



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

Valid from 10. January 2022; Version from 7. January 2022

### *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](mailto:coronavirus@uni-luebeck.de) for approval (see section 10).

In principle, the following applies for the winter semester 2021/2022 from the lecture period starting 10. January 2022:

1. The winter semester ends predominantly digital.
2. The courses that take place in presence can be found in a positive list in Moodle.
3. The digitally created course materials from the winter semester 2020/2021 will be kept in Moodle.
4. Written examinations take place as online exams.
5. Oral examinations usually take place digitally, but can also take place in presence at the candidate's request if it is organizationally feasible.
6. 3G (vaccinated, tested, recovered) applies to courses and Exams. The validity period of an antigen test is 24 hours.
7. In agreement with the respective superiors, more than 50% of the home office may be used if this does not affect operations.
8. 3G is applicable at the workplace.
9. Employees may perform a free supervised antigen self-test up to twice/week at the University Self-Test Center. Student assistants are only covered if they can prove that they do not need 3G detection for teaching.
10. There is the possibility of booster vaccinations via UKSH until further notice.
11. Extra-curricular events only take place in exceptional cases. 2G then applies
12. 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.

**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 operations can be maintained. Due to the dynamic infection situation, the organisational regulations must be reviewed and, if necessary, tightened. 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 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
  6. Lecturer, if the distance is complied
  7. written examinations after reaching the place
- **FFP2 masks are mandatory in courses, in self-study rooms and during discussions/meetings.**
- 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.
- 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 the event of a positive PCR confirmation, the obligation to report to [coronavirus@uni-luebeck.de](mailto:coronavirus@uni-luebeck.de) and, in the case of students, the respective study program coordination, stating the courses attended within the last few days.
- For contact persons, consideration of the recommendation for action of the Presidential Board.

- 3G applies to all: employees prove their status in accordance with the separate circular; students always keep their proof with them and are checked on a random basis; if they are present in the institute's premises, the proof is checked by the responsible lecturer or supervisor (in the case of assistants); external guests, visiting scientists, lecturers, scholarship holders, interns (students) are checked by the home institution visited.

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](mailto:abwesenheit@uni-luebeck.de).

#### Re 1) Examinations

Written examinations take place in electronic form in accordance with the statutes on the conduct of electronic examinations at the University of Lübeck in the context of the Covid-19 pandemic. A few examinations will be held in person at the discretion of the Presidential Board, in which case 3G and FFP2 masks are mandatory for the entire duration of the examination.

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.

Oral examinations usually take place digitally. At the request of the person to be examined, a presence examination can also take place in consultation with the examiners. These are then only in the presence of the persons compulsorily required for the examination.

Private congratulatory ceremonies following oral examinations **may not be held**.

#### Re 2) Classroom teaching

Most of the teaching takes place digitally. The courses that will take place in presence can be viewed in Moodle. There is no distance requirement for courses, but FFP2 masks are mandatory.

The following hygiene rules apply:

- a. Access to indoor courses and examinations in attendance requires that participants carry 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 **24 hours** old.
- b. The presence of 3G is checked before each face-to-face course by the lecturer or assigned assistants via CovPassCheckApp. The proof must therefore be carried in the form of a QR code and a photo ID. Failure to present the proof entitles the student to be excluded from the course; in the event of **repeated violations**, further measures may be ordered.
- c. An **FFP2 mask** must always be worn except for presenters **with sufficient distance**.

#### 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).

#### Student self-study room:

In student self-study room, 3G compulsory and FFP2 masks compulsory for the duration of the stay.

#### 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 (as a rule **at least** 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, full home office can be implemented based on a current individual risk assessment
- 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 (as a rule **at least** 50% of the weekly working time), which is still possible, and the facility-specific possibilities to comply with the general hygiene rules.
- b. **In principle, work should only be carried out** in individual offices; **in exceptional cases**, work may also be carried out in multi-person offices, provided that the minimum distance and maximum room occupancy, frequent air exchange and additional physical barriers are observed; **it is recommended to wear a MNB permanently.**
- 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. For employees in the risk group, full home office can be implemented based on a current individual risk assessment
- 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. Contractors are informed that 3G status compliance is performed by them.

#### Re 6) Safety in the buildings

- a. 3G verification for employees by means of negative test results by superiors; central random checks in teaching courses.
- b. 3G verification must be provided by all persons entering the buildings: Hosts/invitees are responsible for this.
- c. 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
- d. There are notices on and in front of the buildings indicating the obligation of the MNB
- e. The buildings are open during normal opening hours.
- f. House 2/SSC remains closed, appointments are to be made
- g. Interior doors remain open during normal business hours, where possible, so as not to touch door handles
- h. Disinfection dispensers are placed behind the corridor doors
- i. 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
- j. Sanitary facilities cleaned twice a day; a sign indicates that a maximum of one user at the same time is permitted
- k. 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)
- l. Regular ventilation must be ensured by employees, especially in corridors and stairwells
- m. Code of conduct signs are prepared and displayed
- n. 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, MNB obligation for the duration of the stay, 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](http://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, FFP2 mask 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: 3G is mandatory and proof must be provided. At the workplace the FFP2 mask must be kept on.
- c. Due to reconstruction word no use of group work room
- d. No library tours
- e. No use of the printer room

### II. PC-Pools (Buildings 64, 61)

- a. 3G proof required
- b. Usage from Mo to Fr from 8:00 to 18:00 (Building 64, outside opening hours with transponder) to 18.00 (Building 61)
- c. FFP2 mask obligation for the duration of the stay
- d. Students are encouraged not to exceed 4 hours of use per day.
- e. Disinfection before and after use by the users; disinfectants are available
- f. Routes are marked
- g. Registration, deregistration and authentication by the users via Moodle-Check-in, the QR-Codes are on the tables.

## Re 9) University self-administration/other

- a. Board meetings should be held digitally or hybrid. For face-to-face meetings, 3G applies and FFP2 mask is mandatory; it is recommended that all participants are also asked to take an antigen test. 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 (FFP2 mask is mandatory), but should primarily take place digitally.
- c. Work meetings usually take place digitally; in exceptional cases, they are possible in presence according to the hygiene concepts and spatial capacities, in which case an FFP2 mask must be worn.
- d. All business trips are now only possible in urgent cases; managers and employees jointly weigh the facts of the case with the necessary degree of proportionality; in the case of business trips to foreign countries classified as risk areas with a particularly high risk of infection, the HR department must approve the trip.
- e. Musical rehearsals are not possible in presence until the end of the winter semester 2021/2022.
- f. All face-to-face sessions are to be conducted only in compliance with the max. number of persons per sq. m., 3G control, and spacing rules, if possible; an FFP2 mask is to be worn at all times; it is recommended for longer sessions that all participants additionally to the vaccinated or recovered status perform a rapid antigen test on the day of the session.

#### Re 10) Non-curricular Events

Extra-curricular, voluntary events are only permitted in exceptional cases after approval by the Presidium and with a very reduced number of participants. Indoor events are subject to the 2G obligation; an FFP2 mask must be worn at all times except when eating, if this is permitted. Care must be taken to maintain the best possible distance. Persons who are not recovered or vaccinated may also provide a test as proof if attendance is required for professional, business or official purposes. A CoronaWarnApp QR code must be provided for the event and participants must register. A hygiene concept, which clearly identifies a responsible person, must always be developed and displayed at [coronavirus@uni-luebeck.de](mailto:coronavirus@uni-luebeck.de).

External events and events with external participants are only permitted after explicit approval by the Presidium on the basis of an approved hygiene concept. 2G and FFP2 masks are mandatory.

#### Re 11) Special areas

- a) University sports: According to the information on the homepage of the university sports possible, indoors in compliance with 2G plus (exception: Persons with booster vaccination)**
- b) Common livestock farming: without restrictions in operation**
- c) Bedside teaching: Bedside teaching takes place on the basis of the hygiene concept made known to the students, 3G obligation, 2G mandatory from 15. March 2022**
- d) Canteen: Limited operation of the cafeteria, Außenzelt zum Verzehr aufgrund von Brandschutzmängeln; 2G obligation**

Sgd. Sandra Magens, 7. January 2022