



Instructions No. 20 issued on 15 June 2021, effective from 16 June 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December 2020, 8 January, 22 January, 15 February, 5 March, 26 March, 16 April, 30 April, 14 May, and 31 May 2021 are superseded by this 20th issue of instructions and are no longer valid.

1. Rules for teaching and examinations

1.1 Teaching

Teaching can now be conducted digitally and in person. There will be no disadvantages for students who cannot attend a class in person. If students cannot attend in person, they must be offered an alternative — if necessary, digital options.

For in-person courses, the protective and hygiene measures set forth in **Appendix 1** apply. The office of the dean needs to be notified of any in-person courses.

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;~~
- oral and practical examinations that must be taken in person
- 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 2** 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

Laboratory internships requiring in-person attendance can be conducted in person in compliance with the current risk assessment.

Practical sports courses in human movement subjects and that require in-person attendance can be held in compliance with the current risk assessment.

Courses with practical components that require in-person attendance can be conducted after course instructors have prepared and agreed upon a risk assessment with the Occupational Safety and Environmental Protection Unit and notified the respective office of the dean. This applies especially for field training and excursions (e.g., in earth system sciences biology, archeology, and art history) and practical courses in education (e.g., theater and music teaching, special special needs courses with practical components).

The protective and hygiene measures set forth in [Appendix 3](#) 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.



2. Experimental and empirical research

For experimental and empirical lab research, the protective and hygiene measures set forth in Appendix 5 apply.

Locations and institutions outside the University can be used to carry out research projects. See 3.3 for the regulations pertaining to work-related travel.

3. Administration

3.1 Entering the University's buildings or campus

- Universität Hamburg buildings may only be entered for compelling reasons. The following groups in particular can be considered to have compelling reasons:
 - 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. The same applies to using research infrastructures for finalizing final theses, doctoral dissertations, and other academic work,~~
 - students who enter the building for a reason provided in the instructions
 - members of other Hamburg universities who visit a library to borrow reading material
 - visiting scholars who need research infrastructure for their own research and teaching
 - test subjects taking part in a research project.
 - ~~visitors to the Zoological Museum.~~

~~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 per-~~



mission 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 buildings are open and can be entered through both the main and side entrances. 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, in principle. Events and activities on the outdoor premises of the University can take place only if the organizers agree upon a risk assessment with the Occupational Safety and Environmental Protection Unit and notify the Conference Management and Lecture Hall Allocation Unit in advance.
- 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 [5.4](#)

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

As a rule, work-related travel is permitted. We explicitly request that you avoid work-related travel to regions where a variant of the virus has emerged, regions with high infection rates, and high-risk regions. See https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html for the RKI's current list of these areas. If you are traveling abroad, inform yourself about corona-related regulations in the country or host institution in question. When returning from a high-risk area, you must comply with coronavirus reentry regulations. If you need to self-isolate when you return, you need to continue working at home throughout. Before commencing duties, teaching staff traveling to high-risk areas for the sake of work must ensure they have a substitute for courses and examinations during the isolation period.

3.4 Returning from abroad

Staff and students returning from trips to high-risk areas must comply with the isolation requirement stipulated in the coronavirus entry regulations as well as (if applicable) any additional country-specific quarantine obligations. Before entering University premises, staff and students must inform themselves about the requirements established by the City of Hamburg and conduct themselves accordingly.

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

As a rule, professional development and continuing education will take place in digital form. Digital courses offered by the City of Hamburg's center for continuing education (ZAF) or external providers are preferable. Internal professional development and continuing education courses can take place in person if teachers and participants need to attend in person. For in-person courses, the protective and hygiene measures set forth in **Appendix 6** apply.

3.6 Dealing with guests, visiting scholars, and delegations

Guests and delegations may visit in compliance with the University's valid protective and hygiene measures to contain SARS-CoV 2. The hosting area must develop a risk assessment with the Occupational Safety and Environmental Protection Unit.

Individual visiting scholars may visit to conduct research or teaching projects. Hosts must inform their visiting scholars before and throughout their stay of the current corona regulations and visiting scholars must comply accordingly. Hosts must notify the office of the dean responsible of any stays.

3.7 Job interviews and academic search procedures

Job interviews and hearings in academic search procedures should be conducted digitally if possible. 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/personal-service/personaleinstellung-weiterbeschaeftigung/wip/personalauswahl.html>

For in-person job interviews, the protective and hygiene measures pursuant to **Appendix 7** apply.

3.8 Advising

All advising services, including scheduled office hours, should be provided via telephone, videoconference, or email whenever possible.

For in-person advising services, the protective and hygiene measures pursuant to **Appendix 8** apply.

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.

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 restricted 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

- For all regular University activities in research, teaching, and administration pursuant to **Appendix 9**, the general hygiene requirements on SARS-CoV 2 apply—namely, keep your distance, observe hygiene rules, wear your mask, air out rooms (in German also known as “AHA + L”). Risk assessments need to be conducted for every type of activity. Events may only be conducted during the usual building opening hours.
- All events taking place in University buildings must be registered with the Conference Management and Lecture Hall Allocation Unit.
- The Conference Management and Lecture Hall Allocation Unit will give permission to use a room upon consideration of the available capacity of the room, the ability to ensure room-specific protective and hygiene measures, including cleaning and airing, and the availability of a specific risk assessment.
- A list of attendees must be kept for each event or activity. The organizer must communicate this to the Conference Management and Lecture Hall Allocation Unit immediately after the event (see **Appendix 9**).
- Events organized by external parties will not be permitted until further notice. Universität Hamburg students are not considered external parties. An event may include external participants provided that compliance with the protective and hygiene measures can be ensured.



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 be 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

For staff older than 65, who have preexisting conditions, and/or are considered high-risk, the regulations for working from home set forth in 4.3 apply until further notice. A medical certificate documenting the existence of a preexisting condition must be presented to HR. In the case of on-site work, the supervisor is required to check whether further protective measures—in addition to those that 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 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.



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 will continue in compliance with the containment regulations and the requirements set forth in the risk assessment. See **Appendix 10** for protective and hygiene measures for libraries.

4.5 Individual workspaces for students

Individual workspaces for students can be provided in compliance with the protective and hygiene measures set forth in **Appendix 11**. Individual workspaces should be used primarily for the purpose of taking and preparing for examinations.

4.6 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 12**.

4.7 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 4** for the individual regulations.

4.8 Museums and collections

University museums and collections can start to operate again in compliance with containment regulations and if the operating conditions have been created in accordance with the risk assessment. The protective and hygiene measures set forth in **Appendix 13** apply.

4.9 Loki Schmidt Garden

The Loki Schmidt Garden is open to the public. The protective and hygiene measures set forth in **Appendix 14** 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.

4.10 Sports

University Sports can resume their activities in compliance with the protective and hygiene measures set forth in **Appendix 15**. Groups of up to 30 adults may engage in sports activities outdoors. Children under 15 can play sports without any further restrictions. Up to 10 adults may engage in contactless sports activities in closed rooms.

4.11 University Music and University theater

Rehearsals for University Music or the University's theater groups may take place in compliance with the protective and hygiene measures set forth in **Appendix 16**. Furthermore, Section 19 subsection 2 of the containment regulations are to be observed.



5. General hygiene and occupational safety measures

5.1 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.

5.2 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.

5.3 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.

5.4 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. 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.



6. 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, 15 June 2021



Appendix 1:

In-person courses

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- Students must be instructed in the risk assessment measures before they begin in-person courses.
- 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. Participants can remove their masks when speaking.
- Attendance lists need to be kept.
- A minimum distance of 1.5 meters must be guaranteed.
- You must notify the Conference Management and Lecture Hall Allocation Unit for each in-person course.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.



Appendix 2:

In-person examinations

- A risk assessment 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 24 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 ordinance on the containment of SARS-CoV2 (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 5.4 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. Participants can remove their masks when speaking.
- ~~Ensure contact tracing procedures for everyone present.~~
- Attendance lists need to be kept.
- 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 participants may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.



Appendix 3

Courses with practical components and laboratory internships

- A risk assessment 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.~~
- Attendance lists must be kept.
- The number of participants may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.
- 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. **Participants can remove their masks when speaking.**
- A minimum distance of 1.5 meters must be guaranteed.
- Protective and hygiene measures must also be strictly observed during required breaks.
- **For excursions outside of University locations, the protective and hygiene plans of the external site (e.g., shipping companies for maritime internships) as well as the regulations in the University's current instructions apply. These combined measures must be noted in the risk assessment.**
- **For excursions longer than one day, participants must be housed in single rooms. Housing in shared rooms must be determined on a case-by-case basis and depends on the current**



infection rate and the protective and hygiene measures on-site. These cases must be clarified with the Occupational Safety and Environmental Protection Unit and are subject to a risk assessment.



Appendix 4

Office workspaces with and without contact with others and writing rooms

- A risk assessment identifying protective and hygiene measures 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 5

Experimental and empirical research in laboratories

- A risk assessment identifying protective and hygiene measures 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.
- When using break rooms, ensure that there is a minimum of 10 square meters per person and that the minimum distance of 1.5 meters is observed.
- To use the writing spaces assigned to the laboratories, the same requirements apply as for office spaces. See Appendix 4. 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 6:

Professional development and continuing education

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- All participants must be informed about the current codes of conduct and measures.
- Anyone wishing to attend professional development or continuing education courses in person must take a coronavirus self-test that returns a negative result.
- Proof of a negative coronavirus test is akin to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 of the ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO.
- 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. Participants can remove their masks when speaking.
- Attendance lists must be kept.
- A minimum distance of 1.5 meters must be guaranteed.
- Rooms must be sufficiently ventilated.
- The Conference Management and Lecture Hall Allocation Unit must be notified of all professional development and continuing education courses.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.



Appendix 7:

Job interviews and academic search procedures

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- The assigned staff members must be instructed on the measures set forth in the risk assessment.
- All external applicants must be informed about the current codes of conduct and measures.
- 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. Participants can remove their masks when speaking.
- Attendance lists must be kept.
- A minimum distance of 1.5 meters must be guaranteed.
- Rooms must be sufficiently ventilated.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.



Appendix 8:

Advising services

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- Staff members must be instructed on the measures set forth in the risk assessment.
- Visitors and advice seekers must be informed about the valid codes of conduct and measures.
- 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.
- Lists of visitors and advice seekers must be kept.
- A minimum distance of 1.5 meters must be guaranteed.
- Rooms must be sufficiently ventilated.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions.



Appendix 9:

Overview of events as part of regular University research, teaching, and administration operations

In-person events may only be conducted in compliance with the COVID-19-specific protective and hygiene measures and only after an appropriate risk assessment has been drawn up and the protective and hygiene measures identified therein have been implemented.

The events listed here are scheduled to take place in the lecture halls, seminar rooms and meeting rooms outside of dedicated office/service rooms. The following practices are consistent with overarching protective and hygiene measures: registering participants, observing distancing regulations, wearing medical masks, and ensuring sufficient room ventilation. In addition, the instructions and protective and hygiene measures provided in the relevant risk assessment must be observed.

In-person teaching

- lectures
- seminars, internships, courses with practical components (including excursions)
- exercises, tutorials, projects, colloquia, advanced language courses

In-person examinations

- written examinations
- oral examinations

Meetings of University committees and those provided for in the Hamburg higher education act (Hamburgisches Hochschulgesetz, HmbHG), and decision-making bodies

- Academic Senate meetings
- Academic Senate committees meetings
- faculty and department council meetings
- faculty council committee meetings
- student representative committee meetings
- AStA and student parliament meetings
- University council meetings
- Executive University Board meetings
- meetings of the deans' offices

Subject-specific events held by the faculties, central facilities, and University Administration

- academic workshops and research groups



- Selection procedure
- interviews as part of the academic search procedure
- academic search committee meetings
- examination committee meetings
- professional development and continuing education events
- workshops
- lectures
- information sessions

Student events

- discussion events
- lectures
- information sessions
- student seminars
- reading groups/evenings
- Lectures
- Workshops
- film screenings

Registering an event

- An application to use a room must be submitted to the Conference Management and Lecture Hall Allocation Unit well ahead of time.
- The Conference Management and Lecture Hall Allocation Unit will give permission to use a room upon consideration of the available capacity of the room, the ability to ensure room-specific protective and hygiene measures, including cleaning and airing, and the availability of a specific risk assessment.
- Organizers must send attendance lists immediately following the course or event to teilnehmerliste.th@uni-hamburg.de.
- The list of participants will be stored for a maximum of 4 weeks for infection tracing purposes.



Appendix 10:

Libraries

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- Library staff must be instructed accordingly,
- 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 the individual workspace.
- We can ensure assigned individual workspaces with advanced reservations. You can book times via an electronic booking tool.
- 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, sufficiently sized 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.
- Visitors may use equipment and resources (photocopiers, scanners, binding devices, re-search workspaces) if these are disinfected or cleaned after each use. This means that suitable cleansers or disinfectants must be available to effectively clean surfaces.
- The surfaces of counters, doors, door handles, and other objects frequently touched by visitors or staff will be cleaned several times or disinfected daily.
- Those present are registered via an electronic booking tool or attendance list.



Appendix 11:

Individual workspaces for students

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- Individual workspaces for students are booked via the Conference Management and Lecture Hall Allocation Unit's booking tool.
- Users are informed of the protective and hygiene measures.
- For multiple workspaces per room, there must be at least 10 square meters per person, and everyone present must wear a medical face mask or a respirator (FFP) mask covering the mouth and nose for the duration of their stay.
- A minimum distance of 1.5 meters must be guaranteed.
- 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.
- Workspaces must be cleaned and/or disinfected before and after each use. This also applies to any and all equipment or resources that have been used.



Appendix 12:

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

- A risk assessment must be conducted to identify protective and hygiene measures.
- 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 13:

Museums and collections

- A risk assessment identifying specific protective and hygiene measures must be drawn up.
- Staff must be 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.
- Visitors must make an online booking.
- Contact tracing must be ensured.
- Everyone present must wear a medical mask or respirator (FFP) mask. Children older than 7 must wear masks.
- ~~• 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 14:

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.
- A minimum distance of 1.5 meters must be observed at all times.
- Visitors must make an online booking to visit the Loki Schmidt Garden.
- Contact tracing must be ensured.
- Everyone present must wear a medical mask or respirator (FFP) mask on Saturdays, Sundays, and holidays in accordance with current containment regulations. Children older than 7 must wear masks.
- ~~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.

Appendix 15:

Indoor and outdoor sports

- A risk assessment must be conducted, and protective and hygiene measures must be clarified with the Occupational Safety and Environmental Protection Unit prior to any sport activities.
- ~~Sports activities must as a rule take place outdoors and without physical contact.~~
- The number of participants for outdoor activities is limited to 30 per group. For activities taking place at the same time, groups must be spatially separated.
- ~~Time delays between courses should be implemented to streamline the process of entering and exiting a location.~~
- ~~The routes to and from courses should be established and marked to guide foot traffic.~~
- ~~Sanitary facilities must be regularly cleaned and equipped with sufficient soap and paper hand towels.~~
- ~~Access to sanitary facilities is regulated. Showers and changing rooms may not be used.~~
- The number of participants in closed rooms is limited to 10 per group, and only contactless sports activities are allowed. For activities taking place at the same time, groups must be spatially separated.
- Children under 15 can play sports without any further restrictions.
- Admission must be limited to the number of people that are able to observe the minimum distance of 1.5 meters in a given space.
- Contact tracing must be ensured.
- The minimum distance of 1.5 meters must be observed everywhere (e.g., at entrances and exits, in hallways, along designated routes, as part of course management). There must be a distance of at least 2.5 meters between sporting equipment. Exercises must also be executed at distances of 2.5 meters.
- Rooms must be sufficiently ventilated.
- For sports activities in closed rooms, participants must provide a 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 24 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 ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO. This does not apply to children under 15.



- Instructors must take 2 tests per week on nonconsecutive work days. Antigen self-tests are available for University staff.
- The use of changing rooms, showers, and toilets may only be used in compliance with minimum distancing and hygiene requirements.
- Staff will be provided with medical face masks.
- Medical masks must be worn in building hallways, changing rooms, and sanitary facilities.
- Sports equipment will be provided on an individual basis and cleaned and disinfected after use.
- ~~Sports related information and instructions from sports associations and the German Olympic Sports Confederation (DOSB) will be communicated to all teaching staff and students.~~



Appendix 16:

Rehearsals for University Music and University theater groups

- A risk assessment for SARS-CoV-2 and a hygiene concept for choir and instrumental rehearsals have been agreed upon with the Occupational Safety and Environmental Protection Unit.
- Rehearsal participants must be familiarized with and instructed on these.
- Rehearsals take place outdoors or in a room that can be sufficiently ventilated for the number of people present.
- The number of people present may not exceed the room capacities set forth under coronavirus conditions and is limited to 100.
- Contact tracing must be ensured.
- For activities in closed rooms, participants must provide a 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 24 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 ordinance on the containment of SARS-CoV2 (HmbSARS-CoV-2-EindämmungsVO) or proof of recovery pursuant to Section 2 subsection 6 of the HmbSARS-CoV-2-EindämmungsVO. This does not apply to children under 15.
- During rehearsals, a minimum distance of 2.5 meters must be maintained.
- Hands and surfaces that are frequently touched must be disinfected regularly.
- Closed rooms must be aired regularly (by opening windows for 15 minutes every 45 minutes).