



Hygiene framework of the University of Lübeck – SARS-CoV-2

Valid from February 1st, 2021

Preliminary remarks

In December 2019, an outbreak of coronavirus 2 (SARS-CoV-2) occurred in Wuhan, a city in China with 11 million inhabitants. The virus spread throughout China and then across the world. The WHO declared the outbreak a pandemic on 11 March 2020. There are currently just over 150,000 cases in Germany. 2,630 of these are in Schleswig-Holstein. SARS-CoV-2 is transmitted through respiratory droplets. This means that human to human transmission can result from coughing, sneezing or close face-to-face contact with people who are mildly ill or even asymptomatic. Transmissions via indirect or direct contact with contaminated surfaces have also been reported. This only refers, however, to a small number of the cases. Approximately 2 to 6 percent of all cases become serious or critical. An unhampered outbreak, in which a vast number of patients in a short period of time would require intensive care treatment, is the biggest risk at present. Data on the infection process to date is still incomplete, the models of various scenarios are uncertain, and the data will only become more reliable with the further progression of the pandemic. That said, the reduction of the effective reproduction number as a result of the infection control measures undertaken in the last weeks indicate that the spread of infection has been slowed. Based on observations of the infection process to date, the following can be said with certainty. Groups at risk of the infection progressing severely are above all older people and people with underlying medical conditions. In addition to the established infection control strategies (e.g. reduction of transmission likelihood by means of consistent hand hygiene, isolation of infected persons, quarantine of contact persons), the following aspects are significant in terms of safety measures and require corresponding measures on site.

A hygiene framework is essential with regard to restarting any type of physically-attended lectures, research and administrative activities at the universities in Schleswig-Holstein. The hygiene framework of the University of Lübeck sets out the necessary safety requirements and the measures needed to implement the safety requirements in terms of hygiene. The following always applies:

1. For November and now extended into January, a partial lockdown was decided nationwide, which means that the University of Lübeck will have to comply with more restrictions than planned: The start of the winter semester was therefore predominantly a digital semester with little presence.
2. Starting January 11th, 2021, there will be few face-to-face practical teaching sessions. The hygiene concepts for these courses are to be sent to coronavirus@uni-luebeck.de in advance by the responsible lecturers.
3. Written examinations in January and February take place predominantly digitally. A few, firmly defined examinations will take place as face-to-face examinations.
4. At the end of February, a decision will be made, as to whether examinations in March will take place in person or whether all examinations will be conducted digitally.
5. The proportionality of the measures should be considered.

The hygiene framework is to be individually implemented by all institutes, clinics and working groups and administrative units. Amendments can be made according to changing relaxations or aggravations depending on the development of the number of infections and do not have to be reported to the Presidium, but must be kept in writing and submitted on request.

Areas critical to the system, as a general rule, must be secured by stratification. In consultation with the Presidential Board and with the involvement of the Health Department, shifts may be waived if the company medical service can ensure multiple testing for covid-19 and emergency operation can be maintained. The Presidium (coronavirus@uni-luebeck.de) must still be informed of these precautions for maintenance in case of a quarantine order.

The implementation of the framework with regard to examinations will be managed centrally via the Executive Board and the coordinating course leaders.

The implementation of the concept with regard to presence teaching is controlled centrally by the Presidential Board and the coordinating course directors.

The following areas are listed in the hygiene framework:

1. Examinations (oral and written)
2. Presence teaching
3. Laboratory work
4. Office work
5. Technical services (repairs, transport, briefing external contractors)
6. Safety in the buildings (routes, rooms esp. break rooms, sanitary facilities etc.)
7. Safety on the campus
8. Travelling to and from the campus
9. Library and computer work rooms
10. University self-administration
11. Extracurricular activities
12. Specialised areas (e.g. university sports)

General conditions for all areas that apply to all regulations listed below and are therefore not explicitly listed again:

- In closed rooms for temporary use (such as courses, examinations, short-term laboratory use, meetings) a maximum of 2 people may be present per 10 square metres, in office or lab rooms for longer presence per 10 square metres maximum 1 person
- Always keep at least 1.5 m distance, unless physical barriers prevent contact
- In the buildings, a **medicia** mouth-nose cover (MNB) must always be worn **by employees**, with the following exceptions:
 1. at a fixed standing or sitting position, if a minimum distance of 1.5 metres is maintained or the transmission of viruses is reduced by similarly suitable physical barriers
 2. during heavy physical work;
 3. if contact is only made with members of one's own household;
 4. during food intake;
 5. if this is unreasonable due to the special circumstances of the individual case
- On the premises, a MNB must be worn in the entrance areas (within a radius of approximately 10 meters) in front of the buildings. In addition, a MNB must always be worn on the premises

if persons meet for a longer period of time and are in danger of falling below the minimum distance.

- Obligation to document the persons present in the buildings with exact time and place information as well as availability (usually mobile phone number)
- Signs at building entrances and in buildings for hygiene measures
- Dealing with respiratory symptoms: The Presidium's recommendations for action apply, in particular the premise of staying at home until the symptoms subside and, in suspected cases, working from home if possible in the vicinity.

In all other respects, the Corona Control Ordinance for Universities of the State of Schleswig-Holstein applies in its currently valid version. The respective valid state ordinance on quarantine measures for inbound and return travelers in connection with the countries classified as risk areas by the RKI must be observed. Compliance with the quarantine is to be ensured personally in the case of private travel. With regard to the partial waiver of the quarantine period upon presentation of negative test results for covid-19, the provisions of the state ordinance on quarantine measures for inbound and outbound travelers also apply. Test results must be submitted by employees to the Human Resources Department or the Student Service Center at abwesenheit@uni-luebeck.de.

Re 1) Examinations

Examinations may only be held in person in a few cases by decision of the Executive Board. All other examinations take place digitally.

Re 2) Classroom teaching

For classroom teaching, the hygiene concept applies, which can be viewed in Moodle and on the intranet. For the period from January 11th, 2021, classroom teaching will only take place in a few selected practical courses.

Student courses:

Students are to be informed comprehensively about possible risks of participation, failures/compensation of disadvantages (for this purpose the document "Summary of Studies and Teaching under Pandemic Conditions" should be consulted)

Re 3) Laboratory work (both scientific and student)

Stipulations for the individual hygiene frameworks of the institutes, clinics and possibly working groups in cases of independent organisation:

- a. Implementation of the above-mentioned regulations must be documented in writing and to be presented on request.
- b. Risk assessments Module XIII are to be carried out and sent to the occupational health and safety department
- c. The periodic inspection process shall be followed.
- d. Team divisions shall be made in areas critical to the system and specified by name; exceptions must be agreed with the Presidium as described above.
- e. The premise is complete efficiency with maximum consideration of work in the home office; individual decision by the management as to who works in presence in compliance with hygiene rules.

- f. Employees/students in the risk groups, who identify themselves and express the corresponding wish, will only be assigned to on-site work if absolutely necessary; the workflow for employees of the risk-group must be applied
- g. Attention must be paid to sufficient ventilation in laboratories without automatic air change
- h. Strict maintenance of the minimum distances must be maintained even during breaks. A maximum of 1 person per 10 square metres during breaks in social rooms must be complied with at all times. Protective clothing and personal protective equipment must, without exception, exclusively be used on a personal basis Both should be stored separately (i.e. no mixed work coats on hooks) The regular cleaning of protective clothing is guaranteed by the laundry service, if necessary the interval between washes should be shortened

Re 4) Office work

Stipulations for the individual hygiene frameworks of the institutes, clinics and possibly working groups in cases of independent organisation and for administrative units:

- a. As a rule, from the home office, but the premise is complete efficiency; individual decision by the management of the facility as to who works in presence in compliance with hygiene rules.
- b. Work may only be carried out in individual offices; working in multi-person offices is only possible in exceptional cases, provided that a large distance (at least 2.5 m), frequent air exchange and additional physical barriers are maintained, after consultation with the occupational safety specialist
- c. Employees of the risk group who identify themselves and express the corresponding wish are only assigned to the presence if absolutely necessary; in this case the workflow for employees of the risk groups is to be applied
- d. It is mandatory to make team divisions in system-critical areas and to name them; Exceptions must be agreed with the Presidium as described above.
- e. No communal breaks, stagger break times, regulations on using break rooms/smoking areas etc.; strict maintenance of minimum distance even during breaks. A maximum of 2 persons per 20 square metres during breaks in social rooms must be complied with at all times.

Re 5) Technical services (repairs, transport, briefing external contractors)

The technical services ensure the documentation of working employees from external contractors on the campus and advise them on the applicable general conditions.

Re 6) Safety in the buildings

- a. Multiple entrances and exits are divided into sole entrances and sole exits; corridors should be marked, with guides on the floor at the doorways, and used ideally in the style of a one-way street
- b. There are notices on and in front of the buildings indicating the obligation of the MNP
- c. The buildings are usually locked
- d. Interior doors remain open during normal business hours, where possible, so as not to touch door handles
- e. Sanitary facilities cleaned twice a day; a sign indicates that a maximum of one user at the same time is permitted

- f. Cleaning cycle should be increased overall (liquid soap and paper towels are available everywhere in sufficient amounts. The cleaning intervals are increased and expanded to include door handles. Staff from technical services brief the cleaning company on disinfecting appliance handles in kitchenettes and the control panels of central printers/copiers)
- g. Regular ventilation must be ensured by employees, especially in corridors and stairwells
- h. Code of conduct signs are prepared and displayed
- i. Seats are blocked if there are several seats next to each other

Re 7) Safety on the campus:

- a. Seating is cordoned off if there are multiple seats adjacent to each other (see public spaces)
- b. Staff from technical services are appointed to monitor the campus

Re 8) Travelling to and from the campus:

- a. Individual travel to the location preferred (bike, on foot, car)
- b. Observe the Schleswig-Holstein requirement of covering the mouth and nose when using public transport.

Re 9) Libraries/computer work rooms

I. Library

- a. Lending during the opening hours of the first floor (Mon - Fri 11.00 - 12.00 o'clock) for up to 15 persons or by appointment within a half-hour time slot, MNB obligation when entering the building, Plexiglas panels at the lending desk and the information desk, separation of entrance and exit
- b. Use of workstations on request, up to 4 hours of use, Mon - Sat time slots 9.00 - 13.00 h or 14.00 - 18.00 h, recording of personal data, only students preparing final papers or examinations and no other possibility of student workplace, only every 3rd workplace is used, disinfection after use, MNP duty
- c. No use of group work room
- d. Use of PC workstations on request, up to 1 hour of use, Mon - Sat time slots every hour from 9.00 a.m. to 1.00 p.m. or from 2.00 p.m. to 6.00 p.m., recording of personal data, access is only given to persons who require special programs or computer performance and who don't have any other possibility for student work, disinfection after use, MNB obligation when entering the building
- e. No library tours
- f. No use of the printer room

II. PC-Pools

- a. Use only for students in graduation situations and with no other possibility for student work
- b. Usage from Mo to Th from 8:00 to 15:00 and Friday from 8:00 to 14:00 by appointment
- c. Registration and further information see <https://www.itsc.uni-luebeck.de/poolnutzungsplan.html>
- d. Entering the PC pool room only with MNB
- e. Disinfection before and after use by the users; disinfectants are available
- f. Workplaces and routes are marked with distance regulations, blocked workstations have a notice on the monitor
- g. Registration, deregistration and authentication by the users with the ITSC staff, logging of the use as well as opening and closing of the room by them

Re 10) University self-administration/other

- a. Committee meetings, appointments committee meetings, inaugural lectures and application interviews exclusively in virtual form; face-to-face meetings are only permitted in exceptional cases for which special reasons must be given
- b. Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule shall only be permitted in individual cases for special reasons
- c. Presence meetings in the above-mentioned exceptional cases under observance of the maximum number of persons per sqm, MNP and other hygiene rules as well as feasibility according to the central room hygiene concept and approval by Department VI (hygiene rules and responsibilities must be assumed by the organizers; information on this is available on the intranet)

Re 11) Non-curricular Events

Non-curricular events are generally prohibited; in case of a special permission by the Presidium, the hygiene rules must be adhered to according to the central room hygiene concept (hygiene rules and responsibilities must be assumed by the organizers)

Re 12) Special areas

- a) University sports: No University sports possible**
- b) Common livestock farming: Possible according to the hygiene concept although with limited capacities**
- c) Access to Z1-Z3 in the Central Clinic for examinations (hygiene concept coordinated with the UKSH)**
- d) Bedside teaching: not possible**
- e) Canteen: closed**

Sgd. Sandra Magens, February 4th, 2021