Pursuant to the ordinance on the containment of SARS-CoV-2 in the Free and Hanseatic City of Hamburg (Hamburgische SARS-CoV-2 Eindämmungsverordnung, HmbSARS-CoV-2-EindämmungsVO) (as amended and the president’s Instructions No. 23 issued on 29 November 2021), Universität Hamburg has issued a hygiene plan for Universität Hamburg (excluding the UKE).

HYGIENE PLAN FOR UNIVERSITÄT HAMBURG (EXCLUDING UKE)

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1. **Note**

The protective framework to prevent coronavirus infection risks (Konzept zur Vermeidung des Risikos einer Infektion mit dem Coronavirus) lays out the protective measures for the operation of Hamburg universities and their facilities, developed in accordance with the act on the prevention and control of infectious diseases (Gesetz zur Verhütung und Bekämpfung von Infektionskrankheiten beim Menschen, IfSG), the federal regulations, the ordinance on the containment of SARS-CoV2 (Verordnung zur Eindämmung der Ausbreitung des Coronavirus SARS-CoV-2 in der Freien und Hansestadt Hamburg [Hamburgische SARS-CoV-2-Eindämmungsverordnung, HmbSARS-CoV-2-EindämmungsVO]) issued by the Senate of the Free and Hanseatic City of Hamburg and the SARS-CoV-2 German health and safety regulations (SARS-CoV-2-Arbeitsschutzverordnung, Corona-ArbSchV) issued by the Federal Ministry of Labour and Social Affairs (BMAS) as well as the general SARS-CoV-2 Occupational Safety and Health Standard (SARS-CoV-2-Arbeitsschutzstandard).

On this basis, Universität Hamburg is issuing individual protective measures in line with the respective needs of University institutions pursuant to Section 22 subsection 1 number 2 in conjunction with Section 6 of Hamburg’s containment regulations (HmbSARS-CoV-2-Eindämmungsverordnung), which establishes the minimum protection standards of the City of Hamburg. The president’s instructions in their current version supplement the current regulations.

This document initially lays out general and interdisciplinary principles for protecting against potential infection and preventing further transmission. It then goes on to provide detailed protective and hygiene measures to be taken for specific situations and areas of activity. This includes introductory examples of typical formats and encounters. This list is not exhaustive but indicates the characteristics of individual interactive scenarios and the regulatory requirements they entail.

Risk assessment continues to be the main instrument for ascertaining protection and hygiene measures. The risk assessment documents the specific measures required for individual situations. The risk assessment also describes how measures are implemented and by whom.

Individual sections of the hygiene plan (see chapters 8–21) provide links to the relevant risk assessment. A list with links to all existing risk assessments is available at Risk assessment:Staff Service Portal:Universität Hamburg (uni-hamburg.de).

The hygiene plan (see chapter 23) is regularly updated and applies to everyone who works or studies at, or visits the University, or who enters a University building in the context of cooperation, provision of services, or for any other reason.
2. Fundamental principles

In keeping with the provisions of the act on the prevention and control of infectious diseases (Gesetz zur Verhütung und Bekämpfung von Infektionskrankheiten beim Menschen, IfSG), all employees are strongly recommended to work from home unless there are compelling operational arguments not to do so. Supervisors decide with their staff if there are compelling operational reasons for working in the office. Pursuant to Section 28b subsection 4 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.

Anyone with symptoms (e.g., coughing, fever, diarrhea) that could indicate a COVID-19 infection but has not been checked by a doctor is prohibited from entering the University. Universität Hamburg bases its entire operation on the 3G rule (vaccinated, recovered, or tested) or, where or required, the 2G+ rule (either vaccinated or recovered, and with a test less than 24 hours old). All staff, all students, and anyone working for the University must observe the 3G rules when in University buildings. Universität Hamburg is required by law to regularly check 3G status and documentation (see chapter 4). Distancing (1.5-meter rule), wearing medical masks, and hygiene rules continue to apply where no other specific rules are provided.

The voluntary submission by event attendees of their vaccinated or recovered status may be considered when carrying out a risk assessment and reflected in the resultant protective and hygiene measures. As a prerequisite, those responsible (managers, event organizers) must have sufficient proof of complete (effective) vaccination against the SARS-CoV-2 coronavirus or certificates of a previous infection with SARS-CoV-2 coronavirus that was at least 28 days and no more than 90 days prior. Documentation can be presented in the course of 3G checks (see chapter 4).

3. Precautionary measures for individuals

3.1. 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 prevent infection, the following hygiene rules apply (see also appendices, 23.2):

- Wash your hands regularly and thoroughly for 30 seconds (see 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.
• 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 physical contact with others such as shaking hands and hugging.

3.2. Medical masks
In rooms that may potentially be visited by members of the public, everyone present is obliged to wear a medical mask pursuant to Section 8 HmbSARS-CoV-2-EindämmungsVO. According to the containment regulations, a medical mask is a surgical mask or a mask with a higher level of protection, in particular FFP2 masks without an exhalation valve. Exceptions to this rule are defined in the risk assessment.

We strongly recommend an FFP2 mask due to its greater level of protection. The risk assessment may also make wearing an FFP2 mask mandatory. This is currently the case for in-person classes and examinations, in libraries, and for students using workspaces. In individual cases, staff may be required to wear an FFP2 mask during work-related activities in accordance with the relevant risk assessment.

If the risk assessment ascertains that a staff member cannot be adequately protected by technical and organizational measures and must therefore wear a medical mask, these must be provided by the employer. Staff members must wear the medical masks provided by their employer or a mask of at least the same quality.

Find more information on medical masks at https://www.hamburg.de/corona-maske/14847194/medizinische-masken/.

3.3. 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 its staff working on-site self-administered tests at least twice a calendar week for the direct detection of the SARS-CoV-2 coronavirus (Section 4 subsection 1 SARS-CoV2-Arbeitsschutzverordnung). For more information, see the eligibility form for self-administered antigen tests in the Staff Service Portal.

These self-administered tests cannot be used as proof of status in 3G checks.

3.4. Individual measures for staff members
3.4.1. Working from home
All staff members are strongly recommended to work from home if there are no compelling operational 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 4 of the
Hygiene Plan for Universität Hamburg (excluding UKE)

prevention and control of infectious diseases act (Infektionsschutzgesetz, IfSG), staff are obligated to work from home if they have no compelling reasons not to. Managers and supervisors must make appropriate agreements with their staff.

3.4.2. Staff with an increased risk of a severe COVID-19 infection

Staff classified by the RKI as being at high-risk from a severe COVID-19 infection or for whom the wearing of a medical mask is not possible for health reasons should be given priority for working from home. They must provide relevant evidence (including the appropriate medical certificates) to the HR department for verification. Tasks that cannot be performed from home must be performed on-site in compliance with individual protective measures as determined by the risk assessment.

3.5. Individual measures for students with an increased risk of a severe COVID-19 infection

Measures must be individually determined for students classified by the RKI as being at high-risk from a severe COVID-19 infection or for whom the wearing of a medical mask is not possible. If individual measures cannot be identified to enable students to attend, for example, in-person teaching, examinations, or laboratory exercises, affected students may apply for compensation for disadvantages. More information is available for Students with disabilities and/or chronic diseases: Universität Hamburg (uni-hamburg.de).

4. General 3G model in the workplace

Pursuant to Section 28b subsection1 IfSG, from 24 November 2021, employees are permitted to enter the workplace only when they have a valid vaccine certificate, a certificate of having recovered from the coronavirus, or a negative coronavirus test result.

If staff are not working from home, employers must check that the 3G rule is being observed—ideally, prior to entering the building or, at the latest, before entering the office—and must document these checks.

This applies to all staff and to all individuals who regularly carry out duties in Universität Hamburg workplaces. This includes visiting scholars, adjunct lecturers, scholarship holders, and other individuals authorized to carry out tasks at Universität Hamburg.

Student employees are generally also subject to the compliance checks and documentation requirements detailed below, on the basis on their employment relationship. The Campus Pass for students can be used as proof 3G status only for in-person teaching and examinations.
4.1. Valid documentation

A vaccination certificate is valid for an unlimited time. Thus, an individual with a vaccination certificate is considered fully vaccinated even if more than 6 months have passed since the second vaccination, even if a booster shot has been recommended.

The currently approved vaccines and the current requirements for a complete course of vaccination are listed on the Paul-Ehrlich-Institut website.

Staff members are responsible for ensuring the validity of their certificates of vaccination or recovery and to present the office responsible with any required proof of a negative test.

An individual is considered recovered if they have received a positive PCR or POC NAA test in the last 90 days and at least 28 days and no more than six months have passed since that test result. In this case, proof must therefore also include the testing and notification dates in addition to the information about a positive PCR or POC NAA test. If it has been more than 90 days since the testing date, that individual is no longer considered recovered. If the individual has not been vaccinated in the meantime, they are subject to the same regulations as an unvaccinated person.

It is your responsibility to ensure the validity of proof of recovery and to present the office responsible with any required vaccination or test proof once proof of recovery expires.

An individual is considered tested if they have a negative coronavirus test result from an authorized test center. The test certificate, for which that individual is responsible, must attest to a negative rapid antigen, PCR, or POC NAA test. Since 13 November 2021, you can also once again take advantage of free public testing (Bürgertests). The test must be valid when you wish to enter your workplace. Rapid antigen tests are legally valid for 24 hours; PCR or POC NAA tests are legally valid for 48 hours. The University is not responsible for any costs incurred for conducting rapid antigen, PCR, or POC NAA tests.

The self-administered rapid tests provided by Universität Hamburg cannot be used as proof in a 3G check; this even applies to self-administered tests conducted under supervision.

Photo identification must also be provided with the documents listed above in order to check your identity against your documentation of proof.

4.2. Ensuring checks and documentation

Staff members and anyone authorized to work (see above) may choose which kind of proof they want to use.

According to current requirements, once a vaccination certificate has been shown, it is valid indefinitely and does not have to be shown the supervisor again. Once a certificate of recovery
has been shown, it is valid until the expiration date specified on the certificate. Once an employee’s recovered status expires, it is their responsibility to provide valid proof of their 3G status. Proof of a negative coronavirus test must be presented for every instance of in-person attendance.

The required proof can be presented by presenting a digital vaccination or recovery certificate (e.g., using Corona-Warn-App or the CoVPass app) or in paper form.

Checks for 3G compliance at work is organized as laid out below until further notice:

- Staff who wish to or must work on-site must notify their supervisors in advance. This intent may be stated once, and apply over a longer period. If no vaccination or recovery certificate has been presented, in-person attendance for work must be reported in advance every time.

- According to current requirements, the certificate of vaccination must be shown to the supervisor only once. This also applies to the certificate of recovered status, up to its date of expiry (see above). Proof of a negative coronavirus test must be presented for every instance of in-person attendance. This may be done in person or via video or email. If evidence is being provided by email, this evidence must be deleted immediately after it has been received.

- These rules also apply to anyone with employee-like status, such as visiting scholars, adjunct lecturers, and scholarship holders. These parties must also notify their supervisors or the person who oversees their work.

- University teachers must notify their office of the dean or someone named by this office for notification purposes. The offices of the dean may also delegate these duties, for example, to department heads.

- Supervisors or individuals responsible may also delegate the checking of 3G status to appropriate staff.

All 3G status checks must be documented. The date of the check, the name of the person doing the check, the name of the person being checked, the organizational unit, and the type of 3G proof presented will be documented. These lists must be securely stored and destroyed after six months.

Universität Hamburg must follow up on any violations of the 3G model in the workplace. Even violations of the obligation to show proof are work-related violations, and there may be penalties for repeat offenses. If staff members do not provide proof and thus cannot enter the workplace to perform their duties, they are absent without excuse; if, in this case, they have not requested and have not received authorization to work from home or take vacation or compensatory time off, their pay must be withheld. Remember that a violation of the obligations to comply with the 3G rule in the workplace constitutes a punishable offense with penalties of up to €25,000.
4.3. Additional checking measures

With regard to teaching operations, students and staff in high-traffic University buildings will also be subject to 3G checks at building entrances. These will be conducted by centrally coordinated inspectors. Everyone is required to show proof of their status when entering buildings.

Furthermore, regular checks will take place in all high-traffic areas of the University—checks may be conducted at any time or any place.

5. Entering Universität Hamburg buildings

Where space permits, those present should be urged to observe a minimum distance of 1.5 meters. The floor should be marked where appropriate. Signs, displays, and information screens in the foyers of University buildings provide information on the obligation and implementation of the obligation to wear a medical mask. Similarly, notice will be given of the obligation to demonstrate their 3G status and to allow verification of this status on entering buildings.

High-traffic University buildings will also be subject to 3G checks at their main entrances. These will be conducted by centrally coordinated inspectors. Side entrances to the buildings will be kept closed accordingly.

Attached to this hygiene plan (23.1) is a list of buildings with status checks at their entrances; you can also find a link to this list in the Universität Hamburg coronavirus FAQ.

Buildings that do not have checks at their entrances are generally closed. When necessary, to gain entry to such buildings, you will need to have your own transponder or key or ask the service staff to open the door; in which case, the service staff will check your 3G status.

6. 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, the following regulations must be observed in shared public areas of Universität Hamburg:

- Hand disinfectants must be provided in the entrance area of buildings for use on entry to the buildings.
- Medical masks must be worn. Signs, displays, and information screens must advise of the obligation to wear a medical mask.
- Where appropriate, floors should be marked to indicate distancing.
• All people on-site are requested to restrict use of the elevators as much as possible so that they are available for those who have no other option.

• Kitchenettes, copy rooms, and other similar spaces that do not allow for distancing of at least 1.5 meters may only be used by one person at a time.

• The centrally coordinated inspectors are authorized to check the 3G status of everyone present as part of entrance checks and ongoing checks. Supervisory staff are also permitted to remove individuals without documentation from University buildings.

7. Room hygiene

7.1. 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.

7.2. 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 must be aired out several times per hour by ventilating crosswise and/or by opening windows fully.

• Rooms without a mechanical ventilation system and with windows that cannot be opened by design or for other reasons may not be used.

8. Protection and hygiene measures for in-person teaching and examinations

The 3G model has been standard for in-person teaching at Universität Hamburg since 10 January 2022, which also applies to courses with practical components and examinations.

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.

You must wear an FFP2 mask without a breathing valve for in-person classes and examinations.
8.1. **3G model requirements and checks**

Students attending in-person teaching at Universität Hamburg who do not have vaccinated or recovered status are only permitted to attend when they:

- have obtained a negative result from a self-test administered under University supervision,
- have obtained a negative result from a rapid antigen test pursuant to Section 10d HmbSARS-CoV-2-EindämmungsVO conducted by an authorized testing center no more than 24 hours prior,
- can present a PCR or POC NAA test as defined by Section 10d HmbSARS-CoV-2-EindämmungsVO conducted no more than 48 hours prior.

Proof of a negative coronavirus test as defined by the HmbSARS-CoV-2-EindämmungsVO is equivalent to the submission of a coronavirus vaccination certificate pursuant to Section 2 subsection 5 HmbSARS-CoV-2-EindämmungsVO or proof of recovery pursuant to Section 2 subsection 6 HmbSARS-CoV-2-EindämmungsVO.

The federal 3G regulation for the workplace (3G am Arbeitsplatz) and the risk assessment requires staff members involved in in-person teaching or examinations (academic staff, TVP, adjunct lecturers, contracted presenters) to conduct a self-administered test on every day of teaching. This test obligation does not apply where a valid certificate of vaccination or recovery can be provided.

Monitoring of student compliance with the 3G rule is centrally organized and based on the principle of a University issued (digital or paper) Campus Pass. The Campus Pass will be issued throughout Winter Semester 2021/22 by the Universität Hamburg registration center established for this purpose. Find the location and further information at [https://uhh.de/campus-pass](https://uhh.de/campus-pass).

Appointed staff in high-traffic buildings at the University will check that students are carrying their Campus Pass. In buildings without entry checks, the teaching staff will check students’ Campus Pass during in-person teaching. You can find a list of buildings with entry checks in Appendix 23.1.

Students who do not have vaccinated or recovered status may take a self-administered test under supervision. Universität Hamburg is offering this service free of charge throughout the semester on the Von-Melle-Park campus. Find more detailed information on the [Universität Hamburg](https://www.uhh.de) home page.

If students refuse to provide proof of their 3G status, they will be removed from the University’s buildings by supervisory staff and excluded from in-person teaching and examinations.
8.2. Protection and hygiene measures for in-person teaching and in-person examinations pursuant to the 3G model

In-person teaching particularly includes:

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

In-person examinations particularly include:

- written examinations
- oral examinations
- doctoral examinations.

Pursuant to the containment ordinance as amended, in-person teaching and examinations may occur in compliance with the following protective and hygiene measures:

- A **risk assessment** must be conducted.
- Participation in in-person teaching, in-person examinations, or other events indoors is only permitted for students with a Campus Pass (as proof of either a negative coronavirus test result or vaccinated or recovered status).
- A student’s 3G status is established and verified via the centrally issued Campus Pass (see above). For courses in buildings without entry checks (cf. Appendix 23.1), teaching staff check the 3G status of students on-site (via Campus Pass).
- Staff members involved in in-person teaching or examinations (academic staff, TVP, adjunct lecturers, contracted presenters) are obliged by 3G requirement in the workplace to conduct a self-administered test on every day of teaching. This test obligation does not apply where a valid certificate of vaccination or recovery can be provided (see 3.3.3).
- Pursuant to Section 8 HmbSARS-CoV-2-EindämmungsVO, an FFP2 mask without a breathing valve must be worn for the duration of in-person classes and examinations indoors. Presenters and lecturers may remove their masks while speaking.
- For contact-tracing purposes in the event of a coronavirus infection, we recommend collecting the contact information of attendees at in-person courses. At in-person examinations, the collection of contact information is ensured via the registration and deregistration procedure for examinations.
- Medical masks must be worn when entering and exiting seminar and examination rooms and lecture halls, and distancing should be observed as much as possible.
• Rooms must be sufficiently ventilated during classes and examinations. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

• Once the class or the examination is finished, students must leave the room and building as quickly as possible.

8.3. **Contact tracing and Reporting chain for students who have contracted the coronavirus**

8.3.1. **Contact tracing for in-person teaching and examinations**

The collection of contact information required for in-person teaching is advised and may be conducted digitally via Intake ([Digital contact data collection : Regionales Computing Center : Universität Hamburg (uni-hamburg.de)](https://digital-contact-data-collection.regionales-computing-center.universitaet-hamburg.de)) or in paper form.

If attendees’ contact information is collected in paper form, the teacher must retain this list for 4 weeks. To fulfill subsequent contact-tracing requirements, participant lists must record the time, name, address and telephone number for all attendees. This information must be able to be shared with the health department.

If contact information is collected via Intake, participant contact data will be recorded centrally by the Conference Management and Lecture Hall Allocation Unit so that it may be shared with the health department upon request. This data will also be deleted after 4 weeks.

8.3.2. **Reporting chain for students who have contracted the coronavirus**

If you return a positive PCR or POC NAA test for the coronavirus, notify your academic office or the Occupational Safety and Environmental Protection Unit ([Arbeitssicherheit@uni-hamburg.de](mailto:Arbeitssicherheit@uni-hamburg.de) or +49 40 42838-1584). You must provide the following information: first and last name, student ID number, faculty/department, and degree program. In addition, you must inform us about which in-person courses you attended during the 3-day period before the PCR or POC NAA test or before you developed symptoms, whichever came first. If you do not provide this information, we will have to assume that all courses booked via STiNE may have been affected.

The participants of the affected courses will be informed by email that a person from the course has tested positive for the coronavirus. This information will be treated confidentially.

Due to the protective and hygiene measures in place, we assume that there is no risk of infection for the other participants and that courses can continue with in-person attendance. The participants will be informed as a precautionary measure and advised to regularly carry out self-tests in the days that follow and to look out for possible symptoms.
9. Protective and hygiene measures in experimental research operations and during empirical research

Experimental and empirical research include, in particular:

- research conducted in a laboratory
- empirical research conducted with test subjects
- field research.

Research must generally be conducted in accordance with 3G rules.

Pursuant to the containment ordinance as amended, experimental and empirical research may occur in compliance with the following protective and hygiene measures:

- A risk assessment must be conducted.
- Where space and the nature and conduct of the research permits, participants should be urged to observe a minimum distance of 1.5 meters.
- A medical mask consistent with Section 8 HmbSARS-CoV-2-EindämmungsVO must be worn for the duration.
- Participation in experiments, data collection, or similar activities that occur indoors is only permitted on presentation of proof of a negative coronavirus test or proof of vaccination or recovery. The parties responsible for the experiment must verify compliance by all nonemployees.
- Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

10. Protective and hygiene measures for office workspaces with and without contact with patrons

The 3G rule applies to all duties in the workplace. The employer must take all appropriate technical and organizational measures to reduce the amount of operationally required interpersonal contact. Shared use of rooms by multiple individuals at the same time must be kept to an operationally required minimum. Where required, a risk assessment should establish whether additional measures are required (see chapter 2).

The risk assessment for office workspaces must distinguish between three basic constellations:

- no contact with patrons
- limited, predominantly contact with internal patrons (e.g., University Postal Service, contract signings, etc.)
hygiene plan for universität hamburg (excluding uke)

- highly frequent contact with patrons (e.g., academic offices, Campus Center, etc.)
  Generally, the following protective and hygiene measures apply:
  - A risk assessment must be conducted.
  - Where possible, staff should work in individual office spaces.
  - A minimum distance of 1.5 meters should be maintained, particularly during consultations or similar situations.
  - People in shared offices should observe the minimum distance. If necessary, the office layout and/or desk placement must be altered.
  - A medical mask consistent with Section 8 HmbSARS-CoV-2-EindämmungsVO must be worn indoors. Individuals may remove their mask when seated at their desk. From an occupational safety perspective, the requirements to wear a medical mask and maintain distance and other technical measures implemented to accommodate the distance requirement (such as plexiglass dividers) may be partially or completely dispensed with where all people present have voluntarily disclosed their status as vaccinated or recovered. This determination will be made as part of a risk assessment.
  - Where hand hygiene is consistently observed, the regular cleaning of workspaces and equipment used by multiple staff members is sufficient.
  - Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

11. Protective and hygiene measures for infrastructure and building management and workshops

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 standard 3G rules and the following measures and instructions:

- A risk assessment must be conducted.
- A minimum distance of 1.5 meters should be observed where possible. The distancing regulations must also be adhered to outside facilities (i.e., in public spaces).
- A medical mask consistent with Section 8 HmbSARS-CoV-2-EindämmungsVO must be worn indoors. Individuals may remove their mask when seated at their desk. Where the minimum distance cannot be maintained in the performance of a task, all participants must wear a medical mask. These must be provided by the employer.
• There are special hygiene measures when using University vehicles. These must be determined in a risk assessment. In particular, all occupants in a vehicle, with the exception of the driver, must wear a medical mask at all times.

• Hand disinfectant must be used if there are no on-site sanitation facilities.

• Where hand hygiene is consistently observed, the regular cleaning of workspaces and equipment used by multiple staff members is sufficient.

• Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

• Hygiene and protective measures also apply to external companies. External staff must be informed of the requirements prior to commencing work in University buildings.

12. Protective and hygiene measures for committee meetings, work gatherings, and meetings in faculties, central facilities, and University Administration

Committee meetings, work gatherings, and meetings include in particular:

• Academic Senate meetings
• meetings of Academic Senate committees
• faculty and department council meetings
• meetings of faculty council committees
• University Council meetings
• Executive University Board meetings
• meetings of offices of the dean
• examination committee meetings
• official meetings
• academic workshops and research groups
• academic search committee meetings
• selection procedures.

Committee meetings, work gatherings, and other meetings should be conducted digitally where possible or in a hybrid form. Pursuant to the containment ordinance as amended, meetings may occur in compliance with the standard 3G rule and the following protective and hygiene measures:

• A risk assessment must be conducted.
• A minimum distance of 1.5 meters should be observed where possible.
• As a rule, everyone present must wear a medical mask to cover their mouth and nose or a respirator (FFP) mask during the entire duration of their presence in the room. Presenters may remove their mask while presenting.
• Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

13. Protective and hygiene measures for events held by the faculties, central facilities, and University Administration (pursuant to Section 22 and Section 9 HmbSARS-CoV-2-EindämmungsVO)

Events must distinguish between events that are part of regular University operation as per Section 22 HmbSARS-CoV-2-EindämmungsVO or special events as per Section 9 HmbSARS-CoV-2-EindämmungsVO.

Public events as per Section 9 HmbSARS-CoV-2-EindämmungsVO may be held on the basis of the 2G+ model laid out in Section 10k HmbSARS-CoV-2-EindämmungsVO.

13.1. Additional events as part of regular University operations (pursuant to Section 22 HmbSARS-CoV-2-EindämmungsVO).

Regular University events that do not fall under the in-person teaching or examination classification include, in particular:

• interviews open to the University public as part of the academic search procedure
• internal professional development and continuing education events
• internal training sessions.

Where possible, regular classes should be conducted digitally or in hybrid form. Pursuant to the containment ordinance as amended, meetings may occur in compliance with the standard 3G rule and the following protective and hygiene measures:

• A risk assessment must be conducted.
• A minimum distance of 1.5 meters should be observed where possible.
• As a rule, everyone present must wear a medical mask to cover their mouth and nose or a respirator (FFP) mask during the entire duration of their presence in the room. Presenters may remove their mask while presenting. Additional potential exemptions may be detailed in the risk assessment (see chapter 2).
- Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

13.2. **Special events (pursuant to Section 9 HmbSARS-CoV-2-EindämmungsVO)**

Events with voluntary attendance aimed at the whole University, interested public, or cooperation partners may include, in particular:

- discussion events
- lectures
- information sessions
- student-initiated seminars
- reading groups or evenings
- film screenings.

The protective and hygiene measures must be especially considered if a buffet is to be offered, as is standard, for the following events:

- doctoral celebrations
- graduation parties
- welcome and farewell events
- conferences and congresses.

Events should be conducted digitally where possible or in hybrid form. Where they are to take place in person (either indoors or outdoors), they must comply with the 2G+ model.

In accordance with the containment ordinance as amended, events may be held in person. Event organizers are responsible for ensuring that such events are in compliance with the 2G+ model and with the following protective and hygiene measures:

- A risk assessment must be conducted.
- Participation in events in closed rooms is only permitted on presentation of proof of vaccination or recovery and a negative coronavirus test as per Section 10h HmbSARS-CoV-2-EindämmungsVO. This proof must be presented before entering the event. Every individual must be checked.
- Vaccinated individuals who present proof of a booster jab or recovery are not required to present proof of a negative test; the date on the proof of recovery must be after the date the individual became fully vaccinated.
- It must be clearly recognizable that the event is subject to the 2G+ rule.
• The maximum number of participants permitted in closed rooms is 200. At outdoor events, up to 1,000 participants may attend.

• All staff participating in the event or other individuals working at the event who do not have a certificate of vaccination or recovery must have a negative coronavirus test. These individuals must also wear a mask.

• Contact tracing must be ensured.

14. Protective and hygiene measures for library operations

The State and University Library Carl von Ossietzky and the specialist libraries provide a comprehensive online range of digital media that is constantly being expanded and is available to all members of the University. In addition, teaching staff and students preparing for examinations are also able to order printed materials. These may be picked up in person at a previously arranged time. When picking up, you must wear an FFP2 mask (without an exhalation valve). Materials will be provided without contact.

The operation of libraries is subject to the standard 3G rules and the following requirements:

• A risk assessment must be conducted.

• It is not obligatory to observe the minimum distance when using the library (including in group work rooms and at individual workstations). However, where space permits, it is advised to maintain distance where possible.

• The number of participants in tour groups should be capped so that a minimum distance of 1.5 meters can be maintained.

• Access must be supervised by appropriate technical and organizational measures (entry management) to ensure the number of visitors present is maintained at one person per 10 square meters in the areas open to the public.

• Contract tracing and checks of 3G status must be guaranteed.

• Everyone present indoors is obliged to wear an FFP2 mask without a breathing valve pursuant to Section 8 HmbSARS-CoV-2-EindämmungsVO.

• Student or visitor use of the library indoors is only permitted on presentation of proof of a negative coronavirus test or proof of vaccination or recovery. Where the library has a reader for the Campus Pass, students may simply present their Campus Pass.

• Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.
15. **Protective and hygiene measures for University Music and University theater groups**

Protective and hygiene measures for University Music and University theater groups must distinguish between in-person rehearsals and performances for an audience.

Pursuant to Section 10k HmbHSARS-CoV-2, rehearsals and performances for an audience may only occur in compliance with the 2G+ model.

In accordance with the containment ordinance as amended, indoor rehearsals may be held in person in compliance with the following protective and hygiene measures (2G+ model):

- A risk assessment must be conducted.
- Where space and the nature and conduct of the rehearsal permits, participants should be urged to observe the minimum distance of 1.5 meters.
- Ensure contact-tracing procedures are followed for everyone present.
- Indoors, people must wear a medical mask pursuant to Section 8 HmbSARS-CoV-2-EindämmungsVO; where absolutely required, the mask may be removed while playing music or during physical movement.
- Rehearsals in closed rooms are only permitted on presentation of proof of vaccination or recovery and a negative coronavirus test as per Section 10h HmbSARS-CoV-2-EindämmungsVO. Vaccinated individuals who present proof of a booster jab or recovery are not required to present proof of a negative test; the date on the proof of recovery must be after the date the individual became fully vaccinated.
- Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

Performances for an audience are subject to the protective and hygiene measures listed in section “13.2 Special events (pursuant to Section 9 HmbHSARS-CoV-2 EindämmungsVO).”

16. **Protective and hygiene measures for the Botanical Gardens**

Visitors are not obliged to wear a medical mask or carry evidence of compliance with the 3G rule in the Botanical Gardens.

Visits may occur in accordance with the containment ordinance as amended subject to the following protective and hygiene measures:

- A risk assessment must be conducted.
• The minimum distance of 1.5 meters must be ensured in both interior and exterior areas.

Contact-tracing procedures must be ensured for everyone present.

• Everyone present indoors is obliged to wear a medical mask consistent with Section 8 HmbSARS-CoV-2-EindämmungsVO.

• Indoors, efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

17. Protective and hygiene measures for the University Museum

The 2G model and the following protective and hygiene measures apply for all visits to the University Museum:

• A risk assessment must be conducted.

• You may only enter the museum on presentation of proof of vaccination or recovery. This proof must be presented before entering the museum. Every individual must be checked. It must be clearly recognizable that the museum is subject to 2G rules.

• All museum staff or other individuals working at the museum who do not have a certificate of vaccination or recovery must have a negative coronavirus test. These individuals must also wear a mask.

Contact-tracing must be ensured.

18. Protective and hygiene measures for indoor and outdoor sports (University Sports)

The protective and hygiene measures for University sports must specifically distinguish between courses, fitness center activities, and events with spectators. Indoor University Sports activities must comply with the 2G+ model.

Indoor courses and fitness center activities must comply with the 2G+ rule, the containment ordinance as amended, and the following protective and hygiene measures:

• A risk assessment must be conducted.

• Participation in sports activities in closed rooms is only permitted on presentation of proof of vaccination or recovery and a negative coronavirus test as per Section 10h HmbSARS-CoV-2-EindämmungsVO. This proof must be presented before entering the sports facility. Every individual must be checked.
• Vaccinated individuals who present proof of a booster jab or recovery are not required to present proof of a negative test; the date on the proof of recovery must be after the date the individual became fully vaccinated.

• It must be clearly recognizable that the museum is subject to 2G+ rules.

• All University Sports staff or other individuals working at University Sports sites who do not have a certificate of vaccination or recovery must have a negative coronavirus test. These individuals must also wear a mask.

• Contact tracing must be ensured.

Sporting events occurring solely outdoors may do so according to the 3G model and are subject to the following guidelines:

• A risk assessment must be conducted.

• 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. When performing sporting activities, a minimum distance of 2.5 meters between individuals must be maintained so far as permitted by the type of sport being played.

• Changing rooms, showers, and toilets may only be used in compliance with minimum distancing and hygiene requirements.

• Sports equipment will be provided on an individual basis and cleaned and disinfected after use.

• Contact tracing must be ensured.

• Medical masks must be worn in building hallways, changing rooms, and sanitary facilities. Medical masks will be provided for all employees.

• Efforts must be made to ensure sufficient flows of fresh air. Where no ventilation system is available, all windows in the room should be opened several times per hour to completely air out the room.

Sporting activities held outdoors may also follow the 2G model; in this case, they are subject to the same rules as activities that take place indoors.

Sporting events with spectators are subject to the 2G+ model as well as the following protective and hygiene measures, which must be organized and enforced by the event organizer:

• A risk assessment must be conducted, which will form the basis of a containment plan.

• Participation in events in closed rooms is only permitted on presentation of proof of vaccination or recovery and a negative coronavirus test as per Section 10h HmbSARS-CoV-2-EindämmungsVO. This proof must be presented before entering the event. Every individual must be checked.
• Vaccinated individuals who present proof of a booster jab or recovery are not required to present proof of a negative test; the date on the proof of recovery must be after the date the individual became fully vaccinated.

• It must be clearly recognizable that the event is subject to the 2G+ rule.

• All staff participating in the event or other individuals working at the event who do not have a certificate of vaccination or recovery must have a negative coronavirus test. These individuals must also wear a mask.

• Contact tracing must be ensured.

19. **Use of workspaces by students (outside of libraries)**

The 3G model applies to student workspaces (outside of libraries)—for example, PC pools. The following protective and hygiene measures must be considered:

- A risk assessment must be conducted.

Use of these workspaces is only permitted for students with a Campus Pass (as proof of either a negative coronavirus test result or vaccinated or recovered status).

Pursuant to Section 8 HmbSARS-CoV-2-EindämmungsVO; you must wear an FFP2 mask without a breathing valve.

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

Student bodies such as the departmental student representative committee, AStA, and student parliament are responsible for their own meetings. The HmbSARS-CoV-2-EindämmungsVO also provides for protective plans for such events, which should be determined by those responsible. The Occupational Safety and Environmental Protection Unit can provide advice on creating protective plans and implementing measures.

21. **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.

- First-aiders must wear FFP2 masks, eye protection, and disposable gloves, which will be issued by the Occupational Safety and Environmental Protection Unit.
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.

22. Expansion of the hygiene plan

The hygiene plan coordinated with the Ministry of Social Affairs (based on the framework protection concept of the universities) will be adapted to suit the situation as required.
23. Attachments

23.1. List of buildings with a centrally coordinated entrance check

Allende-Platz 1
Binderstraße 40
Bundesstraße 45
Bundesstraße 53
Bundesstraße 55 (Geomatikum)
Edmund-Siemers-Allee 1 (Main Building)
Edmund-Siemers-Allee (east wing)
Edmund-Siemers-Allee (west wing)
Gorch-Fock-Wall 3
Gorch-Fock-Wall 5-7
Grindelallee 117
Jungiusstraße 9
Jungiusstraße 9a
Jungiusstraße 11
Martin-Luther-King Platz 3
Martin-Luther-King-Platz 6
Mittelweg 177
Neue Rabenstraße 13
Ohnhorstraße 18 / Heesten 10
Rothenbaumchaussee 33
Schlüterstraße 28
Sedanstraße 19
Turmweg 2
Von-Melle-Park 4
Von-Melle-Park 5
Von-Melle-Park 8
Von-Melle-Park 9
Welckerstr. 8

Staff carry out regular checks at the properties at Luruper Chaussee 149 (multiple buildings), Überseering 35 (not only used by Universität Hamburg), and Vogt-Kölln-Straße 30 (multiple buildings). Due to the nature of the properties at these locations, entry checks are not possible.
23.2. Hygiene tips from the Federal Centre for Health Education (BZgA)

Infektionen vorbeugen:

Die 10 wichtigsten Hygienetipps

Im Alltag begegnen wir vielen Erregern wie Viren und Bakterien. Einfache Hygienemaßnahmen tragen dazu bei, sich und andere vor ansteckenden Infektionskrankheiten zu schützen.

1. Regelmäßig Hände waschen
   - wenn Sie nach Hause kommen,
   - vor und während der Zubereitung von Speisen,
   - vor den Mahlzeiten,
   - nach dem Besuch der Toilette,
   - nach dem Naseputzen, Husten oder Niesen,
   - vor und nach dem Kontakt mit Erkrankten,
   - nach dem Kontakt mit Tieren.

2. Hände gründlich waschen
   - Hände unter fließendem Wasser halten,
   - von allen Seiten mit Seife reinreiben,
   - dabei 20 bis 30 Sekunden Zeit lassen,
   - unter fließendem Wasser abwaschen,
   - mit einem sauberen Tuch trocknen.

3. Hände aus dem Gesicht fernhalten
   - Fassen Sie mit ungewaschenen Händen nicht an Mund, Augen oder Nase.

4. Richtig husten und niesen
   - Halten Sie beim Husten und Niesen Abstand von anderen und drehen sich weg.
   - Benutzen Sie ein Taschentuch oder halten die Arme vor Mund und Nase.

5. Im Krankheitsfall Abstand halten
   - Kurieren Sie sich zu Hause aus.
   - Verzichten Sie auf enge Körperkontakte, solange Sie ansteckend sind.
   - Halten Sie sich in einem separaten Raum auf und benutzen Sie wenn möglich eine getrennte Toilette.
   - Benutzen Sie Essgeschirr oder Handtücher nicht mit anderen gemeinsam.

6. Wunden schützen
   - Decken Sie Wunden mit einem Pflaster oder Verband ab.

7. Auf ein sauberes Zuhause achten
   - Reinigen Sie insbesondere Küchen und Bad regelmäßig mit üblichen Haushaltsserien.
   - Lassen Sie Putzlappen nach Gebrauch gut trocknen und wechseln sie häufig aus.

8. Lebensmittel hygienisch behandeln
   - Bewahren Sie empfundliche Nahrungsmittel stets gut gekühlt auf.
   - Vermeiden Sie den Kontakt von rohen Tierprodukten mit roh verzehrtetem Lebensmitteln.
   - Erhitzen Sie Fleisch auf mindestens 70 °C.
   - Waschen Sie Gemüse und Obst gründlich.

9. Geschirr und Wäsche heiß waschen
   - Reinigen Sie Ess- und Küchenutensilien mit warmem Wasser und Spülmittel oder in der Spülmaschine.
   - Waschen Sie Spüllappen und Putztücher sowie Handtücher, Waschlappen, Bettwäsche und Unterwäsche bei mindestens 60 °C.

10. Regelmäßig lüften
    - Lüften Sie geschlossene Räume mehrmals täglich für einige Minuten.

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA) Stand: 2016