



Universität Hamburg

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Coronavirus Pandemic Plan for Universität Hamburg (excluding UKE)

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1 Introduction

A **pandemic** is understood as a world-wide outbreak of an infectious disease. A pandemic may be caused by a new virus (e.g., coronavirus SARS-CoV-2). As this particular pathogen has not been seen in the human population before or has not been in circulation for a long time, our immune systems are unprepared and cannot protect us against it. As a result, there is a high number of cases of infection—for some, with severe symptoms.

Based on the information from the WHO, the federal government, and the Free and Hanseatic City of Hamburg, Universität Hamburg is required to create a pandemic plan for its area of responsibility. First and foremost, this pandemic plan will provide appropriate organizational measures to manage the effects of a pandemic, to protect staff and students, and to maintain operational capacity as far as possible. Planning specific preventative measures for all eventualities would require considerable effort. Moreover, the continuous updating of such a plan to reflect the many developments arising from the frequent changes at the University (staff, structures, tasks) would require significant effort. For these reasons, only those areas of the University that are absolutely necessary for planning should be involved in the preliminary stages.

The following chapters apply generally to the tasks and duties involved in the phases before, during, and after a pandemic. Chapter 5 then contains the specific coronavirus pandemic plan for Universität Hamburg. The plan shall be announced by the Executive University Board and enforced as a regulation.

2 Before the pandemic—preparatory planning

With approval of this coronavirus pandemic plan, the preparatory planning for a pandemic should be implemented. The specific considerations for Universität Hamburg are presented in Chapter 5.

Preparatory planning is considered part of regular duties and is subject to at least one annual review. Any significant reorganization must be examined for its potential effects on this planning. Contact lists for the University crisis management team (see 6.2) and the faculties and departments (see 6.3) will be updated annually by the Occupational Safety and Environmental Protection Unit. The individual areas are requested to assist in this process.

2.1 Appointment of a University crisis management team

As soon as a pandemic is declared, University management must appoint a University crisis management team to carry out pandemic-specific measures. The composition of the University crisis management team is based solely on official capacity (job/position) and is not specific to any individual. This obligation only arises after the president (P) has issued a pandemic warning. Notwithstanding the above, the current holders of the relevant positions must be informed that their participation in the University crisis management team is required and about the nature and scope of their involvement immediately after the pandemic plan has entered into force. The composition of the University crisis management team and their duties are listed in Chapter 5.1. The University crisis management team may direct the faculties and departments to form crisis management teams. These crisis management teams are led by the dean or

departmental head. Faculty managers are also represented in the crisis management teams. Additional staff will be appointed as necessary.

2.2. Identification and definition of essential University functions

In order to maintain essential operations, these functions must be identified and defined as part of the preparatory planning. Chapter 5.2 lists the essential functions of the faculties/departments (for the Faculty of Mathematics, Informatics and Natural Sciences), University Administration, and central University and other facilities. Functions have been selected solely with the goal of maintaining operations under restricted conditions and does not in any way constitute an evaluation of the tasks and duties in question.

It must be ascertained whether tasks and duties can be carried out from home. The opportunity to work from home will be offered to the extent that it is practical and feasible, and requires the use of private telecommunication devices.

2.2.1 Medical prevention and treatment

As yet, there is no vaccine against the coronavirus SARS-CoV-2, nor is any other medical prevention or treatment known.

2.2.2 Contact lists

Communication between the University crisis management team and responsible parties must be ensured in case of a pandemic. For this purpose, the University maintains relevant contact lists (see appendices) which are kept up to date by a member of the University crisis management team. The University crisis management team will appoint one member to collect this data and keep it up to date. Contact information for faculty and department crisis management team leaders and contact persons must be made available to the University crisis management team. A member of the University crisis management team will moreover be named as a contact person for this purpose. They will be responsible for collecting and maintaining the relevant data.

2.3 Definition of employee groups

For the coronavirus pandemic, employee groups are classified by the nature and proximity of their contact with patrons, citizens, patients, and other groups of people.

There are assumed to be three employee groups:

- I. Close contact (physical examination, care-giving and similar duties) with citizens/patrons/patients:
 - Examples of key groups: clinics, police, fire brigade, health authority workers, etc.
 - Universität Hamburg does **not** have any people in group I.

- II. Indirect contact with patrons (1.5 meters separation “across the desk”)
 - **Examples at Universität Hamburg:** lecturers with teaching duties, property management staff, library and academic office staff, concierges and warehouse keepers, human resources staff, front office staff.

III. No/minimal contact

- **Examples at Universität Hamburg:** administrative duties without contact with patrons

2.3.1 Preparation of measures for individual employee groups

University staff in groups II and III:

The most important and most effective measures to protect yourself and others from infection is to observe **hygiene practices**.

Specifically, this means:

- maintain good hand hygiene (regular and thorough washing in accordance with the recommendations issued by the Federal Centre for Health Education (Bundeszentrale für gesundheitliche Aufklärung, BzgA))
- observe good practice when sneezing or coughing, as per the recommendations of the BzgA
- try to keep a minimum distance of 1–2 meters from other people
- avoid shaking hands

There is no evidence that wearing a face mask significantly reduces the risk of infection for a healthy person.

In case of a pandemic, the Hamburg Ministry of Science, Research and Equalities (BWFG) may advise people in employee group II to use protective face masks as a preventative measure.

2.4 Points of contact with other service providers

Operations can only continue when basic infrastructure is provided. For the Free and Hanseatic City of Hamburg—and therefore also for Universität Hamburg—the following is guaranteed:

2.4.1 Dataport

According to the basic IT protection framework, preventative measures and plans for emergency operations in case of a pandemic are part of emergency measures. Dataport will develop a minimal concept to structure and maintain emergency operations.

2.4.2 Other service providers (electricity, gas, heating, water)

These service providers have their own pandemic plans. It must be assumed that basic service provision will be guaranteed in case of a pandemic. As long as basic services are ensured, no specific measures are needed for government authority-related activities. The need to maintain emergency power generators must be decided by the individual administrative offices taking their specific operational circumstances into consideration.

2.4.3 Government agency transport service (BTS) / inter-agency file exchange

The inter-agency file exchange is also ensured by BTS in case of a pandemic.

2.5 External contacts with Universität Hamburg

The University crisis management team must provide regular information to external parties:

- external companies, e.g., security services
- partner universities
- police / fire brigade
- press/media
- Studierendenwerk (including childcare centers)
- State and University Library Hamburg Carl von Ossietzky
- Universität Hamburg Marketing GmbH
- other academic institutions which use University facilities or buildings, e.g., DESY, Max Planck Institute

2.6 Internal contacts within Universität Hamburg

The University crisis management team must provide regular information to internal responsible bodies:

- faculties (including the Faculty of Medicine) and departments
- University Administration (including the Conference Management and Lecture Hall Allocation Unit)
- representatives:
 - Technical, Library and Administrative Staff Council (TVPR)
 - Academic Staff Council (WIPR)
 - representative of severely disabled members of technical, library and administrative staff (SBV TVP)
 - representative of severely disabled members of academic staff (SBV WIP)
- central University and other facilities, such as:
 - Center for Earth System Research and Sustainability (CEN)
 - Center of Natural History (CeNak)
 - Hamburg Research Academy (HRA)
 - Hamburg Center for University Teaching and Learning (HUL)
 - University Sports
 - Loki Schmidt Garden
 - Regional Computing Center
 - University Language Center
 - University Archives
 - Universitätskolleg
 - Center for Sustainable Research Data Management
 - Center for Continuing Studies
 - AStA

3 During the pandemic—enforcement and implementation of measures

3.1 Decision to implement measures

A pandemic is deemed such on declaration by the WHO.

The measures put forward in Chapter 3 of this pandemic plan will only be implemented after the central disaster management unit (Zentraler Katastrophendienststab, ZKD) within Hamburg's Ministry of the Interior and Sports (BIS) has declared a pandemic in the Free and Hanseatic City of Hamburg region and informed the relevant specialist authorities.

3.2 Activation of the crisis management teams

The University crisis management team and, where required, the faculty crisis management teams are formed as soon as the BIS announces a pandemic for the Free and Hanseatic City of Hamburg region.

The University crisis management team has several tasks. It is the conduit for communication with external entities, e.g., government authorities, as well as communication within the University. The University crisis management team, led by the University president (P), will assess the situation, decide on overarching measures, and coordinate and monitor their implementation.

Where measures to be taken deviate significantly from this pandemic plan, the ZKD within the BIS must be informed via the BWFG.

3.2.1 Information for employees

All employees present must be quickly and comprehensively provided with up-to-date information on the required measures and rules of conduct. Information is provided electronically (email, Universität Hamburg homepage, Staff Service Portal).

3.2.2 Information for staff council representatives

The Technical, Library and Administrative Staff Council (except UKE) and the Academic Staff Council (except UKE) must be quickly and comprehensively provided with up-to-date information on the required measures and rules of conduct. Information is provided either in person by the president (P) or head of administration (K), or electronically.

3.2.3 Information for students

Students must be quickly and comprehensively informed of all required measures and rules of conduct. Information is provided electronically (email, STiNE, Universität Hamburg homepage).

3.3 General rules of conduct

If crisis-like effects are identified as a result of the coronavirus pandemic, limit direct personal contact to the minimum necessary. Meetings may only take place in emergencies and only in observance of strict hygiene measures. Information should be exchanged via email or phone. The preservation of communication between responsible authorities, University leadership, and staff is

particularly important. All available contact options (including the information from contact lists and other private telecommunication channels) must be used for this purpose.

3.4 Staff measures

University leadership will make any decisions with regard to staff measures.

3.4.1 Protective equipment

Presuming a duration of eight weeks for the pandemic, the following measures are foreseen for employee group II:

- Provision of two face masks (MNS, FFP1 in accordance with DIN EN 149) per employee per full working day. This planning is based on the assumption that a mask can usually be worn for four hours—also with breaks—without any reduction in its protective capacity. The amount required is determined using the following list.

Department/Faculty	Number of persons requiring personal protective equipment (PPE)
Dept. 1	3
Dept. 2	3
Dept. 3	6
Dept. 4	3
Dept. 5	3
Dept. 6	6
Dept. 7	6
Dept. 8	50
Regional Computing Center	50
Occupational Safety and Environmental Protection Unit / Legal Unit	5
Faculty of Law	3
Faculty of Business, Economics and Social Sciences	3
Faculty of Education	3
Faculty of Humanities	3
Faculty of Mathematics, Informatics and Natural Sciences	18
Faculty of Psychology and Human Movement	3

Faculty of Business Administration	3
Facilities	30
Total:	201

This list represents a total of 16,080 masks for a period of eight weeks.

Employees in group III do not require any protective equipment. Where required, organizational measures will be implemented.

3.4.2 Assignment of other duties

For operational reasons, employees may be temporarily assigned other duties through temporary transfer or reassignment by the administration. In this context, it is permissible for individuals to be assigned lower-level duties to maintain operations in case of a pandemic. There is a vested interest in ensuring the effective completion of ongoing official tasks which are regularly seen to have a (general) public interest. In the face of these interests, the personal interests of those affected no longer have top priority. However, the period of lower-level employment is not expected to continue for more than three months—as per the time required to limit the spread of the pandemic. Employees can obtain more information on the permissible conditions for lower-level duties from their respective staff council.

3.4.3 Release from duties or instruction to work from home

If the presence of staff in the office gives rise to valid concerns that co-workers may be infected, thus severely impair the ability of that area to continue operating, they may be forbidden as civil servants from carrying out their duties or prohibited as employees from working to the extent necessary. Section 39 of the act on the status of civil servants (Gesetz zur Regelung des Statusrechts der Beamtinnen und Beamten in den Ländern, BeamtStG) or Section 106 of the ordinance regulating commercial and industrial business (Gewerbeordnung, GewO) constitute the legal basis here. As this prohibition for civil servants is deemed an administrative decision, any order for immediate enforcement must be carefully considered.

3.5 Operational measures

The president decides, in consultation with the BWFG, whether the University should be fully or partially closed. This applies in particular to teaching and experimental research operations as well as the operation of libraries. If the faculties determine that individual areas or departments should be fully or partially closed, they must inform the University crisis management team. In case of University closure, staff are obliged to inform themselves daily on the closure status and potential recommencement of University operations via Internet or a telephone hotline set up for this purpose.

3.5.1 Suspension of teaching operations

The faculties decide on the potential replacement of classroom teaching with other forms of teaching and substitute arrangements for teaching staff who are ill. The faculties also decide make-up dates, e.g., for canceled examinations and, if necessary, on simplified opportunities for making up missed coursework or attendance.

3.5.2 Suspension of experimental research operations

The suspension of University operations also leads to a suspension of research operations. Particularly in the case of experimental research operations, all experiments must be shut down and secured to such an extent that no danger can arise.

3.5.3 Suspension of library operations

In case of a pandemic, library operations at Universität Hamburg cannot be continued. Due dates for loans will not apply during this time.

3.5.4 Maintenance of basic IT and administrative services

The provision of basic IT and administrative services must be maintained. To this end, essential functions for the Regional Computing Center and the University Administration have been defined (see 5.2).

3.6 Advising services provided by the state occupational medical service (Arbeitsmedizinischer Dienst, AMD)

In case of a pandemic, medical care for infected persons should be provided by local registered doctors and hospitals. The AMD cannot provide medical care for infected staff. In cooperation with the University crisis management team, the AMD will provide information on recommended hygiene measures using the usual information channels.

4 After the pandemic—return to normalcy

Once the head of disaster control at the ZKD, advised by the unit's expert staff and the Ministry of Health and Consumer Protection (Behörde für Gesundheit und Verbraucherschutz, BGV), has determined the crisis has ended in accordance with the infection protection guidelines, the measures implemented as per Chapter 3 will be lifted.

Subsequently, the Universität Hamburg crisis management team will examine the experience gained during implementation of the pandemic plan. This experience should be documented, along with the results of a cross-organizational exchange and incorporated into future updates.

5 Pandemic plan provisions for Universität Hamburg

5.1 University crisis management team composition

The University crisis management team led by the president (P) is constituted as follows (last updated: March 2020):

Staff code	Position	Name
P	President	Prof. Dr. Dr. h.c. Lenzen
K	Head of Administration	Dr. Martin Hecht
P1	Head of President's Office	Dr. Rosalie Förster
2	Head of Communications and Public Relations	Birgit Kruse
3	Head of Studies and Teaching	Burkhard Warninck
5	Head of International Affairs	Courtney Peltzer-Hönicke
6	Head of Human Resources	Jörg Finger
7	Head of Finance and Accounting	Marco Steinbring (deputy)
8	Head of Property Management	Martin Marschner
AU-1	Head of Occupational Safety and Environmental Protection Unit	Petra Grothe
R-1	Head of Legal Unit	Michael Drexler
	Head of Regional Computing Center	Prof. Dr.-Ing. Stephan Olbrich
	Advising physician	Prof. Dr. med. Marylyn M. Addo

Duties of members of the University crisis management team:

- The head of Dept. 2, in cooperation with P, will provide information for staff, students, and the public.
- The head of Dept. 6 is responsible for human resources.
- Dept. 7 must ensure the financial capacity to act and also serves a procurement function.
- The head of Dept. 8 has a key function. The on-site teams in Sections 82 and 83 ensure performance of the required operational measures. They play an important role in managing buildings which have been closed, e.g., maintaining electricity supplies, repairing any damage, posting notices, or temporarily deactivating transponders.
- The head of the Occupational Safety and Environmental Protection Unit provides expert advice to the University crisis management team and is the contact person for the supervisory authorities and AMD. The Occupational Safety and Environmental Protection Unit supports the University crisis management team in internal university communication.
- Regional Computing Center duties include ensuring basic IT services are available.

5.2 Essential functions

The following functions must be provided to ensure communication in case of a pandemic.

5.2.1 Essential functions of the faculties/departments of the Faculty for Mathematics, Informatics and Natural Sciences

Maintaining communication between University leadership, staff, and students:

- deans
- heads of departments of the Faculty of Mathematics, Informatics and Natural Sciences
- faculty managers
- heads of academic offices
- operational assistants
- additional persons determined at the discretion of the faculties/departments of the Faculty of Mathematics, Informatics and Natural Sciences in agreement with University leadership

5.2.2 Essential functions of the University Administration

Maintaining communication between University leadership, staff, and students:

- heads of department
- operational assistants
- additional persons determined at the discretion of the heads of department

Safeguarding building and campus security and safety, particularly in closed buildings, implementing operational measures, such as: maintaining electricity supplies, repairing any damage, posting notices, or temporarily deactivating transponders.

- Dept. 8, on-site teams from Sections 82 and 83 (at least 2 people per property)
- Section 82, organization of building and campus security and safety with the assistance of external security services

5.2.3 Essential functions of central University and other facilities

Maintaining communication between University leadership and staff:

- heads of institutions
- operational assistants
- additional persons determined at the discretion of the institutions in agreement with University leadership

5.2.4 Regional Computing Center

Maintaining basic IT services and communication with University leadership and with staff:

- Director
- Executive Manager
- operational assistants

- additional persons deemed by the Regional Computing Center as necessary to maintain basic IT services

5.2.5 Representatives

Maintaining communication between University leadership and staff:

- heads of the Technical, Library and Administrative Staff Council (TVPR) and the Academic Staff Council (WIPR), and the representative of severely disabled members of technical, library and administrative staff (SBV TVP)
- operational assistants as deemed required by staff representatives

6 Miscellaneous provisions

The Universität Hamburg pandemic plan enters into force immediately.

Hamburg, 13 March 2020

Prof. Dr. Dr. h.c. Dieter Lenzen
–President–

Dr. Martin Hecht
–Head of Administration–

7 Appendices

Appendix 1 University crisis management team contact list
Appendix 2 Faculty/departments of the MIN Faculty contact list
Appendix 3 Contact list for other institutions
Appendix 4 Selected external/internal contacts
Appendix 5 Communication channels diagram