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Factsheet for case **AT-2020-18/828**

## Recommendation for a gradual relaunch of work - focus on office routine

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Country	Austria, applies nationwide
Time period	Open ended, started on 28 April 2020
Type	Recommendation
Category	Supporting businesses to get back-to-normal – Measures to support a gradual relaunch of work
Case created	07 May 2020 (updated 08 May 2020)

### Background information

In order to support the gradual relaunch of the work following the lock-down phase during March and April, the Austrian Ministry of Interior has published recommendations how to organise the return to work safely. This guide presented here is addressed at office routines. It explicitly stipulates that the listed recommendations are a framework, which has to be adapted individually to the sectoral and corporate specificities and needs, in particular company size, culture, personnel and processes.

### Content of measure

In addition to the well-know general health measures, it also issues :

1. Recommendations concerning employees belonging to risk groups (eg.: home office if possible, supply of parking space, reduce contact with others to a minimum, no client contact).
2. General recommendations for enterprises (reduce direct contacts between employees, markers, protective shields, regular cleaning and hygiene, dedicated washing facilities and changing rooms for cleaning personal, individualised usage of tools, ..)
3. Recommendations concerning the organisation of work: organise and plan the change of shifts, breaks

and other presences at work to reduce the possibility of personal contacts in changing rooms, etc.; continue telework as far as possible; promote 'isolated' working in small and fixed teams who use the same workspace and infrastructure and also take their breaks jointly; personal meetings only with protective masks, limited to about 30 minutes; prepare for a second wave, e.g. by further training employees in home-office equipment usage, introduce a hierarchy to monitor the compliance with the measures.

4. Recommendations concerning access restrictions: e.g. restrict usage of elevators

5. Recommendations concerning the canteen: e.g. prolongation of opening hours; implementing fixed slots and rotas for meal-times.

## Use of measure

It's a general recommendation. No information.

## Actors, target groups and funding

Actors	Target groups	Funding
National government	All companies	No special funding required

## Social partners

Role of social partners	Not applicable
Form of involvement	Unknown

Not known.

## Sectors and occupations

This case is not sector-specific.

This case is not occupation-specific.

## Sources

- 28 April 2020: Recommendations for the gradual restart of normal operations in companies - focus on office operations (Empfehlungen zum schrittweisen Wiederhochfahren des Normalbetriebs in Unternehmen - Schwerpunkt Bürobetrieb) ([www.arbeitsinspektion.gv.at](http://www.arbeitsinspektion.gv.at))