**Guidelines for Technion Employees According to ‘The Purple Badge’**

According to regulations of 'The Purple Badge' for workplaces every employee must conduct oneself according to the following instructions:

1. Filling in a [Health Declaration](https://example.com) daily at the attached link before arriving on campus.
   1.1 A positive answer on one of the health declaration questions will forbid entrance to the campus, excluding asthma and other allergic situations.
2. Open the Technion’s application and scan "The Purple Badge" barcode every time you enter or exit a building.
3. A distance of at least 2 meters must be maintained between two people at work at all times.
4. Try to maintain personal working equipment, specifically a keyboard, a mouse etc.
   4.1 In case working equipment must be shared all personal equipment must be disinfected when the equipment shifts hands.
   4.2 Work with disposable gloves is recommended only in case of using shared equipment, emphasizing prohibition of touching one's face. Appropriate doffing of gloves at the attached link.
5. A fabric or a surgical face mask must be worn in every public space, including personal offices shared with at least one more person. View detailed use of face masks.
6. **Room size** and **number of employees**:

<table>
<thead>
<tr>
<th>Room Size [m^3]</th>
<th>No. of Employees</th>
<th>Including Partitioning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 20</td>
<td>2</td>
<td>+2</td>
</tr>
<tr>
<td>More than 20</td>
<td>5</td>
<td>+5</td>
</tr>
</tbody>
</table>

7. **Meetings** – up to 20 people as long as a 2 meters distance can be maintained.
8. **Eating and drinking** is allowed only at personal work stations.
   8.1 Kitchenettes will only be used for heating food and preparation of beverages. "Septol" bottles will be placed at every kitchenette’s entrance.
9. The Safety Units recommends using stairs. People who choose to enter an elevator should do so alone or with another person only. Always stand diagonally and while wearing face masks.
10. **Toilets** –
   10.1 "Septol" bottles will be placed at entrance to every toilet facility.
   10.2 Toilet facilities' entrance must be kept unlocked at all times to enable opening of doors using elbows and backs.
   10.3 Practice opening of toilet handles using paper napkins.
   10.4 Always flush toilet with a closed lid.
11. Practice strict hand washing hygiene during a work shift.
12. Maintain proper ventilation:
   12.1 Buildings with no central ventilation system – open windows while at work.
   12.2 Building with an integrated ventilation system – operate 24/7 'fresh air' mode ventilation, open fresh air openings and open windows wherever possible.
   12.3 Labs – make sure fresh air and suction systems are operating continuously.