

Security officers in companies have the complex task of guiding the company and its employees through the difficult times of the Covid-19 pandemic. The focus is on protecting employees and business partners so that the most important production and logistics processes can be maintained. This is particularly important for critical infrastructures. But all other companies should also check whether they have implemented all possible protective measures. Below you will find a selection of important measures by German companies, which may have to be adjusted depending on the situation.

Establishment of an emergency and crisis team

- Establish **reporting processes** for suspected cases and infected people; enable quick localization of employees in suspected and confirmed cases
- Take additional **hygiene measures**
- Rethink your **own events** and cancel them if possible (training / further education, general meeting etc.)
- Define rules for internal **meetings** (e.g. two people per room with minimum distance)
- Regularly **inform** employees (mailings, intranet etc.) and raise awareness (for business and private areas)
- In order to maintain the ability of the emergency and crisis team to work in the event of a prolonged crisis, **representatives** should be selected and involved at an early stage

Factory & office premises

- **Home office** for all employees who can do their work from home (e.g. administration, HR department, finance, etc.) → Important: Is the sufficient hardware available? Is enough bandwidth available? VPN? Etc.
- For employees, clarify whether a special **employer certificate** is required or whether the company ID is sufficient as authorization to be able to reach the workplace
- Reduce office **entrances** or factory gates, implement protective measures (e.g. protection shields), if not yet available, set a safety distance
- Ask all **visitor** groups for symptoms, etc.: customers, suppliers, consultants → Stop visits that are not necessary! When surveying symptoms and temperature measurements, pay attention to data protection compliance
- **Business-critical functions** for maintaining business operations must be defined

- Relocation and **separation** of departments and shifts to reduce / avoid contact between employees. No employee rotation between teams
- **Canteens** are no longer allowed to open. Provide packed lunches for employees

Business trips

- Do **Business trips** only if critical to the company → otherwise stop
- Attend **external events** only if critical to the company → otherwise stop
- **Support** for business travellers and expats (organization of return trips, contacts with the embassies, medical care abroad)

Supply Chain

- Deliveries should only be allowed if absolutely necessary
- Direct contact with **suppliers / truck drivers** should be limited to what is absolutely necessary - keep a safety distance of two meters
- Truck drivers should only leave the driver's cabin for necessary activities (loading and unloading, document exchange or going to the toilet) and should stay in the immediate vicinity of the truck
- **Separate toilet** for truck drivers with wash basin and soap