The following hygiene plan has been developed pursuant to the Ordinance on Workplaces (Arbeitsstättenverordnung, ArbStättV) and on the basis of the president’s Instructions No. 24 of 22 March 2022.

HYGIENE PLAN FOR UNIVERSITÄT HAMBURG (EXCLUDING UKE)

Last updated: 18 July 2022
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1. **Note**

Universität Hamburg is issuing a hygiene plan to avoid risk of infection with the coronavirus. The hygiene plan is binding and goes into effect upon publication of the president’s instructions.

Since May 2022, only basic infection protection measures decided upon by the Federal Republic of Germany apply in Hamburg until further notice. For Universität Hamburg, this means that you are no longer required to wear a mask or meet any 2G or 3G criteria as of 1 May 2022.

The hygiene plan continues to include recommendations for protecting yourself against infection. These include in particular the **recommendation to wear a medical mask (covering mouth and nose)** in closed rooms at Universität Hamburg. Vulnerable people are urged to wear a well-fitted FFP2 mask for their own protection.

The hygiene plan is regularly updated and applies to everyone who works, studies, or visits the University or who enters a University building in the context of cooperation, the provision of services, or for any other reason.

2. **Precautionary measures for individuals**

2.1. **Personal hygiene**

The main route of transmission for the coronavirus is when infected people release particles (droplets or aerosols) that contain the virus, particularly through coughing, sneezing, breathing, speaking, or singing. In addition, the virus can also be transmitted indirectly via the hands if they are brought into contact with the mucus membranes of the mouth, nose, or eyes. To avoid infection, we recommend compliance with the following hygiene rules:

- Wash your hands regularly and thoroughly for 30 seconds (see [https://www.infektionsschutz.de/haendewaschen.html](https://www.infektionsschutz.de/haendewaschen.html)).
- Observe **sneezing and coughing etiquette** — that is, cough and sneeze into your elbow, preferably while turning away from other people to create the largest possible distance.
- Keep your distance when possible.
- Do not touch your mouth, nose, or eyes.
- Avoid touching frequently touched surfaces such as door handles or elevator buttons with your palms or fingers.
- Avoid touching, shaking hands, and hugging when possible.
2.2. Using masks

In closed rooms at Universität Hamburg, we recommend wearing a medical mask (covering nose and mouth). We urge vulnerable people (e.g., those with preconditions, who are unvaccinated, etc.) to wear a well-fitted FFP2 mask to protect themselves.

2.3. Additional self-administered tests offered by Universität Hamburg

To reduce the risk of SARS-CoV-2 infection in the workplace, Universität Hamburg will continue to offer self-administered tests to its staff working on-site once a calendar week for the direct detection of the SARS-CoV-2 coronavirus. For more information, see the eligibility form for self-administered antigen tests in the Staff Service Portal.

If a self-administered rapid test is positive, the provisions set forth in the general ruling on the containment of SARS-CoV-2 (Hamburgische SARS-CoV-2-Eindämmungsverordnung) apply.

2.4. Individual measures for staff members

2.4.1. Working from home

If there are no operational arguments for working in the office, supervisors can continue to make agreements with their staff to work from home. Supervisors decide in agreement with their staff if there are compelling reasons for working in the office.

The arrangements for working from home 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. Flexitime regulations apply when working from home as do staff members’ 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 are asked 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.

2.4.2. If you suspect you have been infected or you are ill

People with symptoms of an infection—such as a cough, fever, diarrhea—who have not been given the all clear by a doctor are asked not to come into the workplace if possible. Supervisors are permitted to instruct their staff members to leave the workplace if necessary.

If you are unable to work, you must submit a doctor’s note following the third day of illness.

If you are in quarantine due to infection with the SARS-CoV-2 coronavirus, you continue to have an obligation to work providing illness has not rendered you unable to do so. HR can
officially release you from work only if the conditions for working from home cannot be met (e.g., your duties cannot be performed from home or you do not have the requisite technology).

3. **Work-related travel and stays abroad**

3.1. **Work-related travel**

As a rule, work-related travel is permitted. Current information and warnings issued at short notice by the Robert Koch Institute (RKI) and the Federal Foreign Office (e.g., flight restrictions) must be observed when booking travel services or before you begin your travels. **If the destination has been deemed a high-risk area, we strongly discourage you from traveling there. Work-related travel to regions with variants is not permitted.**

Especially for travel to regions with a virus variant (see the current list of regions on the [pages of the Robert Koch Institute](https://www.rki.de)), you must inform yourself about the corona-related regulations specific to the country and, if applicable, the institution you are visiting. When returning from regions with virus variants, you must comply with the **Ordinance on Coronavirus Entry Regulations**. If you need to quarantine when you return, you need to continue working at home throughout. Before traveling, teaching staff must ensure that their teaching and examination duties can be fulfilled by a substitute for any quarantine period.

3.2. **Returning from abroad**

**Staff and students returning from regions with a virus variant (see 3.1) must comply with the Ordinance on Coronavirus Entry Regulations.** Before entering University premises, staff and students must inform themselves about the requirements established by the City of Hamburg and conduct themselves accordingly.

In case of travel warnings, any consequences arising from private travel abroad (e.g., self-quarantine at home) are the sole 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.

4. **Entering Universität Hamburg buildings**

In closed rooms at Universität Hamburg, we recommend wearing a medical mask (covering nose and mouth). We urge vulnerable people (e.g., those with preconditions, who are unvaccinated, etc.) to wear a well-fitted FFP2 mask to protect themselves.

Furthermore, we recommend maintaining a distance of 1.5 meters from other people.
We recommend wearing an FFP2 mask in all University buildings as well as observing a distance of 1.5 meters where possible.

4. **Hygiene measures for the use of shared public areas (elevators, foyers, sanitary areas, passageways, kitchenettes) in Universität Hamburg buildings**

To minimize the risk of infection, we recommend compliance with the following rules in public areas of Universität Hamburg.

- Hand disinfectants must be provided in the entrance area of buildings for use on entry to the buildings.
- We recommend wearing an FFP2 mask.
- Individuals should keep their distance from others when possible.
- Elevators should be used only by a few people at a time when possible.
- Kitchenettes, copy rooms, and other similar spaces that do not allow for distancing of at least 1.5 meters should be used by only a few people at a time.

5. **Room hygiene**

5.1 **Cleaning**

All rooms used and, in particular, surfaces frequently touched by individuals and groups of individuals will be cleaned regularly. According to advice from the Arbeitsmedizinischer Dienst (state occupational medical service [AMD]) and recommendations issued by the Robert Koch Institute, precautionary disinfection of surfaces—including frequently touched surfaces—during the current COVID-19 pandemic is not required. In addition, all sanitary facilities will be regularly cleaned and permanently supplied with sufficient liquid soap and paper towels.

5.2 **Ventilation**

Regular ventilation is important for reducing the risk of infection. The duration, nature, and frequency of such ventilation depends on the methods available, the duration of the event in question, and the use of the space. If a room is scheduled for use in multiple events on a single day, the following scenarios must be distinguished:

- Rooms with windows should be aired out several times per hour by ventilating crosswise and/or by opening windows fully.
- If possible, do not use rooms without a mechanical ventilation system and with windows that cannot be opened by design or for other reasons.
6. **Protection and hygiene measures for in-person teaching, examinations, and other activities**

We strongly advise you to wear a medical mask (covering nose and mouth) for courses, examinations, and other in-person activities. We urge vulnerable people (e.g., those with preconditions, who are unvaccinated, etc.) to wear a well-fitted FFP2 mask to protect themselves.

7. **Protective and hygiene measures in experimental research operations and during empirical research**

We recommend compliance with the following protective and hygiene measures for experimental and empirical research:

- Where space and the nature and conduct of the research permit, participants should be urged to observe a minimum distance of 1.5 meters.
- We urgently recommend wearing an FFP2 mask when coming into close contact with others.
- We recommend ensuring a sufficient flow of fresh air.

8. **Protective and hygiene measures in the workplace**

We recommend taking appropriate technical and organizational measures to reduce contact between individuals. This includes a recommendation for limiting the number of people in a room at one time, depending on room size.

In situations involving close contact (e.g., work-related car rides), we strongly recommend wearing an FFP2 mask (see 2.2).

9. **Recommended protection and hygiene measures for meetings of student bodies**

Student bodies such as the departmental student representative committee, ASiA (student council), and student parliament are responsible for their own meetings.

10. **First aid services**

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

- Keep your distance.
• Adhere to coughing and sneezing etiquette, and observe hand hygiene.

• **Wearing a mask (see 2.2)**

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.

11. **Expansion of the hygiene plan**

   This hygiene plan will be updated accordingly.