Instructions No. 9 Issued on 30 October 2020 for the period from 2 November 2020 to 30 November 2020

The instructions previously issued on 4 March, 13 March, 19 March, 24 March, 22 April, 14 May, 19 June, and 9 July 2020 are superseded by this ninth issue of instructions and are no longer valid.

Updated on 1 December 2020: Instructions No. 9 remain in force until further notice.

Editorial amendment to 1.2.: “that have already been scheduled” deleted. Updated version: “Examinations can be held in person in compliance with current restrictions.”

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.

1. Rules for teaching and examinations

1.1 Start of the lecture period in Winter Semester 2020/2021 and the conduct of in-person teaching

The lecture period for the winter semester begins on 2 November 2020 and ends on 20 February 2021, with the exception of higher subject semesters at the Faculty of Medicine at the University Medical Center Hamburg-Eppendorf and for individual master’s degree programs at the Faculty of Law, which will begin in October as originally scheduled.
Winter Semester 2020/21 will proceed in so-called “hybrid form,” meaning that, as a rule, courses will be offered digitally and in-person “only insofar as the course in question requires the attendance of students and instructors.” (Section 22, Nineteenth ordinance on the amendment of the containment of SARS-CoV2 in the Free and Hanseatic City of Hamburg [Hamburgische SARS-CoV-2-Eindämmungsverordnung]).

1.2 Examinations

Examinations will take place. As a rule, they will be conducted digitally, unless the regulations set forth in the examination and doctoral degree regulations exclude this option. Examinations can be held in person in compliance with current restrictions. When you register for term papers, final theses, or other written examinations, you do so in awareness of the restrictions resulting from the current situation. Registration during the period that these restrictions apply to does not constitute grounds for requesting a deadline extension.

See Appendix 1 for protection and hygiene measures to be applied when holding written examinations requiring attendance. The rules for compensating for disadvantages remain unaffected.

1.3 Laboratory internships and other teaching with practical course components

Laboratory internships may be conducted where specific hygiene and protection measures are implemented. Teaching placements are permitted as long as the internship location has a hygiene and security plan in place that meets the current requirements.

See Appendix 2 for protective and hygiene measures for laboratory internships and other practical course components.

1.4 Sports

All sports activities have been canceled until further notice. This applies to teaching at the Institute of Human Movement Science, the range of activities offered by University Sports, and the water sport activities at the University’s boat house and the sailing pier.
1.5 Field trips and field training

There will be no field trips or field training until further notice.

2. Experimental research

Vital experimental research operations and empirical research may be resumed under the protective and hygiene measures in Appendix 3.

If the operators of external research infrastructure require COVID-19 test results for anyone using their equipment or facilities, the University will assume the testing costs providing that the activities are absolutely necessary.

3. Administration

3.1 Entering Universität Hamburg buildings

- University buildings are generally open Mondays through Saturdays and they will retain their respective opening hours.
- Minimum distances must be maintained in University buildings, and a face mask must be worn at all times. A face visor cannot be used in place of a mask covering your mouth and nose. Face masks do not need to be worn in areas where a risk assessment has established other rules (e.g., office workspaces, seats in seminar rooms, meeting rooms, or when taking examinations). Intentional or negligent violations of this mask requirement constitute an offense pursuant to Section 39 subsection 1 No. 64 of Hamburg’s ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) and may result in a fine. If you cannot wear a mask covering your mouth and nose due to a disability or other health reasons, you are exempt from the face mask requirement. However, you must wear a face visor in University buildings.
- To ensure that the maximum number of people per building is not exceeded, the concierge desks and security staff are permitted to monitor the number of people entering the buildings and to restrict entry where required.
- You may enter buildings only if you can prove that you are taking part in a University activity, particularly: required classes or examinations, laboratory work, the use of libraries, or administrative duties that can be carried out only on site.
- The concierge and security staff have been instructed and are authorized to ask anyone in a building their reason for being there.
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. They must notify their supervisors and HR of their concern 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 notice signs of flu-like illness among their staff must instruct them to stay at home. Supervisors are called upon to uphold their duty of care to their employees.
3.3 Work-related travel

Until further notice, there is a general ban on both domestic and international work-related travel for all employees of Universität Hamburg. The only exceptions permitted are business trips required to maintain University operations outside the scope of research and teaching; these must be authorized by the respective supervisor.

You must observe the general protective and hygiene measures while traveling.

Guests of the University are subject to the same rules that apply to staff members regarding travel and stays.

3.4 Returning from abroad

Staff and students returning from high-risk areas must observe the respective state-specific quarantine requirements. Before entering University premises, staff and students must inform themselves about the requirements established by the City of Hamburg and conduct themselves accordingly.

See [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html](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 abroad and when.

In case of travel warnings, any consequences arising from private travel abroad (e.g., self-quarantine at home) are the responsibility of the employee. This means that 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 the Department of Human Resources and their supervisor immediately.
The regulations set forth in these instructions refer to international high-risk areas. There are currently no further restrictions with regard to trips to or returnees from other areas in Germany that exceed the critical incidence rate established by the Robert Koch Institute. Staff and students will be informed immediately if the development of the pandemic requires any changes to or reevaluation of this position.

3.5 Further and continuing education

Professional development and continuing education will take place exclusively in digital form. This applies equally to the City of Hamburg’s center for continuing education (Zentrum für Aus- und Fortbildung, ZAF) and external providers.

3.6 Dealing with guests and international delegations

Visits from guests, including visiting scholars and scientists, or international delegations from areas designated as high risk by the RKI are not permitted. There are a few exceptions:

the presence of the visitor in question at a University location is absolutely essential

AND

the visitor in question plans to stay longer than 2 months

AND

the absolutely essential use of University infrastructure during the stay cannot be postponed (e.g., measurement times in Science City Hamburg-Bahrenfeld, etc.).

These exceptions, including the absolute necessity of the stay, must be justified by the host in writing, documented, and agreed upon with the office of the dean responsible. No special authorization from the university leadership is required.

Persons travelling from a high-risk area as identified by the RKI are subject to the respective German state’s quarantine regulations. Before entering University premises, you must inform yourself about the requirements established by the City of Hamburg and conduct yourself accordingly.
Potential guests and delegations must be informed by the hosting office that their planned stay may be canceled at short notice depending on the RKI list of high-risk areas current at the time of travel as well as to federal and state regulations set forth to contain the coronavirus. Furthermore, the hosting office must inform guests of all test and quarantine provisions. Guests must also observe the [quarantine restrictions imposed by the City of Hamburg](#).

### 3.7 Job interviews and academic search procedures

Interviews and hearings for academic search procedures will only be conducted digitally. You can find more information on conducting job interviews from HR in the Staff Service Portal:


### 3.8 Advising

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

### 3.9 Use of vacation leave and managers’ responsibilities

Vacation leave that has already been approved may only be canceled in exceptional cases (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 in the case of urgent business matters; this will prevent excessive accumulation of vacation entitlements.
Managers are requested to consult with their supervisors and take the current situation into account when planning their vacation. A reliable stand-in must be provided for any absence due to vacation or illness.

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

Supervisors are instructed to arrange flexible remote-working hours with employees forced to stay at home due to a lack of childcare options in the wake of school and nursery restrictions. 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 instruction of 13 March 2020 shall remain valid.

3.11 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.

4. Further regulations

4.1 Conduct of events as part of regular University research, teaching, and administrative operations

Activities other than essential classes, examinations, and laboratory work may not take place until further notice. These activities may only take place in other formats such as telephone or video conferences, online, etc.
4.2 Working from home

As a rule, all University employees are called upon to work from home. If duties cannot be performed at home, you may work on site if hygiene and safety measures have been guaranteed. The management of the respective organizational entity (e.g., an administrative department) is responsible for ascertaining whether an employee must work on site. Employees may also work on site in consultation with their supervisor if they are significantly restricted from doing so at home, for example, due to insufficient technical conditions.

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 or the form in the Staff Service Portal). Any questions that arise must also be clarified between these parties. Employees working from home must be available at least during their core working hours. The rules on recording working hours also apply when working from home. A form has been included on the HR page in the Staff Service Portal for this purpose.

4.2.1 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 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 excludes employees who travel privately to areas that were designated as high-risk prior to the trip. If, in these cases, it is not possible to work from home, then other options must be explored, such as taking additional days of vacation; otherwise the obligation to work would be violated, and the employee will be considered absent without leave.

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.
4.2.2 High-risk groups

Tasks that can be performed from home must be arranged for employees who are members of a risk group due to their age (65+) or a preexisting condition. Consideration should also be given to whether other tasks more suited to working from home can be temporarily assigned to that employee. Such staff will be required to work on-site if there are no tasks suitable for working from home and/or due to a lack of the required technical equipment. In this case, the supervisor is required to check whether further protective measures, in addition to those which generally apply, should be implemented and to document these in a specific risk assessment. This may include measures for strict isolation and, where the nature of the task does not allow for isolation, personal protection measures. The final decision lies with each employee’s supervisor. A medical certificate documenting the existence of a preexisting condition must be presented to the Department of Human Resources.

Pregnant women are currently not considered a high-risk group. Supervisors should nonetheless also examine work-from-home options for this group as much as possible. The necessity of specific protective measures or employment prohibition should be determined on the basis of a specific risk assessment in consultation with HR.

4.3 Using Zoom

Observe the instructions on using the Zoom video conference system https://www.uni-hamburg.de/newsroom/intern/2020/0131-corona-faq/20201030-dienstanweisung-zoom.pdf.

4.4 Libraries

The libraries are to remain open, provided that the protective and hygiene measures specified in the corresponding risk assessment have been implemented. The relevant protective and hygiene regulations must be observed.

See Appendix 4 for protective and hygiene measures for libraries.
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 at the University. If this minimum distance cannot be ensured, you must determine whether or not the work to be carried out requires presence in the office. Technical measures (e.g., installing plexiglass shields) should only be considered where contact with patrons is unavoidable.

Workspaces and supplies should not be used by more than 1 person. If this is not possible, workspaces and supplies must be cleaned and/or disinfected before and after use by the individual user.

Before commencing work, a risk assessment must be drawn up based on the structure prepared by the Occupational Safety and Environmental Protection Unit and the individual area.

See Appendix 6 for the individual regulations.

4.7 Loki Schmidt Garden, museums, and collections

The Loki Schmidt Garden and the Universität Hamburg museums and collections are closed to the public.

4.8 General hygiene measures

4.8.1 Personal hygiene measures

To protect against infection, observe the general coughing and sneezing etiquette and maintain personal hygiene—especially with regard to regular (and correct) handwashing. Maintain a minimum distance of 1.5 meters from other people. This also applies to queues and groups of people (e.g., in front of elevators and lecture hall entrances). People with current respiratory infections may not enter University premises.
The relevant hygiene rules are displayed in the entrance areas of all Universität Hamburg buildings.

4.8.2 Physical contact
Wherever possible, avoid physical contact with other employees, students, and patrons. Refrain from standard greetings such as handshaking and hugging. Signs to this effect are displayed throughout the University.

4.8.3 Protective measures
Disinfectant dispensers will be set up in all reception areas in University buildings on all campuses. Frequently touched surfaces (e.g., door handles) and other sanitary facilities will be cleaned regularly.

Minimum distances must be maintained in University buildings, and a face mask must be worn at all times. A face visor cannot be used in place of a face mask that covers your mouth and nose. Face masks do not need to be worn in areas where a risk assessment has established other rules (e.g., office workspaces, seats in seminar rooms, meeting rooms, or when taking examinations). Intentional or negligent violations of this mask requirement constitute an offense pursuant to Section 39 subsection 1 No. 64 of Hamburg’s ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) and may result in a fine. If you cannot wear a mask covering your mouth and nose due to a disability or other health reasons, you are exempt from the face mask requirement. However, you must wear a face visor in University buildings.

Where a specific risk assessment has determined that face masks, respirator masks or disposable gloves are required, these will be provided by the place of work.

In closed rooms, sufficient ventilation must be ensured to reduce the risk of infection. Particularly in rooms with window ventilation, begin by opening windows fully for 5–10 minutes before any activities take place and also at regular intervals to ensure ventilation; this is usually every 60 minutes for office spaces and every 20 minutes for conference and seminar rooms. Rooms with technical ventilation systems are supplied with sufficient fresh air by these systems.
4.9 First aid services

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

- keep your distance;
- adhere to coughing and sneezing etiquette and observe hand hygiene;
- wear respirator masks (FFP masks), eye protection, and disposable gloves, which the Occupational Safety and Environmental Protection Unit issues to all first aid officers.

If you notice any signs of health-related difficulties in 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

Präsident

Hamburg, 30 October 2020
Appendix 1:

Managing attendance for in-person 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:

- The maximum number of participants for an examination depends on the size and layout of the room.
- It must be ensured 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 every 20 minutes 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.
- In University buildings, students and supervisors must wear face masks when entering and leaving the examination room and when using the toilet.
- To collect contact data, you must supply attendance sheets with the names and contact details (email, telephone number, home address) of participating students and store them for 4 weeks.
- Examinees must be closely monitored as they enter and exit examination rooms and hand in examination papers; this should occur 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.
- Extra measures are to be undertaken for students who are part of a risk group, e.g., examinations in small groups or individual examinations on a case by case basis.
Appendix 2:

Laboratory internships

- A risk assessment and specific measures must be issued prior to conducting a laboratory internship.
- To collect contact data, 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.
- A maximum number of laboratory participants must be determined depending on the size and layout of the room.
- In the internship room and laboratory, designated workspaces must be established, and each must be assigned to a specific user.
- Face masks covering the mouth and nose must be brought to and worn during the entire duration of the internship.
- 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 laboratory.
Appendix 3:

Experimental research

- Before research activities begin, all working group leaders must conduct a risk assessment in conjunction with the Occupational Safety and Environmental Protection Unit to determine the specific measures required to prevent infection with SARS-CoV-2. The results of that assessment must be used to determine specific protective and hygiene measures.

- A minimum distance of 1.5 meters must be guaranteed during all activities.

- Access by individual persons must be restricted and monitored to ensure compliance with distancing regulations.

- You must identify workspaces in the laboratory: only 1 person may work per lab table, fume cupboard, laser table, etc.

- Sufficient ventilation must be provided through technical means or organizational rules prescribing occasional, brief periods of intensive airing.

- Face masks or respirator masks (FFP 2 masks) must be worn when required by the risk assessment as a safety precaution.
Appendix 4:

Libraries

Opening of the libraries must occur under the following conditions:

- A risk assessment has been drawn up in consultation with the Occupational Safety and Environmental Protection Unit which stipulates library-specific measures for safe operations.
- The maximum number of visitors is 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.
- The borrowing process, book issue and return process occur without personal contact.
- Users are required to maintain a minimum distance of 1.5 meters.
- A face mask must be worn when entering, leaving, and moving around the library. A simple face mask is compulsory when walking to a designated workspace. The mask may be removed only when seated at the desk itself.
- Ground and floor must be marked to indicate distances to be observed.
- Lockers may not be used at this time. All objects brought into the library must be carried in transparent bags.
- The surfaces of reading places, doors, door handles, and other objects frequently touched by visitors or staff will be cleaned several times daily.
- Research spaces remain out of use until further notice.
Appendix 5:

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

- A risk analysis identifying specific protective and hygiene measures must be drawn up.
- 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 others

- A risk analysis identifying specific protective and hygiene measures must be drawn up.
- 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 used by more than one staff member must be disinfected before and after use. This also applies to office supplies used by more than 1 staff member.
- Surface disinfectants are available from the service teams in the Department of Property Management if required.
- You must wear a mask that covers your mouth and nose outside the office in all buildings.

If you have direct contact with people at your workspace, 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) are used only if the prescribed distances cannot be maintained, and the task must be carried out at that location.