

Präsident
Prof. Dr.-Ing. Andreas Timm-Giel

**Instruction
for the regular operation of the TU Hamburg under pandemic conditions**

Status: 30 November 2021

Important function mailboxes:

Reporting Corona cases: coronamelden@tuhh.de
Reporting of home office or presence work: arbeitsplatznachweis@tuhh.de
Ordering rapid tests and masks: hygienematerial@tuhh.de

This instruction replaces the instruction of 15 September 2021. On the basis of the current SARS-CoV-2-specific ordinances of the federal government (Infection Protection Act, SARS-CoV-2 Occupational Health and Safety Ordinance and SARS-CoV-2 Occupational Health and Safety Regulation) and the state (Hamburg SARS-CoV-2 Containment Ordinance) and on the basis of the framework hygiene concept of the TU Hamburg, the Executive Board has adopted the following regulations, which are hereby issued as an instruction.

1. Basic principles and access to the campus and buildings of the TU Hamburg

In view of the current situation and despite increasing vaccination rates, adherence to the AHA rules of conduct - i.e. keeping a distance (at least 1.5 metres), observing hygiene rules (proper coughing, sneezing and thorough hand washing) and wearing a medical mask in everyday life - still represents the best protection. The operation of the Hamburg University of Technology therefore continues to take place in university buildings only if safe operation can be ensured through appropriate hygiene and protective measures in accordance with the framework hygiene concept of the TU Hamburg.

In all public areas, it is obligatory to wear a medical mouth-nose protection or a protective mask with a technically higher protection standard. In work, service and operating premises as well as other spatial areas used for professional practice or training, the regulations according to number 5 of this service instruction apply. The mask may also be temporarily removed if this is absolutely necessary for the performance

of the professional activity. In vehicles of the TU Hamburg, all persons present, with the exception of the driver of the vehicle, are required to wear a medical mask.

All areas of the TU Hamburg are accessible to employees, students and external persons staying at the TU Hamburg for valid reasons, subject to the above restrictions **and to the 3G rules (see paragraph 4)**. All local restrictions are to be indicated (notice board, digital information).

The buildings of the TU Hamburg are open to the extent that the hygiene concept does not provide for any further restrictions. Events within the meaning of §2 (4) of the Hamburg SARS-CoV-2 Containment Ordinance on the outside grounds and in the premises of the TU Hamburg require the approval of the Occupational Safety, Environmental and Health Protection Office.

2. Regulations for teaching and examinations

Teaching at TU Hamburg 2021/22 is predominantly face-to-face. Hybrid and digital formats and courses are still possible. The following measures apply to face-to-face courses:

1. The 3G rule (vaccinated, recovered, tested) applies for participation in courses and examinations in attendance.
2. In principle, the distance rule will continue to apply. If the spatial conditions do not permit this, the distance can be waived.
3. Persons present in closed rooms are required to wear a medical mask, with the provision that lecturers may remove the mask for the moment of speaking.
4. For written examinations, the wearing of a medical mask is compulsory in closed rooms.
5. For oral examinations, the rules according to section 5 apply analogously.

Handouts and FAQs on the conduct of courses, practicals, excursions and examinations are updated regularly and can be found on the Covid information pages on the Internet (<https://www.tuhh.de/tuhh/uni/aktuelles/covid-19.html>). Depending on the development of the pandemic, teaching may be switched to hybrid or digital formats at short notice.

3. Regulations for experimental research

Experimental research at the TU Hamburg is subject to the protective measures defined in the framework hygiene concept. Places and facilities outside the TU Hamburg may be visited for the performance of research projects. The provisions of section 11 apply to business trips. 4.

4. 3G rules and regulations on home office

The principle applies that employees may only enter the TU Hamburg if they have been vaccinated, have recovered or have been tested and have a corresponding valid certificate with them, have it available for inspection or have deposited it with the office. It is sufficient if the validity of a test certificate exists at the time of starting work. If a test certificate loses its validity during working hours, the service does not have to be terminated prematurely but can be ended as scheduled. If no 2G status can be verified or if this is not desired, it is mandatory to report to the functional mailbox arbeitsplatznachweis@tuhh.de on each working day whether work is being done in the home office or in presence. A home office report should be submitted by the start of core time, i.e. by 10 am. Before entering the TU Hamburg or immediately at the start of work, a valid test certificate must be presented to Mr Robbert (preferably in digital form):

arbeitsplatznachweis@tuhh.de). This obligation (home office notification or proof of test) only applies to days on which you have to perform work. It does not apply to days on which leave or time off in lieu has been granted or for which you are unable to work. In the case of part-time employment, this obligation applies analogously only to those days on which work must be performed.

Suitable organisational measures shall be taken to minimise contact. All employees shall be offered the opportunity to work in a home office, provided that there are no urgent official concerns to the contrary. Urgent official concerns are, for example, when tasks can only be carried out on site (e.g. caretaker or technician services, classroom teaching, etc.). When deciding on a home office, the fulfilment of official duties must be ensured. A balance must be struck between the maximum protection of the employees on the one hand and the official duties and social-communicative processes on the other. Employees are obliged to accept the offer of a home office if there are no important personal reasons to the contrary. The employer or principal is not obliged to check the correctness of the reasons given. The agreement on home office shall be made between the supervisor and the employee in writing (e.g. by e-mail).

As a matter of principle, teaching should continue to take place in presence according to the 3G model. In this respect, teaching courses are considered a service task for the lecturer, which has priority over the home office obligation. The employer can therefore not offer you a home office for the times when you are performing tasks within the framework of face-to-face teaching.

A quota of up to two self-tests per week is made available for employees working in (partial) presence at the TUHH, which can be requested by the heads of the institutes, administration and service departments via email (hygienematerial@tuhh.de). Self-tests help to detect a possible Corona infection at an early stage and thus limit the spread of the pandemic. They do not replace the official test certificates issued by authorised bodies (pharmacies or test centres) which are required for compliance with the 3G rule in the workplace.

A negative self-test or rapid test does not exempt from the obligation to observe the regulations in force for the containment of the pandemic (in particular the obligation to wear a mask, distance and hygiene rules). Persons whose testing by means of a rapid test has produced a positive result with regard to a direct pathogen detection of the coronavirus are obliged,

1. to undergo a PCR test immediately,
2. until the test result is available, to go immediately and directly to domestic isolation (temporary isolation).

If the result of the PCR test is also positive, the competent public health authority must be informed and the temporary isolation must be continued until a decision is made by the public health authority. If the public health authority issues individual quarantine orders, these shall take precedence. If the result of the PCR test is negative, the obligation of temporary isolation ends.

5. Wearing of masks during on-site duty hours

In traffic areas such as corridors, hallways or tea kitchens etc. there is an obligation to wear a mask according to §10a of the Hamburg SARS-CoV-2 Containment Ordinance.

Wearing protective masks, e.g. at the workplace or during meetings, can be dispensed with if all persons present are vaccinated or have recovered (2G rule) and keep a distance of at least 1.5 m and the rooms are ventilated regularly. It is also a prerequisite that all persons present agree not to wear protective masks. Furthermore, it must be ensured for such meetings that the traceability of the persons present is

guaranteed. Information on vaccination or recovery status is voluntary. If the status cannot be determined, the obligation to wear masks continues.

6. Dealing with leaves of absence

Duty continues to apply to all employees, regardless of whether they are working on site or from a home office. Time off can be taken with credit for working hours if persons should work from home due to (pre-cautionary) quarantine measures or membership of a risk group (see below), but the prerequisites for working in a home office are not met (e.g. duty tasks unsuitable for home office, lack of technical prerequisites). This does not apply to employees who are quarantined due to a private stay abroad after their return. Employees who have been released are nevertheless obliged to continue to be available to their superiors by telephone and/or email. The supervisor decides on the leave of absence and also on a possible revocation. The HR department must be informed accordingly.

7. Risk groups

Employees who belong to risk groups or who cannot be vaccinated for medical reasons are still encouraged to work in the home office. The determination is made on the basis of a current medical certificate, which must be submitted to the Human Resources Department. Against the background of the Corona pandemic, the Maternity Protection Committee classifies the regular contact of pregnant women with a large number of people as an irresponsible risk if all the necessary protective and hygienic measures cannot be consistently observed. The possibilities of working in a home office should therefore be intensively examined by supervisors for this group. Whether special protective measures or a company ban on employment are necessary in individual cases should be examined on the basis of a separate risk assessment in consultation with the personnel department and the AUG.

For the presence in service rooms, the hygiene instructions apply, taking into account paragraphs 3 (basic obligations) and 6 (documentation obligations) of the Occupational Health and Safety Act. Workplace regulations are to be drawn up in accordance with the framework hygiene concept of the TUHH.

8. Illnesses, suspected cases

In the event of a COVID-19 illness, the employer must be informed of the nature of the illness. In the event of illness, employees must immediately inform their supervisor and the personnel department. In such cases, there is also an obligation to submit a medical certificate of incapacity for work. Proof of incapacity for work can also be submitted retrospectively or after the reason for the incapacity has ceased to exist. Employees with CO-VID-19 signs of illness are requested to stay at home or to go home immediately. From there, the doctor's call number of the Association of Statutory Health Insurance Physicians (Tel.: 116 117) or the family doctor should be informed.

In the event of a justified suspicion of COVID-19, employees are not allowed to enter the TU Hamburg until the facts have been clarified and must report the suspicion to their supervisor, the personnel department and to coronamelden@tuhh.de without delay.

The following constellations of cases must be distinguished:

- Employees who have had contact with a person infected with COVID-19 and have been placed under quarantine by the public health department shall act in accordance with the instructions of the public health department.
- Employees who have had contact with a person infected with COVID-19 but who have not (yet) been quarantined by the public health department shall immediately inform their supervisor by telephone.

- Employees who have had contact with a person showing signs of COVID-19 and are therefore subjected to a coronavirus test must also inform the supervisor immediately by telephone.

If persons are placed in quarantine due to a suspected case or illness, the duty to perform services or work remains in force even in quarantine, as long as there is no incapacity due to illness. In this case, comparable to the return from abroad (see below), the possibilities for working in a home office must be examined accordingly. If leave has already been granted, this leave will not be credited again - unlike in the case of sick leave due to incapacity for work.

9. Supervisors' duty of care

Supervisors who notice clear signs of a COVID-19 infection in employees (fever from 38°C, dry cough and loss of sense of taste) shall instruct them to return home or stay home.

10. Library, computer centre, events and visits

The TUB is operated in accordance with the requirements of the current Containment Ordinance. Information on opening hours, protection and hygiene measures can be found on the library's homepage.

The TU Hamburg computer centre is open with restrictions. When visiting the computer centre pools, special regulations apply according to the hygiene concept. For opening hours, protective and hygiene measures, please refer to the RZ homepage.

Events organised by external organisers can still not be approved. In-house events with external participation can be held under the applicable hygiene and protection measures **only in case of urgent need**. A risk analysis must be carried out beforehand. For events with external visitors, **3G rules apply as well as mandatory contact tracing** (e.g. via Darfichrein.de or participant lists). This ensures that potential contacts can be quickly identified afterwards.

Nevertheless, alternative formats should always be examined in advance, such as telephone or video conferences, webinars or online events.

Visits to the student services area require prior appointment. Study rooms and pools are subject to special individual regulations to maintain distance and hygiene rules. Separate regulations apply in this regard.

11. Carrying out business trips, study trips, excursions and regulations on returning from abroad

In principle, business trips are permitted. However, it is urgently requested that business trips to "virus variant areas", "high incidence areas" or "risk areas" be avoided. An up-to-date list of areas can be found on the RKI website (https://www.rki.de/DE/Content/In-fAZ/N/Neuartiges_Coronavirus/Risikogebiete.html). When travelling abroad on official business, travellers are obliged to inform themselves about the relevant corona-related rules of the destination country.

Analogous recommendations apply to students who are currently planning stays abroad.

For excursions, the protection and hygiene regulations at the destination as well as the regulations of the framework hygiene concept of the TU Hamburg apply.

For employees and students returning from trips from 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 that apply in Hamburg and to behave according to the respective applicable requirements.

Due to the special nature of the current risk of infection, supervisors are authorised to ask employees whether and, if so, when they have been abroad for a longer period of time.

In the event of travel warnings, the consequences of private travel abroad (domestic quarantine) 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 must be compensated for e.g. by leave or the reduction of overtime on the part of the employees. Employees in quarantine at home should inform the personnel department immediately 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 service to clarify the further procedure. Affected employees are obliged to inform the health office responsible for them at their place of residence or accommodation in writing or verbally, in particular by e-mail or telephone, about the obligation of domestic quarantine. You can find out which health office is responsible for you using a tool provided by the RKI.

12. Selection interviews in job filling and appointment procedures

Selection interviews and hearings in appointment procedures should be conducted in digital form wherever possible. The current hygiene and protection measures apply to selection interviews in presence.

13. Dealing with guests and foreign delegations


Visits by (foreign) guests and delegations are permitted in compliance with the protective and hygiene measures in force at the TU Hamburg. The same applies to individual stays by visiting academics for the purpose of carrying out research and teaching projects. The host department is required to inform the guests about the currently valid Corona regulations before and during their stay at the TU Hamburg.

14. Counselling

Counselling offers and consultation hours take place by telephone or e-mail, if possible. Personal appointments are possible, provided that the rules on distance and hygiene are observed. Especially in the service area of teaching and studies (SLS), prior arrangements for personal appointments are binding. Corresponding further regulations are laid down in the hygiene concept of the TU Hamburg.

This instruction is valid until revoked.

Hamburg, 30 November 2021



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President