



## Instructions No 11 issued on 8 January 2021 for the period from 11 January 2021 to 31 January 2021

The instructions previously issued on 4 March, 13 March, 19 March, 24 March, 22 April, 14 May, 19 June, 9 July, 30 October, and 14 December 2020 are superseded by this 11th issue of instructions and are no longer valid.

### 1. Rules for teaching and examinations

#### 1.1 Teaching

Teaching will take place exclusively in digital form.

The following conditions apply to teaching:

- Classes must be recorded or taught from home as a rule.
- If this is not possible, they can be recorded or taught in your personal office or experimental lecture hall in line with protective and hygiene measures. If you plan to use your office, you must notify the respective office of the dean. You can book the experimental lecture halls via STINE.
- If you cannot upload the recordings of the classes you prepared at home to the University server, you can come to your office briefly to upload the material.

#### 1.2 Examinations

Examinations will be conducted in digital form, in principle. 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 blanket extension. The rules for compensating for disadvantages remain unaffected.



### **1.3 Laboratory internships and other teaching with practical course components**

Laboratory internships and other classes with practical elements will no longer take place in person and must be discontinued until at least 31 January 2021. If necessary, they can be made up as block courses.

### **1.4 Sports**

All sports activities remain canceled until further notice. This includes teaching at the Institute of Human Movement Science, the range of activities offered by University Sports, and the water sports activities at the University's boathouse 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 and empirical research in laboratories**

As far as possible, experimental research, especially if it is conducted in laboratories at Universität Hamburg, must cease by 31 January 2020. This includes all research activities that require any form of in-person contact, such as face-to-face interviews or empirical, social scientific, psychological, or any other type of research-based study of individuals.

If experimental and empirical lab research must continue, the following conditions apply:

- Lab operations must be organized such that a maximum of 2 people occupy the laboratory at one time. This also applies to lab operations for COVID-19 research. Everyone who works in the laboratory must sign the laboratory log.
- You may not use break rooms or waiting rooms. This also applies to the use of offices assigned to laboratories.
- Analyses, evaluations, written reports, publication activities, and any other work that does not require you to be in the laboratory must be done at home.



Vital experimental research operations may be conducted only in compliance with the protective and hygiene measures set forth in Appendix 1.

The following applies to experimental research that must be discontinued:

- Hazardous substances (in particular, inflammable liquids) must be stored in appropriate safety cabinets as far as possible.
- Containers holding hazardous substances must be sealed.
- Fume hoods and workbenches must be cleared.
- All waste must have been disposed of.
- Electronic equipment—unless used in continuous operation—must be disconnected from the network, and heaters turned off.
- Genetic engineering facilities, safety laboratories, laser laboratories, and isotope laboratories must be secured against unauthorized entry.
- Faculty or department staff must monitor the laboratories at regular intervals.
- The departments must ensure that any plants and animals used for laboratory experiments are cared for appropriately.
- The vitality of microorganisms, cell cultures, and algae must be safeguarded.

Ensure on-site procedures for accepting delivery of hazardous substances and other lab materials.

Where applicable, the Department of Research Management and Funding will notify external-funding providers that research has temporarily ceased and, if necessary, inform them of the consequences of any required extension to the project duration.



## 3. Administration

### 3.1 Entering buildings or the University's campus

- University buildings will remain closed until and including 31 January 2021. The following groups may enter buildings **only if absolutely necessary**:
  - Universität Hamburg staff
  - staff members of other research institutes who have a fixed workspace in University buildings
  - external service providers commissioned by or acting with the knowledge of Universität Hamburg.

If a building has a concierge, you may enter via the main entrance only. The concierge monitors 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. This 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. Anyone with their own building key or transponder can enter the building at any time—but also only with good cause. In this case, you must also sign in and out.

- Minimum distances must be maintained in University buildings, and a face mask covering the mouth and nose 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 for other health reasons, you are exempt from the face mask requirement. However, you are required to wear a face visor inside University buildings instead.
- It is forbidden to set up any stands on campus grounds, whether to sell merchandise or provide information. All activities in outdoor areas of the University are prohibited.



- Student dining halls and cafés in University buildings remain closed.
- 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. Professorial staff must notify HR and the respective office of the dean. 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 and must notify their department or office by telephone immediately.
- 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. In this case, quarantined employees, like those returning from abroad (see below), should look into the options for working 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 ban on both domestic and international work-related travel for all employees of Universität Hamburg.

## **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. The respective offices of the dean have the authority to inquire into professors' abilities to work from home.

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. Professorial staff must notify HR and the respective office of the dean.



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 Professional development 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 delegations**

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

### **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 in the Staff Service Portal:

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

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

### **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. This regulation does not apply to professorial staff.

### **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 employees 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 federal and state governments have set forth in their resolutions of 5 January 2021 that child sickness benefits in 2021 will be granted for 10 extra days in addition to the 10 days per parent (20 extra days for single parents) already in place. The right will also be granted in those cases in which parents must take care of a child at home because the school, kindergarten, class, or group is closed due to the pandemic or in-person classes have been canceled or access to childcare has been restricted. More information will be provided after the necessary statutory provisions have been issued in the FAQ.



### 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 Conducting events as part of regular University research, teaching, and administrative operations

All in-person events and activities at Universität Hamburg are canceled 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. You may only work in your office if the work cannot be performed at home and compliance with hygiene and protective measures is ensured. You must determine the necessity of office work in agreement with your direct supervisor and notify the respective authorities in the offices of the deans (faculties), departmental heads (University Administration), or directors (central institutions) in writing. Professorial staff must notify their respective offices of the dean if they work on-site.

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 using 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 is available on the HR page in the Staff Service Portal for this purpose. Professors are exempt from this obligation.

For all queries about IT support at home, contact the IT office responsible for you. Depending upon organizational unit, this will either be by your faculty's or department's IT service or the Regional Computing Center (RRZ). Work devices can be used at home under certain conditions. Read the information about working from home (point 13) on the RRZ's home page:

<https://www.rrz.uni-hamburg.de/beratung-und-kontakt/faq/homeoffice-faq.html>



#### 4.2.1 High-risk groups

Employees who are members of a high-risk group due to their age (65+) or a preexisting condition are entitled to work from home. A medical certificate documenting the existence of a preexisting condition must be presented to the Department of Human Resources. If employees belonging to a high-risk group are willing to work on-site to assume essential duties, supervisors are required to check whether further individual protective measures should be implemented in addition to the generally applicable hygiene regulations 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 offices of the dean will implement measures for professors in individual cases.

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.

Emeriti and retired professors are called upon to keep away from University rooms until further notice.

#### 4.2.2 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 quarantine measures or membership of a high-risk group (employees who are older than 65 or have proven preexisting conditions) 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 it is not possible to work from home in these cases, 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.

A leave of absence may be granted in individual cases if employees working from home are significantly restricted in the performance of their duties (e.g., due to lacking technology). Working time accounts will be adjusted accordingly. Employees who are unable to perform their duties from home and do not necessarily contribute to the essential functions at the University may also be granted a leave of absence. Before granting a leave of absence, supervisors must check whether other duties can be assigned.



Employees taking a leave of absence are nonetheless required to ensure that their supervisor 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 of any leaves of absence.

### **4.3 Libraries**

Libraries must cease operations until and including 31 January 2021. Library services will be offered via the campus delivery service only.

### **4.4 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 2**.

### **4.5 Workspaces with and without contact with others**

There must be a minimum distance of 1.5 meters between all remaining workspaces at the University.

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 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 3** for the individual regulations.

### **4.6 Loki Schmidt Garden, museums, and collections**

The Loki Schmidt Garden and the Universität Hamburg museums and collections are closed to the public until further notice. Only essential work may be conducted on-site.



## **4.7 General hygiene measures**

### **4.7.1 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.

### **4.7.2 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.

### **4.7.3 Protective measures**

Disinfectant dispensers have been 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 covering the mouth and nose 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 for other health reasons, you are exempt from the face mask requirement. However, you are required to wear a face visor inside University buildings instead.

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 before any activities take place and also at regular intervals; this is usually every 60 minutes for office spaces. Rooms with technical ventilation systems are supplied with sufficient fresh air by these systems.

## 4.8 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

President

Hamburg, 8 January 2021



## Appendix 1:

### Experimental and empirical research in laboratories

- A risk analysis identifying protective and hygiene measures for specific workspaces and activities must be drawn up.
- No more than 2 people may be in a laboratory at the same time.
- A minimum distance of 1.5 meters must be guaranteed during all activities.
- You must identify workspaces in the laboratory: only one person may work per lab table, fume cupboard, laser table, etc.
- Face masks covering the nose and mouth must be worn outside the specified working area.
- When required by the risk assessment, the wearing of face masks that cover the mouth and nose or respirator masks (FFP 2 masks) for specific tasks may be established as an additional safety precaution.
- Sufficient ventilation must be provided through technical means or organizational rules prescribing occasional, brief periods of intensive airing.
- Analyses, evaluations, written reports, and publishing work must be done at home.
- You may not use break rooms, waiting rooms, or office spaces.
- You must sign the laboratory logbook.



## Appendix 2:

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

- A risk analysis identifying protective and hygiene measures for specific workspaces and activities must be drawn up.
- Hand disinfectant must be used if there are no on-site sanitation facilities.
- A minimum distance of 1.5 meters must be guaranteed during all activities. The 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 that cover the mouth and nose or respirator masks (FFP 2 masks) for specific tasks may be established as a safety precaution.
- Hygiene and protective measures also apply for external companies. External staff must be informed of the requirements prior to commencing work in University buildings.



## Appendix 3:

### Office workspaces with and without contact with others

- A risk analysis identifying protective and hygiene measures for specific workspaces and activities must be drawn up.
- Staff should work in individual office spaces as a rule.
- 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 one staff member.
- Masks covering nose and mouth must be worn outside the office. In case of contact with anyone else in your workspace, ensure that the required minimum distance is adhered to (e.g., by marking the floor to provide a visual aid),
- the room is well ventilated (air completely and regularly),
- cleaner is available to sanitize surfaces (e.g., clean conference tables), and, if necessary, separating walls (splash guards) are used.



## Appendix 4:

### 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 sanitary facilities are cleaned twice a day.
- 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 covering the mouth and nose; when seated in the examination room, they can remove their masks.
- 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.