

General Basic Informationen

- **The most important protective measure against COVID-19 infections is the safety distance of at least 2 m.** This safety distance must be maintained within all TU Wien properties, including outdoor areas. If this is not possible, an **FFP2 mask** must be worn. FFP2 masks must be used in all public areas in any case.
- **Only a properly fitted FFP2 mask** (mouth, nose and chin must be covered) can protect.

Five FFP2 masks per person are provided monthly by GUT. Please give this instruction to all persons who have received the masks.

The heads of institutes and service departments are asked to report the need of their organisational unit to gut@gut.tuwien.ac.at. They will then be informed by the responsible employee about the place and time of collection of the FFP2 masks. The person taking over is responsible for the handover and instruction.

Handling of FFP2 Masks

When FFP2 masks are required and used, the reuse of filtering masks should also be considered. Two methods are recommended for their reprocessing: Regular changing and reuse only after a storage period of at least three days or sterilisation with steam under pressure.

Employees who require the FFP2 mask as personal protective equipment for working with hazardous substances are recommended to use the masks only once.

The FFP2 masks worn are to be considered contaminated!

1. Changing and Storing FFP2 masks

Principle

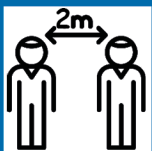
After a **storage period of three days**, germs and bacteria die on textile-like surfaces. By changing masks on a rolling basis and storing them for at least three days, FFP2 masks are considered clean.

Scope

This standard procedure applies in all areas of the TU Wien and can be practised without any aids.

Responsible persons

Each person is responsible for the hygienic condition of the mask.



Implementation

- ☞ Please **mark** the FFP2 masks in such a way that mix-ups and thus cross-contaminations are excluded at all times. Only handle the masks with clean hands.
- ☞ A mask can be worn for **a maximum of one working day** (8 h.).
- ☞ Label used masks. After use, place or hang the **masks in a well-ventilated, clean and dry place**, preferably in direct sunlight.
- ☞ **After three days** of storage, the viruses have died and the **masks are considered germ-free** and can be reused.

2. Sterilisation of FFP2 Masks with Steam Under Pressure

Principle

Sterilisation is a physical method using **steam and pressure**. Bacteria, viruses such as SARS-CoV-2, fungi and spores are killed and inactivated under pressure at 120 °C for 20 minutes.

Scope

This standard procedure applies to all areas of the TU Wien and can be practised without any major aids.

Responsible persons

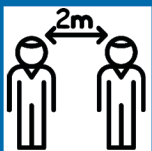
Each person is responsible for the hygienic condition of the mask.

Equipment/materials required

- Your own used FFP2 masks without exhalation valve (not sterile)
- Pressure cooker
- Induction hotplate or cooker
- Insert sieve

Procedure

1. **The FFP2 masks worn are to be considered contaminated**, please treat only your own masks!
PSA: protective gloves, safety goggles, work coat
2. Place the **insert sieve** in the pot and fill the pot with water, close it and **sterilise the utensils** by boiling for 10 minutes.
3. Pour off enough water so that the **bottom of the steam insert is dry**. Place the soiled masks on the insert and close the pot.



4. **Heat** the heating plate to the highest setting (**approx. 220 °C**). Then wait until the pressure is reached (a sound is heard or the steam is seen, approx. 2-5 minutes). The temperature is **reduced to 120 °C**.
5. After 20 minutes of sterilisation time, the cooking pot must **cool down** for 10 minutes and can then be opened.
6. Then the FFP2 masks are **dried** either in the oven, at **max. 60 °C overnight** or in an airy place.
7. After each sterilisation process, the mask is **marked**. **After a maximum of two treatments, the mask must be discarded.**
8. If a mask is clearly discoloured or shows visible damage, it must be disposed of in the residual waste.

Notes:

Due to the high temperatures, only masks without valves can be reprocessed!

The staff members themselves are responsible for the hygienic condition of the mask.

3. Central Reprocessing of FFP2 Masks by the Occupational Health Service

Principle

Sterilisation is a physical method using **steam and pressure**. Bacteria, viruses such as SARS-CoV-2, fungi and spores are killed and inactivated under pressure at 120 °C for 20 minutes.

Scope

This standard procedure applies to all areas of the TU Wien and can be practised without any major aids.

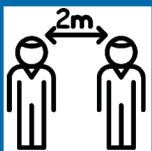
Responsible persons

Each person is responsible for the hygienic condition of the mask.

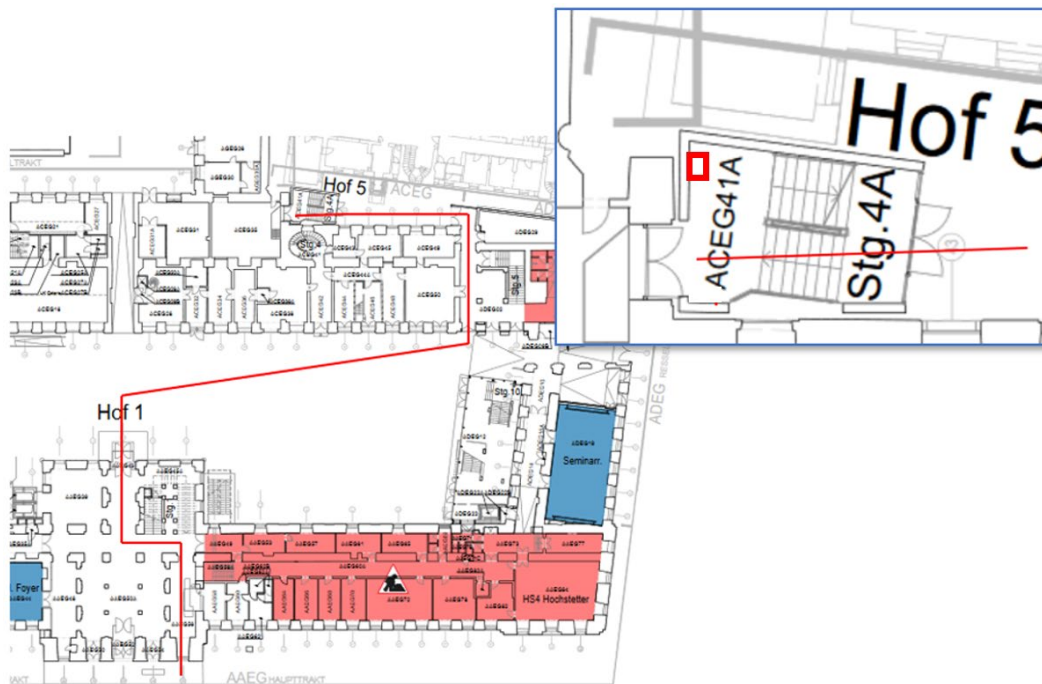
Persons appointed by the heads of institutes and service departments serve as **contact persons** for sterilisation; they are responsible for **collection and distribution** within the organisational unit.

Implementation

- ☞ **Worn FFP2 masks are to be regarded as contaminated!** In case of contact, ensure appropriate self-protection.
PSA: Safety goggles, FFP2 mask, work coat, protective gloves.
- ☞ It must be ensured that the own mask can be recognised at any time (e.g. **permanent labelling** of the own mask, clamps, rings etc.). The mask must not be damaged in the process!
- ☞ The used masks are **collected within the organisational unit** in a sealable "zip-lock" plastic bag.



- ☞ Allow your FFP2 mask to dry in a well-ventilated place before placing it in the collection bag to prevent mould growth. Attach your personal marker.
 - ☞ The collection bag is labelled with the **contact details** (full name, organisational unit as well as telephone number) as well as the **data of the responsible person**.
 - ☞ To avoid the formation of mould or similar in the bag, the **collection bags** must also be handed in **regularly for reprocessing**, regardless of the filling quantity. **The collection bags can be dropped off in the collection container (Karlsplatz 13, staircase 4a, room AC EG 41A, see plan below) on Mondays 10:00-12:00 and Thursdays 08:00-10:00.** Please note the attached checklist.
 - ☞ After throwing in the used FFP2 masks, **hands must be hygienically cleaned** (disinfected).
 - ☞ After successful sterilisation, the **contact person is informed**.
 - ☞ The bags can be collected from the **occupational health service**.
 - ☞ The individual FFP2 masks are distributed within the organisational unit.
- Caution:** In order not to contaminate the reprocessed masks, fresh gloves and FFP2 masks must be worn for this purpose. Tweezers may be helpful for dispensing.



Notes:

Due to the high temperatures, only masks without valves can be reprocessed!

Staff are responsible for the hygienic condition of the FFP2 masks. After each reprocessing, the masks must be marked.

