

Acting President
Prof. Dr.-Ing. Andreas Timm-Giel

Instructions on Regular Operation at the TU Hamburg Under Pandemic Conditions

As of: January 11, 2021

These instructions replace the instructions dated December 14, 2020. On the basis of the Hamburg SARS-CoV-2 Containment Order and the TUHH Framework Hygiene Concept the Executive Board has adopted the following regulations that are hereby issued as binding instructions.

Fundamentals

The Hamburg University of Technology will only operate in the university buildings if COVID-19-specific hygiene and protection measures in accordance with the TUHH's Framework Hygiene Concept can ensure safe operation. This applies to all areas, academic and non-academic.

Subject to the above restriction, all areas of the Hamburg University of Technology are accessible for students and staff. All local restrictions must be made clear (by means of notices and digital information).

Access to Hamburg University of Technology Buildings

TU Hamburg buildings are open and in regular operation insofar as the Hygiene Concept does not provide for restrictions. Orders and deliveries are possible. Janitors are on reduced duty. Deliveries of hazardous substances are permitted subject to normal operating provisions.

In the 2020/21 winter semester, between January 1 and March 31, 2021 teaching is scheduled to be provided exclusively on a digital basis.

Only essential classroom-based courses (e.g. internships or laboratory courses) may be carried out and are subject to the TU Hamburg's Hygiene Concept. Specific individual provisions that comply with the Hygiene Concept apply to individual rooms in service areas. This measure serves to protect everybody at the TUHH and to prevent a multi-spreader outbreak.

External companies should only be allowed access to the TUHH in urgent exceptional cases. Mr. Holger Robbert (holger.robber@tuhh.de) shall be notified of the approval.

Home Office

As a special measure to contain the pandemic and for health protection, working in the home office is strongly recommended whenever possible. If a decision is made in favour of the home office, the fulfilment of the service tasks must be ensured. A balance must be struck between maximum protection of employees on the one hand and official duties on the other. The home office agreement is made in writing (e.g. in writing by e-mail) between the supervisor and the employee.

Furlough Arrangements

All employees must continue to attend to their duties irrespective of whether they work on-campus or from a home office. Furloughs can be agreed, taking working time credits into account, if employees should be working from home due to (precautionary) quarantine measures or to their risk group status (see below) but the preconditions for home office work do not apply (tasks are unsuitable, technical requirements are not in place).

Employees who have spent private time abroad and are quarantined on their return are an exception to this rule. Line managers must, however, still be able to contact furloughed employees by phone and/or e-mail. Decisions on furlough or its cancellation lie with the line manager. HR must be notified.

Risk Groups

Employees who belong to a risk group continue to be instructed to work from home. Their status is based on a medical certificate that must be submitted to HR. The Maternity Protection Committee regards regular contact between pregnant women and a larger number of persons against the backdrop of the COVID-19 pandemic as an irresponsible risk unless all of the requisite protective and hygiene measures can be complied with consistently. Line managers should therefore intensively look into ways of working from home for them. Whether in an individual case special protective measures or an operational employment ban are necessary should be investigated on the basis of a separate risk assessment agreed with HR and AUG.

Attendance at work is covered by the Hygiene Instructions, taking into account Section 3 (Basic Duties) and 6 (Documentation Duties) of the Working Conditions Act. Workplace arrangements must be drawn up in accordance with the provisions of the TUHH's Framework Hygiene Concept.

Events and Visits, Entering the Campus

Events of external organizers continue not to be permitted. Applications for in-house events with external participation may be submitted to the presidium if the urgent need can be demonstrated, and it must be accompanied by an appropriate hygiene concept and a risk assessment. Previously issued permits must be resubmitted. Events and sessions beyond the scope of teaching and research may be applied for and approved subject to the same conditions as in-house events but alternative formats such as telephone or video conferences, webinars and online events should always be considered first. For indispensable sessions that cannot be postponed or held in a virtual format lists of attendees (name, first name, institution, e-mail address) must be kept in order to ensure that potential contacts can be identified quickly if later required.

Visits to Student Services must be booked in advance. Learning rooms and pools are

subject to special provisions with regard to distancing and hygiene. They are separate and specific.

Special provisions in compliance with the Hygiene Concept apply to visits to the TU Library or Data Center pools and to all on-site visits. For individual rooms in the service areas that are open to the public individual arrangements in keeping with the Hygiene Concept apply. The Library is open but subject to restrictions. For opening hours and protection and hygiene measures see the Library's home page. The TU Hamburg Data Center is open but subject to restrictions. For opening hours and protection and hygiene measures see the Data Center's home page.

Provisions for teaching and examinations are specified separately in the Hygiene Concept.

Illnesses, Suspected Cases

COVID-19 is a notifiable illness and the employer must be notified. Employees must inform their line manager and HR without delay. A certificate of incapacity to work must also be submitted. This may be done retrospectively or after the obstacle preventing you from doing so has ceased to apply. Employees with COVID-19 symptoms must stay at home or go back home without delay. They should then call the medical authorities (tel.: 116 117) or their medical practitioner.

If a suspected COVID-19 case is justified, employees must not set foot in the TU Hamburg until the case is clarified and must report the suspicion to their line manager and HR without delay. Distinctions must be drawn between the following:

- Employees who have been in contact with someone suffering from COVID-19 and were quarantined by the health department must do what the health department tells them to do.
- Employees who have been in contact with someone suffering from COVID-19 but have not (yet) been quarantined by the health department must inform their employer by telephone without delay.
- Employees who have been in contact with someone who has symptoms of COVID-19 and were therefore tested for coronavirus must inform their employer by telephone without delay.

If employees are quarantined due to a suspected or confirmed COVID-19 case they still have a duty to work—even in quarantine—for as long as they are not declared unfit to work due to illness. In this case, comparable to returning from abroad (see below), the possibility of home office work must be considered accordingly. If a vacation has already been approved, it will not, unlike in the case of a certificate of incapacity to work, be credited back to the employee.

Line Manager's Duty of Care

Line managers who notice clear signs of a COVID-19 infection in employees (temperature of 38°C or above, a dry cough or loss of the sense of taste) must instruct them to go back home or stay at home.

Business Travel/Study Trips/Excursions/Returning from Abroad

Until further notice, a ban on business trips within Germany and abroad for all employees of the TU Hamburg applies. The presidium decides on exceptions.

In view of travel warnings by the Foreign Office students are urgently advised not to travel to risk areas in other countries. For as long as a Foreign Office travel warning is in place for the country in question no student mobility will be financed by exchange and funding programs that are administered by the University.

Excursions can only be approved and carried out in exceptional cases. In addition, the relevant hygiene instructions and distance regulations during the trip as well as the current regulations at the destination apply to excursions.

For employees and students returning from trips to risk areas, the respective country-specific quarantine obligations apply. Before entering the TU Hamburg, employees and students are instructed to inform themselves about the obligations applicable in Hamburg and to behave in accordance with the respectively applicable regulations.

The current risk areas can be found on the RKI website (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html). Due to the special nature of the current risk of infection, superiors are authorised to ask employees whether and, if applicable, when they have been abroad for a longer period of time.

In the case of travel warnings, the consequences (domestic quarantine) resulting from private trips abroad are the sole responsibility of the employees. This means that if it is not possible to work in the home office due to the quarantine measures, this can be compensated for, e.g. by holidays or the reduction of overtime by the employees. Employees in home quarantine immediately inform the personnel department and contact their superiors. If you live in another federal state, you must inform yourself about the regulations applicable there and, in the event of deviations, contact the employment office to clarify the further procedure. Affected employees are obliged to inform the health department responsible for them at their place of residence or accommodation in writing or verbally, in particular by e-mail or telephone, about the obligation to carry out domestic quarantine. You can find out which health authority is responsible for you by using a tool of the RKI.

The present regulations refer to international risk areas. There are currently no restrictions for stays or returnees to/from inner-German areas that exceed a critical incidence value according to the RKI. If the pandemic development makes a reassessment of the situation necessary, employees and students will be informed immediately.

Selection interviews during recruitment and appointment procedures

Selection interviews and hearings in appointment procedures should be conducted in digital form.

Dealing with Guests and Foreign Delegations

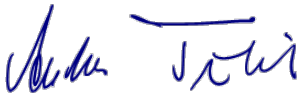
Visits by guests or foreign delegations should be avoided. In any case, specific travel warnings or travel restrictions must be respected during their stay. Specified quarantine provisions will then apply.

Counseling

Counseling offers and consultation hours will take place by telephone or e-mail. Personal meetings are possible and are subject to distancing and hygiene requirements. Individual appointments are mandatory for Academic and Student Services. Further provisions are laid down in the TU Hamburg Hygiene Concept.

These Instructions remain in force until they are revoked.

Hamburg, January 11, 2021

A handwritten signature in blue ink, appearing to read 'Andreas Timm-Giel', with a horizontal line above the name.

Prof. Dr.-Ing. Andreas Timm-Giel
Acting President, Hamburg University of Technology