



Instructions (No. 8) of 9 July 2020

The instructions previously issued on 4 March, 13 March, 19 March, 24 March, 22 April, 14 May, and 19 June 2020 are superseded by this 8th issue of instructions and are no longer valid.

On 30 June 2020, the Senate of the Free and Hanseatic City of Hamburg adopted a new ordinance on the containment of SARS-CoV2 in the Free and Hanseatic City of Hamburg (Hamburgische SARS-CoV-2 Eindämmungsverordnung). Section 22 contains the following provisions for higher education institutions:

(1) The general hygiene stipulations required in Section 5 apply to all operations at higher education institutions. A protection plan must be created in accordance with Section 6. Lectures are subject to Section 9 subsections 1, 3, and 4. Operation of the Studienkolleg Hamburg is restricted in accordance with Section 23 subsection 3.

(2) Teaching at publicly funded universities will continue to be conducted in digital form during Summer Semester 2020, unless the lectures in question specifically require students and teaching staff to be physically present.

On this basis, the Executive University Board has decided upon the rules set forth in these instructions.

General information

University operations will only take place in University buildings if safety can be ensured through the hygiene and safety measures required for COVID-19. This also applies for University administration. In principle, this requires that a risk assessment be prepared by the management on that site in coordination with the Occupational Safety and Environmental Protection Unit before operations can begin.



1. Rules for teaching and examinations

1.1 Summer Semester 2020

Teaching in Summer Semester 2020 will take place in digital form, unless the lectures in question specifically require students and teachers to be physically present. In accordance with the ordinance issued by the Senate of the Free and Hanseatic City of Hamburg, Summer Semester 2020 will be conducted as a digital semester until its end (see ordinance Section 22 subsection 2). In principle, it is permissible to teach additional digital courses after the lecture period ends on 15 July 2020. The faculties will decide upon the details.

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

The lecture period for the winter semester begins on 2 November 2020 and ends on 20 February 2021, with the exception of higher subject semesters at the Faculty of Medicine at the University Medical Center Hamburg-Eppendorf and for individual master's degree programs at the Faculty of Law, which will begin in October as originally scheduled.

In Winter Semester 2020/21, the majority of teaching will take place in digital form. In-person teaching can only be conducted under very limited circumstances and only when the applicable hygiene and safety rules are observed. The decision as to which events may be carried out in person will be made by the faculties.

See **Appendix 1** for protective and hygiene measures for in-person teaching.

1.3 Examinations

Examinations will take place. Where provided for in the relevant examination and doctoral degree regulations, examinations may be conducted digitally. Written examinations take place in person. When you register for term papers, final theses, or other written examinations, you do so in awareness of the restrictions resulting from the current situation. Registration during the period that these restrictions apply to does not constitute grounds for requesting a deadline extension.



See **Appendix 2** for protection and hygiene measures to be applied when holding written examinations requiring attendance. The rules for compensating for disadvantages remain unaffected.

1.4 Lab internships and other teaching with practical course components

Lab internships may be conducted where specific hygiene and protection measures are implemented. Practical courses for school and vocational courses conducted outside of Hamburg are permitted, as long as the location has a hygiene and security plan which adequately incorporates the containment ordinance.

See **Appendix 3** for protective and hygiene measures for lab internships and other practical course components.

1.5 Resumption of sports activities

Sports activities may be resumed at the University's Sportpark in accordance with the specific University protective and hygiene regulations and on presentation of an appropriate risk assessment agreed with the Occupational Safety and Environmental Protection Unit. This applies to teaching at the Institute of Human Movement Science, the range of activities offered by University Sports, and the water sport activities at the University's boat house and the sailing pier. External events organized by third parties through a cooperation agreement with the University do not have priority and will only be permitted if capacities are available and if the University's protection and hygiene measures derived from the respective valid risk assessments are consistently applied.

Regarding the use of sports facilities, the Sportpark, the boathouse, and the sailing pier, see the clause in **Appendix 4**.

1.6 Field trips and field training

Field trips may only be conducted where specifically required. Field trips may not be conducted to countries for which the Federal Foreign Office has issued a travel warning or which are on the list of high-risk areas issued by the Robert Koch Institute at the intended time of departure to the country.



See **Appendix 5** for protective and hygiene measures for field trips and field training.

2. Experimental and empirical research

Experimental research operations and empirical research may be resumed under the protective and hygiene measures in **Appendix 6**.

3. Administration

3.1 Entering Universität Hamburg buildings

- Planning is currently underway to open University buildings from 6 am to 10 pm Monday to Friday and from 8 am to 4 pm on Saturday. Access will be restricted as per the Instructions No. 6 until all safety requirements can be met. An excerpt from the previous Instructions No. 6 is attached as **Appendix 7**.
- Minimum distances must be maintained in University buildings, and a face mask must be worn at all times. Face masks do not need to be worn in areas where a risk assessment has established other rules, e.g., office workspaces or in seats in the lecture halls, seminar rooms, or meeting rooms.
- To ensure the maximum number of people per building is not exceeded, the concierge desks and security staff are permitted to monitor the number of people entering the buildings and to restrict entry where required.
- Entrance to the building is restricted to those with a demonstrable intent to participate in regular University operations: research, teaching, and administration, attending libraries or cafeterias.
- The concierge and security staff are permitted to ask anyone in a building their reason for being there.

3.2 Infected individuals or suspected cases

3.2.1 Illness

If you have been infected with COVID-19, you must inform your employer about the nature of your illness. Staff members who fall ill must inform their supervisors and HR immediately. They must also submit a doctor's note attesting to their inability to work. The note attesting to your



inability to work can also be handed in later and/or after the reason for the delay no longer applies. Staff members exhibiting any signs of COVID-19 must stay at home or go home immediately. From there, you must contact either the National Association of Statutory Health Insurance Physicians (Tel: 116 117) or your doctor.

3.2.2 Suspected cases of COVID-19

Staff members who have good reason to believe they may be infected with COVID-19 may not enter University grounds until the situation has been clarified. They must notify their supervisors and HR of their concern immediately. Please note the different cases:

- Staff members who have had contact with someone who has been infected with COVID-19 and who have been ordered by the health authorities to quarantine should act in accordance with the health authority regulations.
- Staff members who have had contact with someone with COVID-19 but have not (yet) been required by the health authorities to quarantine must notify their department or office by telephone immediately.
- Staff members who have had contact with someone showing signs of COVID-19 and currently being tested must notify their department or office by telephone immediately.

Employees who are quarantined on account of a suspected or confirmed case of COVID-19 must continue to perform their work duties unless their illness renders them unable to do so. If possible, quarantined employees, like those returning from abroad (see below), should work from home. Unlike sick leave, approved vacation days cannot be reimbursed.

3.2.3 Supervisors' duty of care

Supervisors who recognize symptoms of a flu-like infection among their employees must instruct the affected employees to stay at home. Supervisors are called upon to meticulously uphold their duty of care to their employees.

3.3 Work-related travel / returning from abroad

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



Outside of these cases, other work-related travel may be undertaken. Work-related travel requests and notifications must be submitted to your supervisors or resource manager to confirm there is a compelling reason. Staff members of the University Administration or central facilities of the University must present confirmation from their departmental or staff unit manager or from the head of the central facility.

You must observe the general protective and hygiene measures while traveling. Work-related travel to countries for which the Federal Foreign Office has issued a travel warning or listed as high-risk regions by the Robert Koch Institute (RKI) at the intended time of departure may not be undertaken.

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

If you plan to travel abroad, you must inform yourself both before and after your trip about the current quarantine provisions in your federal state. If necessary, contact the local health authority where you live. Employees and students returning from work-related travel or private trips to high-risk areas are instructed not to enter any of the University's facilities at any of its locations for 14 days after their return. The human resources department has further instructed that, with immediate effect, the same rules apply to everyone who lives in the same household as someone who has returned from a high-risk area in the past 14 days (e.g., their partner, child[ren], parent[s], housemates).

This prohibition does not apply to anyone with a medical certificate in German or in English confirming there are no grounds to suspect infection with the coronavirus. This must be presented to the supervisor without delay. The medical certificate specified in the first sentence must be based on molecular testing for the presence of a coronavirus infection, conducted in a member state of the EU or other state as published by the Robert Koch Institute (RKI) no more than 48 hours prior to arriving in the Federal Republic of Germany.

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.

In case of travel warnings, any consequences arising from private travel abroad (e.g., self-quarantine at home) are the responsibility of the employee. This means that if working from home is not possible due to self-quarantine measures, vacation days or accumulated overtime must

be taken to cover the working hours not completed. Those who are self-quarantined at home must contact the Department of Human Resources and their supervisor immediately.

3.4 Further and continuing education

Further and continuing education should continue to take place primarily in digital form. In-person education is only permitted for individual cases which are essential for technical reasons and if the relevant Universität Hamburg hygiene regulations are applied. The entity responsible for providing the education (e.g., advisory service, HR Development, HRA, Occupational Safety and Environmental Protection Unit) determines the level of necessity.

Participation in external further and continuing education is also permitted. The regulations for work-related travel (see Section 3.3) apply. Staff members wishing to take up external offers for further and continuing education must observe the specific protective and hygiene regulations. They must inform themselves of the education providers hygiene regulations prior to the further or continuing education event.

3.5 Dealing with guests and international delegations

Visits from guests or delegations from areas designated as high risk by the RKI are not permitted. Guests or delegations from areas not ranked as high-risk areas may visit under compliance with the hygiene regulations. Potential guests and delegations must be informed by the office issuing the invitation / receiving them that their planned stay may be canceled at short notice depending on the list of high-risk areas current at the time of travel. They must also observe the quarantine restrictions imposed by the City of Hamburg at the time of travel.

3.6 Job interviews and academic search procedures

Job interviews should continue to be conducted primarily in digital form, using Zoom or DFNconf. In exceptional circumstances and under compliance with the specific protective and hygiene regulations, job interviews may also be conducted in person. A valid reason for this must be presented to the Recruitment Office of the Department of Human Resources in advance. You can find more information on conducting job interviews from HR in the Staff Service Portal:



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

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

The protective and hygiene measures required for conducting teaching and events contained in **Appendix 1** also apply to conducting in-person job interviews.

Interviews for academic search procedures may be conducted in person. Prior to the interviews, the responsible faculty must agree a plan for conducting interviews for the academic search procedure with the Occupational Safety and Environmental Protection Unit which will ensure the relevant hygiene regulations are observed. For more information on the academic search procedure, please see: <https://www.kus.uni-hamburg.de/themen/berufungen/faq-berufung-aktuell.html>

The protective and hygiene measures required for conducting teaching and events contained in **Appendix 1** also apply to interviews as part of the academic search procedure.

3.7 Advising

All advising services, including scheduled office hours, should be provided via telephone, video conference, or email whenever possible. In exceptional circumstances, these may be conducted on site, in compliance with the required protective and hygiene provisions.

See **Appendix 8** for the protective and hygiene measures.

3.8 Use of vacation leave and managers' responsibilities

Vacation leave that has already been approved may only be canceled in exceptional cases (where there is an urgent work-related interest). Employees are also required to take their available vacation leave during the calendar year, despite the current situation.

On 5 May 2020, it was decided to extend the carry-over period for civil servants and salaried employees to take the vacation days remaining from 2019 by a period of 15 months, until 31 De-



ember 2021. As a result, the carry-over period for vacation days accruing in 2020 will be extended by nine months, until 30 June 2022, and those for 2021 by three months until 31 December 2022, to enable adequate vacation planning and processing in light of operational consideration even after the pandemic situation. Use of the extended carry-over period should only occur in the case of urgent business matters; this will prevent excessive accumulation of vacation entitlements.

Managers are requested to consult with their supervisors when planning vacation and to take the current situation into account. A reliable stand-in must be provided for any absence due to vacation or illness.

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

Supervisors are advised to arrange flexible remote-working hours with employees who are forced to stay at home due to a lack of childcare options in the wake of school and nursery restrictions. This may include hours outside standard flexitime. If an employee cannot work from home while looking after their children, they may use vacation days or flexitime credits. In this case, their account may go into a negative balance as permitted in the flexitime regulations. The human resources department has ruled that the usual limit of 10 negative hours may be exceeded indefinitely. The human resources department has also ruled that leaves of absence beyond the aforementioned provisions will no longer be granted. Leaves of absence granted on the basis of the instruction of 13 March 2020 shall remain valid.

3.10 Traffic restrictions

According to the human resources department, employees are responsible for making their way to work and back. This applies to all employees of the Free and Hanseatic City of Hamburg.

4. Further regulations

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

- After the conditions for opening University buildings (in accordance with section 3.1) have been met, events may be conducted according to the following instructions.



- All events conducted as part of regular research, teaching, and administrative operation are subject to the specific COVID-19 hygiene and protective measures. The protective measures specified in the risk assessment of the event being held must be applied and enforced by the on-site person responsible. Events may only be conducted during the usual building opening hours.
- **Appendix 1** provides a documented overview of the events for which a risk assessment has already been created with the Occupational Safety and Environmental Protection Unit. Events not included in this list cannot be conducted at the University until a risk assessment has been agreed with the Occupational Safety and Environmental Protection Unit.
- 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.
- In accordance with the risk assessment, the presence of individual participants will be recorded for each event. The organizer must communicate this to the Conference Management and Lecture Hall Allocation Unit immediately after the event (see **Appendix 1**).
- External events organized by third parties through a cooperation agreement with the University do not have priority and will only be permitted if capacities are available and if the University's protection and hygiene measures derived from the respective valid risk assessments are consistently applied.
- 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 from home

In order to minimize personal contact, all employees should work predominantly from home. Where appropriate, Universität Hamburg is creating the technological conditions deemed necessary for working from home. Only employees who can feasibly fulfill their duties remotely may work from home. If these conditions are not met, presence at the workplace is mandatory. The final decision lies with each employee's supervisor.

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

4.2.1 Leaves of absence

All employees are required to continue attending to their work duties, regardless of whether they work on site or from home. Leaves of absence may be granted to employees who should work from home due to (preventative) quarantine measures but cannot do so (e.g., due to unsuitable tasks, lacking technology). In this case, the employees' working time accounts will be adjusted accordingly. This does not include employees in quarantine as a result of returning from private travel to high-risk areas. With immediate effect, leaves of absence for members of a risk group will no longer be considered.

Employees taking a leave of absence are nonetheless required to ensure that their employer can contact them by telephone and/or email. The decision about granting and, potentially, revoking a leave of absence lies with each employee's supervisor. HR must be notified about any decisions.

4.2.2 High-risk groups

The instruction for employees who are members of a risk group due to their age (65+) or a preexisting condition to work from home and not to enter University buildings has been rescinded. A medical certificate documenting the existence of a preexisting condition must be presented to the Department of Human Resources. Efforts should still be made, in agreement with the supervisor, to ascertain to what extent the employee's tasks may be completed from home, either wholly or in part. Consideration should also be given to whether other tasks can be temporarily assigned to that employee that are more suited to home office work. The final decision lies with each employee's supervisor. If an employees' tasks are found to be unsuitable for working from home, the employee will be required to attend the office. 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. Where additional protective measures cannot be implemented for technical or organizational reasons, assignment of alternative duties may be



considered. All employees are obliged to perform all reasonable duties within the framework of the applicable provisions of service and labor law.

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

4.3 Using Zoom

Observe the instructions on using the Zoom video conference system <https://www.uni-hamburg.de/newsroom/intern/2020/0131-corona-faq/20200619-dienstanweisung-zoom.pdf>.

4.4 Increased risk of malware requires greater care when using email

Currently, there is an increased risk of malware. To prevent attacks on your work computer and your data and, in turn, on the central Universität Hamburg IT infrastructure, be especially careful when using email. The Regional Computing Center (RRZ) has implemented effective measures to protect the IT infrastructure. Your mindful use of all information technology and your full attention are required nonetheless. Think carefully before opening attachments or links in emails or links in attached documents. Sender addresses and email text can be faked. See also the information and recommendations provided by the RZZ. Take note, in particular, of the information about the Emotet malware:

<https://www.rrz.uni-hamburg.de/services/sicherheit/20200325-emotet-de.pdf> (German)

<https://www.rrz.uni-hamburg.de/services/sicherheit/20200325-emotet-en.pdf> (English)

4.5 Libraries and archives

Libraries and archives will open successively once the required protective and hygiene regulations are met.

See **Appendix 9** for protective and hygiene measures for libraries and archives.



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 10**.

4.7 Workspaces with and without contact with patrons

There must be a minimum distance of 1.5 meters between all workspaces at the University. If this minimum distance cannot be ensured, you must determine whether or not the work to be carried out requires presence in the office. Technical measures (e.g., installing plexiglass shields) should only be considered where contact with patrons is unavoidable.

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

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

See **Appendix 11** for the individual regulations.

4.8 Loki Schmidt Garden, museums, and collections

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

See the regulations in **Appendix 12** with regard to entering the Loki Schmidt Garden and the museums and collections maintained by Universität Hamburg.



4.9 General hygiene measures

4.9.1 Personal hygiene measures

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

The relevant hygiene rules are displayed in the entrance areas of all Universität Hamburg buildings.

4.9.2 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.

4.9.3 Protective measures

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

Minimum distances must be maintained in University buildings and a face mask must be worn at all times. Face masks do not need to be worn in areas where a risk assessment has established other rules, e.g., office workspaces or in seats in the lecture halls, seminar rooms, or meeting rooms.

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.

4.10 First-aid services

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

- keep your distance;



- adhere to coughing and sneezing etiquette and observe hand hygiene;
- wear respirator masks (FFP masks), eye protection, and disposable gloves, which the Occupational Safety and Environmental Protection Unit issues to all first-aid officers.
- Training for first aid officers will resume in Mittelweg 177 in August.

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

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

Hamburg, 9 July 2020



Appendix 1:

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. According to the ordinance issued by the Free and Hanseatic City of Hamburg, the following overarching protective and hygiene measures apply to events: all participants must be registered, distancing regulations must be observed, and rooms must be sufficiently aired. In addition, the instructions and protective and hygiene measures provided in the relevant risk assessment must be observed.

In-person teaching

- lectures
- seminars
- 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 procedures
- 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
- talks
- workshops
- film screenings

Registering an event

- Every in-person event to be held at Universität Hamburg must be assigned one of the event category listed above. This is linked to a corresponding risk assessment and the required levels of protective and hygiene measures.
- Events not included in the list must first be approved for inclusion on the list by the Executive University Board, and a corresponding risk assessment drawn up in consultation with the Occupational Safety and Environmental Protection Unit.
- 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.
- On confirmation of the room allocation, the risk assessment, including the required measures (infection prevention plan against SARS-CoV-2) and a participant list (blank), will be sent to the organizer.
- The organizer must send the completed list of participants to veranstaltungsplanung@uni-hamburg.de immediately after the event.
- The list of participants will be stored for a maximum of 4 weeks for infection tracing purposes.



Appendix 2:

Managing attendance for in-person examinations

You must adhere to the following protective and hygiene measures when students take **written** examinations in person—these measures are set forth in a risk assessment:

- The maximum number of participants for an examination depends on the size and layout of the room.
- You must ensure that examinees enter examination rooms in an orderly procedure that allows them to maintain a distance of at least 1.5 meters.
- Workspaces (desks or tables) must be placed at least 1.5 meters apart.
- Examination rooms and bathroom facilities must be intensively cleaned/sanitized directly prior to examinations.
- Bathroom facilities must contain sufficient soap and paper towels. Hand disinfectant must be provided in the entrance area of the building.
- Examination rooms must be sufficiently aired during the examination. If the only means of ventilation is via windows, ensure that you open these at least once per hour to completely air the room.
- Examination timetables must ensure that no more than 1 examination per building and/or floor (cohorts may be distributed throughout several rooms) takes place at a time.
- Students and supervisors must wear face masks when entering and leaving the examination room and when using the toilet.
- Examinees must be closely monitored as they enter and exit examination rooms and hand in examination papers; this should proceed on a one-by-one basis in compliance with distancing regulations.
- Prior to the examination, participants must be informed about the specific hygiene and safety measures.
- Extra measures are to be undertaken for students who are part of a risk group, e.g., examinations in small groups or individual examinations on a case by case basis.
- **Oral** examinations will be conducted in compliance with the protective and hygiene measures for conducting examinations and meetings.



Appendix 3:

Lab internships and other teaching with practical course components

- A risk assessment and specific measures must be issued prior to conducting a lab internship.
- You must supply attendance sheets with the names and contact details (email, telephone number, home address) of participating students.
- You must determine which rooms may be entered.
- You must identify and mark the routes to and within internship areas.
- A maximum number of lab participants must be determined depending on the size and layout of the room.
- In the internship room and lab, designated workspaces must be established, and each must be assigned to a specific user.
- Breaks must be taken in shifts and there must be clear regulations for breaks.
- Internship rooms and bathroom facilities must be intensively cleaned/sanitized daily and directly prior to and following internship work.
- Bathroom facilities must contain sufficient soap and paper towels. Hand disinfectant must be provided in the entrance areas of the lab.



Appendix 4:

Resumption of sporting activities

Basic measures

- A risk assessment must be drawn up and protective and hygiene measures determined in consultation with the Occupational Safety and Environmental Protection Unit.
- A maximum number of participants will be determined in accordance with the nature of the sport (5–25 participants).
- To minimize contact, courses must be coordinated to prevent close interaction between participants of different courses.
- 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.
- It must be ensured that participants enter course rooms in an orderly procedure that allows them to maintain a distance of at least 1.5 meters.
- Sanitary facilities must be regularly cleaned and equipped with sufficient soap and paper hand towels.
- Access to sanitary facilities is regulated. Showers and changing cubicles may not be used.
- Staff will be provided with face masks.
- 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.

Sportpark's outdoor facilities

- Ensure that you regulate and monitor students as they enter the premises.
- Individual sports areas will be identified and assigned for student use.
- Students will be informed about the required rules of conduct (e.g., use of toilets, materials, distancing regulations).



- Ensure that you regulate and monitor students as they leave the premises.

Boathouse (Isekai 1b) and sailing pier (Herbert-Weichmann-Str. 79)

- The routes to, on, and from the piers must be determined.
- Individual spaces must be identified and assigned.
- Ensure that you regulate and monitor students as they enter the premises.
- Sports equipment (boats, paddles, oars, stand-up paddle equipment) will be allocated on an individual basis and all contact surfaces cleaned and disinfected after use.
- Showers and changing cubicles may only be used in emergencies (danger of hypothermia after capsizing) and only by 1 person at a time.



Appendix 5:

Conducting field trips and field training

- Individual risk assessments with specific measures must be drawn up for every field trip or field training event in consultation with the Occupational Safety and Environmental Protection Unit.
- The general hygiene rules for protection against COVID-19 must be communicated and observed.
- The applicable maximum number of participants per event must be observed.
- Attendance lists and contact details (name, student ID number) must be recorded for all participating students.
- The distancing regulation of 1.5 meters must be observed. Social distancing rules may be disregarded for groups of less than 10 persons in public spaces within the Free and Hanseatic City of Hamburg. Other German states may have different rules.
- Field trips and field training events to countries or regions subject to a travel warning are not permitted (see the [RKI website](#) for current information).
- Regulations governing accommodation and hospitality in the destination must be observed.



Appendix 6:

Experimental and empirical research

- Before research activities begin, all working group leaders must conduct a risk assessment in conjunction with the Occupational Safety and Environmental Protection Unit to determine the specific measures required to prevent infection with SARS-CoV-2. The results of that assessment must be used to determine specific protective and hygiene measures.
- A minimum distance of 1.5 meters must be guaranteed during all activities.
- Access by individual persons must be restricted and monitored to ensure compliance with distancing regulations.
- You must identify workspaces in the lab: only 1 person may work per lab table, fume cupboard, laser table, etc.
- Sufficient ventilation must be provided through technical means or organizational rules prescribing occasional, brief periods of intensive airing.
- Face masks or respirator masks (FFP 2 masks) must be worn when required by the risk assessment as a safety precaution.



Appendix 7:

Excerpt from Instructions No. 6 of 14 May 2020

„3.1 Entering Universität Hamburg buildings

University buildings are closed. Entry is permissible for the following groups:

- Universität Hamburg staff,
- staff members of other research institutes who have a long-term workspace in University buildings,
- all nonuniversity members of research groups,
- external service providers and suppliers contracted by or known to Universität Hamburg,
- students and guests with appointments, including examinations and special lab work (where necessary).
- students who wish to use the libraries (if permitted),
- members of all statutory committees of Universität Hamburg to perform committee work (if necessary).

Buildings continue to have normal opening hours. If a building has a concierge, you may enter via the main entrance only, and the concierge will monitor 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. If you have your own building key or transponder, you can enter the building at any time. In this case, you must also sign in and out. The 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.”



Appendix 8:

Advising services

In exceptional circumstances, advising services may be conducted under the following conditions:

- A risk assessment has been drawn up in consultation with the Occupational Safety and Environmental Protection Unit which stipulates specific measures for safe operations.
- Depending on room size, layout, and ventilation, a maximum number of attendees can be established.
- An attendance list must be filled out, including name and contact information, and stored for a period of 14 days.
- To protect staff, plexiglass windows have been installed at counters.
- Visitors and those seeking advice are required to maintain a minimum distance of 1.5 meters.
- A face mask must be worn when entering, leaving, and moving around the space.
- The mask may only be removed during the individual consultation when a minimum distance of 1.5 meters can be maintained.
- The floor in the waiting room should be marked to indicate safe distances.
- The surfaces of advising desks, door handles, and other objects frequently touched by visitors or staff will be cleaned several times daily.



Appendix 9:

Libraries and archives

Libraries and archives will open for University members and the public under the following conditions:

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



Appendix 10:

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

- A risk analysis identifying specific protective and hygiene measures must be drawn up.
- Hand disinfectant must be used if there are no on-site sanitation facilities.
- Distancing regulations must also be adhered to outside facilities (i.e., in public spaces).
- There are special hygiene measures when using University vehicles. These must be determined in a risk assessment.
- Hand-to-hand work must be restricted.
- When required by the risk assessment, the wearing of face masks or respirator masks (FFP 2 masks) for specific tasks may be determined as a safety precaution.
- Hygiene and safety measures also apply for external companies. External staff must be informed of the requirements prior to commencing work in University buildings.



Appendix 11:

Office workspaces with and without contact with patrons

- A risk analysis identifying specific protective and hygiene measures must be drawn up.
- To the extent possible, staff should work in individual office spaces.
- You must strictly observe distancing regulations if you work in an open-plan office with several colleagues. If necessary, you must change the office layout and/or desk placements.
- Workspaces used by more than 1 staff member must be disinfected before and after use. This also applies to office supplies used by more than 1 staff member.
- Surface disinfectants are available from the service teams in the Department of Property Management if required.

If you have direct contact with patrons, you must ensure

- that distancing requirements can be met (e.g., provide floor markings);
- the room is well ventilated (air completely and regularly);
- cleaner is available to sanitize surfaces (e.g., clean conference tables).
- Separators (to protect against droplets) should be used only if the prescribed distances cannot be maintained, and the task must be carried out at that location.

In face-to-face meetings, you must ensure that

- the minimum distance can be maintained;
- the meeting room is large enough for the number of participants;
- the room is well ventilated (regular cross ventilation);
- cleaner is available to sanitize surfaces (e.g., clean conference tables).
- contact information is recorded for all participants (name, address, telephone number)



Appendix 12:

Loki Schmidt Garden, museums, and collections

- A risk assessment must be drawn up in consultation with the Occupational Safety and Environmental Protection Unit detailing the specific protective and hygiene measures.
- Signs at the entrance of Loki Schmidt Garden will inform visitors about the general hygiene regulations to protect against COVID-19.
- Hand disinfectant dispensers must be provided at the entrance.
- Visitor traffic must be directed to create a circular flow for entering and exiting the gardens. Ideally, separate entrances and exits must be designated.
- To facilitate distancing, tours must be designed as one-way routes, and properly marked.
- There will be a cap on the number of visitors, and this will be monitored by security at the entrance.
- To protect security staff, all concierge desks and counters will be equipped with a protective plexiglass screen.
- Only 1 person at a time may use sanitary facilities.