



**Resumption of Regular Operation-Phases/Hygiene Concepts as of 11.06.2020**

Phase 0 until April 19th 2020		
	Topic	Documents
<b>Study and teaching</b>	<u>Theses</u> <ul style="list-style-type: none"> <li>No presence at the university, extensions are possible</li> </ul>	
	<u>Supervision</u> <ul style="list-style-type: none"> <li>No presence</li> </ul>	
	<u>Applications</u> currently irrelevant	
	<u>In principle</u> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with digital teaching formats that have been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>Study and teaching</b>	<u>Internships, tutorials</u> No presence, switch to competence transfer via virtual teaching if possible, otherwise these courses will be postponed	
	<ul style="list-style-type: none"> <li>Exams / colloquia for final theses / exams</li> <li>Written tests not possible, except M2, decision of the country (see hygiene concept of the LPA)</li> <li>No oral examinations in attendance</li> <li>Oral examinations are possible online, consent form must be filled in</li> </ul>	
	<ul style="list-style-type: none"> <li>Lectures</li> <li>No presence, only virtual</li> </ul>	



II University Organisation (including staff)		
	Topic	Documents
<b>University Organisation</b>	<u>Homeoffice</u> <ul style="list-style-type: none"> <li>• Except for system-critical activities, the HO is used for</li> <li>• Partially short-term presence for urgent matters</li> <li>• System-critical activities are executed and organized in team solutions (at least two teams that cannot switch off each other in case of infection)</li> </ul>	
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>• In cases where home office is not possible, work is done in team A and team B and only in individual offices</li> <li>• Limit number of contact persons and documentation</li> </ul>	
	<u>Meetings</u> Only virtual meetings, face-to-face meetings max. 5 persons with a minimum distance of 1.5 m	
	<u>Time recording</u> Currently suspended	

III Research		
	Topic	Documents
<b>Research</b>	<u>Presence</u> <ul style="list-style-type: none"> <li>• Currently shut down to emergency operation, plcs have organised this on their own responsibility and informed the Presidium of their plans</li> <li>• GTH use strongly limited, since divided into 4 teams and correspondingly low capacities, but preservation of the animal experimental stock possible</li> </ul>	
	<u>HO</u> Otherwise writing activities etc. from the HO	



IV Other		
	Topic	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>IL moved by new appointees</li> <li>IL for the purpose of habilitation can be done virtually</li> <li>Virtual job interviews (co-determination in progress), for reasons of the AGG all via Vico or push (the decision lies with the respective department)</li> </ul>	based on the guideline for committees
	<u>Appeal procedure</u> <ul style="list-style-type: none"> <li>With Vico, if no objection from a candidate</li> <li>Appeals by Vico</li> </ul>	Guideline for committees
	<u>Library and PC pools</u> Currently closed, online loan possible	
	<u>Committees</u> Only virtual	Guideline for committees
	<u>University Sports</u> virtual offers	
	<u>Canteen</u> closed	
	<u>Dealing with risk groups</u> <ul style="list-style-type: none"> <li>Risk groups (including persons with risk groups in close private surroundings). Need special regulations, currently no problem, as no presence is mandatory</li> </ul>	
	<u>Closure of kindergartens and schools</u> Currently closed	
	<u>Returnees</u> Quarantine for all from risk areas according to RKI	
	<u>Businessstrips</u> Currently prohibited	



**Phase I valid as of April 20th 2020**

*No changes to current situation until April 19th except those marked in yellow below.*

	<b>Topic</b>	<b>Documents</b>
<b>Study and teaching</b>	<u>Theses</u> <ul style="list-style-type: none"> <li>No presence at the university, extensions are possible</li> </ul>	Execution information Courses
	<u>Support</u> <ul style="list-style-type: none"> <li>No presence</li> </ul>	
	<u>Applications</u> currently irrelevant	
	<u>In principle</u> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>Study and teaching</b>	<u>Internships, exercises</u> No presence, switch to competence transfer via virtual teaching if possible, otherwise these courses will be postponed	
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> <li>Written tests not possible, except M2, decision of the country (hygiene concept of the LPA)</li> <li>No oral examinations in attendance</li> <li>Oral examinations are possible online, consent form should be filled out <i>theoretically possible,, practically not (no announcement and no hygiene concepts available)</i></li> </ul>	Consent form
	<u>Lectures</u> <ul style="list-style-type: none"> <li>No presence, only virtual</li> </ul>	

**II University Organisation (incl. staff)**

	<b>Topics</b>	<b>Documents</b>
<b>University Organisation</b>	<u>Home Office</u> <ul style="list-style-type: none"> <li>Except for system-critical activities, the HO is used for</li> <li>Partially short-term presence for urgent matters</li> <li>System-critical activities are executed and organized in team solutions (at least two teams which are not mutually exclusive in case of infection)</li> </ul>	
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>In cases where the home office is not possible, work is done in team A and team B and in the case of office work only in individual offices</li> <li>Limit number of contact persons and documentation</li> </ul>	



	<u>Meetings</u> Only virtual meetings, face-to-face meetings max. 5 people with a minimum distance of 1.5 m	
	<u>Time recording</u> Currently suspended	

III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> <li>Currently shut down to emergency operation, plcs have organised this on their own responsibility and have informed the Presiding Board of their contingency plans</li> <li>GTH use strongly limited, since divided into 4 teams and correspondingly low capacities, but preservation of the animal experimental stock possible</li> </ul>	
	<u>HO</u> Otherwise writing activities etc. from HO	

IV Other		
	Topic	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>IL moved by new appointees</li> <li>IL for the purpose of habilitation can be done virtually</li> <li>Virtual job interviews (co-determination in progress), for reasons of the GHL all via Vico or postponed (the decision lies with the respective department)</li> </ul>	based on the guideline for committees
	<u>Appeal procedure</u> <ul style="list-style-type: none"> <li>Per Viko, if no objection from a candidate</li> <li>Appeals by Viko</li> </ul>	Guideline for committees
	<u>Library and PC pools</u> Currently closed, online loan possible	
	<u>Committees</u> Only virtual, guideline developed (legal and technical)	Guideline for committees
	<u>University Sports</u> virtual offers	
	<u>Canteen</u> closed	



	<u>Dealing with risk groups</u> Risk groups: Need special regulations, currently no problem, as no presence is mandatory	
	<u>Closure of kindergartens and schools</u> currently closed	
	<u>Returnees</u> Quarantine for all from risk areas according to RKI	
	<u>Business trips</u> Currently prohibited	



**Phase II valid as of May 4th 2020**

*Changes marked in yellow*

	<b>Topic</b>	<b>Documents</b>
<b>Study and teaching</b>	<p><b>Theses</b></p> <ul style="list-style-type: none"> <li>Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts</li> </ul>	Framework hygiene concept
	<p><b>Applications</b></p> <ul style="list-style-type: none"> <li>According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions are to start on November 2nd. Application deadline is 20.8., end of the succession 20.10.</li> <li>TMS test results should be available by 17.8.</li> <li>The start of the semester for study places allocated by the universities may be earlier - no decision yet</li> </ul>	
	<p><b>In principle</b></p> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>study and teaching</b>	<p><b>Internships, group work, laboratories, workshops etc.</b></p> <ul style="list-style-type: none"> <li>Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts</li> <li>Number of participants depending on the size of the room / keeping a minimum distance</li> <li>Mouth and nose cover generally only recommended</li> <li>Documentation obligation of the participants</li> <li>The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so</li> </ul>	Framework hygiene concept
	<p><b>Exams / colloquia for final theses / exams</b></p> <ul style="list-style-type: none"> <li>Written examinations in large rooms with large distance regulations, mouth protection up to the workplace</li> <li>Oral examinations with a minimum number of candidates, in compliance with the hygiene concept, if the candidate does not wish to take a virtual examination</li> <li>Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections</li> </ul>	Framework hygiene concept
	<p><b>Lectures</b></p> <ul style="list-style-type: none"> <li>Only digital by the end of the semester</li> <li>Exceptions are possible in the preparatory course because of the particular hardship for beginners and their special personal situation, while adhering to the general hygiene concept</li> </ul>	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> <li>Except for system-critical activities, the HO is used for</li> <li>Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts</li> <li>Partially short-term presence for urgent matters - System-critical activities are carried out and organized in team solutions (at least two teams that cannot switch off each other in case of infection) according to individual hygiene concepts</li> <li>For employees of the risk group, whom who must be present at the decision of the manager, the following procedure is applied according to the workflow</li> </ul>	Model hygiene plan and risk assessment (template) Sample hygiene plan  Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>In cases where home office is not possible, work is done in team A and team B and only in individual offices.</li> </ul> Limit number of contact persons and documentation	
	<u>Meetings</u> Only virtual meetings, face-to-face meetings max. 5 people with a minimum distance of 1.5 m	
	<u>Time recording</u> <ul style="list-style-type: none"> <li>Re-introducing time recording with the stipulation that the working time account cannot fall into minus hours</li> </ul>	

III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> <li>Presence operation possible within the scope of the hygiene concept</li> <li>PIcs must submit individual hygiene plans to the Presidium</li> <li>GTH use remains strongly limited, capacity organisation already planned and communicated</li> </ul>	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> <li>Otherwise writing activities etc. from the HO</li> </ul>	





IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>IL moved by new appointees</li> <li>IL for the purpose of habilitation can be done virtually</li> <li>Interviews virtual, for reasons of the GHG all via Vico or postponed (decision lies with the respective area)</li> </ul>	Based on the guideline for committees
	<u>Library and PC pools</u> Open for max. number of users with access restrictions, minimum distances, MNC, disinfection, define priority user groups (create hygiene concept)	In progress
	<u>Committees and meetings</u> <ul style="list-style-type: none"> <li>Only virtual, guideline developed (legal and technical)</li> <li>If absolutely necessary, possible in large rooms in compliance with the hygiene concept</li> </ul>	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> Possibility of opening outdoor sports, if they are allowed again in the country and compliance with the hygiene concept	
	<u>Canteen</u> <ul style="list-style-type: none"> <li>According to decision made by the Studentenwerk</li> </ul>	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> <li>Behavior on Campus</li> <li>Use of narrow buildings</li> <li>Getting to and from from campus</li> <li>Clarification on the use of door handles, sanitary facilities etc.</li> <li>Provision of masks for specific areas</li> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> </ul>	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> <li>For all students who belong to the risk group, dealing with compulsory courses, counselling etc. must be clarified</li> <li>Written tests in a separate room</li> </ul>	In progress
	<u>Closure of kindergartens and schools</u> Daycare centres remain closed, schools are gradually being opened, care problems remain	
	<u>Returnees</u> <ul style="list-style-type: none"> <li>14 days of quarantine for returnees from abroad</li> <li>Recommendation to all returnees from federal states with higher infection rates</li> </ul>	E-Mail from March 25th 2020
	<u>Business trips</u> Those who are absolutely necessary for the maintenance of business operations may be permitted in exceptional cases, subject to compliance with the recommendations of the Federal Ministry of Health.	Intranet



**Phase III valid as of May 11th 2020**

*Changes marked in yellow*

	<b>Topic</b>	<b>Documents</b>
	<b>Summary studies and teaching compiled and published</b>	Summary Study and teaching
<b>Study and teaching</b>	<u>Theses</u> <ul style="list-style-type: none"> <li>Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts</li> </ul>	
	<u>Applications</u> <ul style="list-style-type: none"> <li>According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions are to start on 2 November. Application deadline is 20.8., end of the succession 20.10.</li> <li>TMS test results should be available by 17.8.</li> <li>The start of the semester for study places allocated by the universities may be earlier - no decision yet</li> </ul>	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats which have already been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>Study and teaching</b>	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> <li>Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts</li> <li>Number of participants depending on the size of the room / keeping a minimum distance</li> <li>Mouth nasal protection only recommended</li> <li>Documentation obligation of the participants</li> <li>The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so</li> </ul>	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> <li>Written examinations in large rooms with large distance regulations, mouth protection up to the workplace</li> <li>Oral examinations with a minimum number of candidates, in compliance with the hygiene concept, if the candidate does not wish to take a virtual examination</li> <li>Providing of an inspection and room plan for currently pending initial inspections and for backlog inspections</li> </ul>	Framework hygiene concept
	<u>Lectures</u> <ul style="list-style-type: none"> <li>Only digital until the end of the semester</li> <li>Exceptions in the preparatory course are possible due to particular hardship for the language beginners and their special personal situation, subject to compliance with the framework hygiene concept from <b>May 18th 2020</b>.</li> </ul>	



II University Organisation (incl. staff)		
	Topic	Documents
<b>University Organisation (incl. staff)</b>	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> <li>• Except for system-critical activities, the HO is used for</li> <li>• Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts</li> <li>• Partially short-term presence for urgent matters –</li> <li>• System-critical activities are carried out and organized in team solutions (at least two teams that cannot switch off each other in case of infection) according to individual hygiene concepts</li> <li>• For employees of the risk group, who must be present at the decision of the manager, the following procedure is applied according to the workflow</li> </ul>	Model hygiene plan and risk assessment (template) Sample hygiene plan  Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>• In cases where home office is not possible, is as a general rule (mandatory for system critical infrastructure) to be worked in team A and team B and only in individual offices.</li> <li>• Limit number of contact persons and documentation</li> </ul>	
	<u>Meetings</u> Only virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m and max. 1 person/sqm, documentation obligation	
	<u>Time recording</u> <ul style="list-style-type: none"> <li>• Time recording put into effect with the proviso that the working time account cannot go into minus</li> </ul>	
III Research		
	Topic	Documents
<b>Research</b>	<u>Presence</u> <ul style="list-style-type: none"> <li>• Presence operation possible within the scope of the hygiene concept</li> <li>• Plcs must submit individual hygiene plans to the Presidium</li> <li>• GTH use remains restricted, capacity organisation already planned and communicated</li> </ul>	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> <li>• Otherwise writing activities etc. from the HO</li> </ul>	



IV Other		
	Proposal	Documents
<b>Other</b>	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>IL moved by new appointees</li> <li>IL for the purpose of habilitation can be done virtually</li> <li>Interviews virtual, for reasons of the GHG all via Vico or postponed (decision lies with the respective area)</li> </ul>	Based on the guideline for committees
	<u>Library and PC pools</u> <ul style="list-style-type: none"> <li>Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations</li> <li>PC pools open in the morning after registration</li> </ul>	<a href="#">Homepage of the ZHB</a> <a href="#">Homepage ITSC</a>
	<u>Committees and meetings</u> <ul style="list-style-type: none"> <li>Only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> <li>If absolutely necessary, possible in large rooms in compliance with the hygiene concept</li> </ul>	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> <li>Outdoor sports according to hygiene concept made possible</li> <li>Indoor sports are not yet possible</li> </ul>	<a href="#">Homepage Hochschulsport</a>
	<u>Canteen</u> <ul style="list-style-type: none"> <li>According to decision made by the Studentenwerk</li> </ul>	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> <li>Behavior on Campus</li> <li>Use of narrow buildings</li> <li>Getting to and from campus</li> <li>Clarification on the use of door handles, sanitary facilities etc.</li> <li>Provision of masks for specific areas</li> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> </ul>	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> <li>For all students who belong to the risk group, rules apply according to the summary study and teaching</li> <li>Written tests in a separate room</li> </ul>	<a href="#">Summary study and teaching</a>
	<u>Closure of kindergartens and schools</u> Daycare centres remain closed, schools are gradually being opened, care problems remain	
	<u>Returnees</u> <ul style="list-style-type: none"> <li>14 days of quarantine for returnees from abroad</li> <li>Recommendation to all returnees from federal states with higher infection rates</li> </ul>	E-Mail from March 25th 2020
	<u>Business trips</u> Those who are absolutely necessary for the maintenance of business operations may be permitted in exceptional cases, subject to compliance with the recommendations of the Federal Ministry of Health.	Intranet



**Phase IV valid as of May 18th 2020**

*Changes marked in yellow*

	<b>Topic</b>	<b>Documents</b>
	<u>Summary studies and teaching compiled and published</u>	Summary study and teaching
<b>Study and teaching</b>	<u>Theses</u> <ul style="list-style-type: none"> <li>Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts</li> </ul>	
	<u>Applications</u> <ul style="list-style-type: none"> <li>According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions are to start on 2 November. Application deadline is 20.8., end of the succession 20.10.</li> <li>TMS test results should be available by 17.8.</li> <li>The start of the semester for study places allocated by the universities may be earlier - no decision yet</li> </ul>	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>Study and teaching</b>	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> <li>Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts</li> <li>Number of participants depending on the size of the room / keeping a minimum distance</li> <li>Mouth and nasal protection only recommended</li> <li>Documentation obligation of the participants</li> <li>The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so</li> <li><b>Hospital bed teaching/internships at the UKSH: joint hygiene concept with the UKSH is being developed</b></li> </ul>	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> <li>Written examinations in large rooms with large distance regulations, mouth protection up to the workplace</li> <li>Oral examinations with a minimum number of candidates, in compliance with the hygiene concept, if the candidate does not wish to take a virtual examination</li> <li>Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections</li> </ul>	Framework hygiene concept
	<u>Lectures</u> <ul style="list-style-type: none"> <li>Only digital until the end of the semester</li> <li>Exceptions in the preparatory course are possible because due to particular hardship for the language beginners and their special personal situation, subject to compliance with the framework hygiene concept from May 18th 2020</li> </ul>	



II University Organisation (incl. staff)		
	Topic	Documents
<b>University Organisation (incl. staff)</b>	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> <li>• Except for system-critical activities, the HO is used for</li> <li>• Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts</li> <li>• Partially short-term presence for urgent matters - System-critical activities are carried out and organized in team solutions (at least two teams that cannot switch off each other in case of infection) according to individual hygiene concepts</li> <li>• For employees of the risk group, who must be present at the decision of the manager, the following procedure is applied according to the workflow</li> </ul>	Model hygiene plan and risk assessment (template) Sample hygiene plan  Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>• In cases where home office is not possible, is as a general rule (mandatory for system critical infrastructure) to be worked in team A and team B and only in individual offices.</li> <li>• Limit number of contact persons and documentation</li> </ul>	
	<u>Meetings</u> Only virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m and max. 1 person/sqm, documentation obligation	
	<u>Time recording</u> <ul style="list-style-type: none"> <li>• Time recording put into effect with the proviso that the working time account cannot go into minus</li> </ul>	
III Research		
	Topic	Documents
<b>Research</b>	<u>Presence</u> <ul style="list-style-type: none"> <li>• Presence operation possible within the scope of the hygiene concept</li> <li>• Plcs must submit individual hygiene plans to the Presidium</li> <li>• GTH use remains <b>restricted</b>, capacity organisation already planned and communicated</li> </ul>	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> <li>• Otherwise writing activities etc. from the HO</li> </ul>	



**IV Other**

	<b>Proposal</b>	<b>Documents</b>
<b>Other</b>	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>• IL moved by new appointees</li> <li>• IL for the purpose of habilitation can be done virtually</li> <li>• Interviews virtual, for reasons of the GHl all via Vico or postponed (decision lies with the respective area)</li> </ul>	Based on the guideline for committees
	<u>Library and PC pools</u> <ul style="list-style-type: none"> <li>• Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations</li> <li>• PC pools open in the morning after registration</li> </ul>	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u> <ul style="list-style-type: none"> <li>• Only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> <li>• If absolutely necessary, possible in large rooms in compliance with the hygiene concept</li> </ul>	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> <li>• Outdoor sports according to hygiene concept made possible</li> <li>• Indoor sports not yet possible</li> </ul>	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> <li>• According to decision made by the Studentenwerk</li> </ul>	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> <li>• Behavior on Campus</li> <li>• Use of narrow buildings</li> <li>• Getting to and from campus</li> <li>• Clarification on the use of door handles, sanitary facilities etc.</li> <li>• Provision of masks for specific areas</li> <li>• For symptoms of illness and contact with infected persons etc. the known rules apply</li> </ul>	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> <li>• For all students who belong to the risk group, rules apply according to the summary study and teaching</li> <li>• Written tests in a separate room</li> </ul>	Summary study and teaching
	<u>Closure of kindergartens and schools</u> Daycare centres remain closed, schools are gradually being opened, care problems remain	
	<u>Returnees</u> <ul style="list-style-type: none"> <li>• The general non-university-specific regulations of §§ 1-3 of the state legal ordinance of May 16th 2020 apply</li> <li>• Recommendation to all returnees from federal states with higher infection rates</li> </ul>	
	<u>Business trips</u> Those who are absolutely necessary for the maintenance of business operations may be permitted in exceptional cases, subject to compliance with the recommendations of the Federal Ministry of Health.	Intranet



**Phase IV valid as of June 15th 2020**

*Changes marked in yellow*

	<b>Topic</b>	<b>Documents</b>
	<u>Summary studies and teaching compiled and published</u>	Summary study and teaching
<b>Study and teaching</b>	<u>Theses</u> <ul style="list-style-type: none"> <li>Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts</li> </ul>	
	<u>Applications</u> <ul style="list-style-type: none"> <li>According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions (<b>Medicine and Psychology</b>) start on November 2nd. Application deadline is 20.8., end of the succession 20.10.</li> <li>TMS test results should be available by 17.8.</li> <li><b>All other semesters begin as usual</b></li> </ul>	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> </ul>	
<b>Study and teaching</b>	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> <li>Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts</li> <li>Number of participants depending on the size of the room / keeping a minimum distance</li> <li>Mouth and nasal protection only recommended</li> <li>Documentation obligation of the participants</li> <li>The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so</li> <li>Hospital bed teaching/internships at the UKSH: <b>during the summer semester of 2020, no hospital bed-teaching</b></li> </ul>	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> <li>Written examinations: according to the hygiene concept for exams</li> <li>Oral examinations with a minimum number of candidates, in compliance with the hygiene concept, if the candidate does not wish to take a virtual examination</li> <li>Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections</li> </ul>	<b>Hygiene concept for exams</b>  Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> <li>Only digital until the end of the semester</li> <li>Exceptions in the preparatory course are possible because due to particular hardship for the language beginners and their special personal situation, subject to compliance with the framework hygiene concept from May 18th 2020</li> </ul>	





II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> <li>Premise is complete efficiency; individual facility decision on how much work is done in the HO and in the presence, while adhering to the general hygiene concept (goal: every employee should work at least once a week in the presence and also have contact with colleagues (while adhering to the corresponding distance rules))</li> <li>Number of contact persons is still limited and documentation is required</li> <li>Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts</li> <li>Partially short-term presence for urgent matters - System-critical activities are carried out and organized in team solutions (at least two teams that cannot switch off each other in case of infection) according to individual hygiene concepts</li> <li>For employees of the risk group, who must be present at the decision of the manager, the following procedure is applied according to the workflow</li> </ul>	Model hygiene plan and risk assessment (template) Sample hygiene plan  Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> <li>In cases where home office is not possible, is as a general rule (mandatory for system critical infrastructure) to be worked in team A and team B and only in individual offices.</li> <li>Limit number of contact persons and documentation</li> </ul>	
	<u>Meetings</u> Mainly virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m, documentation obligation	
	<u>Time recording</u> <ul style="list-style-type: none"> <li>Time recording put into effect with the proviso that the working time account cannot go into minus</li> </ul>	
III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> <li>Presence operation possible within the scope of the hygiene concept</li> <li>Plcs keep individual hygiene plans up to date and submit them to the Presidium upon request; indicate how areas critical to the system are secured.</li> <li>GTH use less restricted, capacity organisation already planned and communicated</li> </ul> <u>HO</u> <ul style="list-style-type: none"> <li>Otherwise writing activities etc. mainly from the HO</li> </ul>	Framework hygiene concept Model hygiene plan and risk assessment (template)



IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> <li>IL moved by new appointees <b>or virtual</b></li> <li>IL for the purpose of habilitation can be done virtually</li> <li>Interviews virtual <b>or present, combinations of both possible in litigation</b></li> </ul>	Based on the guideline for committees
	<u>Library and PC pools</u> <ul style="list-style-type: none"> <li>Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations</li> <li>PC pools open in the morning after registration</li> </ul>	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u> <ul style="list-style-type: none"> <li><b>In general</b> only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> <li><b>As an exception</b>, possible in large rooms in compliance with the hygiene concept</li> </ul>	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> <li>Outdoor sports according to hygiene concept made possible</li> <li>Indoor sports <b>according to hygiene concept made possible</b></li> </ul>	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> <li><b>Reopened</b></li> </ul>	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> <li>Behavior on Campus</li> <li>Use of narrow buildings</li> <li>Getting to and from campus</li> <li>Clarification on the use of door handles, sanitary facilities etc.</li> <li>Provision of masks for specific areas</li> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> </ul>	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> <li>For all students who belong to the risk group, rules apply according to the summary study and teaching</li> <li>Written tests in a separate room</li> </ul>	Summary study and teaching
	<u>Closure of kindergartens and schools</u> <b>Kitas are gradually being re-opened; primary schools are being opened, higher classes gradually; care problems are becoming less</b>	
	<u>Returnees</u> <ul style="list-style-type: none"> <li><b>No special rules apply for returnees</b></li> </ul>	
	<u>Business trips</u> <b>Priority should be given to waiving travel, but they may be reauthorised</b>	Intranet