

TUHH Framework Hygiene Concept

Chancellor:

to implement the safety at work standard issued by the Federal Ministry of Labor and Social Affairs (BMAS) and to enable protected classroom-based teaching for students from May 18, 2020 in connection with coronavirus
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This hygiene concept to avoid the risk of coronavirus infection goes into greater detail than the provisions of the SARSCoV-2 Containment Order (Hamburgische SARS-CoV-2-Eindämmungsverordnung – HmbSARS-CoV-2-EindämmungsVO) issued by the Senate of the Free and Hanseatic City of Hamburg and the general standard drawn up by the Federal Ministry of Labor and Social Affairs ([SARS-CoV-2-Arbeitsschutzstandard](#)) to provide a framework protection concept for running the TUHH and its facilities.

1. Fundamentals

People with symptoms (such as coughs, fever and lack of the sense of taste) that might be indicative of a COVID-19 infection and have not been medically clarified are not allowed on TUHH premises.

For protected on-site teaching (examinations and laboratory work) and personal attendance at a TUHH workplace the overriding requirement is to keep to the minimum distance of 1.5 meters from others.

At meetings, events and sessions attended by more than ten people lists of attendees (with name, first name, institution and e-mail address) must be made and kept by the teacher, chairperson or inviter for four weeks and then destroyed. This is to ensure that potential contacts can be identified swiftly if required. This requirement does not apply to examinations and classes (such as lab sessions) provided that attendees are clearly documented in electronic systems.

2. Measures for Individuals

2.1. Personal Hygiene

The main transmission route for coronavirus is droplet infection via respiratory tracts and mucous membranes. In addition, it may be passed on indirectly via your hands if they come into contact with mucous membrane of the mouth or nose or the conjunctiva of the eyes. To prevent infection the following hygiene rules (see also 10.1 below) must be observed:

- Regular, thorough hand washing for 30 seconds (see <https://www.infektionsschutz.de/haendewaschen.html>)
- Observe cough and sneeze etiquette (cough and sneeze into the crook of your arm and preferably turn away from other people to keep as great a distance as possible)
- Keep your distance
- Wherever possible don't touch publicly accessible objects like door handles or elevator buttons with your full hand or fingers
- Don't touch people, shake hands or embrace them.

2.1.1. Full-face Masks

Outside of your workplace (office, laboratory, workshop) everyone must wear a full-face mask in general public spaces (such as foyers, corridors, elevators, etc.) in TUHH buildings.

In other areas wearing a full-face mask is mandatory if a minimum distance of 1.5 meters cannot be consistently maintained. This applies to the entire campus area.

The rules on the use and cleaning of full-face masks (see 10.3 below) must be observed.

2.2. Personal Measures for Employees

2.2.1. Workplaces

Multiple occupancy of offices is to be avoided. Offices with workplaces for two are only to be used by one person. Employees may have to work in shifts or form separate teams.

In offices with several workplaces different dates (days) may where appropriate be planned for different employees.

In larger offices multiple occupancy is possible if there is 10 sqm per workplace and a minimum distance of 1.5 meters can be ensured.

In areas open to the public such as the Academic and Student Services (SLS), the mailroom and porters' lodges transparent partitions are being installed to protect employees. Whether further measures are necessary must if appropriate be determined by means of a risk assessment. The TUHH's occupational health and safety specialists (arbeitssicherheit@tuhh.de) and the Safety at Work and Environmental Protection unit (AUG) will provide assistance if required.

For risk groups and as agreed with and decided by the line manager home office work may be approved but must be specified individually and in writing, stating the reason and the time frame.

At the same time home office working should be considered for other employees taking into account the first three paragraphs of 2.2.1 (above). It must then be agreed individually and in writing, stating the reason and the time frame.

2.2.2. Employees with Pre-existing Conditions and Disabilities

For employees with pre-existing conditions such as lung diseases, diseases of the cardiac and circulatory system, the liver, the kidneys, diabetes mellitus and oncological disorders for whom a COVID-19 virus infection may be expected to take a serious course or who cannot wear a full-face mask consideration must be given to whether contact with other employees can be avoided, such as by a suitable change of workplace. If their work can be done at home that should be considered with their line manager as a preferred option.

The same applies to employees with serious disabilities the nature of which poses a risk of the disease taking a serious course.

Line managers and employees reach a home office agreement after presentation of a medical certificate (without stating the diagnosis).

2.2.3. Occupational Health Counseling for Employees

The Occupational Health Service (AMD) has set up a telephone consultation surgery for use especially by employees with a pre-existing medical condition as per 2.2.2 (above). Initially it can be reached daily by calling 040 42841 1414 between 09.00 and 12.00 hours. The exact form that further medical care will take is still being clarified.

2.2.4. Pregnant Employees

Against the background of the coronavirus pandemic the Maternity Protection Committee classifies regular contact between pregnant women and a larger number of people as an irresponsible risk unless all of the necessary protection and hygiene measures can be observed. Organizational and technical measures must be undertaken to ensure that the minimum distance of 1.5 meters and the hygiene and protective measures that are in force can always be safely and consistently maintained. If that is not possible consideration should be given to whether pregnant employees can be offered a single and separate workplace or can work from home. If that too is not possible the employer must impose an employment ban as per Section 13.1.3 MuSchG and Section 1.5 HambMuSchVO.

2.3. Personal Measures for Students

2.3.1. Students with Pre-Existing Medical Conditions or Disabilities

Individual measures must be undertaken for students with certificated pre-existing conditions or with disabilities the nature of which poses the risk of a COVID-19 infection taking a serious course (see 2.3) or that make wearing a full-face mask impossible.

If attending a classroom-based event such as an exam or a lab tutorial cannot be facilitated by means of individual protective measures, students who are affected can contact the chair of the Examination Committee or the SLS to claim compensation for disadvantage.

2.3.2. Pregnant Students

Maternity protection provisions (see 2.2.4 above) also apply to students, so all protective and hygiene measures must be observed for them too—and be complemented by individual measures as appropriate. Pregnant students who must attend a classroom-based event but for whom adequate protective measures are not available must be offered compensation for disadvantage.

3. Regulated Access to TUHH Buildings

Access to TUHH buildings continues to be regulated. This is pointed out in notices at entrances to buildings (see 10.3 below). They state that access is limited to persons in the following categories provided that they have no COVID-19 symptoms:

- TUHH employees whose presence at the university is necessary
- External service providers and companies employed under contract to and with the knowledge of the TUHH
- Students who are preparing for exams, taking written exams under supervision or taking orals or practical tests for which special laboratory or other university facilities are required, and
- Students who are working as student assistants or tutors.

We recommend institutions to collect the contact data of, say, attendees, visitors or external visitors by virtue of their domiciliary rights in order to ensure adequate infection chain tracking and tracing. They must make sure that unauthorized third parties cannot gain access to this data. In addition, the contact data must not be used for any purpose other than that of tracking and tracing. Contact data must be kept for four weeks and then destroyed. General data protection regulations must be observed.

4. Hygiene Measures for Public Areas (Elevators, Foyers, Bathrooms, Corridors, Stairways, Kitchens) in TUHH Buildings

To minimize the risk of infection the following rules must be observed in public areas at the TUHH:

- Hand sanitizers are provided in the entrance areas of buildings. This is partly because on their way to the university people will have touched a number of surfaces while using public transportation, for example. It is also because there will not always be bathrooms near the entrance where they can wash their hands on entering the building.
- A full-face mask must be worn if a distance of 1.5 meters from other people cannot be maintained. Notices (see 10.3 below) will point out this requirement.
- Social distancing notices and floor markings must be heeded.
- Elevators may be used by no more than two people and both must wear full-face masks. In addition, everybody is requested to use elevators as little as possible so that they are available for those who need to use them.
- Kitchens, copier rooms and the like where a distance of 1.5 meters cannot be kept may only be used by one person at a time.

5. Room Hygiene

5.1. Cleaning

If a room is used several times a day by different groups of people, surfaces (such as tables, chairs and door handles) must be cleaned between each use. Buildings Management (PV1) will instruct cleaning companies to provide additional cleaners on-site at the different locations daily, if classes are held daily. The Institutes will co-ordinate the cleaning.

PV1 has also instructed the cleaning companies to wipe constantly used contact surfaces in the public areas (such as door handles, elevator buttons and light switches) more often. Precautionary surface disinfection, including frequently used contact surfaces, is not necessary in the current COVID-19 pandemic according to advice given by the Occupational Health Service and the recommendations of the Robert Koch Institute.

In addition, cleaning frequencies for toilets have been increased so that all bathrooms are currently cleaned twice a day. Care is also taken to ensure that they have a constant and adequate supply of soap and paper towels.

5.2. Ventilation

To minimize the risk of infection it is important to ensure a regular exchange of air. The duration and nature of ventilation depend on ventilation options and room usage. If a room is to be used for several events in the course of a day a distinction must be made between the following scenarios:

- A room with mechanical ventilation (supply and exhaust air or air conditioning) can be released for further use immediately after cleaning.
- Rooms with windows that face each other can be aired by shock- and cross-ventilation for ten minutes at regular intervals and after each event and interim cleaning.
- Rooms with windows on one side only where cross-ventilation is not possible must also be regularly shock-ventilated for 20 minutes after each event and interim cleaning.
- Rooms may not be used if their windows cannot be opened due to structural or other measures.

6. Hygiene Measures for the University Library

The University Library has a comprehensive online offering of digital media that is constantly being expanded and is available for all members of the University.

From April 27, 2020, academic staff and students were from 15.00 to 21.00 hours on Monday to Friday able to borrow and return print media from the textbook collection, open-access sections and storeroom on a self-service basis. Full-face masks were to be worn on collection. Handover was contactless via the collection shelf and self-booking devices. Hand sanitizer stands in the entrance and exit area and at the returns booking device are available for library users. Returns are collected on library trolleys and are not processed by library staff until the next day or the day after that. For the handover of inter-library loan service books individual contactless dates are agreed or books are sent by post. From June 15, 2020, these books were also available on the collection shelf for users to collect and self-book. As users don't usually stay for longer than 15 minutes contact data was not collected. From June 17, 2020, library cards were checked and stored for 14 days for healthcare purposes.

Since June 2, 2020, workplaces have been available in both reading rooms subject to the following conditions and library use has been possible subject to the following framework conditions:

- Distance markings outside and in the library must be observed.
- Employees are protected by transparent partitions.
- Visitors entitled to use the University Library may only set foot in the library wearing a full-face mask and if they have a valid library card. Contact data (the library card) is held by the Library for 14 days as a healthcare precaution should a check be required by the health authorities.
- Up to 15 visitors are allowed in the Library's lending and open-access section for 15 minutes. This is checked in the entrance area. Hand sanitizer stands in the entrance and exit area and at the returns booking device are available for library users in addition to the sanitizers in the bathrooms.

- The Library's 92 individual workplaces are primarily for use by TUHH students and must be [reserved](#). Reservation data (date, name, e-mail address, library card number and place) is stored for 14 days as a healthcare precaution. Full-face masks may be taken off if working for some time, but only at the workplace reserved in the Reading Room. Before getting up and immediately on leaving the workplace they must be worn again. Workplace desks are sited to comply with the 1.5-meter social distancing requirement and must not be moved. Subject to demand, additional time must be factored in for cleaning of desks and chairs.
- Existing group work rooms remained closed throughout the 2020 summer semester.
- The Library's ventilation system is in proper working order. In addition, individual windows are opened during opening hours.

7. Hygiene Measures for Classes and Examinations

Classroom-based events permitted by the current version of the Containment Order are held on-site subject to the following protection and hygiene measures:

- Student workplaces are provided so as to maintain a distance of at least 1.5 meters between students, bearing in mind that traffic and escape routes must be kept clear.
- In lecture rooms (where seating is fixed) teachers must take care to ensure that two seats are kept free between students and that only alternate rows of seats are used. Full-face masks must be worn while entering and leaving rows of seats.
- Tests and examinations must wherever possible be held in large rooms.
- If several classes or exams are held in parallel in one area or section of a corridor, they should be staggered, i.e. planned to start and end at different times.
- Social distancing must be observed and full-face masks must be worn when entering and leaving seminar and examination rooms and auditoriums. Masks may be removed during the class/exam.
- A sufficient supply of fresh air must be ensured during exams/events. If the technology is not available shock ventilation—opening windows wide—should be undertaken several times per hour.
- Sufficient time for cleaning and ventilation must be scheduled between consecutive events (see 5. above).
- Students must leave the University buildings without delay once the event or examination is over.

8. Hygiene Measures for Practical Work in Laboratories and Workshops

The overriding requirement for practical work in laboratories or workshops is that a minimum social distance of 1.5 meters must be maintained. The following hygiene rules also apply:

- If that may not be possible even for short periods, full-face masks must be worn.
- Students will be provided with a disposable full-face mask if the laboratory supervisors consider their private community masks to be inadequate.
- The laboratory or workshop manager is responsible for specifying the maximum number of workplaces in labs and workshops taking social distancing into account. The TUHH's occupational health and safety specialists will provide assistance if required.
- If need be, a (one-way) routing system may be devised before a practical begins. Students must of course be notified in advance.
- If several practicals use the same access area the times at which they start and end should be staggered. A meeting point may need to be agreed in a separate area. Students must be notified in advance.
- Tools and equipment that are used by several people must be cleaned after use. Wiping with ordinary cleaning agents is sufficient. Disinfection, however, is not necessary according to advice given by the Occupational Health Service (see 5.1 above).
- Teaching of students must include the rules of the hygiene plan and the rules on the correct use of a full-face mask as recommended by the Federal Center for Health Education (BZgA).
- Whether further measures are necessary must if appropriate be determined by means of a risk assessment. A sample risk assessment is annexed at 10.4 (below).
The TUHH's occupational health and safety specialists (arbeitssicherheit@tuhh.de) and the Safety at Work and Environmental Protection unit (AUG) will provide assistance if required.

9. Updating of the Framework Hygiene Concept

The TUHH's Framework Hygiene Concept is constantly updated as the situation requires. Inquiries please to the TUHH's occupational health and safety specialists (arbeitssicherheit@tuhh.de)

Signed: Arne Burda
Chancellor of the TUHH

10. Annexes

10.1. Instructions for Reusable Full-face Masks

10.2. Notice on Student Access Entitlement

10.3. Notice on Compulsory Wearing of Full-face Masks

10.4. Sample Supplementary Risk Assessment – Measures for Protection from COVID 19



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