

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

Instruction for the Regular Operation of the TU Hamburg under Pandemic Conditions

As of: April 6. 2021

This instruction replaces the instruction dated March 31, 2021. Based on the Hamburg SARS-CoV-2 Containment Ordinance and the framework hygiene concept of the TUHH, the Executive Board has decided on the following regulations, which are hereby issued as an instruction.

Fundamentals

Contacts should be reduced as far as possible. This applies to all scientific and non-scientific areas. The operation of the Technical University of Hamburg only takes place in buildings of the university if a safe operation can be guaranteed by appropriate COVID-19-specific hygiene and protection measures according to the framework hygiene concept of the TUHH. This includes the obligation to wear an FFP2 or a medical (surgical) mask in the buildings and everywhere where the minimum distance of 1.5 m cannot be maintained. In work, service and business premises as well as other spatial areas used for professional practice or training, the obligation to wear a medical mask applies in closed rooms in accordance with § 8. The mask may be removed if it is a closed room in which only one person is present or if a suitable technical device is available which reduces the spread of droplets through coughing, sneezing or speaking with equal effect. The mask may also be temporarily removed if this is absolutely necessary for the performance of the professional activity. In closed rooms, a maximum occupancy of one person per 10 m² and sufficient ventilation must be ensured. In vehicles of the TUHH, persons present are required to wear a medical mask, with the exception of the driver of the vehicle.

All areas of the Hamburg University of Technology are accessible to employees and students with the above restriction. All local restrictions are to be identified in each case (notice board, digital information).

Access to the buildings of the Hamburg University of Technology

The buildings of the TU Hamburg are open to employees and students in restricted operation, as far as the hygiene concept does not foresee any further restrictions. Orders and deliveries are possible. The janitorial posts are in reduced operation. Deliveries of hazardous materials are possible under the provisions of normal operation.

The 2021 summer semester will be held in digital format beginning April 1, 2021. Necessary courses in presence (e.g. practical courses or laboratory work) can be carried out under observance of the distance and hygiene measures. In addition, the offer of rapid antigen tests (see below) should be used extensively in order to further increase safety in presence.

The individual rooms in the service areas are subject to their own individual regulations adapted to the hygiene concept. This measure serves to protect all TUHH members and to prevent a multispreader outbreak.

External companies should only be allowed access to the TUHH in urgent exceptional cases. The permission has to be announced to Mr. Holger Robbert (holger.rob-bert@tuhh.de).

Homeoffice

In the interest of avoiding contact, we continue to strongly recommend using the home office whenever possible. When deciding to use a home office, the fulfillment of official duties must be ensured. A balance must be struck between maximum protection for employees on the one hand and official duties on the other. The agreement on home office is made in writing (e.g. by e-mail) between the supervisor and the employee.

Rapid antigen tests

For employees working in (partial) presence at the TUHH, a contingent of self-tests is made available, which can be requested by the institute, administration and service area managers via e-mail (hygienematerial@tuhh.de). Certification of the test result by the service is not possible at the moment.

All citizens can also be tested for Corona infection free of charge at designated testing centers. Rapid anti-genetic tests are used and the test result is documented and certified. At TUHH, such a citizen test center in Building Q, Am Irrgarten 7, is also available to all TUHH members (<https://schnelltest-hamburg.de/hamburg-2/>). Appointments at the test center can also be booked several times a week. Residence in Hamburg is not required. A negative self-test or rapid test does not exempt from the obligation to observe the applicable regulations for the containment of the pandemic (in particular mask obligation, distance and hygiene rules). Persons whose testing by rapid test has yielded a positive result with regard to direct pathogen detection of the coronavirus are obliged to,

1. to undergo a PCR test without delay,
2. until the test result is available, to immediately and directly go to home isolation (temporary isolation).

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

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 granted with credit for working hours if persons should work from home due to (precautionary) quarantine measures or membership of a risk group (see below), but the prerequisites for working in a home office are not met (e.g.

official duties unsuitable for a home office, lack of technical prerequisites). This does not apply to employees who are quarantined after their return due to a private stay abroad. Employees who have been released are nevertheless obliged to continue to be available to their superiors by telephone and/or e-mail. The supervisor decides on the leave of absence and also on a possible recall. The HR department must be informed accordingly.

Risk groups

Employees who belong to risk groups will continue to be encouraged to work in a home office. The latter is done on the basis of a medical certificate, which must be submitted to the HR department. Against the background of the Corona pandemic, the Maternity Protection Committee classifies the regular contact of pregnant women with large numbers 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 an operational ban on employment are required in individual cases should be examined on the basis of a separate risk assessment in consultation with the HR department and the AUG.

The hygiene instructions apply to the presence in service rooms, taking into account Sections 3 (basic obligations) and 6 (documentation obligations) of the Occupational Health and Safety Act. Workplace regulations are to be worked out according to the framework hygiene concept of the TUHH.

Events and visits, entering the campus

Events by external organizers will still not be approved. In-house events with external participation can be applied for at the presidium, if the urgent necessity is proven and an appropriate hygiene concept as well as a risk assessment is presented. Previously issued permits must be reapplied for. Events and meetings outside of teaching and research operations can be applied for and approved under the same conditions as internal events. Nevertheless, alternative formats should always be examined in advance as alternatives, e.g. telephone or video conferences, webinars, online events. In the case of indispensable meetings that cannot be rescheduled or conducted virtually, lists of participants (last name, first name, institution, e-mail contact) should be kept. This will ensure that potential contacts can be quickly identified after the fact.

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.

For visits to the TU library/RZ pools, if applicable, for all attendance visits, special regulations apply in accordance with the hygiene concept. For the individual rooms of the service areas with public traffic, individual regulations adapted to the hygiene concept apply. The TUB is open with restrictions. Information on opening hours, safety and hygiene measures can be found on the library's homepage.

The RZ of the TU Hamburg is open under restrictions. For information on opening hours, safety and hygiene measures, please refer to the RZ homepage.

Regulations for teaching and examination are formulated separately in the hygiene concept.

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 inform their supervisor and the Human Resources Department immediately. In these cases, there is also an obligation to submit a doctor's certificate of incapacity for work. Proof of incapacity for work can also be provided retrospectively or after the reason for the incapacity has ceased to exist. Employees with COVID-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 a COVID-19 illness, employees are not permitted to enter the TU Hamburg until the facts have been clarified and must report the suspicion to their supervisor, the Human Resources 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 Health Department shall act in accordance with the Health Department's instructions.
- Employees who have had contact with a person who has COVID-19 but who have not (yet) been quarantined by the Health Department shall immediately notify their supervisor by telephone.
- Employees who have had contact with a person showing signs of illness from COVID-19 and are therefore subject to a coronavirus test shall also immediately notify the supervisor by telephone.

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

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) must instruct them to return home or stay home.

Conducting business trips/study trips/excursions/return from abroad

Until further notice, all employees of the TU Hamburg are prohibited from taking business trips to Germany or abroad unless there is an urgent need for such trips as determined by the Executive Board.

Due to travel warnings issued by the German Foreign Office, students are strongly advised not to travel abroad to risk areas. As long as there is a travel warning by the German Foreign Office for the respective destination country, no student mobility will be supported by exchange and funding programs administered by the University.

Excursions can only be approved and carried out in exceptional cases. In all other respects, excursions are subject to the appropriate hygiene instructions and distance regulations for the trip, as well as the regulations currently in effect at the destination.

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 applicable in Hamburg and to behave in accordance with the applicable measures.

The current risk areas can be found on the pages of the RKI (https://www.rki.de/DE/Content/In-fAZ/N/Neuartiges_Coronavirus/Risikogebiete.html). Because of the special nature of the current risk of infection, supervisors are authorized 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, for example, by vacation or the reduction of overtime on the part of the employees. Employees in quarantine at home should inform the HR department immediately and contact their superiors. Those who live in another federal state must inform themselves about the regulations applicable there and, in the event of deviations, contact the employment service in order to clarify the further procedure. Affected employees are obligated to inform the health office responsible for them at their place of residence or accommodation in writing or verbally, especially by e-mail or telephone, about the obligation of domestic quarantine. You can determine your responsible health office with a tool from the RKI.

The present regulations refer to international risk areas. Currently, no restrictions apply to stays in or returnees to/from areas within Germany that exceed a critical incidence level according to the RKI. Should pandemic developments necessitate a reassessment of the situation, employees and students will be informed immediately.

Selection interviews in job filling procedures and appointment procedures

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

Dealing with guests and foreign delegations

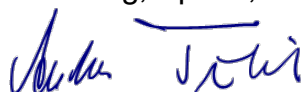
Visits by guests and foreign delegations are possible as long as there is no specific travel warning or travel restrictions are imposed during the stay. Accordingly, the established quarantine regulations then apply.

Consultations

Consultations and office hours take place by telephone or e-mail whenever possible. Personal appointments are possible in compliance with the rules on distance and hygiene. Prior arrangements for personal appointments are binding, especially in the service area of teaching and studies. Corresponding further regulations are laid down in the hygiene concept of the TU Hamburg.

This instruction is valid until revoked.

Hamburg, April 6, 2021



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