



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

Valid from 1. September 2021

Preliminary remarks

This framework hygiene concept applies to all presence events in teaching as well as presence research and administrative activities at the University of Lübeck. For presence events with external guests or extraordinary events, an individual hygiene concept must be prepared and sent in time to coronavirus@uni-luebeck.de for approval (see section 10).

In principle, the following applies for the winter semester 2021/2022:

1. the winter semester will be an attendance semester. Courses are not subject to the generally applicable spacing rules.
2. the digitally created course materials from the winter semester 2020/2021 will be kept in Moodle.
3. oral and written examinations take place in presence.
4. 3G (vaccinated, tested, recovered) applies to courses.
5. free supervised antigen self-testing will be available at the university self-testing center until the end of November.
6. in October there will again be the possibility of vaccination via the company medical service.
7. all hygiene and infection control rules continue to apply without restriction and regardless of the presence of vaccination or immunisation until revoked and with the easements mentioned below.

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.

As a rule, system-critical areas must be secured by shift assignments. With increasing progress in vaccination and the possibility of testing, shift allocations can be dispensed with in consultation with the Presidium if 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 presence teaching is controlled centrally by the Presidential Board and the coordinating study program directors. All information can be found in Moodle.

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. Library and computer work rooms
9. University self-administration
10. Extracurricular activities
11. Specialised areas (e.g. university sports)

General conditions for all areas that apply to all regulations listed below (unless otherwise regulated in the following) 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 5 square metres, in office or lab rooms for longer presence per 5 square metres maximum 1 person
- Always keep at least 1.5 m distance, unless physical barriers prevent contact **or they are courses**
- In the buildings, a medical 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 (this also applies in the workplace)
 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
- **3G applies only to students, all participants in courses and external guests. Employees do not have to provide proof outside of courses. Visiting professors, scholarship holders and other persons who are integrated into campus activities as if they were employed are also exempt from the 3G obligation (unless they are participants in courses). Interns (pupils) are subject to the 3G obligation.**

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 for vaccinated or recovered persons, the provisions of the Land Ordinance on Quarantine Measures for Arriving and Returning Travellers 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

Oral and written examinations take place in presence. Electronic distance examinations may be conducted if the statutes on the conduct of electronic distance examinations at the University of Lübeck (expected to come into force on September 24, 2021) provide for this.

In the case of symptoms of illness of unknown origin or reasonable suspicion of infection, an attendance examination may not be taken, so that the examination must be withdrawn from before it begins. The reasons for a withdrawal due to illness must be documented by a medical certificate.

Private congratulatory celebrations may only take place outdoors on campus in compliance with the distance requirement and are to be concluded promptly.

Re 2) Classroom teaching

Teaching takes place in presence. There is no distance requirement for courses.

The following hygiene rules apply:

- a. Access to indoor courses and examinations in attendance requires that participants provide proof of complete vaccination protection, recovery, or a negative corona test result (3G) with regard to the coronavirus. Proof of a negative test result must be provided by certification from an agency responsible for taking the test for the presence of corona virus infection (public testing center) or by certification from the campus self-testing center. The negative test result must be no more than 48 hours old.
- b. During the previous week and the first three weeks of classes, the presence of 3G will be checked at the entrances to the seminar and lecture hall buildings upon entry.
- c. At the university self-testing center, students are allowed to test themselves once a week. The remaining test evidence must be obtained from an external test center.
- d. The university testing center will remain open until the end of November after which it will close.
- e. Students wishing to provide 3G proof by means of a certificate of negative antigen testing must obtain a campus pass valid for 48 hours at a location on campus to be designated in time for the first class. Only this pass allows access to the buildings.
- f. The 3G proof must be provided by all participants in the course: Students, lecturers, student- or research-assistants, technical-administrative staff.
- g. A course is understood to be all courses listed in the module handbook (including internships, final theses, etc. in the institutes).
- h. Starting from the fourth week of lectures, random checks for the presence of 3G are carried out in the seminar rooms and lecture halls. Failure to provide proof entitles the student to be excluded from the course; in the event of repeated violations, further measures may be ordered.
- i. Students log in to the room via Moodle check-in with mandatory indication of their seat.
- j. A medical MNB must be worn for the duration of the entire course. Exceptions apply if a minimum distance of 1.5 m can be maintained and this is determined by the instructor at the beginning of the course. Lecturers are not required to wear MNB if they have sufficient distance from the students.

Student Teaching:

With the resumption of classroom teaching, most of the regulations from the Corona Statutes on the special situation caused by the pandemic end. Nevertheless, it must be taken into account that the

pandemic has not yet ended and that a variety of individual situations of students and teachers must be taken into account (e.g. non-attendance in the case of symptoms of illness of unclear origin).

Re 3) Laboratory work (both scientific and student)

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

- a. Risk assessments Module XIII are to be carried out and sent to the occupational health and safety department
- b. The periodic inspection process shall be followed.
- c. 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.
- d. The premise is full performance and a return to regular presence operation, taking into account an extended home office (up to 50% of weekly working hours), which is still possible, and the facility-specific possibilities to comply with the general hygiene rules.
- e. For employees in the risk group who have been working in a home office since the outbreak of the coronal pandemic, a new individual risk assessment must be carried out to enable them to return to their regular work.
- f. Attention must be paid to sufficient ventilation in laboratories without automatic air change
- g. Strict maintenance of the minimum distances must be maintained even during breaks. A maximum of 1 person per 5 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 organization of the institutes, clinics and possibly working groups in cases of independent organisation and for administrative units:

- a. The premise is the complete performance and return to regular presence operation, taking into account an extended home office (up to 50% of the weekly working time), which is still possible, and the facility-specific possibilities to comply with the general hygiene rules.
- b. Preference is given to working in individual offices; work may also be carried out in multi-person offices, subject to compliance with the minimum distance and relaxed maximum room occupancy, frequent air exchange and additional physical barriers.
- c. The management is responsible for and authorised to decide how the protection goals of occupational health and safety are achieved in the presence work, taking into account the hygiene rules; if necessary, an occupational health and safety specialist can be called in.
- d. Employees of the risk group who have been working in a home office since the outbreak of the coronal pandemic, a new individual risk assessment must be carried out in order to prepare the return to presence work for these persons as well.
- e. 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.
- f. 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 10 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. 3G control during the first weeks of the semester at the entrance near buildings 53, 58, 100-58,400, 61, 65 and 70.
- b. 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
- c. There are notices on and in front of the buildings indicating the obligation of the MNP
- d. The buildings are open during normal opening hours.
- e. Interior doors remain open during normal business hours, where possible, so as not to touch door handles
- f. Disinfection dispensers are placed behind the corridor doors
- g. Disinfectant wipes are available at the entrance of each seminar room and lecture hall and should be used to clean your own table before entry
- h. Sanitary facilities cleaned twice a day; a sign indicates that a maximum of one user at the same time is permitted
- i. 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)
- j. Regular ventilation must be ensured by employees, especially in corridors and stairwells
- k. Code of conduct signs are prepared and displayed
- l. 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) Libraries/computer work rooms

- I. Library
 - a. Lending by appointment within a half-hour time slot, MNP obligation when entering the building, Plexiglas panes at the lending desk and the information desk, separation of entrance and exit. During the construction of the façade (probably from mid-June): appointments by appointment 9 a.m.-6 p.m. on time for collection; 6 p.m.-2.30 p.m. lending within a 15-minute time slot. Registration and info at www.zhb.uni-luebeck.de
 - 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. During façade construction (expected from mid-June): time slots for workplaces Mon-Fri 18.00-22.00; Sat and Sun 9.00 - 13.00 or 14.00 - 18.00

- 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. 3G proof required

- b. Use only for students in graduation situations and with no other possibility for student work
- c. Usage from Mo to Th from 8:00 to 15:00 and Friday from 8:00 to 14:00 by appointment
- 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 **via Moodle-Check-in**

Re 9) University self-administration/other

- a. **Committee meetings can take place digitally, hybrid or in presence. The decision lies with the respective chair.**
- b. Appointment committee meetings, inaugural lectures and job interviews are possible in presence according to the hygiene concepts and spatial capacities
- c. Work meetings are possible in accordance with the hygiene concepts and spatial capacities in presence
- d. Business trips outside Schleswig-Holstein should only take place in urgent cases; managers and employees jointly weigh up the facts with the necessary degree of proportionality; business trips abroad are reported to the personnel department in good time and are subject to approval
- e. Musical rehearsals are permitted in accordance with a hygiene concept to be approved by the Presiding Committee.
- f. All presence meetings are only permitted in compliance with the maximum number of persons per sqm and **distance rules (the MNB can be taken off at the seat)**

Re 10) Non-curricular Events

Extra-curricular events (including company parties) in the open air are permitted up to a maximum of 100 participants, subject to compliance with the minimum distances; in special cases, the Presidential Board may permit a higher number of participants; a hygiene concept must be drawn up and maintained, from which a clear responsible person can be identified.

Events of external parties and with external parties can take place according to the specifications and on the basis of an approved hygiene concept and after approval by the room planning department. At least checkerboard seating and 3G proof apply.

Re 11) Special areas

- a) **University sports: According to the information on the homepage of the university sports possible**
- b) **Common livestock farming: without restrictions in operation**
- c) **Access to Z1-Z3 in the Central Clinic for examinations (hygiene concept coordinated with the UKSH)**
- d) **Bedside teaching: Bedside teaching takes place on the basis of the hygiene concept made known to the students**
- e) **Canteen: Limited operation of the cafeteria**

Sgd. Sandra Magens, 6. September 2021