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Psychological Stress and Strain Experienced by Employees during the Corona Pandemic

Expert Sub-Committee on Mental Health in the Workplace Last revised: 21.07.2020

This guide provides more specific information on the SARS-CoV-2 Occupational Safety and Health Standard of the Federal Ministry of Labour and Social Affairs (BMAS) and refers exclusively to the cur-rent circumstances caused by the coronavirus pandemic. The usual occupational safety and health measures necessary at work remain unaffected (e.g., risk assessments).

The aim of this guide is to help employers and those responsible for occupational safety and health in companies to monitor mental stress and strain during all phases of the coronavirus pandemic.¹

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1 What psychological challenges are employees facing?

Creating good working conditions in the face of the coronavirus pandemic is currently a major challenge for employers. Many businesses, companies and organisations have quickly adopted protective measures to prevent further spread of the coronavirus. At the same time, many businesses are asking themselves how best to protect the physical and mental health of their employees during this crisis beyond only protecting them from becoming infected. The design of working conditions has a considerable influence on how well employees can cope with these new challenges at work.²

The key areas for stress factors used when assessing and designing workplaces can also be applied to the special conditions resulting from the coronavirus pandemic. Employees have to cope with psychological challenges such as:

¹ There are four global pandemic phases: interpandemic phase, alert phase, pandemic phase and transition phase. According to these, we are currently in a transitional phase.

² The Federal Government's SARS-CoV-2 OSH Standard provides employers with confidence that they are selecting and implementing suitable measures to protect against infection in the workplace. Minimising mental stress is Item Number 14 on the list of special technical measures.

 work being reorganised due to new priorities, changed work processes, and possibly changed working and rest times,

- the emotional strain resulting from the special needs of many people in this state of emergency,
- the change to working from home and the subsequent blurring of work and private life,
- changes in communication and cooperation as well as social relationships at work,
- job insecurity or a fear of losing one's livelihood due to factors such as short-time work,
- the inherent danger of being infected at work (fear of infection).

As can be seen in the following list of possible reactions, employees can react to these exceptional circumstances in different ways that vary from person to person:³

physical

- they experience an increase in physical complaints such as gastrointestinal problems, headaches, breathing difficulties, etc.
- they feel tired and exhausted even after sleeping or a few days off work.
- they feel increased heart palpitations and sweating during physical exertion, their blood pressure is higher.

cognitive

- they cannot mentally switch off after work.
- they think their own performance is inadequate.
- they often make careless mistakes, and it is difficult for them to concentrate.

emotional

- they feel constantly rushed, under pressure and cannot relax.
- they feel powerless in the face of the challenges of work.
- they are impatient and irritable when dealing with other people on trivial matters.

behavioural

- they skip breaks to recharge.
- they excessively consume alcohol, cigarettes, medicines or drugs in an abusive way.
- they display a change in eating behaviour (reduced or increased appetite).

The following checklist contains a collection of possible psychological hazards and measures for ensuring that employees remain healthy – even during a crisis. The challenges of designing and organising work make it essential to review and, if necessary, update your risk assessment, including psychological hazards.

2 How can work be designed in a way that the health of employees is not endangered?

An editable PDF version of this checklist is available for businesses to download at the following link: https://dguv.de/medien/fb-gib/pdf/tabelle-gefaehrdungen-coronavius-pandemie-engl.pdf. This checklist allows you to assess the risks posed by the coronavirus pandemic, assign responsibilities, and enter effectiveness checks for your business. The list does not claim to be exhaustive. Depending on each company, workplace and job, there are possibly other hazards and protective measures which are not

³ This list is not exhaustive but rather representative.

included in the list. The stress factors listed in the table are intended to give employers and those responsible for safety and health at work a guide to what they need to do to protect the health of their employees.

Stress Factor	Hazard	Protective Measures ⁴
Scope for Action	Work situations that are difficult to plan, unpredictable events	 Employees can make decisions independently and quickly as a team in critical situations Support/reassurance from management Quick decisions on specialist issues are made by the team with managers Regular opportunities for peer-to-peer exchange Mistakes are dealt with constructively (without assigning blame) Employees can prioritise their work content independently and adjust it if necessary
Information and how it is provided	 Inappropriate information flow within the company (too much, too little, contradictory). Missing information shared within the company (e.g., hygiene standards, availability and use of Personal Protective Equipment, PPE). 	 Have clear information channels and routines by defining information flows (e.g., Who needs what information? How can relevant information reach employees promptly? Who can pass on the information quickly?) Continuously provide employees with targeted, transparent information about the current situation (use reputable sources such as the Robert Koch Institute or information from the Federal Ministry of Health and the Federal Ministry of Labour and Social Affairs) Arrange regular face-to-face or virtual meetings to ensure mutual exchange Set core priorities for work content and adjust regularly if necessary
	Misleading or contradictory information on the company's current financial situation, the impact of SARS-CoV-2, and the pandemic situation	Prepare contradiction-free (well-coordinated), specific and easy-to-understand information (to be even more certain, use information from the relevant social accident insurance institution or the Federal Centre for Health Ed- ucation, BZgA)

⁴ The recommended protective measures can sometimes be used to address different hazards. Therefore, they are sometimes listed more than once in the table.

Responsibility Lack of guidance regarding Define responsibilities for managers and employees rethe extent to which staff (mangarding compliance with hygiene and distancing rules. agers, employees) are re-Ensure that all employees have adequate training and sponsible for complying with sufficient competencies to meet their responsibilities. hygiene and distancing regu-(see also stress factor 'Training') lations. Provide employees with the necessary backing when they meet their responsibilities Offer crisis coaching for managers and people in positions of responsibility (How can managers strengthen and lead the team and themselves in a crisis?), for example: use crisis coaching services offered by the relevant social accident insurance institution or from external service providers (online training, elearning programmes, etc.) Failure to decide how to as- Exercise duty of care and, if this cannot be guaranteed, sign people from at-risk involve higher levels of hierarchy groups (older employees or Clear rules on assigning employees according to their those with pre-existing conditraining and competencies while taking into account their tions). health status (e.g., if they belong to a high-risk group) Procedure for staff returning Have a pandemic plan or action plan ready in the event to work after recovering from of suspected or confirmed cases of illness from COVID-COVID-19 is unclear. 19, for example: 'Coronavirus SARS-CoV-2 Suspected and Confirmed Cases in Companies' '10 Tips for Pan-Procedure for suspected indemic Planning in Companies'5 fection, cold symptoms or unexplained symptoms (cough, Workplace Integration management (WIM) should be sneezing, runny nose, allerused after long-term absences gies) is unclear. **Training** Lack of training for: Clearly define which training and qualifications are re- staff usually deployed in other quired for which tasks, and under which conditions indiareas vidual tasks can be taken on Provide suitable induction and instruction in the new artrainees, apprentices and ineas of responsibility (e.g., allow sufficient time for induc- non-company personnel, such tion and familiarisation) as workers from temping If possible, appoint a mentor agencies, volunteers who are Be aware of fears, insecurities and feelings of being brought in to help backup overwhelmed that trainers and managers might have non-professional groups (e.g., when providing training persons from the Federal vol-If there is a lack of training, make use of services to prountary service, voluntary milivide further training of employees (e.g., subsidies from tary service, or voluntary sothe Federal Employment Agency for course costs and cial year) remuneration) Use of new media, communi-Train employees in the use of new communication tools cation tools (e.g., videoconferand new forms of work (e.g., mobile work, virtual work, encing, file sharing software, virtual leadership) (see also stress factor 'Communicaplatforms, virtual whiteboards, tion & Cooperation') **Emotional Strain** Ensure that the hierarchy of infection control measures Fear of becoming infected at is adhered to (see the SARS-CoV-2 OSH Standard [in work (e.g., lack of masks or English] and sector-specific information). PPE)

⁵ The majority of the links in this document are available in German only unless otherwise stated.

- Lack of empowerment, feeling inadequate and uncertain about the changing situation.
- Dealing with people who do not want to or cannot comply with safety measures (e.g., adequate distancing)
- Violence and harassment from customers, colleagues or managers (including verbal or physical threats, insults, harassment, and hostility via social media)
- Managers should inform workers about the scope of protective measures taken and create transparency in areas where this has not yet been done satisfactorily
- Regularly offer active discussions between work colleagues, encourage team spirit and cohesion, remove taboos about expressing fears and feelings, appreciate performance (peer consultation – also virtual)
- Make use of qualified psychological first-aid counsellors in accordance with DGUV Information 206-023 'Standards in Psychological First Aid'
- Provide a list of support services and contact persons both internal and external
- Report extreme incidents to the relevant social accident insurance institution
- Make use of psychosocial support services (e.g., Employee Assistance Programmes (EAP) or telephone crisis counselling provided by the relevant social accident insurance institution)
- Protect employees from violence (e.g., by creating a physical barrier at the reception desk. Further recommendations and examples can be found in a collection of various media from the social accident insurance institutions
- Provide employees with sample responses, agree on common language rules in the event of media hostility towards employees
- Expand services for addiction prevention and engage in a discussion with workers who show signs of addiction (DGUV Information 206-009 'Preventing addiction in the world of work')
- Impairments/limitations caused by hygiene and distancing rules (e.g., wearing masks, changed walking routes), including:
 - perceiving emotions
 - interpreting facial expressions
 - hearing and understanding
 - accessibility in general
- Discuss the topic regularly in meetings, plan for and ask for frequent questions and details in meetings, ask for patience and understanding.
- Find out how accessibility is handled in each of the federal states (see information for people with disabilities such as 'Aktion Mensch' or advice from an integration office)
- Effects of changed working and living conditions due to:
 - worrying about job insecurity as a result of short-time work or job loss
 - double burden of mobile work or telework⁶ and the difficulty of balancing family and work (e.g., no childcare)
 - social isolation due to working alone and mobile work
- Continuously provide employees with targeted, transparent information about their current employment situation and discuss further action
- Managers should take into consideration personal circumstances, adapt work tasks and work processes (e.g., prioritise goals and tasks for employees accordingly, see 'Leading using Objectives' or 'Ensuring safe, healthy work through leadership during the pandemic'
- Provide more flexible working hours (e.g., allow staff to start or finish work earlier)
- Agree to rules limiting contact to protect private life, communicate these to the team and stick to them (see tips from the kommmitmensch prevention campaign or the relevant accident insurance institution, such as 'Tips for good mental health when working from home', '7 tips to strengthen mental health when working from home')

⁶ 'Telework' in this document refers to working from home on either a temporary or permanent basis.

		 Schedule regular breaks during virtual communication, do physical exercise during breaks (see 'Working from home: how to keep conference calls relaxed') Organise virtual 'coffee get-togethers' during lunch breaks or schedule small talk at the start of virtual communication Train employees in the use of new communication tools and new forms of work (e.g., mobile working) (see also stress factor 'Training').
Working Hours	 Longer working hours Overtime/extra work 	 Organise work in a way that maintains regular working hours Hire more workers on a temporary basis to provide fast relief Optimise breaks, for example: ensure regular breaks by setting up groups that take breaks on an alternate basis. short breaks (approx. 3 - 5 minutes duration) arrange more breaks (also in the event of staff shortages) allow employees to schedule their own breaks, if possible Provide compensatory time off during quieter periods
	Shift Work	 If you introduce shift work (e.g., as part of risk mitigation for pandemics), make sure employees are involved in creating/selecting the shift system (e.g., when introduc- ing shift work to an office, take into consideration em- ployees' personal concerns/circumstances, such as childcare
	On-Call Work	 Establish rules for on-call work; define and stick to free times so that free time and recreation can remain planned
	Short-time Work	 Be open and transparent about the decision to introduce short-time work; address employees' fears about losing their livelihood; highlight prospects and emphasise a common goal (see also protective measures under 'Emotional Strain' as well as information on the short- time work allowance from the BMAS [in English])
	Blurring of boundaries be- tween work and private life, as well as extended availability	 Agree on fixed times when employees are available to protect their private life; schedule sufficient rest periods, communicate these to the team and adhere to them (see 'Extended availability'). If employees are showing signs of being constantly available, conduct individual discussions or address them as a team. See also stress factors 'Emotional Strain', 'Work Processes', 'Communication & Cooperation'.
Work Processes	Uncertainty, resistance and conflicts related to changed or new work processes (unsure what to do)	 Make changes to work processes as clear and unambiguous as possible and provide transparency regarding the reasons and aims (e.g., legal requirements, compliance with safely distancing). Involve employees in the redesign of work processes as early as possible and jointly agree on how to implement. Provide the opportunity to give feedback on experiences with implementing changes to work processes; ensure there is mutual exchange; develop a common understanding (e.g., schedule safe trial areas or times).

	Negative effects of changed work processes (time pressures, interruptions, extra work, ineffective or unfamiliar work processes, or a lack of technical equipment). Lack of time to safely use PPE or masks, apply hygiene measures or other protective measures	 Involve employees in the planning of new or changed work processes resulting from hygiene and distancing rules (e.g., determining the pace of work, sequence of processes, scheduling breaks). Organise work processes in such a way that assistance can be requested (e.g., organise a substitute-worker system, telephone standby, IT support) in the event of: - time pressures (e.g., if mistakes happen during the handover phases) - frequent interruptions to the normal workflow (e.g., when undisturbed work is necessary but not possible) - lack of resources (e.g., missing or inadequate technical equipment) Introduce waiting time rules for customers (e.g., online registration) Optimise breaks, for example: - ensure regular breaks by setting up groups that take breaks on an alternate basis short breaks (approx. 3 - 5 minutes duration) - arrange more breaks (also in the event of staff shortages) - allow employees to schedule their own breaks, if possible See also the kommmitmensch prevention campaign's practical guide on 'Safety and health during change processes' Prioritise self-protection even in stressful situations (e.g., hygiene measures, PPE).
	Unused capacity due to tasks that are no longer required	 Delegate other tasks (e.g., complete tasks that have been in the pipeline for some time, preparatory work, revise or develop Internet presence. Further training, re-training (see also stress factor 'Training')
Communication & Cooperation	No clearly defined responsibil- ities or tasks	 Formulate and communicate clearly defined tasks, delineated areas of responsibility, and clear rules of responsibility for the crisis situation Create clearly defined communication structures (e.g., staff meetings, handovers, feedback sessions)
	 No social interaction with colleagues or managers (e.g., due to social distancing at work, isolated individual workplaces) No or little opportunity for social support between staff Loneliness (e.g., social isolation) 	- by telephone or video conferencing as a team or on an

	 Lack of communication tools (e.g., no software for tele- phone or video conferencing) or employees cannot use these tools. Increase in virtual communi- cation in the office or telework 	 Provide enough functional means of communication (e.g., bandwidth, software for video conferencing), communicate rules of use. Train employees in the use of new means of communication and new forms of work (e.g., telework) (see stress factor 'Training'). Take into account the requirements for virtual communication when planning schedules (e.g., schedule regular breaks during and between various virtual conversations (see also the kommmitmensch prevention campaign's guide 'How to stay healthy when working from home').
Work Colleagues	Lack of social support and peer support due to changes in working conditions (e.g., social distancing, new means of communication, hygiene and distancing rules)	 Maintain and encourage communication with each other at all times. Treat team members with respect and appreciation, take into account diversity and take it seriously. Promote mutual support – talk with colleagues who show signs of psychological strain (e.g., suggest taking a break, make them aware of support on offer) Colleagues react to problematic behaviour and intervene, create an environment where it is alright to talk about unusual behaviour Avoid and condone trolling, bullying, blaming, and belittling those affected Involve interest groups (e.g., in conflict situations) If possible, appoint moderators (including an interpreter if there is a language barrier) who can mediate conflicts and other situations. See also the links under stress factor 'Emotional Strain'.
Managers & Supervisors	 Lack of leadership, lack of support when needed. Lack of feedback or recognition for work done. 	 Organise discussion groups/troubleshooting groups or one-on-one meetings (e.g., peer counselling, cross-hierarchy leadership meetings). Encourage acceptance of emotions and fears – address individual reactions and strategies, promote mutual understanding and support, emphasise the importance of trust and cohesion in crisis situations Keep a close eye on colleagues to recognise isolation and withdrawal at an early stage. Sensitive, but straightforward and clear language Acknowledge professional competence and reinforce employees' self-esteem Managers should act as role models (e.g., when using PPE or dealing with their own health)
	Managers are not trained to deal with crisis situations and remote leadership.	 Managers should make use of support services for dealing with crisis situations (see also the links under stress factors 'Responsibility', 'Emotional Strain') Managers should take advantage of services offered by the social accident insurance institutions (e.g., 'Doing remote leadership well' from the kommmitmensch prevention campaign)
Biological Factors	Intrinsic risk of infection to yourself and persons you are in contact with	 Full transparency when communicating the results of the company's risk assessment, take into account local conditions and involve OSH experts and, if necessary, the responsible health authority Provide briefings and training to employees based on the results of the risk assessment (work instructions) (see also services provided by the relevant social accident insurance institution)

		 Take suggestions and comments from staff seriously and investigate possibilities for implementing them (e.g., suggestions for improvement) Take into account employees' fears of infection (exchange information on the current situation and how to deal with it): enable exchange between work colleagues conduct safety-net talks between managers and employees
Physical Factors	Poor ergonomics due to: - wearing a mask over a long period of time - hygiene and distancing rules (e.g., communicating through partitions at cash registers) - mobile work and telework	Only wear a mask when you have direct contact with others and minimum distances cannot be maintained in order to avoid having to permanently wear a mask.
Workplace Design and Information	Lack of guidance on distancing when dealing with colleagues or customers Workplace design not suitable for minimising contact (e.g., confined spaces or working in closed rooms with several people)	 Full transparency when communicating the results of the company's risk assessment; take into account local conditions and involve OSH experts and, if necessary, the responsible health authority Provide briefings and training to employees based on the results of the risk assessment (work instructions)

⁷ Face visors only ensure the personal protection of the wearer. It has not been proven that they are also suitable for protecting others. Face visors should only be used when a regular mask is not possible due to health reasons.

Redesigned work areas to Adapt work processes; for example: minimise contact (e.g., - allocate more time for completing tasks cramped spaces when set-- schedule short breaks more frequently when workting-up individual workplaces are cramped stations, altered walking routes) Too much strain on a person's When planning events, consider that digital events reattention span as a result of quire more concentration and attention than face-to-face new types of meetings and events (e.g., provide less content per unit of time, divide training sessions (e.g., switchevents into several modules, schedule more breaks, proing from face-to-face events to vide material in advance to prepare for the event) digital events, such as teleconferences, online seminars) **Work Resources** Decisions on what to do when Full transparency when communicating the results of the there is a lack of work recompany's risk assessment; take into account local consources, such as masks and ditions and involve OSH experts and, if necessary, the PPE, are non-existent or nonresponsible health authority transparent Create an overview of what resources are required and Uncertainties, worries and check stocks regularly to ensure that there are no shortfears when there is a shortage of masks, PPE and disinfect-In the event of a temporary shortage of protective equipants ment, find a joint solution as a team with experts and decision-makers, agree on a joint course of action - transparent agreements Develop strategies for conserving resources when using masks or personal protective equipment (see also stress factor 'Physical Factors') Provide enough suitable means of communication (e.g., Working from home without suitable work equipment (e.g., enough internet bandwidth, software for video conferlaptop, mobile phone, hardences); communicate rules for use (see also stress facware and software, Internet tors 'Emotional Strain', 'Communication & Cooperation', connection, etc.). 'Physical factors') Blurring of work and private Train employees in the use of new communication tools life, such as when using per-(see also stress factor 'Training') sonal equipment for work pur-Give priority to employees with inadequate work reposes (e.g., private telephone sources when returning to the workplace after working line, private e-mail account). from home Ensure sensitive handling of private data (e.g., private telephone numbers), explore all alternatives to using private telephone lines (e.g., provide a company mobile phone) When using private telephone lines, make precise arrangements as to when, for what purpose and to what extent they are to be used (e.g., no calls outside agreed

Table 1: Hazards and protective measures during the coronavirus pandemic

3 Long-term negative effects on the health of employees – what do you need to consider?

working hours).

The corona pandemic (and the associated constraints and lack of resources) can endanger the physical and mental health of employees due to a variety of personal and occupational challenges. In addition to physical hazards (e.g., infection), it is important to keep in mind the long-term negative effects on mental health. The risk of developing mental disorders such as anxiety disorders, post-traumatic stress disorders, sleep disorders, depressive moods or other adjustment disorders increases the longer these exceptional circumstances last.

Even after the pandemic has been overcome, it is possible that employees will show the symptoms of the mental disorders described above, because it can be difficult to detach themselves from the crisis. Employees often 'function' well in crisis situations or exceptionally stressful situations. The reactions to what they have experienced may not occur until later. This is quite normal after an exceptionally stressful experience. Therefore, employers and OSH managers should remain vigilant during and after the corona crisis and have a system ready (if there are any signs) for dealing with mental health impairments or the development of mental disorders.

In order to strengthen employees in terms of their resistance/resilience and also to protect them from developing mental health issues and physical illnesses (e.g., cardiovascular diseases), it is important to match your own behaviour and actions to the current situation. When dealing with stress factors, people are more likely to remain healthy if they see their own work situation as understandable, manageable and meaningful (sense of coherence). In order for such a sense of coherence to develop among employees, it is important that managers themselves have reflected on the three aspects of meaning, understanding and manageability, and can respond positively to them. Managers should also create the framework conditions for a feeling of coherence to develop among employees. Figure 1 provides an excellent overview of which resources can be fostered that are crucial for these components (Strametz et al., 2020; Wu et al., 2020):

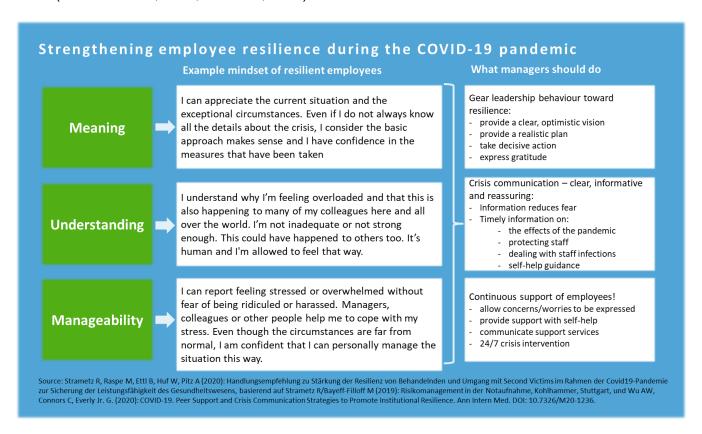


Figure 1: Strengthening employee resilience during the COVID-19 pandemic.

If mental health impairments are ongoing, companies should make it possible for their employees to openly talk about these feelings and receive support (Strametz et al., 2020; see Figure 2). For example, psychological first-aiders or managers could become involved to provide support. In addition, professional help should be obtained for crisis intervention, such as psychosocial support services, where affected persons receive direct professional support as well as being referred to a psychotherapist if necessary. If this type of psychosocial support is not available from the company itself or from an Employee Assistance Program (EAP), other professional networks should be contacted, such as spiritual counsellors, social workers or external crisis intervention teams.

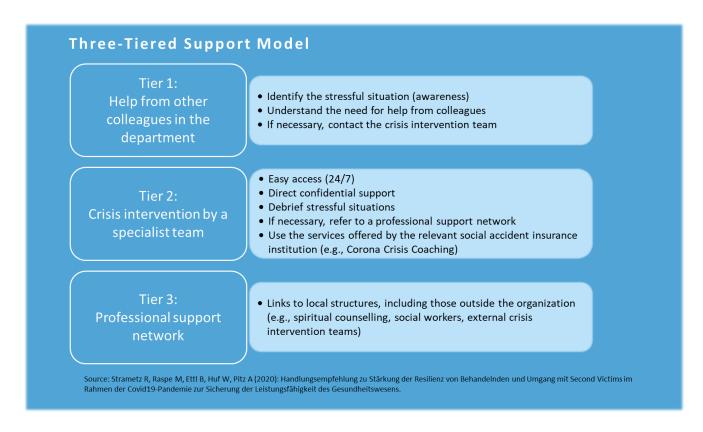


Figure 2: Three-Tiered Support Model

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