



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

As of 18 May 2020

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 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. The semester is to be carried out as successfully as possible
2. Digital teaching and lecture methods have priority
3. Practical components should, as far as possible, take place at the end of the period of lectures.
4. 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. This must be documented in writing and the Executive Board (coronavirus@uni-luebeck.de) must be informed.

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

The following areas are listed in the hygiene framework:

1. Examinations (oral and written)
2. Laboratory work
3. Office work
4. Technical services (repairs, transport, briefing external contractors)
5. Safety in the buildings (routes, rooms esp. break rooms, sanitary facilities etc.)
6. Safety on the campus
7. Travelling to and from the campus
8. Library and computer work rooms
9. 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 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
- A distance of at least 1.5 metres is to be maintained at all times
- In closed rooms it is recommended to cover the mouth and nose if there is a risk that the 1.5 metre distance will not be maintained for more than 15 minutes
- Documentation obligation for the people in the building including exact details of time and place, as well as means of contact (usually mobile numbers)
- Notices on hygiene measures at building entrances and in buildings
- For people travelling to Lübeck from abroad, there is a two-week home quarantine obligation; this is urgently recommended for people who are travelling to Lübeck from worse affected areas in Germany

Re 1) Examinations

Pursuant to the state resolution, examinations may once again take place as of 20 April. The safe conduct of examinations has priority over other teaching methods.

Requirements of participants and others involved:

- a. The candidate is extensively informed beforehand about the risks of taking examinations and the possibilities of not taking the examination or of later examination dates
- b. Oral exams that cannot take place digitally (see phase plan): Only people who are absolutely necessary as per the examination regulation are present (no guests)
- c. Written exams: according to the exam plan which still needs to be drawn up
- d. Distance between participants at least 1.5 metres, in areas with fixed seating two chairs should be left empty to the left and right and only every other row should be occupied; chairs should be numbered
- e. In addition to the participants, only people who are necessary for the proper and correct conduct of the examination should be in the building or the examination should be organised such that no contact takes place with other people who are in the building according to the regulations
- f. Entrance checks using participant lists and the reassurance that no acute respiratory symptoms (RKI: above all coughing, scratchy or sore throat, shortness of breath, muscle or joint

- pain) are present; in the event of a sudden onset of symptoms transfer to another room if necessary or stop the examination
- g. Implementation of the documentation obligation: Attendance registers, full names, email addresses, telephone numbers, room numbers and seat if assigned; also collected for staff present for the conduct of the examination
Participants that are risk groups indicate this beforehand and are provided with a separate entrance and a separate examination room

Requirements for general spatial and organisational conditions:

- a. Notices on hygiene measures at building entrances and in the buildings; disinfectant dispensers should be used at the entrances according to regulations
- b. Implementation of the documentation obligation: Participant registration at more than one location (booths/tables) each with sufficient distancing and waiting area and with shielding (e.g. plexiglass screen or similar)
- c. Numbering of seats for clear traceability is recommended
- d. Work materials are placed (using gloves) on tables before the arrival of the participants; writing tools are brought and taken away by the participants themselves
- e. Covering the mouth and nose is recommended until the workplace has been reached
- f. The rooms, sanitary facilities and especially the tables are professionally cleaned the day before the examination
- g. The rooms should be equipped with distance markings (indicate walkways so that contact is avoided) etc.; doors should be kept open as far as possible (no touching of door handles)
- h. Best possible ventilation of the room should be guaranteed; air conditioning should be turned off if ventilation is electric
- i. Security staff must be present
- j. Before and after the examination, security staff should ensure that participants do not form groups on the campus

Re 2) 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
- b. Teams must be organised and given a name (both weekly-alternating teams or shifts within one day without meeting are both feasible); the initial aim here is to limit contact persons, followed by maintaining the system-critical infrastructure and work capabilities in the event of an infection, alongside the quarantine regulations which must then be complied with
- c. Attendance is only permitted for activities which must be carried out in a laboratory, otherwise work is carried out from home
- d. Employees/students in the risk groups (a workflow with definitions is in progress) who identify themselves as such will only be assigned to on-site work if absolutely necessary; the on-site medical service should then be involved in correspondence with the workflows of the risk-group employees
- e. Attention must be paid to sufficient ventilation in laboratories without automatic air change
- f. 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

Student lectures and classes:

- The students should be extensively informed about possible participation risks, possibilities of missing classes/compensation for disadvantages, and the above travel information

Re 3) 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:

- Usually from home
- If that is not possible, only in individual offices
- Teams must be organised and given a name (both weekly-alternating teams or shifts within one day without meeting are both feasible); the initial aim here is to limit contact persons, followed by maintaining the system-critical infrastructure and work capabilities in the event of an infection, alongside the quarantine regulations which must then be complied with
- 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 4) 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 5) Safety in the buildings

- 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
- During usual opening hours the doors, where possible, should remain open so that door handles do not have to be touched
- Disinfection dispensers are placed behind the corridor doors
- Sanitary facilities cleaned twice a day; a sign indicates that a maximum of one user at the same time is permitted
- 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)
- Regular ventilation must be ensured by employees, especially in corridors and stairwells
- Code of conduct signs are prepared and displayed

Re 6) Safety on the campus:

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

Re 7) 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 8) Libraries/computer work rooms

I. Library

- a. Lending after registration within a half-hour time slot, obligation of covering the mouth and nose when entering the building, Plexiglas panes at the lending desk, separation of entrance and exit is required.
- b. Use of workstations on request, up to 4 hours of use. Time slots 9.00am - 1.00pm or 2.00pm - 6.00pm, collection of personal data, preferably students preparing final papers or examinations, only every 3rd workstation is to be used and disinfection after use, obligation of covering mouth and nose when entering the building
- c. No use of group work room
- d. Use of PC workstations on request, up to 4 hours of use. Time slots 9.00am – 1:00pm or 2.00pm - 6.00pm, collection of personal data, preference is given to persons who require special programs or computer performance, disinfection after use, obligation of covering mouth and nose when entering the building
- e. No use of the printer room

II. PC-Pools

- a. Use primarily for students in graduation situations, with childcare in the home environment or without their own PC
- b. Period of use up to 4 hours in the time period from 9.00am - 1.00pm after advance notification
- c. Obligation of covering mouth and nose when entering the PC pool room
- d. Disinfection before and after use by the users; disinfectants are available
- e. Workstations and routes are marked with distance regulations, blocked workstations have a note on the monitor
- f. Logging on, logging off and authentication by the users with the employees of the ITSC, logging of use and opening and closing of the room by the employees of the ITSC

Re 9) University self-administration/other

- a. Board meetings, appointments committee meetings, inaugural lectures and job interviews in virtual form
- b. Business trips allowed only in special cases
- c. Returnees from abroad are only allowed to visit the campus after a 14-day quarantine period, for those from federal states with higher infection rates this is strongly recommended.
- d. Presence meetings only if absolutely necessary and in compliance with the principles, max. 5 people

Re 10) Special areas

- a) University sports: outdoor sports are possible in accordance with the approved hygiene concept
- 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: concept currently being developed together with the UKSH
- e)** Canteen: opening planned

Sgd. Sandra Magens, 18 May 2020