



Instructions (No. 7) of 19 June 2020

Last updated: 19 June 2020

These instructions amend and expand upon Instructions No. 6 issued on 14 May 2020, in particular with regard to the rules and regulations listed below.

NB: Instructions No. 6 (14 May 2020) otherwise remain valid.

There is a new regulation for holding examinations.

Oral examinations may be conducted under strict observance of binding health protection regulations, which take into account the instructions for holding in-person oral exams. This regulation replaces the last sentence in Instructions No. 6, Section 1.3. "Examinations."

The following applies to work-related travel / returning from abroad:

As a rule, work-related travel, whether domestic or international, should be replaced with digital communication. In particular, you may not take part in large-scale events (e.g., conferences, congresses, lectures) in Germany or abroad due to the high risk of infection.

In individual cases and with the exception of the events and activities named above, you may travel for work if there are compelling reasons for doing so. Work-related travel requests must be submitted to the deans so that they can confirm there is a compelling reason.

You must observe the general protective and hygiene measures while traveling. Work-related travel to countries for which the Federal Foreign Office has issued a travel warning or listed as high-risk regions by the Robert Koch Institute (RKI) will not be authorized. Of relevance is the start date of the work-related travel.

If you plan to travel abroad, you must inform yourself both before and after your trip about the current quarantine provisions in your federal state. If necessary, contact your local health authority. Employees and students returning from high-risk areas (including any newly named as such) are instructed not to enter any of the University's facilities at any of its locations for 14 days after their return. The same rules apply to everyone who lives in the same household as



someone who has returned from a high-risk area in the last 14 days (e.g., their partner, child[ren], parent[s], housemates).

See https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html for the RKI's current list of high-risk areas. Due to the unusually high risk of contagion, supervisors are entitled to ask employees whether they have spent any period of time in a high-risk area and when.

The current travel warning means that any consequences arising from private travel abroad (e.g., self-quarantine at home) is the responsibility of the employee. That means, if working from home is not possible due to self-quarantine measures, vacation days or accumulated overtime must be taken to cover the working hours not completed. Those who are self-quarantined at home must contact HR and their supervisor immediately.

The following applies to libraries and archives:

Libraries and archives will open successively where the required protective and hygiene regulations are met. In addition to borrowing and returning books, visitors can make restricted use of reading rooms in compliance with protective and hygiene measures.

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

The following applies to 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 situations, the decision to wear a face mask is voluntary. In these cases, use your own face 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.



The sentence “If this is not available, the staff member cannot perform the work” no longer applies.

The following bullet point is being added to the regulation on first aid services:

- Training for first aid officers will resume in Mittelweg 177 in August.

This supplements the regulation in Section 4.8.

Using Zoom

You may use the Zoom video conference system. Observe the instructions on using Zoom.

<https://www.uni-hamburg.de/newsroom/intern/2020/0131-corona-faq/20200619-dienstansweisung-zoom.pdf>.

Resumption of sports activities at the University

The outdoor facilities of the University’s Sportpark are once again open for restricted use. This applies to courses offered by the Institute of Human Movement Science and activities offered by University Sports. Water sports may also take place at the University’s boathouse.

To use sports facilities, the Sportpark, and the boathouse, see the clause in **Appendix B**.

Loki Schmidt Garden and Zoological Museum at the Center of Natural History (CeNak)

Loki Schmidt Garden and the Zoological Museum at the Center of Natural History (CeNak) are open to the public.



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See the regulations in **Appendix C** with regard to entering the Loki Schmidt Garden and the Zoological Museum.

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Hamburg, 19 June 2020



Appendix A

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.
- Available seating is designated accordingly.
- To protect staff, plexiglass windows have been installed at counters and lending desks.
- It must also be made possible to borrow and lend books without contact.
- Users must observe a minimum distance of 1.5 meters and wear face masks when entering and exiting the library.
- Users may enter the library individually only—not in groups.
- Floors must be marked to indicate distances to be observed.
- Open rows of lockers may be used by 1 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 will be cleaned several times daily.
- The current campus delivery service will continue.



Appendix B

Sports activities

Basic measures

- Establish maximum number of participants (5–25 participants).
- Coordinate course times (to minimize contact, participants in different courses should not have contact).
- Plan intervals before/between/after courses (e.g., entrance/exit periods for course participants).
- Put up instructive signs and mark floors.
- Ensure that you monitor who enters and leaves.
- Clean sanitary facilities, and provide enough liquid soap and paper-towel dispensers.
- Regulate entry to sanitary facilities.
- Provide staff members with face masks.
- Assign equipment.
- Clean and/or disinfect equipment before and after use.
- Communicate all sports-related information and instructions from sports associations and the German Olympic Sports Confederation (DOSB) to teaching staff and students.

a) Sportpark's outdoor facilities

- Ensure that you regulate and monitor students as they enter the premises.
- Assign areas and/or playing fields.
- Inform students about required conduct (e.g., using restrooms, using equipment, distancing rules, etc.)
- Ensure that you regulate and monitor students as they leave the premises.

b) Boathouse (Isekai 1 b)

- Mark paths and assign places on the dock.
- Ensure that you regulate and monitor students as they enter the premises.
- Assign equipment (boats, oars).



Appendix C

Loki Schmidt Garden and the Zoological Museum at the Center of Natural History (CeNak)

a) Loki Schmidt Garden

- Signs at the entrance of Loki Schmidt Garden will inform visitors about the general hygiene regulations to protect against COVID-19.
- Visitors will be directed when they enter and leave in order to ensure proper distancing.
- There will be a cap on the number of visitors, and this will be monitored by security at the entrance.
- To protect the security staff, plexiglass will be installed in the window of their booth.
- Loki Schmidt Garden staff are required to strictly observe distancing rules.

b) Zoological collection

- Tours of the museum will proceed in one direction only. This means there will be a separate entrance and exit. Routes will be marked.
- Normally, 200 visitors are permitted to enter the 200-square-meter exhibition space. As exhibits also take up space in the museum, the maximum number of visitors has been reduced to 120.
- To protect museum staff, plexiglass will also be installed at counters.
- Only 1 person at a time may use sanitary facilities.
- Payments at the museum shop should be made electronically as far as possible.