Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Instructions No. 18 issued on 14 May 2021 for the period from 15 May 2021 to 31 May 2021

The instructions previously issued on 4 March, 13 March, 19 March, 24 March, 22 April, 14 May, 19 June, 9 July, 30 October, 14 December 2020, 8 January, 22 January, 15 February, 5 March, 26 March, 16 April, and 30 April 2021 are superseded by this 18th issue of instructions and are no longer valid.

1. Rules for teaching and examinations

1.1 Teaching

All teaching takes 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. Notify the relevant office of the dean before using your office. To book an experimental lecture hall, use the central booking system in STiNE.

1.2 Examinations

Oral and written examinations will be conducted in digital form as a rule. The only exceptions are:

- examinations in *Staatsexamen* (state examination) degree programs
- written examinations that cannot be conducted digitally; Decisions about necessary exemptions are made by the Executive University Board after the office of the dean has issued its own opinion;
- language tests required to apply to or enroll at Universität Hamburg and for which Universität Hamburg is responsible (DSH, TestAS, TestDaF).

The examinations mentioned above will be conducted in compliance with current risk assessments. The protective and hygiene measures set forth in **Appendix 1** apply.

In the event that students provide proof that they are unable to take part in digital examinations, they should—in individual cases—be provided with a workspace on the University's premises to take their examinations. Students can register for this through their respective academic office. The Conference Management and Lecture Hall Allocation Unit is responsible for preparing the rooms.

If students apply to inspect their examinations as part of an appeal for reconsideration proceeding, but the said inspection is not digitally possible, the inspection will take place on the University's premises. For this purpose, the respective academic office and the Occupational Safety and Environmental Protection Unit will draw up the necessary risk assessment. Inspections can only be carried out with advance registration and if authorized by the respective office of the dean.

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 deadline extension. The rules for compensating for disadvantages remain unaffected.

1.3 Courses with practical components and laboratory internships

If laboratory internships must be held in person, they can be conducted in compliance with the current risk assessment.

If practical sports classes in human movement require in-person attendance, these can be held outside in compliance with a risk assessment. ~~The protective and hygiene measures set forth in **Appendix 3** apply.~~

Courses with practical components that must be conducted in person can only be held in person after they have been authorized by the office of the dean responsible and after a risk assessment has been prepared and consulted upon with the Occupational Safety and Environmental Protection Unit. These include field training and short field trips with limited ranges of movement (e.g., in the earth system sciences, biology, archeology, and art history), practical courses in educational science (theater and music education, selected courses in special needs education with practical components).

The protective and hygiene measures set forth in **Appendix 2** apply.

Teaching placements and core internships for teacher training students are to be carried out in accordance with the conditions set by the municipal authority responsible. Universität Hamburg does not prohibit participation.

1.4 Sports

All sports activities remain canceled until further notice. This applies to all University Sports offers.

2. Experimental and empirical research

To the extent possible, experimental research—especially lab research—should not be conducted at Universität Hamburg until further notice. The same applies to research activities that involve investigations requiring in-person personal contact. such as face-to-face interviews or empirical, social scientific, psychological, or any other type of research-based study of individuals.

2.1. Research within the University

In cases where experimental research operations in a laboratory must continue, the following regulations apply:

- Laboratory operations must be organized in shifts. This also applies to lab operations for COVID-19 research. Laboratory attendance must be documented.
- Only one person at a time may use break and communal rooms. To use the writing spaces assigned to the laboratories, the same requirements apply as for office spaces. See **Appendix 3**.

Vital experimental research operations and empirical research may only be resumed in strict compliance with the protective and hygiene measures in Appendix **4**. Notify the relevant office of the dean before entering the laboratory.

In particularly urgent cases concerning the finalization of final theses, doctoral dissertations, and other academic work and concerning the need to use research infrastructures (e.g., laboratories) at the place of work, these institutions can be used subject to the abovementioned requirements.

The following regulations apply to research operations that have been suspended for the time being:

- 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 be 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.

It must be ensured that deliveries of hazardous substances and other laboratory supplies can still be accepted.

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.

2.2 Research outside the University

Locations and institutions outside the University can be used to carry out research projects if they cannot be postponed. This does not apply to locations and institutions abroad. Notify the relevant office of the dean beforehand.

3. Administration

3.1 Entering the University's buildings or campus

- The University's buildings will remain closed until further notice.
  The following groups may enter buildings in compliance with the rules set forth in the instructions:
  - Universität Hamburg staff
  - staff members of other research institutes who have a fixed workspace in University buildings
  - external service providers contracted by or acting with the knowledge of Universität Hamburg,
  - students taking examinations pursuant to the exception in 1.2, or who are taking a course with a practical component or doing a laboratory internship pursuant to 1.3, or who have an appointment to inspect an examination and the respective grade, or who are visiting a library~~to borrow media via the noncontact book loan process~~ The same applies to using research infrastructures for finalizing final theses, doctoral dissertations, and other academic work.

  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.

- The minimum distance of 1.5 meters must be maintained in University buildings, and a medical face mask or a respirator (FFP) mask covering the mouth and nose must be worn at all times. Intentional or negligent violations of this mask requirement constitute an offense pursuant to Section 39 of Hamburg's ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) and may result in a fine. Upon entering University buildings, employees will be provided a medical face mask by the University for the working day. The buildings custodial staff will hand out the face masks. Employees working in

buildings without custodial staff can collect a medical face mask from a neighboring building with custodial staff or from the concierge at Von-Melle-Park 5. Employees are free to wear their own medical face mask or respirator (FFP) mask. If you cannot wear a mask covering your mouth and nose due to a disability or for other medical reasons, you are exempt from the face mask requirement. However, you are required to wear a face visor inside University buildings instead.

- Sales and information booths must not be set up on any open spaces on campus. Events must not be held on University property, including outdoor spaces.
- All student cafeterias and cafés 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

Persons infected with COVID-19 must inform their employer about the nature of their 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 the 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, they must contact either the National Association of Statutory Health Insurance Physicians (Tel: 116 117) or their 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 will now be tested must notify their department or office by telephone immediately.

- Staff members who have a positive result from a self-test must observe the regulations in 4.8.4.

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. This excludes domestic work-related travel for research projects according to 2.2.

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 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 president and the deans are entitled to ask professors about periods spent abroad.

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 HR and their supervisor immediately. Professors must inform the relevant office of the dean and HR.

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 a 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. An exception to this is the University's internal training for first-aiders.

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

Staff selection academic staff: 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, videoconference, 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 carryover 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 carryover period for vacation days accruing in 2020 will be extended by 9 months, until 30 June 2022, and those for 2021 by 3 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 carryover 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 center 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 childcare center 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.

Furthermore, child sickness benefits in 2021 were granted for 20 extra days in addition to the 10 days per parent (40 extra days for single parents) already in place. This entitlement also applies to cases where caring for a child at home is necessary. This may be the case due to

school/kindergarten/daycare closures or restrictions on on-site working. Find more information about this in the Staff Service Portal.

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 take place only in other formats, such as telephone or videoconferences, online events, etc.

4.2 Working hours

In principle, the general rules on working hours continue to apply. Due to school and childcare center closures or due to efforts to reduce crowding on public transportation during peak times, supervisors are requested—in individual cases—to agree on flexible working hours with employees; these working hours can exceed the applicable flexible working hours and core working hours for library, technical, and administrative staff. Nevertheless, employees are still required to observe break and rest periods.

4.3 Working from home

All staff members may work from home if there are no compelling arguments not to do so. Supervisors decide in agreement with their staff if there are compelling reasons for working in the office. Pursuant to Section 28b subsection 7 of the prevention and control of infectious diseases act (Infektionsschutzgesetz, IfSG), staff are obligated to work from home if they have no compelling reasons not to. You must notify your supervisor in writing of any compelling reasons (e.g., lack of space, disruptions by third parties, or insufficient technology). Professors must provide their reasons to their respective office of the dean. Authorization is not required.

Supervisors of employees planning to work on-site must notify in writing the respective authorities in the offices of the deans (faculties), departmental heads (University Administration), or directors (central institutions).

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 regulation.

Supervisors and employees can contact arbeitssicherheit@uni-hamburg.de if they have questions regarding the rules on working from home or the eligibility requirements for working from home.

For all queries about IT support at home, contact the IT office responsible for you. Depending upon organizational unit, this will either 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

4.3.1 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 HR. If employees belonging to a high-risk group are willing to work on-site, they must justify this with respect to the general regulation on working from home (see 4.3). 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 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.

4.3.2 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.

4.4 Library operations

Library operations can resume at the earliest on 17 May 2021 in compliance with the containment regulations and if operating conditions have been met in compliance with the risk assessment. Library operations will continue via the campus delivery service or the departmental libraries' scanning services until further notice. See Appendix 5 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 6**.

4.6 Workspaces with and without contact with others

There must be a minimum distance of 1.5 meters between all remaining workspaces at the University. If several people are using a room at the same time, there must be at least 10 square meters available and medical masks or protective masks of technically high quality must be worn at all times.

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.

4.7 Loki Schmidt Garden, museums, and collections

Universität Hamburg museums and collections are closed to the public until further notice. Only essential work may be conducted on-site. This notwithstanding, the Zoological Museum may resume operations on 17 May 2021. The protective and hygiene measures set forth in **Appendix 7** apply.

The outdoor (garden) premises of the Loki Schmidt Garden are open to the public. The protective and hygiene measures set forth in **Appendix 8** apply.

Registered volunteers are permitted to enter the Botanical Garden for essential work purposes subject to the general hygiene measures and subject to the instructions of the Botanical Garden staff.

4.8 General hygiene measures and occupational safety 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). 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 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.

You must maintain a minimum distance of 1.5 meters in the University buildings. If it is necessary for multiple individuals to use a room at the same time, at least 10 square meters of space must be available to each person as far as permitted by the activities to be performed. If the activities to be performed do not allow for this, it is necessary to ensure the equivalent protection of employees through other suitable protective measures in accordance with the respective risk assessment.

In University buildings, you must as a rule wear a medical mask or a respirator (FFP) mask. This also applies for workplaces with more than one person per room.

Intentional or negligent violations of this mask requirement constitute an offense pursuant to Section 39 of Hamburg's ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) and may result in a fine.

Upon entering University buildings, employees will be provided a medical face mask by the University for the working day. The buildings custodial staff will hand out the face masks. Employees working in buildings without custodial staff can collect a medical face mask from a neighboring building with custodial staff or from the concierge at Von-Melle-Park 5. Employees are free to wear their own medical face mask or respirator (FFP) mask. If you cannot wear a mask covering your mouth and nose due to a disability or for other medical 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.

Employees must be divided into groups as small as possible for work units with more than 10 employees. Personal contact between the different work groups in the course of operations and changes to the groups should be kept to an operationally required minimum. Time-delayed work is possible as long as permitted by operational circumstances.

Taking breaks together in University buildings is forbidden.

4.8.4 Antigen self-tests for staff

Universität Hamburg staff who are not working exclusively from home may take up to 2 antigen self-tests per week. ~~Anyone working on-site 5 days a week can receive 2 self-tests per week.~~ The self-tests allow people to identify a coronavirus infection early and thus to limit its spread. They supplement the protective and hygiene measures already in place. This is an offer the University is making to its staff. The self-tests are voluntary.

If the self-test is positive, you must immediately put on your medical mask to cover your nose and mouth and leave the office. The Hamburg containment ordinance requires anyone with a positive antigen self-test to immediately take a PCR test and to go into isolation until the test results come back. Also observe the information in the current instructions.

If the PCR test confirms infection, you must notify your supervisor and HR without delay. Professorial staff must notify HR and the respective office of the dean.

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-aiders.

If you notice any signs of health-related difficulties in your colleagues and there are no first-aiders available to help, call an emergency doctor at 112.

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

Hamburg, 14 May 2021

Appendix 1:

In-person examinations

- A risk analysis identifying specific protective and hygiene measures must be drawn up.
- Students must be instructed in the risk assessment measures before they begin their examinations.
- Students may take examinations in person only if they present proof of a negative coronavirus test (test certificate from an authorized center attesting to a negative PCR test result in the previous 48 hours or a negative antigen rapid test in the previous 12 hours).
- Proof of a negative coronavirus test is akin to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the HmbSARS-CoV-2-EindämmungsVO or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- Anyone overseeing an examination must independently take an antigen self-test (see 4.8.4 of these instructions).
- As a rule, everyone present during the entire stay in the room must wear a medical mask to cover their mouth and nose or a respirator (FFP) mask.
- Ensure contact-tracing procedures for everyone present.
- A minimum distance of 1.5 meters must be guaranteed.
- You must notify the Conference Management and Lecture Hall Allocation Unit for all in-person examinations.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions.

Appendix 2:

Courses with practical components and laboratory internships

- A risk analysis identifying protective and hygiene measures for specific workspaces and activities must be drawn up.
- The specific protective and hygiene measures required differ significantly for courses with practical components and, therefore, need to be agreed upon with the Occupational Safety and Environmental Protection Unit.
- The risk assessment needs to state, among other things, that everyone attending, including teaching staff, regularly take antigen self-tests. This does not apply to vaccinated individuals who provide a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the HmbSARS-CoV-2-EindämmungsVO or to recovered individuals who provide proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- Students must be instructed in the risk assessment measures at the start of the course.
- Contact details (name, email, telephone, home address) must be provided by everyone attending (contact tracing).
- A maximum number of participants based on room conditions must be stipulated.
- In University buildings, you must wear a medical mask or respirator (FFP) mask covering your mouth and nose everywhere and at all times. This applies to everyone present.
- A minimum distance of 1.5 meters must be guaranteed.
- Protective and hygiene measures must also be strictly observed during required breaks.

Appendix 3

Office workspaces with and without contact with others and writing rooms

- 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. If it is necessary for multiple individuals to use a room at the same time, at least 10 square meters of space must be available to each person.
- If more than one person occupies a room, everyone present must always wear a medical mask or a respirator (FFP) mask.
- A medical mask covering the mouth and nose or a respirator (FFP) mask must be worn outside the office.
- 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.
- Sufficient ventilation must be ensured. 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.
- Surfaces and office supplies should be regularly wiped clean or disinfected. For this purpose, cleaner for disinfecting surfaces should be made available.

Appendix 4

Experimental and empirical research in laboratories

- A risk analysis identifying protective and hygiene measures for specific workspaces and activities must be drawn up.
- If it is necessary for multiple individuals to use a laboratory at the same time, at least 10 square meters of space must be available to each person.
- 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 hood, laser table, etc.
- If more than one person occupies a room, everyone present must always wear a medical mask or a respirator (FFP) mask.
- Sufficient ventilation must be provided through technical means or organizational rules prescribing occasional, brief periods of intensive airing.
- Only one person at a time may use break and communal rooms.
- In-person presence must be documented.
- For research activities at locations or in institutions outside the University, specific risk assessments and hygiene plans must be prepared in consultation with the Occupational Safety and Environmental Protection Unit.

Appendix 5

Libraries

Libraries may open for loans and returns, as well as the use of individual workspaces by students, if the following criteria have been met:

- A SARS-CoV-2 risk assessment has been made, and the library staff have been instructed accordingly.
- Students who wish to use an individual workspace must present proof of a negative coronavirus test (test certificate from an authorized center attesting to a negative PCR test result or a negative antigen rapid test).
- Proof of a negative coronavirus test is akin to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the HmbSARS-CoV-2-EindämmungsVO or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- When entering a library, and throughout your stay, you must wear a medical mask or respirator (FFP) mask that covers your nose and mouth, including at your individual workspace.
- We can ensure assigned individual workspaces with advanced reservations. You can book times online.
- Loans and returns proceed without contact.
- Appointments must be made to loan and return media.
- A minimum distance of 1.5 meters must be guaranteed.
- To protect staff, plexiglass windows have been installed at counters and lending desks. Staff members must also wear a medical mask or a respirator (FFP) mask at all times.
- The surfaces of counters, doors, door handles, and other objects frequently touched by visitors or staff will be cleaned several times or disinfected daily.
- Contact tracing everyone present proceeds online or via attendance sheet (ensuring traceability; contact information is kept for 4 weeks).

Appendix 6

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.
- If more than one person occupies a room, everyone present must always wear a medical mask or a respirator (FFP) mask.
- 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. In particular, if 2 or more people are traveling in a single vehicle, (in addition to the driver), everyone must wear a medical mask or a respirator (FFP) mask.
- Hand-to-hand work must be restricted.
- 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 7:

Zoological Museum

- A SARS-CoV-2 risk assessment has been made, and the staff of the Zoological Museum have been instructed accordingly.
- The number of visitors is restricted and will be monitored to ensure that distancing measures pursuant to the HmbSARS-CoV-2-EindämmungsVO can be observed throughout the entire Zoological Museum.
- Visitors must make an online booking to visit the Zoological Museum.
- Contact tracing must be ensured.
- Admission to the Zoological Museum will be granted only upon proof of a negative coronavirus test (test certificate from an authorized center attesting to a negative PCR test result or a negative antigen rapid test). Children older than 6 must be tested.
- Proof of a negative coronavirus test is akin to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the HmbSARS-CoV-2-EindämmungsVO or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- Everyone present must wear a medical mask or respirator (FFP) mask. Children older than 7 must be tested.
- Contactless admission and contact-tracing measures will be organized on-site.
- To protect museum staff, plexiglass will also be installed at counters.
- Tours of the museum will proceed in one direction only. This means there will be a separate entrance and exit.
- Hand disinfectant dispensers must be provided at the entrance.
- Only one person at a time may use sanitary facilities.
- Payments at the museum shop should be made electronically as far as possible.
- Visitors will be notified on-site of the special codes of conduct for the museum.

Appendix 8

Loki Schmidt Garden

- A SARS-CoV-2 risk assessment has been made, and the Loki Schmidt Garden staff has been instructed accordingly.
- The number of visitors is restricted and will be monitored to ensure that distancing measures can be observed throughout the entire Loki Schmidt Garden.
- Visitors must make an online booking to visit the Loki Schmidt Garden.
- Contact tracing must be ensured.
- Admission to the Loki Schmidt Garden will be granted only upon proof of a negative coronavirus test (test certificate from an authorized center attesting to a negative PCR test result or a negative antigen rapid test). Children older than 6 must be tested.
- Proof of a negative coronavirus test is akin to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the HmbSARS-CoV-2-EindämmungsVO or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- Everyone present must wear a medical mask or respirator (FFP) mask on Saturdays, Sundays, and holidays. Children older than 7 must be tested.
- Contactless admission and contact-tracing measures will be organized on-site.
- Long lines must be avoided. Waiting areas in front of the entrance will be marked to ensure distancing.
- Visitor traffic will be directed to create a circular flow for entering and exiting the gardens.
- Hand disinfectant dispensers must be provided at the entrance.
- The Loki Schmidt Garden's special code of conduct will be posted on-site and on its website.