



Hygiene Policy for Interviews

Even in difficult times with the dangers of the corona virus, personal introduction/applicant appointments are important. Videoconferencing solutions are no substitute for personal meetings. A hygiene policy is necessary to ensure the safety of all participants.

Reception of the candidate

- Place a notice with the most important basic rules (distance, masks, physical contact) clearly visible at the entrance door to your offices
- No shaking hands is a matter of course
- Place disinfectant within easy reach of the door, so that every visitor can disinfect their hands immediately after entering
- Place a distance sign (cardboard display) clearly visible near the door and in the meeting room or discussion room
- Politely ask the visitor to put on his nose and mouth guard. If none is available, please offer him a disposable protective mask.
- Politely instruct the visitor to leave the nose-mouth protection on until leaving the office
- Accompany the applicant politely to the designated meeting room
- No drinks are offered!

During the interview

- Place the Plexiglas spit guard in the middle of the meeting table so that the protective wall is between you and the meeting participant
- Drinks must be avoided during the conversation!
- Please put on your nose-mouth protection before each conversation and do not take it off again until after the visitor has left
- The placed distance sign (cardboard display) reminds you and the caller again of the minimum distance
- Ensure that the room is ventilated regularly. If possible, ensure a permanent air supply from outside
- After each conversation, disinfect the spit guard, the table top, the chair and the door handles
- Ask the applicant to take the nose-mouthpiece with him and not to dispose of it at your place
- Carefully wash and disinfect your hands after each conversation On the day of the interview
- Place a letter tray on the table for the applicant to deposit documents
- If an applicant has to sign a document on the spot, give him a disinfected pen
- After use, the pen is disinfected for the next applicant

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