



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

As of September 25<sup>th</sup> 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 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. The summer semester is to be carried out as successfully as possible, whereby digital teaching and event formats have priority and practical parts as well as further courses, whose competences cannot be taught virtually, are to be carried out partially or completely in attendance, depending on the concrete requirements, while observing individual hygiene concepts.
2. The winter semester will be a hybrid semester. The aim is: as much presence as possible, as few contact groups (groups in which the distance of at least 1.5 m cannot be maintained) as possible, whereby the timetable should be kept as stable as possible and the first-year students are of particular importance.
3. 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](mailto: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
- A distance of at least 1.5 metres is to be maintained at all times **or if other physical barriers prevent contact**
- A mouth-nose cover (MNB) must be worn in the buildings, with the following exceptions:
  1. **Students and participating third parties within the event or examination room, if no other persons are present, with the exception of students of the same contact group and persons working at the university**
  2. **Students and participating third parties within the event or examination room, if a minimum distance of 1.5 metres to all other persons within the event or examination room is maintained;**
  3. **Students and participating third parties, provided that they have reached a place designated for student work and that a minimum distance of 1.5 metres to other persons is maintained or that all persons present belong to the same contact group;**
  4. **Employees, as far as they are in areas which are not dedicated to regular public traffic;**
  5. **Employees in areas dedicated to regular public traffic, provided that they have reached their specific place of work and that a minimum distance of 1.5 metres to other persons is maintained or the transmission of viruses is reduced by similarly suitable physical barriers**
  6. **Guests of refectories during the consumption of food.**

7. In case of doubt, a MNM must be worn.

- 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.

Otherwise, the Corona Control Ordinance for Universities of the State of Schleswig-Holstein shall apply in its currently valid version. The respective valid state regulation on quarantine measures for entering and returning travellers in connection with the countries classified as risk areas by the RKI must be observed. Compliance with quarantine measures must be ensured personally when travelling privately. The quarantine period can be waived upon presentation of two negative test results for Covid-19 if there are at least five days between the collection of the sample material for the first and second test. If a first test was done before entry, no more than 48 hours may have elapsed between the test result and entry. The test results must be submitted by employees to the Personnel Department or the Student Service Center at [abwesenheit@uni-luebeck.de](mailto:abwesenheit@uni-luebeck.de).

#### 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. The hygiene concept for written examinations (available on the homepage) applies.

#### Re 2) Presence teaching

The corresponding hygiene concept applies to [what can be viewed in Moodle and on the intranet](#).

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; individual facility decision on how much work is done in the home office and in the presence, while observing the hygiene rules (goal: [at least 50 % attendance work](#))
- 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. Usually from home, but the prerequisite is complete efficiency; individual decisions on how much work is done in the home office and in the presence, in compliance with the hygiene rules (goal: at least 50 % attendance work)
- b. Wherever possible, work should be done in individual offices; working in multi-person offices is possible under observance of the minimum distance, frequent air exchange and, if necessary, additional physical barriers.
- 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. The buildings display notices on the obligation to comply with the MNM
- c. Doors remain open , where possible, during normal business hours, so that door handles do not need to be touched
- d. Disinfection dispensers are placed behind the corridor doors
- 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 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 10) University self-administration/other

- a. Board meetings, appointments committee meetings, inaugural lectures and job interviews primarily in virtual form; work meetings can be held in presence in sufficiently large rooms, while maintaining the minimum distance
- b. Restrained handling of business trips; in particular, the respective valid national regulations for entering and returning travellers must be observed.

- c. Presence meetings in compliance with the maximum number of persons per sqm 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

Events in compliance with the maximum number of persons per sqm and other hygiene rules as well as feasibility in accordance with the central room hygiene concept and approval by Department VI (hygiene rules and responsibilities must be assumed by the organisers)

Re 12) Special areas

- a) University sports: outdoor and indoor 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: no bedside teaching during the summer semester, bedside teaching during the winter semester currently being planned.*
- e) Canteen: **reopened October 19<sup>th</sup> 2020***

Sgd. Sandra Magens, **September 15th 2020**