



**5. Instructions dated 22 April 2020 (partially amended and/or supplemented by the instructions of 4 March, 13 March, 19 March, and 25 March 2020) and taking into consideration the provisions for the semester start and operations at Universität Hamburg published on the FAQ page on the University's web page on 17 April 2020.**

**Last updated 22 April 2020**

On 14 April 2020, the Federal Government of Germany and the prime ministers of the German states made new decisions in light of the continuing spread of Covid-19 and in view of changes to current resolutions. On 2 April 2020 (last amended on 17 April), the Senate of the Free and Hanseatic City of Hamburg also passed resolutions into law. On this basis, the Executive University Board has decided upon the rules set forth in these instructions.

The instructions of 4 March, 13 March, 19 March, and 24 March 2020 remain valid unless they were modified in later instructions or are revised in the instructions below.

### **Rules for teaching and exams**

#### **Summer Semester 2020, exams, internships**

The lecture period for Summer Semester 2020 began digitally on 20 April 2020. The lecture period will not be extended past 15 July 2020. In consultation with their faculties, course instructors will decide on whether or not to use the Whitsun (Pentecost) holidays to teach and give exams (especially for the outstanding repeat exams from Winter Semester 2019/2020). In principle, it is permissible to teach additional (digital) courses after the lecture period ends on 15 July 2020. The faculties will decide upon the details. Nonfaculty extracurricular courses and activities may not be held in person until current rules and regulations have been lifted.

#### **Start of the lecture period in Winter Semester 2020/2021**

According to a resolution passed by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK), the lecture period for



the Winter Semester 2020/2021 will begin on 1 November 2020. As yet, there is no further information about the end of the Winter Semester.

### **Exams**

Exams should take place where possible. As a rule, they should be taken digitally providing that the exam and doctoral degree regulations allow for this. As of 4 May 2020, it will once again be possible to register for exams, including final theses and projects. Registration takes place in the full knowledge of current restrictions and thus does not automatically entail extensions.

For reasons of legal certainty, exams require attendance. If, for reasons of health safety, examinees do not wish to attend exams, they may withdraw prior to the exam without facing disadvantage arising from the regulations governing examinations.

See **Appendix 1** for protection and hygiene measures when holding written exams requiring attendance.

For individual oral exams that cannot take place digitally, the examinee and examiner will confer to determine whether the exam can take place in person. If so, binding health protection requirements with regard to groups must be observed.

### **Lab internships**

From 4 May 2020, exams and courses requiring special lab or work rooms at universities can be held in compliance with hygiene and protective measures. To prepare for and carry out lab internships, hygiene and protective measures must be defined without delay and agreed upon with the Occupational Safety and Environmental Protection Unit, as well as with the faculties and departments.

See **Appendix 2** for protective and hygiene measures for lab internships.



## **Experimental and empirical research**

Research suspended according to the instructions issued 13 March 2020, may resume in accordance with new regulations as of 4 May 2020 if the associated requirements are met.

See **Appendix 3** for protective and hygiene measures for experimental and empirical research.

The Occupational Safety and Environmental Protection Unit, the faculties, and the departments must collaborate closely to set up a precise timetable for the gradual resumption of research and the requirements pertaining thereto. This is also true for empirical research in the social sciences, psychology, etc. that requires physical presence.

From 27 April 2020, the procurement and disposal of hazardous substances and lab materials will resume in full.

## **Administration**

### **Entering Universität Hamburg buildings**

The rules for entering University buildings will remain in place until further notice. Entry is permissible for the following groups:

- Universität Hamburg staff,
- staff members of other research institutes who have a fixed place of work in University buildings,
- all nonuniversity members of research groups,
- external service providers contracted by or known to Universität Hamburg,
- students and guests with appointments (if necessary),
- students who wish to use the libraries (if permitted),
- members of all statutory committees of Universität Hamburg to perform committee work (if necessary).

Buildings continue to have normal opening hours. If a building has a porter, you may enter via the main entrance only and the concierge will monitor who enters and leaves the building. If a building does not have a porter, you may enter via the main entrance after a member of the



building's security team gives you permission per telephone to do so. Telephone numbers are posted on the buildings accordingly.

Side entrances are locked. Emergency exits will remain functional. Everyone who enters a University building must sign in and out. If you have your own building key or transponder, you can enter the building at any time. In this case, you must also sign in and out.

### **Infected individuals or suspected cases**

**Illness:** If you have been infected with COVID-19, you must inform your employer about the nature of your illness. Staff members who fall ill must inform their supervisors and HR immediately. They must also submit a doctor's note attesting to their inability to work. The note attesting to your inability to work can also be handed in later and/or after the reason for the delay no longer applies. Staff members exhibiting any signs of COVID-19 must stay at home and/or go home immediately. From there, you must contact either the National Association of Statutory Health Insurance Physicians (Tel: 116 117) or your doctor.

**Suspected cases of COVID-19:** Staff members who have good reason to believe they may be infected may not enter University grounds until the situation has been clarified and must notify their supervisors and HR immediately. Please note the different cases:

- Staff members who have had contact with someone who has been infected with COVID-19 and who have been ordered by the health authorities to quarantine should act in accordance with the health authority regulations.
- Staff members who have had contact with someone with a confirmed case of COVID-19 but have not (yet) been required by the health authorities to quarantine must notify their department or office by telephone immediately.
- Staff members who have had contact with someone showing signs of COVID-19 and currently being tested must notify their department or office by telephone immediately.

### **Work-related travel / returning from abroad**

Until further notice, there is a general ban on both domestic and international work-related travel for all employees of the University.



Instructions 2 and 3 setting forth the rules for work-related travel, private travel, stays abroad, and excursions as well as for visitors and international delegations, issued respectively on 13/14 March 2020 and 19 March 2020, remain valid. Due to the global travel warning issued by the Federal Foreign Office, students are strongly discouraged from going abroad.

The general ruling on the containment of SARS-CoV-2 in Hamburg (Hamburgische SARS-CoV-2-Eindämmungsverordnung) stipulates that people returning from international trips are to self-quarantine in their homes for 14 days immediately upon their arrival even without a quarantine injunction. They are not to enter University premises! This regulation applies to everyone who has spent at least 48 hours outside of Germany. Due to the unusually high risk of contagion, supervisors are entitled to ask employees whether they have spent any period of 48 hours or more abroad and when. Aside from these considerations, the rules for working from home apply to people in home quarantine.

### **Job interviews and academic search procedures**

Personal interviews remain prohibited. Alternatively, job interviews can be conducted via video. You can find more information from HR in the Staff Service Portal:

Staff selection technical and administrative staff: <https://www.kus.uni-hamburg.de/en/themen/personalservice/personaleinstellung-weiterbeschaeftigung/tbvp/personalauswahl.html>

Staff selection research associates: <https://www.kus.uni-hamburg.de/en/themen/personalservice/personaleinstellung-weiterbeschaeftigung/wip/personalauswahl.html>

Academic search procedures can take place digitally; for details, see: <https://www.kus.uni-hamburg.de/themen/berufungen/faq-berufung-aktuell.html>

### **Lifting the vacation ban for management**

The general vacation ban no longer applies to managerial staff. Managers are requested to consult with their supervisors when planning vacation and to take the current situation into account. They must ensure reliable substitute as their stand-in.



## **Occupational safety**

### **Courses, events, sessions outside normal teaching duties**

Until 4 May 2020, no non-exam related courses, events, or activities at Universität Hamburg may take place. This also applies to participation in professional development and/or continuing education activities. These activities can be offered in alternative formats only—for example, as telephone or video conferences, online sessions, etc.

For indispensable sessions (to prevent damage to Universität Hamburg or imminent danger) that cannot be postponed or take place virtually, attendance sheets must be used effective immediately (last name, first name, institution, email address). This is to ensure that people who have potentially come into contact with the coronavirus can be identified rapidly afterward.

### **Working from home**

In order to minimize personal contact, all employees should work from home. Where appropriate, Universität Hamburg is creating the technological conditions deemed necessary for working from home. Furthermore, it must be feasible to fulfill duties at home. If these conditions are not met, presence at the workplace remains mandatory. The final decision lies with each employee's supervisor.

Staff in high-risk groups pursuant to the instructions of 13 March and 19 March must continue to work from home.

### **Libraries and archives**

In principle, libraries can open successively if they meet the required conditions. Use will be restricted to the picking up and borrowing of ordered media until further notice.

See **Appendix 4** for protective and hygiene measures for libraries and archives.

### **Services by Infrastructural Facility Management and Technical Building Management, work and repair shops, and Regional Computing Center**

Services provided by Infrastructural Facility Management and Technical Building Management, the technical and academic workshops, and the Regional Computing Center, are subject to the measures and instructions laid out in **Appendix 5**.



### Office spaces with and without customer contact

Before you perform official duties, the Occupational Safety and Environmental Protection Unit and the respective work area must evaluate and lay out the risk as well as determine specific measures for the performance of those duties.

See **Appendix 6** for regulations.

### First aid services

If first aid is required, you must observe the following rules as far as practicable:

- maintain distance, if possible;
- adhere to coughing and sneezing etiquette and observe hand hygiene;
- wear protective masks (FFP masks), eye protection, and disposable gloves issued to first aid officers by the Occupational Safety and Environmental Protection Unit.

Hamburg, 22 April 20202

Univ.-Prof. Dr. Dr. h.c. Dieter Lenzen



Attachment 1:

### Exams

You must adhere to the following protective and hygiene measures when students take written exams in person—these measures are set forth in a risk evaluation:

- You must ensure that examinees enter exam rooms in an orderly procedure that allows them to maintain a distance of at least 1.5 meters.
- Work spaces (desks or tables) must be placed 2 meters apart.
- Exam rooms and bathroom facilities must be intensively cleaned/sanitized directly prior to exams.
- Bathroom facilities must contain sufficient soap and paper towels. Exam rooms must contain hand disinfectant.
- Exam rooms must be sufficiently aired during the exam. If the only means of ventilation is via windows, ensure that you open these several times per hour to completely air the room.
- Exam timetables must ensure that no more than 1 exam per building and/or floor (cohorts may be distributed throughout several rooms) takes place at a time.
- Examinees must be closely monitored as they enter and exit exam rooms and hand in exam papers; this should proceed on a one-by-one basis in compliance with distancing regulations.



Attachment 2:

### **Lab internships**

- A risk evaluation and specific measures must be issued prior to conducting a lab internship.
- You must supply attendance sheets with the names and contact details (email, telephone number, home address) of participating students.
- You must determine which rooms may be entered.
- You must identify and mark the routes to and within internship areas.
- You must determine the number of lab participants depending on the size and lay-out of the room.
- You must establish and assign the work space in the internship room or lab.
- Breaks must be taken in shifts and there must be clear regulations for breaks.
- Internship rooms and bathroom facilities must be intensively cleaned/sanitized daily and directly prior to and following internship work.
- Bathroom facilities must contain sufficient soap and paper towels. Internship rooms must contain hand disinfectant.



Attachment 3:

### **Experimental and empirical research**

- Before conducting research activities, the Occupational Safety and Environmental Protection Unit and the respective departments and/or faculties must evaluate and lay out the risk as well as determine specific measures for research procedures.
- You must identify work spaces in the lab: only 1 person per lab table, fume cupboard, laser table, etc.
- You must ensure that a distance of 1.5–2 meters can be maintained for activities involving 2 researchers.
- You must ensure sufficient ventilation.
- You must create work and attendance plans.
- If necessary, research should be conducted in shifts.
- Pursuant to the risk evaluation, you may be required to wear protective masks or mouth-nose protection.
- The joint use of rooms to write, relax, or take measurements is prohibited if distancing requirements cannot be met.



Attachment 4:

### **Libraries and archives**

- Libraries and archives are open only to members of the University (students, academics), not to the general public.
- Before opening, the Occupational Safety and Environmental Protection Unit and the faculty and/or department libraries must evaluate risk and determine specific operating measures.
- The maximum number of visitors must be determined in accordance with the size and layout of rooms.
- To protect staff, plexiglass windows (size and type in accordance with requirements) must be installed at counters and lending desks.
- It must also be made possible to borrow and lend books without contact.
- Users are required to maintain 1.5–2 meters distance.
- Users may enter the library individually only—not in groups.
- Ground and floor must be marked to indicate distances to be observed.
- Open rows of lockers may be used by one person at any given time only; for rooms with lockers, only 1 person may enter these at a time.
- The surfaces of doors, door handles, and other objects frequently touched by visitors or staff must be cleaned several times daily.
- The current campus delivery service will continue.



Attachment 5:

**Services by Infrastructural Facility Management and Technical Building Management, work and repair shops, and Regional Computing Center**

- Hand disinfectant must be used if there are no on-site sanitation facilities.
- Distancing regulations must also be adhered to outside facilities, i.e., in public spaces.
- There are special hygiene measures when using University vehicles. These must be determined in a risk evaluation.
- Hand-to-hand work must be restricted.
- Pursuant to the risk evaluation, you may be required to wear protective masks or mouth-nose protection.



Attachment 6:

### **Office spaces with and without customer contact**

- To the extent possible, staff should work in individual office spaces.
- You must strictly observe distancing regulations if you work in an open-plan office with several colleagues. If necessary, you must change the office lay-out and/or desk placements.
- For office spaces used by several staff members in shifts, disinfection plans must be created.
- Disinfectant for surfaces must be made available.

If you have direct contact with customers, you must ensure

- that distancing requirements can be met (e.g., provide floor markings);
- the room is well-ventilated (air completely and regularly);
- cleaner is available to sanitize surfaces (e.g., clean conference tables).
- Separators (to protect against droplets) should be used only if the prescribed distances cannot be held.