Put on the gloves, by pulling at the wrist part. Touch as less as possible
4. Do not touch your Face
5. After use, remove glove by pulling at the wrist part and slide/remove away.
6. Throw directly in bin, not on table.
7. Remove second glove also by pulling at wrist part and slide/remove away.
8. Also, throw away directly in bin.
9. Wash hands with hand gel



- § For visitors: Please bring your own PPE as stocks at the test centre are limited.
- § Permanent PPE points are available at:
  - § Fh037(A) Artemis (Fh008) & Mechanical (Fh004) dressing rooms
  - § Fh001 Mechanical (Fh004) dressing room
  - § Fr040 Rosetta (Fr044) dressing room
  - § FI0C01 Hydra (FI001) dressing room
  - § Fj012 XMM (Fj008) dressing room
  - § Ff188 LSS/VTC dressing room
  - § Fh entrance (mainly for office workers)
- § Temporary additional PPE points are to be requested to Bob Smak, Frans van Starckenburg or Pierre-Olivier Foray



## Medical Procedures: What if someone gets sick?

### If you get sick and have flu like symptoms:

- What to do?
  - Inform ESTEC Security by phone if you are at ESTEC
  - Go/stay at home, contact General Practitioner and self-confine
  - Inform ESA Medical Officer (do not forget to mention if you have been on site and where).
- If you are confirmed COVID-19 positive:
  - inform ESA Medical Officer. you will need to wait for clearance by a medical doctor to return to site.

### If you have been exposed to someone being sick with flu like symptoms:

- Exposed or not exposed?
  - you are considered not to have been exposed if you were following strictly the precaution rules (PPE, cleaning and distancing rules) when working with this person
  - if you share household with this person, you are considered to have been exposed.
- What to do if you have been exposed?
  - Inform ESA medical Officer
  - You will be asked to self-confine, entry on ESTEC site is forbidden.
- If the person is confirmed COVID-19 positive,
  - you will be asked to self-confine for at least 14 days



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Any Questions?

Thanks for your attention

Take care, stay safe and  
enjoy your work in the ESTEC Test Centre!