



Resumption of Regular Operation-Phases/Hygiene Concepts as of June 22nd, 2021

PHASE XIV as of July 1 st , 2021 Changes marked in yellow		
	Topic	Documents
study and teaching	Summary studies and teaching compiled and published	Summary study and teaching
	Theses <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
	Applications -	
	In principle <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates In the summer semester 2021, selected practical courses will take place in presence The winter semester is to be planned as an attendance semester. However, the corresponding legal basis from the state is still missing. 	Hygiene concept for courses
study and teaching	Internships, group work, laboratories, workshops etc. <ul style="list-style-type: none"> Practical year takes place, Bedside teaching takes place on the basis of the hygiene concept Curricular single internships (block internships) can be allowed according to the hygiene concept of the receiving institution 	Framework hygiene concept
	Exams / colloquia for final theses / exams <ul style="list-style-type: none"> Written examinations will take place exclusively digitally in July and August; a few fixed examinations are conducted in person. Written examinations in October and November are to take place in presence. Curricular oral examinations take place digitally in the summer (planning security for students); in presence only if no digital examination can take place and otherwise a considerable disadvantage would arise Oral final examinations and doctoral examinations may take place in attendance. Private after-parties on campus are only permitted outdoors for a short period of time. The campus must then be left quickly. 	Hygiene concept for exams Framework hygiene concept moodle
	Lectures <ul style="list-style-type: none"> digital only 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> The premise is complete efficiency with maximum consideration of work in the home office; target approx. 50 % in presence; facility-specific decision by the management as to who works in presence in compliance with the framework hygiene concept. Number of contact persons is still limited and documentation is required 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 For employees of the risk group, who have not previously worked in presence, a new individual risk assessment is to be carried out for the assessment 	Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup
	<u>Meetings</u> <ul style="list-style-type: none"> Usually 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 	
	<u>Events (not teaching)</u> <ul style="list-style-type: none"> are possible in compliance with individual hygiene concepts according to the framework hygiene concept; indoors according to room capacities, outdoors with max. 100 persons 	Information: Department IV/3 – Room planning
	<u>Time recording</u> <ul style="list-style-type: none"> Time recording takes place via electronic time recording 	

III Research		
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Presence operation possible within the scope of the hygiene concept, in compliance with the primacy of performance; home office is used where it makes sense 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 without restrictions 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>Office activity</u> <ul style="list-style-type: none"> The premise is complete efficiency; individual decisions are made on how much work is to be done in the HO and in attendance, in compliance with the framework hygiene concept (target: at least 50% in attendance). Number of contact persons still limited and documentation required 	



IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> • IL of new appointees possible in presence and virtually • IL for the purpose of habilitation possible in presence and virtually • Interviews virtually or present in compliance with hygiene regulations 	Room hygiene concept Based on the guideline for committees
	<u>Library and PC-Pools</u> <ul style="list-style-type: none"> • 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 	Homepage of the ZHB Homepage ITSC
	<u>Committees and meetings</u> <ul style="list-style-type: none"> • Usually virtual, guideline developed (legal and technical) (also for reasons of participation in democratic processes due to personal circumstances, childcare/risk group) • Possible in presence according to max. room occupancy 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> • Outdoor sports possible according to the state regulations 	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> • Limited operation of the cafeteria 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> • 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); medical mouth/nose protection (for employees available from the Technical Service/Incident Reporting). • Behavior on Campus • Use of testing options • Use of narrow buildings • Getting to and from from campus • Clarification on the use of door handles, sanitary facilities etc. • 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 • Vaccination is possible via the BÄD and partly also via the UKSH 	Corona control regulation Framework hygiene concept E-mail to Uni members
	<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> <ul style="list-style-type: none">• No restrictions at present	
	<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> <ul style="list-style-type: none">• Business trips outside of Schleswig-Holstein shall only be made in urgent cases; managers and employees shall jointly weigh the facts with the necessary degree of proportionality	Intranet



Resumption of Regular Operation-Phases/Hygiene Concepts as of May 21st, 2021

PHASE XIII as of May 21 st , 2021 Changes marked in yellow		
	Topic	Documents
study and teaching	Summary studies and teaching compiled and published	Summary study and teaching Framework hygiene concept
	<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> -	
study and teaching	<u>In principle</u> <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates In the summer semester 2021, selected practical courses will take place in presence 	Hygiene concept for courses
	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Practical year takes place, Bedside teaching takes place on the basis of the hygiene concept Curricular single internships (block internships) can be allowed according to the hygiene concept of the receiving institution 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations will take place exclusively digitally in July and August; a few fixed examinations are conducted in person. Written examinations in October and November are to take place in presence. oral examinations in presence only if no digital examination can take place and otherwise a considerable disadvantage would arise 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> digital only 	

II University Organisation (incl. staff)		
	Topic	Documents
University Organisation	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> The premise is complete efficiency with maximum consideration of work in the home office; facility-specific decision by the management as to who works in presence in compliance with the framework hygiene concept. 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan



	<ul style="list-style-type: none"> 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 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
	<u>Meetings</u> 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	
	<u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording takes place via electronic time recording	

	III Research	
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> 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 <u>Office activity</u> <ul style="list-style-type: none"> 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). Number of contact persons still limited and documentation required 	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, only virtually IL for the purpose of habilitation only virtually Interviews virtually or present in compliance with hygiene regulations 	Based on the guideline for committees



<p><u>Library and PC-Pools</u></p> <ul style="list-style-type: none"> • 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 	<p>Homepage of the ZHB Homepage ITSC</p>
<p><u>Committees and meetings</u></p> <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) • only possible in presence in exceptional cases 	<p>Guidelines for committees Framework hygiene concept</p>
<p><u>University Sports</u></p> <ul style="list-style-type: none"> • Outdoor sports possible according to the state regulations 	<p>Homepage Hochschulsport</p>
<p><u>Canteen</u></p> <ul style="list-style-type: none"> • closed 	
<p><u>Making rules of conduct more concrete</u></p> <ul style="list-style-type: none"> • 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); medical mouth/nose protection (for employees available from the Technical Service/Incident Reporting). • Behavior on Campus • Use of testing options • 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 	<p>Corona control regulation Framework hygiene concept</p>
<p><u>Dealing with students of the risk group</u></p> <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 	<p>Summary study and teaching</p>
<p><u>Closure of kindergartens and schools</u></p> <ul style="list-style-type: none"> • Few restrictions at present 	
<p><u>Returnees</u></p> <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 	
<p><u>Business trips</u></p> <ul style="list-style-type: none"> • Business trips outside of Schleswig-Holstein shall only be made in urgent cases; managers and employees shall jointly weigh the facts with the necessary degree of proportionality 	<p>Intranet</p>



Resumption of Regular Operation-Phases/Hygiene Concepts as of February 1st, 2021

PHASE XII as of February 1 st , 2021 Changes marked in yellow		
	Topic	Documents
study and teaching	Summary studies and teaching compiled and published	Summary study and teaching Framework hygiene concept
	<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> -	
	<u>In principle</u> <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates Starting January 11th 2021, selected practical courses will take place in presence 	Hygiene concept for courses
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Practical year takes place, otherwise no UaK Curricular single internships (block internships) can be allowed according to the hygiene concept of the receiving institution 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations will take place exclusively digitally in February; a few fixed examinations are conducted in person. oral examinations in presence only if no digital examination can take place and otherwise a considerable disadvantage would arise 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> digital only 	

II University Organisation (incl. staff)		
	Topic	Documents
University Organisation	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> The premise is complete efficiency with maximum consideration of work in the home office; facility-specific decision by the management as to who works in presence in compliance with the framework hygiene concept. 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 	Model hygiene plan and risk assessment (template) Sample hygiene plan



	<ul style="list-style-type: none"> 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 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
	<u>Meetings</u> 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	
	<u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording takes place via electronic time recording	

	III Research	
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> 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 <u>Office activity</u> <ul style="list-style-type: none"> 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). Number of contact persons still limited and documentation required 	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, only virtually IL for the purpose of habilitation only virtually Interviews only virtually 	Based on the guideline for committees



<p><u>Library and PC-Pools</u></p> <ul style="list-style-type: none"> • 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 	<p>Homepage of the ZHB Homepage ITSC</p>
<p><u>Committees and meetings</u></p> <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) • only possible in presence in exceptional cases 	<p>Guidelines for committees Framework hygiene concept</p>
<p><u>University Sports</u></p> <ul style="list-style-type: none"> • no University Sports 	<p>Homepage Hochschulsport</p>
<p><u>Canteen</u></p> <ul style="list-style-type: none"> • closed 	
<p><u>Making rules of conduct more concrete</u></p> <ul style="list-style-type: none"> • 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); medical mouth/nose protection for employees (available from the Technical Service/Incident Reporting). • 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 	<p>Corona control regulation Framework hygiene concept</p>
<p><u>Dealing with students of the risk group</u></p> <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 	<p>Summary study and teaching</p>
<p><u>Closure of kindergartens and schools</u></p> <ul style="list-style-type: none"> • Restrictions again as of December 16th 2020; consideration by superiors required; Special leave possible 	
<p><u>Returnees</u></p> <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 	
<p><u>Business trips</u> Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases</p>	<p>Intranet</p>



Resumption of Regular Operation-Phases/Hygiene Concepts as of January 11th 2021

PHASE XI as of January 11 th 2021 Changes marked in yellow		
	Topic	Documents
study and teaching	Summary studies and teaching compiled and published	Summary study and teaching Framework hygiene concept
	<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> -	
study and teaching	<u>In principle</u> <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates Starting January 11th 2021, selected practical courses will take place in presence 	Hygiene concept for courses
	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> Practical year takes place, otherwise no UaK Curricular single internships (block internships) can be allowed according to the hygiene concept of the receiving institution 	Framework hygiene concept
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written examinations for January and February are planned according to the hygiene concept for examinations. oral examinations in presence only if no digital examination can take place and otherwise a considerable disadvantage would arise 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> digital only 	

II University Organisation (incl. staff)		
	Topic	Documents
University	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> The premise is complete efficiency with maximum consideration of work in the home office; facility-specific decision by the management as to who works in presence in compliance with the framework hygiene concept. Number of contact persons is still limited and documentation is required 	Model hygiene plan and risk assessment (template) Sample hygiene plan



	<ul style="list-style-type: none"> 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, Plans are to be sent to the Presidium 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
	<u>Meetings</u> 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	
	<u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording takes place via electronic time recording	

	III Research	
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance 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>Office activity</u> <ul style="list-style-type: none"> 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). Number of contact persons still limited and documentation required 	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, only virtually IL for the purpose of habilitation only virtually Interviews only virtually 	Based on the guideline for committees



<u>Library and PC-Pools</u>	<ul style="list-style-type: none"> • 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 	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) • only possible in presence in exceptional cases 	Guidelines for committees Framework hygiene concept
<u>University Sports</u>	<ul style="list-style-type: none"> • no University Sports 	Homepage Hochschulsport
<u>Canteen</u>	<ul style="list-style-type: none"> • closed 	
<u>Making rules of conduct more concrete</u>	<ul style="list-style-type: none"> • 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 	Corona control regulation 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>	<ul style="list-style-type: none"> • Restrictions again as of December 16th 2020; consideration by superiors required; Special leave possible 	
<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>	Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases	Intranet



Resumption of Regular Operation-Phases/Hygiene Concepts as of December 16th 2020

PHASE X as of December 16 th 2020 Changes marked in yellow		
	Topic	Documents
study and teaching	Summary studies and teaching compiled and published	Summary study and teaching
	Theses <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
	Applications -	
	In principle <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates No presence courses will be held until January 10th 2021. 	Hygiene concept for courses
study and teaching	Internships, group work, laboratories, workshops etc. <ul style="list-style-type: none"> Practical year takes place, otherwise no UaK Curricular individual internships (block internships) may be permitted in accordance with the hygiene concept of the host institution. 	Framework hygiene concept
	Exams / colloquia for final theses / exams <ul style="list-style-type: none"> Written examinations only with explicit approval and then according to the hygiene concept for examinations No oral examinations 	Hygiene concept for exams Framework hygiene concept moodle
	Lectures <ul style="list-style-type: none"> digital only 	

II University Organisation (incl. staff)		
	Topic	Documents
Uni vers	Homeoffice/Presence <ul style="list-style-type: none"> 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. 	



	<ul style="list-style-type: none"> • 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, Plans are to be sent to the Presidium • 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 	<p>Model hygiene plan and risk assessment (template) Sample hygiene plan</p> <p>Workflow Riskgroup</p>
	<p><u>Meetings</u> 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</p>	
	<p><u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium</p>	<p>Information Department VI/Spatial Planning</p>
	<p><u>Time recording</u> Time recording takes place via electronic time recording</p>	

	III Research	
	Proposal	Documents
Research	<p><u>Presence</u></p> <ul style="list-style-type: none"> • 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 <p><u>Office activity</u></p> <ul style="list-style-type: none"> • 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). • Number of contact persons still limited and documentation required 	<p>Framework hygiene concept Model hygiene plan and risk assessment (template)</p>

	IV Other	
	Proposal	Documents
O t	<p><u>Inaugural lectures, job interviews</u></p> <ul style="list-style-type: none"> • IL moved by new appointees, only virtually 	



<ul style="list-style-type: none"> • IL for the purpose of habilitation only virtually • Interviews only virtually 	Based on the guideline for committees
<p><u>Library and PC-Pools</u></p> <ul style="list-style-type: none"> • 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 	Homepage of the ZHB Homepage ITSC
<p><u>Committees and meetings</u></p> <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) • only possible in presence in exceptional cases 	Guidelines for committees Framework hygiene concept
<p><u>University Sports</u></p> <ul style="list-style-type: none"> • no University Sports 	Homepage Hochschulsport
<p><u>Canteen</u></p> <ul style="list-style-type: none"> • closed 	
<p><u>Making rules of conduct more concrete</u></p> <ul style="list-style-type: none"> • 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 	Corona control regulation Framework hygiene concept
<p><u>Dealing with students of the risk group</u></p> <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
<p><u>Closure of kindergartens and schools</u></p> <ul style="list-style-type: none"> • Restrictions again as of December 16th 2020; consideration by superiors required 	
<p><u>Returnees</u></p> <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 	
<p><u>Business trips</u></p> <p>Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases</p>	Intranet



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

PHASE IX as of December 1 st 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. All other semesters begin as usual 	
	<u>In principle</u> <ul style="list-style-type: none"> 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
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> 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
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written tests according to the hygiene concept for tests 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 Tests based on the test and room plan Mouth and nasal protection 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> digital only 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> 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) 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, Plans are to be sent to the Presidium 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> 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	
	<u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording takes place via electronic time recording	

III Research		
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> 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 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>Office activity</u> <ul style="list-style-type: none"> 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) Number of contact persons still limited and documentation required 	



IV Other		
	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> • IL moved by new appointees, only virtually • IL for the purpose of habilitation only virtually • Interviews only virtually 	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 in specific exceptional cases • 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) • only possible in presence in exceptional cases 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> • no University Sports 	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> • closed 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> • 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 	Corona control regulation 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> <ul style="list-style-type: none"> • currently no superordinate restrictions 	
	<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> Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases	Intranet



Resumption of Regular Operation-Phases/Hygiene Concepts as of November 2nd 2020

PHASE VIII as of November 2 nd 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. All other semesters begin as usual 	
	<u>In principle</u> <ul style="list-style-type: none"> Greatest possible flexibility, especially with regard to examination forms and examination dates 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. 	Hygiene concept for courses
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> 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
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written tests according to the hygiene concept for tests 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 Tests based on the test and room plan Mouth and nasal protection 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> digital only 	



II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<u>Homeoffice/Presence</u> <ul style="list-style-type: none"> 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) 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, Plans are to be sent to the Presidium 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> 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	
	<u>Courses (not teaching)</u> Prohibited in principle; need for exception to be submitted to the Presidium	Information Department VI/Spatial Planning
	<u>Time recording</u> Time recording takes place via electronic time recording	

III Research		
	Proposal	Documents
Research	<u>Presence</u> <ul style="list-style-type: none"> Presence operation possible within the scope of the hygiene concept, as much home office as possible while maintaining the primacy of performance 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 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>Office activity</u> <ul style="list-style-type: none"> 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) Number of contact persons still limited and documentation required 	



IV Other

	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> IL moved by new appointees, only virtually IL for the purpose of habilitation only virtually Interviews only virtually 	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 in specific exceptional cases 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) only possible in presence in exceptional cases 	Guidelines for committees Framework hygiene concept
	<u>University Sports</u> <ul style="list-style-type: none"> no University Sports 	Homepage Hochschulsport
	<u>Canteen</u> <ul style="list-style-type: none"> closed 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> 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 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 	Corona control regulation 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> <ul style="list-style-type: none"> currently no superordinate restrictions 	
	<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>Business trips outside of Schleswig-Holstein are prohibited; exceptions to this rule are only permitted in special, justified individual cases</p>	Intranet



PHASE VII as of September 25th 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. All other semesters begin as usual 	
	<u>In principle</u> <ul style="list-style-type: none"> 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
study and teaching	<u>Internships, group work, laboratories, workshops etc.</u> <ul style="list-style-type: none"> 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
	<u>Exams / colloquia for final theses / exams</u> <ul style="list-style-type: none"> Written tests according to the hygiene concept for tests 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 Tests based on the test and room plan 	Hygiene concept for exams Framework hygiene concept moodle
	<u>Lectures</u> <ul style="list-style-type: none"> From WS hybrid on possible depending on the available space; digital provision required 	



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 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>Office activity</u> <ul style="list-style-type: none"> 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) Number of contact persons still limited and documentation required 	



IV Other

	Proposal	Documents
Other	<u>Inaugural lectures, job interviews</u> <ul style="list-style-type: none"> 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 	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) In compliance with the hygiene concept, also possible in presence 	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 October 19th 2020 	
	<u>Making rules of conduct more concrete</u> <ul style="list-style-type: none"> 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 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 	Corona control regulation 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> Follow the snuff schedule of the country	
	<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> 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>	



	Returnees	
	<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 	
	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

	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 (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 	
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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 	Framework hygiene concept Model hygiene plan and risk assessment (template)
	<u>HO</u> <ul style="list-style-type: none"> Otherwise writing activities etc. mainly 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 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 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 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 GHL 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 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 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



	<p><u>Exams / colloquia for final theses / exams</u></p> <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
	<p><u>Lectures</u></p> <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)	<p><u>Homeoffice/Presence</u></p> <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 	<p>Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup</p>
	<p><u>A and B Teams</u></p> <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 	
	<p><u>Meetings</u></p> <p>Only virtual meetings, presence meetings as an exception under observance of minimum distances of 1.5 m and max. 1 person/sqm, documentation obligation</p>	
	<p><u>Time recording</u></p> <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 GHL 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



<p><u>Dealing with students of the risk group</u></p> <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
<p><u>Closure of kindergartens and schools</u> Daycare centres remain closed, schools are gradually being opened, care problems remain</p>	
<p><u>Returnees</u></p> <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
<p><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.</p>	Intranet

Phase II valid as of May 4th 2020

Changes marked in yellow

	Topic	Documents
Study and teaching	<p><u>Theses</u></p> <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
	<p><u>Applications</u></p> <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 	
	<p><u>In principle</u></p> <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	<p><u>Internships, group work, laboratories, workshops etc.</u></p> <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
	<p><u>Exams / colloquia for final theses / exams</u></p> <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



	<p>Lectures</p> <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 	
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II University Organisation (incl. staff)		
	Topic	Documents
University Organisation (incl. staff)	<p><u>Homeoffice/Presence</u></p> <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 	<p>Model hygiene plan and risk assessment (template) Sample hygiene plan Workflow Riskgroup</p>
	<p><u>A and B Teams</u></p> <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. <p>Limit number of contact persons and documentation</p>	
	<p><u>Meetings</u></p> <p>Only virtual meetings, face-to-face meetings max. 5 people with a minimum distance of 1.5 m</p>	
	<p><u>Time recording</u></p> <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	<p><u>Presence</u></p> <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 	<p>Framework hygiene concept Model hygiene plan and risk assessment (template)</p>
	<p><u>HO</u></p> <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 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
Univer sity	<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) 	



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

III Research		
	Topic	Documents
Research	<p><u>Presence</u></p> <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 <p><u>HO</u> Otherwise writing activities etc. from HO</p>	

IV Other		
	Topic	Documents
Other	<p><u>Inaugural lectures, job interviews</u></p> <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
	<p><u>Appeal procedure</u></p> <ul style="list-style-type: none"> Per Viko, if no objection from a candidate Appeals by Viko 	Guideline for committees
	<p><u>Library and PC pools</u> Currently closed, online loan possible</p>	
	<p><u>Committees</u> Only virtual, guideline developed (legal and technical)</p>	Guideline for committees
	<p><u>University Sports</u> virtual offers</p>	



	<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 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	