

# Do you have a sore throat, cough, fever and/or other flu-like symptoms: Stay home

## PRECAUTIONS IN OUR HUBS βèta, Μμ, Twinning and Catalyst



### Traffic in shared areas Twice

- Use the lift with a maximum of 2 persons
- Always use the stairs on the right side
- Ascending traffic as much as possible via the main staircase
- Descending traffic as much as possible via the emergency staircase (without using the emergency exit)
- Walk as much as possible to the right in the corridors, keep your distance
- Follow where equipped the one-way traffic (unfortunately can not be everywhere)
- Keep a minimum distance of 1.5 meters from others, even at the coffee machines and pantries
- Avoid group formation
- Keep the toilet portal free as much as possible
- Wash your hands in the restroom instead of in the kitchen and use the hygienic towel machine

### Twice meeting and reception rooms

- Use the chairs at 1.5 meters from each other
- Use the disinfectant dispenser in the meeting rooms and entrance area
- Use the disinfecting products in the meeting rooms to clean the table/chair yourself.

### Twice facilities and services

The following is cleaned several times a day:

- o screens of the coffee machines
- o digital access screens (Beta and Μμ hub)
- o door handles of entrance doors and meeting rooms
- o the reception desk (hub Twinning and Catalyst)
- o change of kitchen towels twice a day where necessary

### Tips for using offices and labs of Twice based companies

For the best interests of your employees and those of fellow companies, we ask you to:

- Respect the 1.5 meter distance within offices and labs
- Make arrangements with colleagues/employees about working from home and/or rotation schedules
- Keyboards to be cleaned daily, especially at changing workplaces
- No coffee or tea to bring to colleagues
- Use InBetween screens between workstations
- Provide self hygienic wipes and/or disinfecting handgells to colleagues/employees
- Increase the frequency of cleaning in your own offices and/or lab areas
- Regular cleaning of door handles in your own office or lab
- Minimize the number of contact moments by, for example, online meetings.

**Remind each other of this behavioral protocol**

#staysafe@twice