

# Resumption of Regular Operation-Phases/Hygiene Concepts as of January 11th 2020

	PHASE <mark>X</mark> I as of January 11 <sup>th</sup> 2020 Changes marked in yellow	
	Торіс	Documents
	Summary studies and teaching compiled and published	Summary study and teaching
and iing	Theses  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
study anc teaching	<u>Applications</u>	
st.	<ul> <li>In principle</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> <li>Starting January 11th 2021, selected practical courses will take place in presence</li> </ul>	Hygiene concept for courses
and teaching	<ul> <li>Internships, group work, laboratories, workshops etc.</li> <li>Practical year takes place, otherwise no UaK</li> <li>Curricular single internships (block internships) can be allowed according to the hygiene concept of the receiving institution</li> </ul>	Framework hygiene concept
study and t	<ul> <li>Exams / colloquia for final theses / exams</li> <li>Written examinations for January and February are planned according to the hygiene concept for examinations.</li> <li>oral examinations in presence only if no digital examination can take place and otherwise a considerable disadvantage would arise</li> </ul>	Hygiene concept for exams Framework hygiene concept moodle
	Lectures  • digital only	

	II University Organisation (incl. staff)	
	Торіс	Documents
Universit	presence in compliance with the framework hygiene concept.	Model hygiene plan and risk assessment (template) Sample hygiene plan

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<ul> <li>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 of infection) according to individual hygiene concepts; in agreement with the Presidium, shift arrangements may be dispensed with if functiona otherwise ensured, Plans are to be sent to the Presidium</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 work</li> </ul>	llity is
Meetings Only virtual meetings, presence meetings as a specific exception under observance of minimum distances of 1.5 m and wearing a mouth-nasal protection, documentation obligation	
Courses (not teaching) Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
Time recording Time recording takes place via electronic time recording	

<ul> <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> <li>Office activity</li> <li>The premise is complete efficiency with maximum consideration of work in the home office; the management decides individually for each facility who works in</li> </ul>		III Research	
• Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance • 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  Office activity • The premise is complete efficiency with maximum consideration of work in the home office; the management decides individually for each facility who works in		Proposal	Documents
presence while adhering to the framework hygiene concept (the goal is as much nome office work as possible).	Research	<ul> <li>Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance</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> Office activity	Framework hygiene concept Model hygiene plan and risk assessment (template)

	IV Other	
	Proposal	Documents
Other	Il for the property of help literation and continued by	Based on the guideline for committees

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Library and PC-Pools	Homepage of the ZHB
Open to a maximum number of users with access restrictions for open access lending and use of the self-study workstations in cases of special hardship.	Homepage ITSC
PC pools open in the mornings by appointment in cases of special hardship	. 5
Committees and meetings	
<ul> <li>only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances,</li> </ul>	Guidelines for committees
childcare/risk group)	Framework hygiene concept
only possible in presence in exceptional cases	75
<u>University Sports</u>	
no University Sports	Homepage Hochschulsport
Canteen	
• closed	
Making rules of conduct more concrete	
Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and	Corona control regulation
partly outside)	Framework hygiene concept
Behavior on Campus	,3
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	
Decision aid of the Presidium in case of symptoms of illness	
Dealing with students of the risk group	
<ul> <li>For all students who belong to the risk group, rules apply according to the summary study and teaching</li> </ul>	Summary study and teaching
Written tests in a separate room	, ,
Closure of kindergartens and schools	
<ul> <li>Restrictions again as of December 16<sup>th</sup> 2020; consideration by superiors required; Special leave possible</li> </ul>	
<u>Returnees</u>	
• respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves	
Business trips	
Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases	Intranet

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# Resumption of Regular Operation-Phases/Hygiene Concepts as of December 16<sup>th</sup> 2020

	PHASE <mark>X</mark> as of <mark>December 16<sup>th</sup> 2020 Changes marked in yellow</mark>	
	Topic	Documents
	Summary studies and teaching compiled and published	Summary study and teaching
and ing	Theses  Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts  Applications	Framework hygiene concept
teaching	- In principle      Greatest possible flexibility, especially with regard to examination forms and examination dates      No presence courses will be held until January 10 <sup>th</sup> 2021.	Hygiene concept for courses
teaching	<ul> <li>Internships, group work, laboratories, workshops etc.</li> <li>Practical year takes place, otherwise no UaK</li> <li>Curricular individual internships (block internships) may be permitted in accordance with the hygiene concept of the host institution.</li> </ul>	Framework hygiene concept
study and to	<ul> <li>Exams / colloquia for final theses / exams</li> <li>Written examinations only with explicit approval and then according to the hygiene concept for examinations</li> <li>No oral examinations</li> </ul>	Hygiene concept for exams Framework hygiene concept moodle
	Lectures  • digital only	

	II University Organisation (incl. staff)	
	Торіс	Documents
Uni	<ul> <li>Homeoffice/Presence</li> <li>The premise is complete efficiency with maximum consideration of work in the home office; individual decisions by the management as to who works in presence of others in compliance with the framework hygiene concept.</li> </ul>	

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<ul> <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>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, Plans are to be sent to the Presidium</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 rist assessment (template) Sample hygiene plan
	Workflow Riskgroup
Meetings Only virtual meetings, presence meetings as a specific exception under observance of minimum distances of 1.5 m and wearing a mouth-nasal protection, documentation obligation	
Courses (not teaching)	Information Department
Prohibited in principle; need for exception to be submitted to the Presidium	VI/Spatial Planning
Time recording Time recording takes place via electronic time recording	

	III Research	
	Proposal	Documents
Research	<ul> <li>Presence</li> <li>Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance</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> Office activity	Framework hygiene concept Model hygiene plan and risk assessment (template)
_	<ul> <li>The premise is complete efficiency with maximum consideration of work in the home office; the management decides individually for each facility who works in presence while adhering to the framework hygiene concept (the goal is as much home office work as possible).</li> <li>Number of contact persons still limited and documentation required</li> </ul>	

	IV Other	
	Proposal	Documents
0 + .	<u>Inaugural lectures, job interviews</u>	
J	IL moved by new appointees, only virtually	

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Ilterviews only virtually  Library and PC-Pools Open to a maximum number of users with access restrictions for open access lending and use of the self-study workstations in cases of special hardship. Open to a maximum number of users with access restrictions for open access lending and use of the self-study workstations in cases of special hardship.  Committees and meetings only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) only possible in presence in exceptional cases  University Sports  In our University Sports  Canteen olosed  Making rules of conduct more concrete Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) 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 Declino with students of the risk group  Dealing with students of the risk group  committees Homepage fothe ZHB Homepage ITSC  Guidelines for committees Framework hygiene concept Homepage ITSC  Homepage ITSC  Homepage ITSC  Guidelines for committees Framework hygiene concept Framework hygiene concept  Corona control regulation Framework hygiene concept Framework hygien
Open to a maximum number of users with access restrictions for open access lending and use of the self-study workstations in cases of special hardship.  PC pools open in the mornings by appointment in cases of special hardship.  only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) only possible in presence in exceptional cases  University Sports  no University Sports  closed  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) 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 Decision aid of the Presidium in case of symptoms of illness
PC pools open in the mornings by appointment in cases of special hardship  Committees and meetings.  only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) only possible in presence in exceptional cases  University Sports  no University Sports  closed  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) 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 Decision aid of the Presidium in case of symptoms of illness
Committees and meetings  only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) only possible in presence in exceptional cases  University Sports on O University Sports on O University Sports  Canteen oclosed  Making rules of conduct more concrete Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) Behavior on Campus Use of narrow buildings Getting to and from from campus Cariffication 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
<ul> <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>only possible in presence in exceptional cases</li> <li>University Sports         <ul> <li>no University Sports</li> <li>closed</li> </ul> </li> <li>Making rules of conduct more concrete         <ul> <li>Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)</li> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul> </li> </ul>
childcare/risk group) only possible in presence in exceptional cases  University Sports  no University Sports  closed  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) 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 Decision aid of the Presidium in case of symptoms of illness
only possible in presence in exceptional cases  University Sports     no University Sports     no University Sports     Canteen     closed  Making rules of conduct more concrete     Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)     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     Decision aid of the Presidium in case of symptoms of illness
University Sports  • no University Sports  • no University Sports  • closed  Making rules of conduct more concrete  • Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)  • 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  • Decision aid of the Presidium in case of symptoms of illness
no University Sports      Canteen
Canteen  closed  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside) 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 Decision aid of the Presidium in case of symptoms of illness
<ul> <li>closed</li> <li>Making rules of conduct more concrete</li> <li>Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)</li> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
Making rules of conduct more concrete  • Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)  • 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  • Decision aid of the Presidium in case of symptoms of illness
<ul> <li>Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)</li> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
partly outside)  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 Decision aid of the Presidium in case of symptoms of illness
<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
<ul> <li>Provision of masks for specific areas</li> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
<ul> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>
Decision aid of the Presidium in case of symptoms of illness
Dealing with students of the risk group
<ul> <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>
Closure of kindergartens and schools
<ul> <li>Restrictions again as of December 16<sup>th</sup> 2020; consideration by superiors required</li> </ul>
Returnees
• respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves
Business trips
Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases  Intranet

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# Resumption of Regular Operation-Phases/Hygiene Concepts as of December 1st 2020

		Changes marked in yellow		
	Topic		Documents	
	Summar	y studies and teaching compiled and published	Summary study and teaching	
teaching	Theses •	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	
ac	Applicati	ions		
and	•	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.  All other semesters begin as usual		
ਉ _	In princip			
study	•	Greatest possible flexibility, especially with regard to examination forms and examination dates  Until further notice only explicitly named practical courses may take place in attendance. In all other cases, teaching is exclusively digital.	Hygiene concept for courses	
	Internships, group work, laboratories, workshops etc.			
	•	Only permitted, if explicitly designated by the Presidium	Framework hygiene concept	
	•	Number of participants depending on the size of the room / keeping a minimum distance		
_	•	Mouth and nasal protection according to frame hygiene concept always required		
<u>.</u>	•	Documentation obligation of the participants		
Ē	•	The decision whether to do a lab internship lies with the respective teacher; there is no obligation to do so		
and teaching	•	Hospital bed teaching/internships at the UKSH: during the winter semester it will take place until the UKSH issues a visit prohibition,		
ᇴ	Exams / c	colloquia for final theses / exams		
an	•	Written tests according to the hygiene concept for tests	Hygiene concept for exams	
study	•	Oral examinations with a minimum number of candidates, in compliance with the hygiene concept, if the candidate does not wish to take a virtual	Framework hygiene concept	
Ĕ		examination	moodle	
v	•	Tests based on the test and room plan	module	
	•	Mouth and nasal protection		
	Lectures			
	•	digital only		

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'opic	
οριτ	Documents
<ul> <li>The premise is complete efficiency; the management decides individually for each facility how much work is done in the HO and in presence, while adhering to the general hygiene concept (the aim is to have as much home office as possible while taking efficiency into account</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>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, Plans are to be sent to the Presidium</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
Meetings Only virtual meetings, presence meetings as a specific exception under observance of minimum distances of 1.5 m and wearing a mouth-nasal protection, locumentation obligation Courses (not teaching) Courses (not teaching) Course (not teaching)	Information Department VI/Spatial Planning
Λe On Co	<ul> <li>The premise is complete efficiency; the management decides individually for each facility how much work is done in the HO and in presence, while adhering to the general hygiene concept (the aim is to have as much home office as possible while taking efficiency into account</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>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, Plans are to be sent to the Presidium</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 settings</li> <li>ly virtual meetings, presence meetings as a specific exception under observance of minimum distances of 1.5 m and wearing a mouth-nasal protection, cumentation obligation</li> </ul>

	III Research	
	Proposal	Documents
Research	<ul> <li>Presence</li> <li>Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance</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> Office activity	Framework hygiene concept Model hygiene plan and risk assessment (template)
_	<ul> <li>The premise is complete efficiency; the management decides individually for each facility how much work is done in the HO and in presence, while adhering to the general hygiene concept (the goal is as much home office as possible)</li> <li>Number of contact persons still limited and documentation required</li> </ul>	

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	IV Other	
	Proposal	Documents
	Inaugural lectures, job interviews  IL moved by new appointees, only virtually  IL for the purpose of habilitation only virtually  Interviews only virtually	Based on the guideline for committees
	Library and PC-Pools  Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations in specific exceptional cases PC pools open in the morning after registration	Homepage of the ZHB Homepage ITSC
	<ul> <li>Committees and meetings</li> <li>In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> <li>only possible in presence in exceptional cases</li> </ul>	Guidelines for committees Framework hygiene concept
	University Sports  • no University Sports	Homepage Hochschulsport
	Canteen  • closed	
Other	<ul> <li>Making rules of conduct more concrete</li> <li>Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)</li> <li>Behavior on Campus</li> <li>Use of narrow buildings</li> <li>Getting to and from from campus</li> </ul>	Corona control regulation Framework hygiene concept
	<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>	
	<ul> <li>Dealing with students of the risk group</li> <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
	<ul> <li>Closure of kindergartens and schools</li> <li>currently no superordinate restrictions</li> </ul>	
	Returnees  respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves	
	Business trips Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases	Intranet

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# Resumption of Regular Operation-Phases/Hygiene Concepts as of November 2<sup>nd</sup> 2020

PHASE <mark>VIII</mark> as of <mark>November 2nd</mark> 2020 Changes marked in yellow			
	Topic	Documents	
	Summary studies and teaching compiled and published	Summary study and teaching	
ing	Theses  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	
and teaching	<ul> <li>Applications</li> <li>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.</li> <li>All other semesters begin as usual</li> </ul>		
study	<ul> <li>In principle</li> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> <li>In November, only explicitly named practical courses and explicitly named courses in the first semester may take place in attendance. In all other cases, teaching is exclusively digital.</li> </ul>	Hygiene concept for courses	
teaching	Internships, group work, laboratories, workshops etc.  Only permitted, if explicitly designated by the Presidium  Number of participants depending on the size of the room / keeping a minimum distance  Mouth and nasal protection according to frame hygiene concept always required  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 winter semester it will take place until the UKSH issues a visit prohibition,	Framework hygiene concept	
study and t	<ul> <li>Exams / colloquia for final theses / exams</li> <li>Written tests according to the hygiene concept for tests</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>Tests based on the test and room plan</li> <li>Mouth and nasal protection</li> </ul>	Hygiene concept for exams Framework hygiene concept moodle	
	Lectures  digital only		

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	Il University Organisation (incl. staff)	
	Topic	Documents
ation (incl. staff)	<ul> <li>Homeoffice/Presence</li> <li>The premise is complete efficiency; the management decides individually for each facility how much work is done in the HO and in presence, while adhe to the general hygiene concept (the aim is to have as much home office as possible while taking efficiency into account</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>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 of infection) according to individual hygiene concepts; in agreement with the Presidium, shift arrangements may be dispensed with if functionality is otherwise ensured, Plans are to be sent to the Presidium</li> </ul>	assessment (template) Sample hygiene plan
Organis	<ul> <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> <li>Meetings</li> <li>Only virtual meetings, presence meetings as a specific exception under observance of minimum distances of 1.5 m and wearing a mouth-nasal protection,</li> </ul>	Workflow Riskgroup
rsity	documentation obligation  Courses (not teaching)  Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
Unive	Time recording Time recording takes place via electronic time recording	

	III Research	
	Proposal	Documents
search	<ul> <li>Presence</li> <li>Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance</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> Office activity	Framework hygiene concept Model hygiene plan and risk assessment (template)
<u> </u>	<ul> <li>The premise is complete efficiency; the management decides individually for each facility how much work is done in the HO and in presence, while adhering to the general hygiene concept (the goal is as much home office as possible)</li> <li>Number of contact persons still limited and documentation required</li> </ul>	

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	IV Other	
	Proposal	Documents
	Inaugural lectures, job interviews  IL moved by new appointees, only virtually  IL for the purpose of habilitation only virtually  Interviews only virtually  Library and PC-Pools  One for a maximum number of users with restricted access for hands free lending and use of the self-study workstations in specific exceptional cases.	Based on the guideline for committees  Homepage of the ZHB
	<ul> <li>Open for a maximum number of users with restricted access for hands-free lending and use of the self-study workstations in specific exceptional cases</li> <li>PC pools open in the morning after registration</li> <li>Committees and meetings</li> <li>In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> </ul>	Guidelines for committees
	<ul> <li>only possible in presence in exceptional cases</li> <li>University Sports</li> <li>no University Sports</li> </ul>	Framework hygiene concept  Homepage Hochschulsport
Other	Canteen      closed  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution (everywhere inside and partly outside)	Corona control regulation Framework hygiene concept
0	<ul> <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> </ul>	Trainework hygiene concept
	<ul> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>	
	Dealing with students of the risk group     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
	Closure of kindergartens and schools  • currently no superordinate restrictions	
	• respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves	
	Business trips  Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases	Intranet

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PHASE VII as of September 25th 2020 Changes marked in yellow				
	Topic	Documents		
	Summary studies and teaching compiled and published	Summary study and teaching		
ing	Theses  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		
and teaching	<ul> <li>Applications</li> <li>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.</li> <li>All other semesters begin as usual</li> </ul>			
study	In principle  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		
teaching	Internships, group work, laboratories, workshops etc.  Number of participants depending on the size of the room / keeping a minimum distance Mouth and nasal protection according to frame hygiene concept usually required 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 winter semester it will take place again	Framework hygiene concept		
study and t	<ul> <li>Exams / colloquia for final theses / exams</li> <li>Written tests according to the hygiene concept for tests</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>Tests based on the test and room plan</li> </ul>	Hygiene concept for exams Framework hygiene concept moodle		
	<ul> <li>From WS hybrid on possible depending on the available space; digital provision required</li> </ul>			

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	II University Organisation (incl. staff)	
	Topic	Documents
University Organisation (incl. staff)	<ul> <li>Homeoffice/Presence</li> <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: at least 50 % in presence)</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>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 carried out individual hygiene concepts; in agreement with the Presidium, shift arrangements may be dispensed with if functionality is otherwise ensured</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>	assessment (template) Sample hygiene plan
	Meetings Mainly virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m, documentation obligation  Courses (not teaching) Possible again depending on room capacities, but room plans and further responsibilities as organizer have to be considered  Time recording Time recording put into effect with the proviso that the working time account cannot go into minus	Information Department VI/Spatial Planning

	III Research	
	Proposal	Documents
Research	<ul> <li>Presence</li> <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> Office activity	Framework hygiene concept Model hygiene plan and risk assessment (template)
_	<ul> <li>Premise is complete efficiency; individual 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)</li> <li>Number of contact persons still limited and documentation required</li> </ul>	

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		IV Other	
		Proposal	Documents
	_	Inaugural lectures, job interviews  IL moved by new appointees possible according to the regulations for events  IL for the purpose of habilitation can also be done virtually  Interviews virtual or present, combinations of both possible in litigation  Library and PC-Pools  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	Based on the guideline for committees  Homepage of the ZHB Homepage ITSC
	_	Committees and meetings  In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)  In compliance with the hygiene concept, also possible in presence  University Sports	Guidelines for committees Framework hygiene concept
		<ul> <li>Outdoor sports according to hygiene concept made possible</li> <li>Indoor sports according to hygiene concept made possible</li> </ul>	Homepage Hochschulsport
	Other	Canteen  Reopened October 19th 2020  Making rules of conduct more concrete  Obligation of the MNM according to the Corona Fighting Ordinance for Universities of the State in the respective valid constitution Behavior on Campus Use of narrow buildings	Corona control regulation Framework hygiene concept
		<ul> <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> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>	
		Dealing with students of the risk group      For all students who belong to the risk group, rules apply according to the summary study and teaching     Written tests in a separate room  Closure of kindergartens and schools	Summary study and teaching
		Follow the snuff schedule of the country	
		Returnees  • respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves	
		Business trips Priority should be given to waiving travel, but they may be reauthorised	Intranet

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	PHASE VI as of August 15th 2020 Changes marked in yellow						
	Topic Documents						
	Summary studies and teaching compiled and published						
_	Theses  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					
study and teaching	<ul> <li>Applications         <ul> <li>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.</li> <li>TMS test results should be available by 17.8.</li> <li>All other semesters begin as usual</li> </ul> </li> <li>In principle         <ul> <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> <li>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</li> </ul> </li> </ul>	Hygiene concept for courses (ready by the end of September at the latest)					
study and teaching	<ul> <li>Internships, group work, laboratories, workshops etc.</li> <li>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)</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: during the summer semester of 2020, no hospital bed-teaching, during the winter semester it will take place</li> </ul>	Framework hygiene concept					
	<ul> <li>Exams / colloquia for final theses / exams</li> <li>Schriftliche Prüfungen entsprechend des Hygienekonzepts für Prüfungen</li> <li>mündliche Prüfungen in Minimalbesetzung unter Einhaltung des Hygienekonzepts, wenn der Prüfling keine virtuelle Prüfung wünscht</li> <li>Prüfungen anhand des Prüf- und Raumplans</li> <li>Lectures</li> <li>Bis zum Ende des Semesters nur digital, ab WS hybrid möglich in Abhängigkeit der räumlichen Kapazitäten</li> <li>Ausnahmen im Propädeutikum möglich wegen der besonderen Härte für die Sprachanfänger und ihre besondere persönliche Situation unter Einhaltung von Rahmenhygienekonzept ab 18. Mai 2020</li> </ul>	Hygiene concept for exams Framework hygiene concept moodle					

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	II University Organisation (incl. staff)	
	Topic	Documents
anisation (incl. staff)	<ul> <li>Homeoffice/Presence</li> <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: at least 50 % in presence)</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>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 carried or infection) according to individual hygiene concepts; in agreement with the Presidium, shift arrangements may be dispensed with if functionality is otherwise ensured</li> </ul>	assessment (template) Sample hygiene plan
	• 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	Workflow Riskgroup
y Org	Meetings Mainly virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m, documentation obligation	
versity	Courses (not teaching) 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 Time recording put into effect with the proviso that the working time account cannot go into minus	

	III Research	
	Proposal	Documents
Research	Presence  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  HO  Otherwise writing activities etc. mainly from the HO	Framework hygiene concept Model hygiene plan and risk assessment (template)

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	IV Other	
	Proposal	Documents
Other	Inaugural lectures, job interviews  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  Library and PC-Pools  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  Commitees and meetings  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  University Sports  Outdoor sports according to hygiene concept made possible  Indoor sports according to hygiene concept made possible  Indoor sports according to hygiene concept made possible  Behavior on Campus  Use of narrow buildings  Getting to and from from campus  Clarification on the use of door handles, sanitary facilities etc.	Based on the guideline for committees  Homepage oft he ZHB Homepage ITSC  Guidelines for committees Framework hygiene concept  Homepage Hochschulsport
	<ul> <li>Provision of masks for specific areas</li> <li>For symptoms of illness and contact with infected persons etc. the known rules apply</li> <li>Decision aid of the Presidium in case of symptoms of illness</li> </ul>	
	Dealing with students of the risk group  • For all students who belong to the risk group, rules apply according to the summary study and teaching  • Written tests in a separate room  Closure of kindergartens and schools	Summary study and teaching
	Closure of kindergartens and schools  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	

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<u>Returnees</u>	
<ul> <li>respect the respective national regulations on quarantine and risk areas according to the RKI; responsibility for private trips lies with the travellers themselves</li> </ul>	
Business trips	
Priority should be given to waiving travel, but they may be reauthorised	Intranet

	Phase V valid as of June 15th 2020			
	Changes marked in yellow			
	Торіс			
	Summary studies and teaching compiled and published	Summary study and teachi		
Study and teaching	<ul> <li>Theses         <ul> <li>Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene cor</li> </ul> </li> <li>Applications         <ul> <li>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.</li> <li>TMS test results should be available by 17.8.</li> <li>All other semesters begin as usual</li> </ul> </li> <li>In principle         <ul> <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> </li> </ul>	Framework hygiene conce		
Study and teaching	Internships, group work, laboratories, workshops etc.  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 conce		
	<ul> <li>Exams / colloquia for final theses / exams</li> <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 exami</li> <li>Creation of an inspection and room plan for currently pending initial inspections and for backlog inspections</li> </ul>	Hygiene concept for examination  Framework hygiene conce moodle		

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### Lectures

- 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
Homeoffice/I	Presence Presence	
•	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 ris assessment (template) Sample hygiene plan Workflow Riskgroup
A and B Tean		
• 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 dividual offices.  mit number of contact persons and documentation	
Meetings	I meetings, presence meetings as an exception under observance of minimum distances of 1.5 m, documentation obligation	
Time recordi		

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	III Research		
	Topic		Documents
Research	Presence • • • HO	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  Otherwise writing activities etc. mainly from the HO	Framework hygiene concept Model hygiene plan and risk assessment (template)

	IV Other	
	Proposal	Documents
Other	Inaugural lectures, job interviews  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
	Library and PC pools  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
	<ul> <li>Committees and meetings</li> <li>In general only virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group)</li> <li>As an exception, possible in large rooms in compliance with the hygiene concept</li> </ul>	Guidelines for committees Framework hygiene concept
	University Sports  Outdoor sports according to hygiene concept made possible Indoor sports according to hygiene concept made possible	Homepage Hochschulsport
	Canteen  • Reopened	
	Making rules of conduct more concrete  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

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Dealing with students of the risk group	Summary study and teaching
For all students who belong to the risk group, rules apply according to the summary study and teaching	
Written tests in a separate room	
Closure of kindergartens and schools	
Kitas are gradually being re-opened; primary schools are being opened, higher classes gradually; care problems are becoming less	
<u>Returnees</u>	
<ul> <li>No special rules apply for returnees</li> </ul>	
Business trips	Intranet
Priority should be given to waiving travel, but they may be reauthorised	

	Phase IV valid as of May 18th 2020	
	Changes marked in yellow	
	Topic	Documents
	Summary studies and teaching compiled and published	Summary study and teaching
ly and teaching	<ul> <li>Theses         <ul> <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> </li> <li>Applications         <ul> <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> </li> </ul>	Framework hygiene concept
Study	<ul> <li>In principle</li> <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>	

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ching	<ul> <li>Internships, group work, laboratories, workshops etc.</li> <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: joint hygiene concept with the UKSH is being developed</li> </ul>	Framework hygiene concept
Study and tea	<ul> <li>Exams / colloquia for final theses / exams</li> <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
	Lectures  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)	
	Торіс	Documents
anisation (incl. nff)	<ul> <li>Homeoffice/Presence</li> <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
rsity Organi staff)	A and B Teams     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	
nivers	Meetings Only virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m and max. 1 person/sqm, documentation obligation	
D	Time recording  Time recording put into effect with the proviso that the working time account cannot go into minus	

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		III Research	
	Topic		Documents
o o o	Presence  Presence operation possible within the scope of the hygiene concessory of the Presidium of the Pre		Framework hygiene concept Model hygiene plan and risk assessment (template)

	IV Other	
	Proposal	Documents
	Inaugural lectures, job interviews  IL moved by new appointees  IL for the purpose of habilitation can be done virtually  Interviews virtual, for reasons of the GHL all via Vico or postponed (decision lies with the respective area)  Library and PC pools	Based on the guideline for committees  Homepage of the ZHB
	<ul> <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 ITSC
Other	<ul> <li>Committees and meetings</li> <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
	<ul> <li>University Sports</li> <li>Outdoor sports according to hygiene concept made possible</li> <li>Indoor sports not yet possible</li> </ul>	Homepage Hochschulsport
	According to decision made by the Studentenwerk	
	Making rules of conduct more concrete  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

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Dealing with students of the risk group	Summary study and teaching
<ul> <li>For all students who belong to the risk group, rules apply according to the summary study and teaching</li> </ul>	
Written tests in a separate room	
Closure of kindergartens and schools	
Daycare centres remain closed, schools are gradually being opened, care problems remain	
<u>Returnees</u>	
<ul> <li>The general non-university-specific regulations of §§ 1-3 of the state legal ordinance of May 16th 2020 apply</li> </ul>	
<ul> <li>Recommendation to all returnees from federal states with higher infection rates</li> </ul>	
Business trips	Intranet
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.	

	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	<ul> <li>Theses         <ul> <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> </li> <li>Applications         <ul> <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> </li> <li>In principle         <ul> <li>Ensuring that the SoSe 2020 can be completed with the digital teaching formats which have already been started</li> </ul> </li> </ul>	Framework hygiene concept
Study and Steaching	<ul> <li>Greatest possible flexibility, especially with regard to examination forms and examination dates</li> <li>Internships, group work, laboratories, workshops etc.</li> <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

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Exams / c	colloquia for final theses / exams  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 con-
<u>Lectures</u>	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	

	II University Organisation (incl. staff)	
Topic		Documents
A and B Te	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  al meetings, presence meetings as an exception under observance of minimum distances of 1.5 m and max. 1 person/sqm, documentation obligation	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup

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	III Research	
	Торіс	Documents
Research	Plcs must submit individual hygiene plans to the Presidium	Framework hygiene concept Model hygiene plan and risk assessment (template)

	IV Other	
	Proposal	Documents
	Inaugural lectures, job interviews  IL moved by new appointees  IL for the purpose of habilitation can be done virtually  Interviews virtual, for reasons of the GHL all via Vico or postponed (decision lies with the respective area)	Based on the guideline for committees
	<ul> <li>Library and PC pools</li> <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
	<ul> <li>Committees and meetings</li> <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
Other	University Sports  Outdoor sports according to hygiene concept made possible Indoor sports are not yet possible	Homepage Hochschulsport
	Canteen  • According to decision made by the Studentenwerk	
	Making rules of conduct more concrete  Behavior on Campus  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

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Dealing with students of the risk group	Summary study and teaching
<ul> <li>For all students who belong to the risk group, rules apply according to the summary study and teaching</li> </ul>	
Written tests in a separate room	
Closure of kindergartens and schools	
Daycare centres remain closed, schools are gradually being opened, care problems remain	
Returnees	E-Mail from March 25th 2020
14 days of quarantine for returnees from abroad	
Recommendation to all returnees from federal states with higher infection rates	
<u>Business trips</u>	Intranet
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.	

Topic		Documents
These		Framework hygiene conc
<u>-</u>	Bachelor's and Master's theses, (rotational) internships and (medical) doctoral theses in laboratories are again made possible while observing hygiene concepts	
<u>Applic</u>		
•	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 prin</u>	·	
•	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	
<u>Intern</u>	ships, group work, laboratories, workshops etc.	
•	Event formats, in which a personal appearance is absolutely necessary, can take place in compliance with individual hygiene concepts	Framework hygiene con-
<u> </u>	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	
<u>Exams</u>	/ colloquia for final theses / exams	
-	Written examinations in large rooms with large distance regulations, mouth protection up to the workplace	Framework hygiene con-
•	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	

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### <u>Lectures</u>

- 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
Homeoffice/P		
•	Except for system-critical activities, the HO is used for	Model hygiene plan and ris
•	Activities resulting from the changes to the research and teaching activities are taken up again in presence according to individual hygiene concepts	assessment (template)
•	Partially short-term presence for urgent matters - System-critical activities are carried out and organized in team solutions (at least two teams that cannot	Sample hygiene plan
	switch off each other in case of infection) according to individual hygiene concepts	Sample hygiene plan
•	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	
£		Workflow Riskgroup
A and B Team		
• In o	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	
Meetings		
Only virtual m	neetings, face-to-face meetings max. 5 people with a minimum distance of 1.5 m	
Time recording		
• Re-	-introducing time recording with the stipulation that the working time account cannot fall into minus hours	

			III Research	
	To	pic		Documents
	Pre	sence		Framework hygiene concept
Research	<u>H0</u>		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 Otherwise writing activities etc. from the HO	Model hygiene plan and risk assessment (template)
		•	Otherwise writing activities etc. from the no	

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	IV Other	
	Proposal	Documents
	Inaugural lectures, job interviews  IL moved by new appointees  IL for the purpose of habilitation can be done virtually  Interviews virtual, for reasons of the GHL 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
	<ul> <li>Committees and meetings</li> <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
	University Sports  Possibility of opening outdoor sports, if they are allowed again in the country and compliance with the hygiene concept  Canteen	
	According to decision made by the Studentenwerk  Making rules of conduct more concrete	Framework hygiene concept
Other	<ul> <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>	
	<ul> <li>Dealing with students of the risk group</li> <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> <li>Closure of kindergartens and schools</li> </ul>	In progress
	Daycare centres remain closed, schools are gradually being opened, care problems remain	
	Returnees  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
	Business trips 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

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	Phase I valid as of April 20th 2020		
	No changes to current situation until April 19th except those marked in yellow below.		
	Торіс	Documents	
	<u>Theses</u>	Execution information Courses	
	No presence at the university, extensions are possible		
and ing	Support  No presence		
Study a teachi	Applications currently irrelevant		
\$ \$	In principle  • 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		
ning	Internships, exercises  No presence, switch to competence transfer via virtual teaching if possible, otherwise these courses will be postponed		
teaching	Exams / colloquia for final theses / exams		
<u> </u>	<ul> <li>Written tests not possible, except M2, decision of the country (hygiene concept of the LPA)</li> <li>No oral examinations in attendance</li> </ul>		
Study a	Oral examinations are possible online, consent form should be filled out theoretically possible,, practically not (no announcement and no hygiene concepts available)	Consent form	
Stı	Lectures  No presence, only virtual		

	II University Organisation (incl. staff)	
	Topics	Documents
_	Home Office	
≥ ×	<ul> <li>Except for system-critical activities, the HO is used for</li> </ul>	
Jnive	<ul> <li>Partially short-term presence for urgent matters</li> </ul>	
	<ul> <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>	

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A and B Teams	
<ul> <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> </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	
Time recording	
Currently suspended	

	III Research	
	Topic	Documents
Research	<ul> <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> <li>HO</li> <li>Otherwise writing activities etc. from HO</li> </ul>	

	IV Other	
	Торіс	Documents
	Inaugural lectures, job interviews	based on the guideline for
	IL moved by new appointees	committees
	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)	
	Appeal procedure	Guideline for committees
<del>.</del>	Per Viko, if no objection from a candidate	
	Appeals by Viko	
Other	Library and PC pools	
	Currently closed, online loan possible	
	Committees	Guideline for committees
	Only virtual, guideline developed (legal and technical)	
	University Sports	
	virtual offers	

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

Phase 0 until April 19th 2020		
	Topic	Documents
dy and teaching	Theses  No presence at the university, extensions are possible  Supervision  No presence Applications currently irrelevant In principle	
Study	<ul> <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>	
aching	Internships, tutorials  No presence, switch to competence transfer via virtual teaching if possible, otherwise these courses will be postponed	
ıdy and tea	<ul> <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>	
Str	<ul> <li>Lectures</li> <li>No presence, only virtual</li> </ul>	

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	II University Organisation (including staff)	
	Topic	Documents
ınisation	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)	
rsity Orga	<ul> <li>A and B Teams</li> <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>	
nive	Meetings Only virtual meetings, face-to-face meetings max. 5 persons with a minimum distance of 1.5 m	
j	Time recording Currently suspended	

	III Research	
	Topic	Documents
Research	Presence  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  HO Otherwise writing activities etc. from the HO	

	IV Other	
	Торіс	Documents
Other	Inaugural lectures, job interviews  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

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Appeal procedure	Guideline for committees
With Vico, if no objection from a candidate	
Appeals by Vico	
Library and PC pools	
Currently closed, online loan possible	
Committees	Guideline for committees
Only virtual	
<u>University Sports</u>	
virtual offers	
<u>Canteen</u>	
closed	
Dealing with risk groups	
Risk groups (including persons with risk groups in close private surroundings). Need special regulations, currently no problem, as no presence is mandatory	
Closure of kindergartens and schools	
Currently closed	
<u>Returnees</u>	
Quarantine for all from risk areas according to RKI	
<u>Businesstrips</u>	
Currently prohibited	

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