



Instructions (No. 6) of 14 May 2020

These instructions include the instructions issued on 4 March, 13 March, 19 March, 24 March, and 22 April 2020 (with the updates issued on 30 April 2020). Previously issued instructions are superseded by this 6th issue of instructions and are no longer valid.

Last updated: 26 May 2020 (editorial changes in 3.3 and 3.8, content changes from 26 May 2020 in 3.3)

On 2 April 2020 (last amended on 12 May), the Senate of the Free and Hanseatic City of Hamburg passed resolutions into law. On this basis, the Executive University Board has decided upon the rules set forth in these instructions.

General information

University operations will only take place in University buildings if safety can be ensured through the hygiene and safety measures required for COVID-19. This also applies for University administration. In principle, this requires that a risk assessment be prepared by the management on that site in coordination with the Occupational Safety and Environmental Protection Unit before operations can begin. All other areas of Universität Hamburg remain closed to the public and students. The public in this sense refers to those people pursuant to the general ruling on the containment of SARS-CoV-2 in Hamburg (Hamburgische SARS-CoV-2-Eindämmungsverordnung) who only temporarily visit universities and their institutions to take advantage of specific services or similar. Students are also included under the term “public” in principle.

1. Rules for teaching and examinations

1.1 Summer Semester 2020, examinations, internships

The lecture period for Summer Semester 2020 began digitally on 20 April 2020. The lecture period will not be extended beyond 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 examinations (especially for make-up examinations 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 further notice.

1.2 Start of the lecture period in Winter Semester 2020/2021

The lecture period for the winter semester begins on 2 November 2020 and ends on 20 February 2021.

1.3 Examinations

Examinations should take place to the furthest extent possible. Where provided for in the relevant examination and doctoral degree regulations, examinations should be conducted digitally. As of 4 May 2020, it will once again be possible to register for examinations, including final theses and projects. When you register for an examination, you are doing so in awareness of the restrictions resulting from the current situation; therefore, registration will not result in an automatic extension of working time.

For legal reasons, physical attendance is required for written examinations. Any examinee not wishing to physically attend an examination for health reasons may withdraw from the examination without incurring any penalty under the examination regulations.

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

Oral examinations may be conducted under strict observance of binding health protection regulations, which take into account the instructions for holding meetings.

1.4 Lab internships

Examinations 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 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.



2. Experimental and empirical research

Research suspended according to the instructions issued on 13 March 2020 may resume in accordance with new regulations as of 4 May 2020 if the following 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, or other areas that requires physical presence.

On 27 April 2020, the procurement and disposal of hazardous substances and lab materials resumed in full.

3. Administration

3.1 Entering Universität Hamburg buildings

University buildings are closed. Entry is permissible for the following groups:

- Universität Hamburg staff,
- staff members of other research institutes who have a long-term workspace in University buildings,
- all nonuniversity members of research groups,
- external service providers and suppliers contracted by or known to Universität Hamburg,
- students and guests with appointments such as for examinations or special lab work (where 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 concierge, 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 concierge, 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. Anyone entering a Universität Hamburg 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. The list will be used to record the movements of people in a given building only; it will not be used to check whether employees are in the office for work-related matters.

3.2 Infected individuals or suspected cases

3.2.1 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 or go home immediately. From there, you must contact either the National Association of Statutory Health Insurance Physicians (Tel: 116 117) or your doctor.

3.2.2 Suspected Cases of COVID-19

Staff members who have good reason to believe they may be infected with COVID-19 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 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.

Employees who are quarantined on account of a suspected or confirmed case of COVID-19 must continue to perform their work duties unless their illness renders them unable to do so. If possible, quarantined employees, like those returning from abroad (see below), should work from home. Unlike sick leave, approved vacation days cannot be reimbursed.

3.2.3 Supervisors duty of care

Supervisors who recognize symptoms of a flu-like infection among their employees must instruct these people to stay at home. Supervisors are called upon to meticulously uphold their duty of care to their employees.

3.3 Work-related travel / returning from abroad

(Changes from 26 May 2020 in red)

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

Due to the travel warning issued by the Federal Foreign Office, students are strongly discouraged from going abroad. The University-administered exchange and funding programs will not be conducting student trips abroad to or from destinations subject to a travel warning issued by the Federal Foreign Office.

If you have been abroad, you must inform yourself when you return about the current quarantine regulations in your federal state. Staff and students returning from abroad (with the exception of European Union countries as well as Iceland, Liechtenstein, Norway, Switzerland, and the United Kingdom) are instructed to avoid all University sites for 14 days following their return. The human resources department has further instructed that the same rules apply to everyone who lives in the same household as someone who spent time abroad in the last 14 days (e.g., their partner, child(ren), parent(s), housemates). Due to the unusually high risk of contagion, supervisors are entitled to ask employees whether they have spent any period of time abroad and when.

The current global travel warning means that any consequences arising from private travel abroad (e.g., self-quarantine at home) is solely the responsibility of the employee. That means, if working from home is not possible, time spent in self-quarantine must be taken as vacation days or working off overtime hours. Those who are self-quarantined at home must contact HR and their supervisor immediately.

If you are returning from an EU county, Iceland, Liechtenstein, Norway, Switzerland, or the United Kingdom, you must contact the local health authorities if the country from which you are returning has had more than 50 cases per 100,000 inhabitants in the last 7 days. Find infection rate data at:



https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Quarantaene_Einreisen_Deutschland.html

3.4 Dealing with guests and international delegations

Visits by international guests or international delegations must be canceled until further notice.

3.5 Job interviews and academic search procedures

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

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

Staff selection of research associates: <https://www.kus.uni-hamburg.de/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>

3.6 Advising

All advising services, including scheduled office hours, will be provided via telephone or email only.

3.7 Increased risk of malware requires greater care when using email

Currently, there is an increased risk of malware. To prevent attacks on your computer and your data, and thus also on the central Universität Hamburg IT infrastructure, be especially careful when using email. The Regional Computing Center (RRZ) has implemented effective measures to protect the IT infrastructure. Your mindful use of all information technology and your full attention are required nonetheless. Use caution when opening attachments or links in emails or links in documents, and always be aware that sender addresses and mail texts can be spoofed.



See also the information and recommendations provided by the RZZ. Take note, in particular, of the information about the Emotet malware:

<https://www.rrz.uni-hamburg.de/services/sicherheit/20200325-emotet-de.pdf> (German)

<https://www.rrz.uni-hamburg.de/services/sicherheit/20200325-emotet-en.pdf> (English)

3.8 Taking vacation and standing in for leadership staff

(Changes from 15 May 2020 in red)

Vacation leave that has already been approved may only be canceled in exceptional cases (i.e., where there is an urgent work-related interest). Employees are also required to take their available vacation leave during the calendar year, despite the current situation.

On 5 May 2020, it was decided to extend the carry-over period for civil servants and salaried employees to take the vacation days remaining from 2019 by a period of 15 months, until 31 December 2021. As a result, the carry-over period for vacation days accruing in 2020 will be extended by nine months, until 30 June 2022, and those for 2021 by three months until **31 December 2022**, to enable adequate vacation planning and processing in light of operational consideration even after the pandemic situation. Use of the extended carry-over period should only occur due to urgent business needs, to prevent excessive accumulation of vacation entitlements.

Managers are requested to consult with their supervisors when planning vacation and to take the current situation into account. A reliable stand-in must be provided for any absence, whether due to vacation or illness.

3.9 Childcare measures in the wake of school and childcare facility closures

Supervisors are to arrange flexible work hours with employees forced to stay at home due to a lack of childcare options in the wake of school and nursery closures. This may include hours outside standard flexitime. If an employee cannot work from home while looking after their children, they may use vacation days or flexitime credits. In this case, their account may go into a negative balance as permitted in the flexitime regulations. The human resources department has ruled that the usual limit of 10 negative hours may be exceeded indefinitely. The human



resources department has also ruled that leaves of absence beyond the aforementioned provisions will no longer be granted. Leaves of absence granted on the basis of the instructions of 13 March 2020 shall remain valid. Together with the equal opportunity commissioners, the University has once again made it clear to the human resources department and the Hamburg Ministry of Science, Research and Equalities (BWFG) that far-reaching arrangements (e.g., special leave with pay) must be found in light of the as yet unclarified childcare situation in childcare centers and schools.

3.10 Traffic restrictions

According to the human resources department, employees are responsible for making their way to work and back. This applies to all employees of the Free and Hanseatic City of Hamburg. Due to the unusual nature of the current situation, however, supervisors are instructed to react flexibly to any traffic restrictions (e.g., by allowing their employees to work from home at short notice).

4. Further regulations

4.1 Courses, events, sessions outside normal teaching duties

All non-examination-related courses, events, or activities at Universität Hamburg may not take place until further notice. 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 meetings (to prevent damage to Universität Hamburg or imminent danger) that cannot be postponed or take place virtually, attendance sheets must be used (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.

4.2 Field trips

There is a general ban on excursions within Germany and abroad until further notice.



4.3 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.

The arrangements for working from home as a precautionary measure to prevent the spread of the coronavirus must be agreed directly between you and your supervisor (in writing—via email). Any questions that arise must also be clarified between these parties. When working from home, availability must be ensured at least during the applicable core work hours. Work hours must be documented in a verifiable manner.

4.3.1 Leaves of absence

All employees are required to continue attending to their work duties, regardless of whether they work on-site or from home. Leaves of absence may be granted to employees who should work from home due to (preventative) quarantine measures or membership of a risk group (see below) but cannot do so (e.g., due to unsuitable tasks, lacking technology). In this case, the employees' working time accounts will be adjusted accordingly. This does not include employees in quarantine as a result of returning from private travel abroad.

Employees taking a leave of absence are nonetheless required to ensure that their employer can contact them by telephone and/or email. The decision about granting and, potentially, revoking a leave of absence lies with each employee's supervisor. HR must be notified about any decisions.

4.3.2 High risk groups

Employees in high-risk groups are advised to work from home and not to enter Universität Hamburg buildings. Even occasional use of University buildings is not permitted for this group. This includes people who are part of a risk group because of their age (over 65) or who have preexisting conditions. The latter requires a doctor's note which must be submitted to HR.



Pregnant women are currently not considered a high-risk group. Supervisors should nonetheless enable this group to work from home if at all possible. Whether specific protective measures or employment prohibition is required should be determined on the basis of a [specific risk assessment](#) in consultation with HR.

4.4 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.

4.5 Services by Infrastructural Facility Management and Technical Building Management, work and repair shops, and the Regional Computing Center (RRZ)

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

4.6 Workspaces with and without contact with patrons

There must be a minimum distance of 1.5 meters between all workspaces. If this minimum distance cannot be ensured, you must determine whether or not the work to be carried out requires presence in the office. Only then should you consider taking any technical measures (e.g., installing plexiglass shields).

Workspaces and supplies should not be used by more than one person. If this is not possible, workspaces and supplies must be cleaned and/or disinfected before and after use.

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

See **Appendix 6** for regulations.



4.7 General hygiene measures

4.7.1 Personal hygiene measures

To protect against infection, observe the general coughing and sneezing etiquette, and maintain your personal hygiene—especially with regard to regular (and correct) handwashing. Keep your distance from other people, particularly those with flu-like symptoms (at least 1.5 meters).

4.7.2 Physical contact

Wherever possible, avoid physical contact during encounters with other employees and patrons. Avoid rituals such as shaking hands until further notice—signs to this effect will be displayed throughout the University.

4.7.3 Protective Measures

Disinfectant dispensers will be set up in all highly frequented reception areas on all campuses.

You are required to wear face masks that cover your mouth and nose—such as those currently being used by the public in daily life—when using elevators in University buildings. This also applies to washrooms and publicly frequented areas in University buildings in which the minimum distance of 1.5 meters cannot be ensured. In all other cases, the University deems the decision to wear a face mask voluntary and expects individual wearers to provide their own mask.

All other individual protective measures—such as wearing face masks, respirator masks, or disposable gloves—is mandated only if the respective risk assessment indicates the necessity thereof and in agreement with the Occupational Safety and Environmental Protection Unit. In these cases, the staff member's department will provide the individual protective equipment. If this is not available, the staff member cannot perform the work.

4.8 First aid measures

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 respirator masks (FFP masks), eye protection, and disposable gloves, which are issued to first aid officers by the Occupational Safety and Environmental Protection Unit.

If you see any signs of health-related difficulties among your colleagues and there are no first aid officers available to help, call an emergency doctor at 112.

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

Hamburg, 14 May 20202



Appendix 1

Managing attendance for written examinations

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

- You must ensure that examinees enter examination rooms in an orderly procedure that allows them to maintain a distance of at least 1.5 meters.
- Workspaces (desks or tables) must be placed at least 1.5 meters apart.
- Examination rooms and bathroom facilities must be intensively cleaned/sanitized directly prior to examinations.
- Bathroom facilities must contain sufficient soap and paper towels. Hand disinfectant must be provided in the entrance area of the building.
- Examination rooms must be sufficiently aired during the examination. If the only means of ventilation is via windows, ensure that you open these at least once per hour to completely air the room.
- Examination timetables must ensure that no more than 1 examination per building and/or floor (cohorts may be distributed throughout several rooms) takes place at a time.
- Students and supervisors must wear face masks when entering and leaving the examination room and when using the toilet. Face masks will be provided by the University and distributed prior to entry being permitted.
- Examinees must be closely monitored as they enter and exit examination rooms and hand in examination papers; this should proceed on a one-by-one basis in compliance with distancing regulations.
- Prior to the examination, participants must be informed about the specific hygiene and safety measures.



Appendix 2

Lab internships

- A risk assessment 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 layout of the room.
- You must establish and assign the workspace 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. Hand disinfectant must be provided in the entrance areas of the lab.



Appendix 3

Experimental and empirical research

- Before the experiment work begins, all working group leaders must conduct a COVID-19 risk assessment in conjunction with the Occupational Safety and Environmental Protection Unit to determine the specific measures required to protect the health of staff.
- You must identify workspaces 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.
- Face masks or respirator masks (FFP 2 masks) must only be worn when strictly required by the risk assessment as a safety precaution.
- The joint use of rooms to write, relax, or take measurements is prohibited if distancing requirements cannot be met.



Appendix 4

Libraries and archives

- Libraries and archives are open only to members of the University (students, academics), not to the public.
- Before opening, the Occupational Safety and Environmental Protection Unit and the faculty and/or department libraries must carry out a risk assessment 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 a minimum distance of 1.5 meters.
- 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.



Appendix 5

Services by Infrastructural Facility Management and Technical Building Management, work and repair shops, and the Regional Computing Center (RRZ)

- 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 assessment.
- Hand-to-hand work must be restricted.
- When required by the risk assessment, the wearing of face masks or respirator masks (FFP 2 masks) for specific tasks may be determined as a safety precaution.
- Hygiene and safety measures also apply for external companies. External staff must be informed of the requirements prior to commencing work in University buildings.



Appendix 6

Office workspaces with and without contact with patrons

- 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 layout and/or desk placements.
- Workspaces (i.e., desks) used by more than one staff member must be disinfected before and after use. This also applies to office supplies used by more than one staff member.
- Surface disinfectants are available from the service teams in the Department of Property Management if required.

If you have direct contact with patrons, 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.