



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

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



II University Organisation (including staff)		
	Topic	Documents
University Organisation	<u>Homeoffice</u> <ul style="list-style-type: none"> • Except for system-critical activities, the HO is used for • Partially short-term presence for urgent matters • System-critical activities are executed and organized in team solutions (at least two teams that cannot switch off each other in case of infection) 	
	<u>A and B Teams</u> <ul style="list-style-type: none"> • In cases where home office is not possible, work is done in team A and team B and only in individual offices • Limit number of contact persons and documentation 	
	<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
Research	<u>Presence</u> <ul style="list-style-type: none"> • Currently shut down to emergency operation, plcs have organised this on their own responsibility and informed the Presidium of their plans • GTH use strongly limited, since divided into 4 teams and correspondingly low capacities, but preservation of the animal experimental stock possible 	
	<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"> IL moved by new appointees IL for the purpose of habilitation can be done virtually Virtual job interviews (co-determination in progress), for reasons of the AGG all via Vico or push (the decision lies with the respective department) 	based on the guideline for committees
	<u>Appeal procedure</u> <ul style="list-style-type: none"> With Vico, if no objection from a candidate Appeals by Vico 	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"> Risk groups (including persons with risk groups in close private surroundings). 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>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.

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

II University Organisation (incl. staff)

	Topics	Documents
University Organisation	<u>Home Office</u> <ul style="list-style-type: none"> Except for system-critical activities, the HO is used for Partially short-term presence for urgent matters System-critical activities are executed and organized in team solutions (at least two teams which are not mutually exclusive in case of infection) 	
	<u>A and B Teams</u> <ul style="list-style-type: none"> 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 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> Currently suspended	

III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Currently shut down to emergency operation, plcs have organised this on their own responsibility and have informed the Presiding Board of their contingency plans GTH use strongly limited, since divided into 4 teams and correspondingly low capacities, but preservation of the animal experimental stock possible 	
	<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"> IL moved by new appointees IL for the purpose of habilitation can be done virtually Virtual job interviews (co-determination in progress), for reasons of the GHL all via Vico or postponed (the decision lies with the respective department) 	based on the guideline for committees
	<u>Appeal procedure</u> <ul style="list-style-type: none"> Per Viko, if no objection from a candidate Appeals by Viko 	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

	Topic	Documents
Study and teaching	<u>Theses</u> <ul style="list-style-type: none"> Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts 	Framework hygiene concept
	<u>Applications</u> <ul style="list-style-type: none"> 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. TMS test results should be available by 17.8. The start of the semester for study places allocated by the universities may be earlier - no decision yet 	
	<u>In principle</u> <ul style="list-style-type: none"> Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started Greatest possible flexibility, especially with regard to examination forms and examination dates 	
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts Number of participants depending on the size of the room / keeping a minimum distance Mouth and nose cover generally only recommended Documentation obligation of the participants The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations in large rooms with large distance regulations, mouth protection up to the workplace 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 Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections 	Framework hygiene concept
	<u>Lectures</u> <ul style="list-style-type: none"> Only digital by the end of the semester 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 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> • Except for system-critical activities, the HO is used for • Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts • 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 • 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> • In cases where home office is not possible, work is done in team A and team B and only in individual offices. 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"> • Re-introducing time recording with the stipulation that the working time account cannot fall into minus hours 	

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



IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> IL moved by new appointees IL for the purpose of habilitation can be done virtually Interviews virtual, for reasons of the GHG all via Vico or postponed (decision lies with the respective area) 	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"> Only virtual, guideline developed (legal and technical) If absolutely necessary, possible in large rooms in compliance with the hygiene concept 	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"> According to decision made by the Studentenwerk 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> Behavior on Campus Use of narrow buildings Getting to and from from campus Clarification on the use of door handles, sanitary facilities etc. Provision of masks for specific areas For symptoms of illness and contact with infected persons etc. the known rules apply 	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> For all students who belong to the risk group, dealing with compulsory courses, counselling etc. must be clarified Written tests in a separate room 	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"> 14 days of quarantine for returnees from abroad Recommendation to all returnees from federal states with higher infection rates 	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

	Topic	Documents
	Summary studies and teaching compiled and published	Summary Study and teaching
Study and teaching	<u>Theses</u> <ul style="list-style-type: none"> Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts 	
	<u>Applications</u> <ul style="list-style-type: none"> 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. TMS test results should be available by 17.8. The start of the semester for study places allocated by the universities may be earlier - no decision yet 	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> Ensuring that the SoSe 2020 can be completed with the digital teaching formats which have already been started Greatest possible flexibility, especially with regard to examination forms and examination dates 	
Study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts Number of participants depending on the size of the room / keeping a minimum distance Mouth nasal protection only recommended Documentation obligation of the participants The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations in large rooms with large distance regulations, mouth protection up to the workplace 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 Providing of an inspection and room plan for currently pending initial inspections and for backlog inspections 	Framework hygiene concept
	<u>Lectures</u> <ul style="list-style-type: none"> Only digital until the end of the semester 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 May 18th 2020. 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> • Except for system-critical activities, the HO is used for • Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts • 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 • 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> • 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. • Limit number of contact persons and documentation 	
	<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"> • Time recording put into effect with the proviso that the working time account cannot go into minus 	
III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> • Presence operation possible within the scope of the hygiene concept • Plcs must submit individual hygiene plans to the Presidium • GTH use remains restricted, capacity organisation already planned and communicated 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> • Otherwise writing activities etc. from the HO 	



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

	Topic	Documents
	<u>Summary studies and teaching compiled and published</u>	Summary study and teaching
Study and teaching	<u>Theses</u> <ul style="list-style-type: none"> Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts 	
	<u>Applications</u> <ul style="list-style-type: none"> 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. TMS test results should be available by 17.8. The start of the semester for study places allocated by the universities may be earlier - no decision yet 	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started Greatest possible flexibility, especially with regard to examination forms and examination dates 	
Study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts Number of participants depending on the size of the room / keeping a minimum distance Mouth and nasal protection only recommended Documentation obligation of the participants The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so Hospital bed teaching/internships at the UKSH: joint hygiene concept with the UKSH is being developed 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations in large rooms with large distance regulations, mouth protection up to the workplace 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 Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections 	Framework hygiene concept
	<u>Lectures</u> <ul style="list-style-type: none"> Only digital until the end of the semester 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 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> • Except for system-critical activities, the HO is used for • Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts • 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 • 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> • 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. • Limit number of contact persons and documentation 	
	<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"> • Time recording put into effect with the proviso that the working time account cannot go into minus 	
III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> • Presence operation possible within the scope of the hygiene concept • Plcs must submit individual hygiene plans to the Presidium • GTH use remains restricted, capacity organisation already planned and communicated 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> • Otherwise writing activities etc. from the HO 	



IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> • IL moved by new appointees • IL for the purpose of habilitation can be done virtually • Interviews virtual, for reasons of the GHG all via Vico or postponed (decision lies with the respective area) 	Based on the guideline for committees
	<u>Library and PC pools</u> <ul style="list-style-type: none"> • Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations • PC pools open in the morning after registration 	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u> <ul style="list-style-type: none"> • Only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) • If absolutely necessary, possible in large rooms in compliance with the hygiene concept 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> • Outdoor sports according to hygiene concept made possible • Indoor sports not yet possible 	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> • According to decision made by the Studentenwerk 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> • Behavior on Campus • Use of narrow buildings • Getting to and from campus • Clarification on the use of door handles, sanitary facilities etc. • Provision of masks for specific areas • For symptoms of illness and contact with infected persons etc. the known rules apply 	Framework hygiene concept
	<u>Dealing with students of the risk group</u> <ul style="list-style-type: none"> • For all students who belong to the risk group, rules apply according to the summary study and teaching • Written tests in a separate room 	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"> • The general non-university-specific regulations of §§ 1-3 of the state legal ordinance of May 16th 2020 apply • Recommendation to all returnees from federal states with higher infection rates 	
	<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 V valid as of June 15th 2020

Changes marked in yellow

	Topic	Documents
	<u>Summary studies and teaching compiled and published</u>	Summary study and teaching
Study and teaching	<u>Theses</u> <ul style="list-style-type: none"> Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts 	
	<u>Applications</u> <ul style="list-style-type: none"> According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions (Medicine and Psychology) start on November 2nd. Application deadline is 20.8., end of the succession 20.10. TMS test results should be available by 17.8. All other semesters begin as usual 	Framework hygiene concept
	<u>In principle</u> <ul style="list-style-type: none"> Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started Greatest possible flexibility, especially with regard to examination forms and examination dates 	
Study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts Number of participants depending on the size of the room / keeping a minimum distance Mouth and nasal protection only recommended Documentation obligation of the participants The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so Hospital bed teaching/internships at the UKSH: during the summer semester of 2020, no hospital bed-teaching 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations: according to the hygiene concept for exams 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 Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> Only digital until the end of the semester 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 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> 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)) Number of contact persons is still limited and documentation is required Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts 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 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>A and B Teams</u> <ul style="list-style-type: none"> 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. Limit number of contact persons and documentation 	
	<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"> Time recording put into effect with the proviso that the working time account cannot go into minus 	
III Research		
	Topic	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Presence operation possible within the scope of the hygiene concept 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. GTH use less restricted, capacity organisation already planned and communicated <u>HO</u> <ul style="list-style-type: none"> Otherwise writing activities etc. mainly from the HO 	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"> IL moved by new appointees or virtual IL for the purpose of habilitation can be done virtually Interviews virtual or present, combinations of both possible in litigation 	Based on the guideline for committees
	<u>Library and PC pools</u>	<ul style="list-style-type: none"> Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations PC pools open in the morning after registration 	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u>	<ul style="list-style-type: none"> In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) As an exception, possible in large rooms in compliance with the hygiene concept 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u>	<ul style="list-style-type: none"> Outdoor sports according to hygiene concept made possible Indoor sports according to hygiene concept made possible 	Homepage Hochschulsport
	<u>Canteen</u>	<ul style="list-style-type: none"> Reopened 	
	<u>Making rules of conduct more concrete</u>	<ul style="list-style-type: none"> Behavior on Campus Use of narrow buildings Getting to and from campus Clarification on the use of door handles, sanitary facilities etc. Provision of masks for specific areas For symptoms of illness and contact with infected persons etc. the known rules apply 	Framework hygiene concept
	<u>Dealing with students of the risk group</u>	<ul style="list-style-type: none"> For all students who belong to the risk group, rules apply according to the summary study and teaching Written tests in a separate room 	Summary study and teaching
	<u>Closure of kindergartens and schools</u>	Kitas are gradually being re-opened; primary schools are being opened, higher classes gradually; care problems are becoming less	
	<u>Returnees</u>	<ul style="list-style-type: none"> No special rules apply for returnees 	
	<u>Business trips</u>	Priority should be given to waiving travel, but they may be reauthorised	Intranet



PHASE VI as of August 15th 2020

Changes marked in yellow

	Topic	Documents
	Summary studies and teaching compiled and published	Summary study and teaching
study and teaching	<u>Theses</u> <ul style="list-style-type: none"> Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts 	Framework hygiene concept
	<u>Applications</u> <ul style="list-style-type: none"> According to the current state of affairs, the courses of study which are admitted with restricted admission via the Foundation for University Admissions (Medicine and Psychology) start on November 2nd. Application deadline is 20.8., end of the succession 20.10. TMS test results should be available by 17.8. All other semesters begin as usual 	
	<u>In principle</u> <ul style="list-style-type: none"> Ensuring that the SoSe 2020 can be completed with the digital teaching formats that have been started Greatest possible flexibility, especially with regard to examination forms and examination dates The WS should take place with as much attendance as possible, with as few contact groups as possible; the first-year students have as much attendance classes as possible 	Hygiene concept for courses (ready by the end of September at the latest)
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts (until the end of the summer semester) Number of participants depending on the size of the room / keeping a minimum distance Mouth and nasal protection only recommended Documentation obligation of the participants The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so Hospital bed teaching/internships at the UKSH: during the summer semester of 2020, no hospital bed-teaching, during the winter semester it will take place 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Schriftliche Prüfungen entsprechend des Hygienekonzepts für Prüfungen mündliche Prüfungen in Minimalbesetzung unter Einhaltung des Hygienekonzepts, wenn der Prüfling keine virtuelle Prüfung wünscht Prüfungen anhand des Prüf- und Raumplans 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> Bis zum Ende des Semesters nur digital, ab WS hybrid möglich in Abhängigkeit der räumlichen Kapazitäten Ausnahmen im Propädeutikum möglich wegen der besonderen Härte für die Sprachanfänger und ihre besondere persönliche Situation unter Einhaltung von Rahmenhygienekonzept ab 18. Mai 2020 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> 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: at least 50 % in presence) Number of contact persons is still limited and documentation is required Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts System-critical activities are, as a general rule, to be 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; in agreement with the Presidium, shift arrangements may be dispensed with if functionality is otherwise ensured 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>Meetings</u> Mainly virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m, documentation obligation	
	<u>Courses (not teaching)</u> Possible again depending on room capacities, but room plans and further responsibilities as organizer have to be considered	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording put into effect with the proviso that the working time account cannot go into minus	

III Research		
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Presence operation possible within the scope of the hygiene concept PIcs keep individual hygiene plans up to date and submit them to the Presidium upon request; indicate how areas critical to the system are secured. GTH use less restricted, capacity organisation already planned and communicated <u>HO</u> Otherwise writing activities etc. mainly from the HO	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"> IL moved by new appointees or virtual IL for the purpose of habilitation can be done virtually Interviews virtual or present, combinations of both possible in litigation 	Based on the guideline for committees
	<u>Library and PC-Pools</u>	<ul style="list-style-type: none"> Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations PC pools open in the morning after registration 	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u>	<ul style="list-style-type: none"> In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) As an exception, possible in large rooms in compliance with the hygiene concept 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u>	<ul style="list-style-type: none"> Outdoor sports according to hygiene concept made possible Indoor sports according to hygiene concept made possible 	Homepage Hochschulsport
	<u>Canteen</u>	<ul style="list-style-type: none"> Closed during summerbreak 	
	<u>Making rules of conduct more concrete</u>	<ul style="list-style-type: none"> Behavior on Campus Use of narrow buildings Getting to and from campus Clarification on the use of door handles, sanitary facilities etc. Provision of masks for specific areas For symptoms of illness and contact with infected persons etc. the known rules apply Decision aid of the Presidium in case of symptoms of illness 	Framework hygiene concept
	<u>Dealing with students of the risk group</u>	<ul style="list-style-type: none"> For all students who belong to the risk group, rules apply according to the summary study and teaching Written tests in a separate room 	Summary study and teaching
	<u>Closure of kindergartens and schools</u>	<p>Kitas are gradually being re-opened; primary schools are being opened, higher classes gradually; care problems are becoming less Kitas werden sukzessive wieder geöffnet; Grundschulen geöffnet, höhere Klassen sukzessive; after the summer holidays mainly presence lessons planned; care problems are becoming less; but with symptoms of illness, stricter handling</p>	



	<u>Returnees</u> <ul style="list-style-type: none">• respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves	
	<u>Business trips</u> <p>Priority should be given to waiving travel, but they may be reauthorised</p>	Intranet