

TUHH Framework Hygiene Concept

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

As of July 1, 2020

Contents

1. Fundamentals	2
2. Measures for Individuals	2
2.1. Personal Hygiene	2
2.1.1. Full-face Masks	2
2.2. Personal Measures for Employees	3
2.2.1. Home Office	3
2.2.2. Employees with Pre-existing Conditions and Disabilities	3
2.2.3. Occupational Health Counseling for Employees	3
2.2.4. Pregnant Employees	4
2.3. Personal Measures for Students	4
2.3.1. Students with Pre-existing Conditions or Disabilities	4
2.3.2. Pregnant Students	4
3. Regulated Access to TUHH Buildings	4
4. Hygiene Measures for Public Areas (Elevators, Foyers, Bathrooms, Passages, Stairways and Kitchens) in TUHH Buildings	5
5. Room Hygiene	5
5.1. Cleaning	5
5.2. Ventilation	5
6. Hygiene Measures for Office Workplaces	6
7. Hygiene Measures for the University Library	6
8. Hygiene Measures for Classes and Examinations	7
9. Hygiene Measures for Practical Work in Laboratories and Workshops	7
10. Updating of the Framework Hygiene Concept	7
11. Annexes	8
11.1. Instructions for Reusable Full-face Masks	10
11.2. Notice on Student Access Entitlement	11
11.3. Notice on Compulsory Wearing of Full-face Masks	12
11.4. Sample Supplementary Risk Assessment – Measures for Protection from COVID 19	13

The resolution adopted by the Federal Chancellor and the Prime Ministers of the federal states on April 15, 2020 and the April 17, 2020 decision by the Hamburg Senate formulated first steps toward opening the universities.

In addition, the Federal Ministry of Labor and Social Affairs (BMAS) has developed jointly with the social partners, the occupational health and safety authorities of the federal states and the statutory accident insurance the SARS-CoV-2 occupational safety standard.

This Hygiene Concept goes into greater detail than the general standard drawn up by the BMAS about operational requirements for the TUHH and about protected class-room-based on-site teaching: in (indispensable) small groups and for laboratory work and examinations.

1. Fundamentals

People with symptoms (such as coughs, fever and diarrhea) 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. 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 conjunctiva of the eyes. To prevent infection the following hygiene rules (see also 11.1 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
- Don't touch your mouth, nose or eyes with your hands
- If possible don't touch publicly accessible objects like door handles or elevator buttons with your hand or fingers
- Don't touch people, shake hands or embrace them.

2.1.1. Full-face Masks

In general public spaces at the TUHH like foyers and corridors leading to exam rooms or labs everybody is advised to wear a full-face mask. An auxiliary mask made of fabric, a bandana or a scarf will also suffice.

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.

All TUHH employees will be issued with washable, reusable full-face fabric masks (two per person).

Students are required to wear “community masks” of their own (full-face masks made of conventional fabrics as required of public transportation users). In laboratories disposable single-use full-face masks will be provided if needed.

Please note the regulations for the use and cleaning of full-face masks (see 11.2 below).

2.2. Personal Measures for Employees

2.2.1. Home Office

Multiple occupancy of offices is to be avoided. Offices with workplaces for two are only to be used by one person. Employees could 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.

Working at home is no longer the regular preferred solution, but 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.

2.2.2. Employees with Pre-existing Conditions and Disabilities

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 should be given home office work priority. If they cannot perform their duties on a home office basis, work that they can do may be agreed.

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 consistently observed. Organizational and technical measures must be undertaken to ensure that the minimum distance of 1.5 meters and the hygiene and protective measures can always be safely and consistently maintained.

If that is not possible, check whether pregnant employees can be assigned a single workplace or enabled to work from home. If neither is 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 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 is regulated. This is pointed out in notices at entrances to buildings (see 11.3 below). From May 18, 2020 access is permitted for persons in the following categories:

- 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.

4. Hygiene Measures for Public Areas (Elevators, Foyers, Bathrooms, Passages and 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 11.4 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 Office Workplaces

Multiple occupancy of an office is to be avoided, so only one person may use a two-person office. Shifts may be worked or separate teams created as appropriate.

More than one person may work in larger offices provided that the room volume of a double office is available per person and that the minimum distance can be maintained.

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.

7. 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.

Since April 27, 2020, academic staff and students have from 15.00 to 21.00 hours on Monday to Friday been 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 is 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 will also be 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 has not been collected. From June 17, 2020, library cards will be 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 will remain closed throughout the 2020 summer semester.
- The Library's ventilation system is in proper working condition. In addition, individual windows are opened during opening hours.

8. Hygiene Measures for Classes and Examinations

Classroom-based tests and exams and events for small groups may be 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.

9. 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 initial supply of reusable full-face masks for employees and disposable full-face masks for students is provided centrally by the university administration. University institutes are responsible for subsequent procurement.
- 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 11.4 (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.

10. Updating of the Framework Hygiene Concept

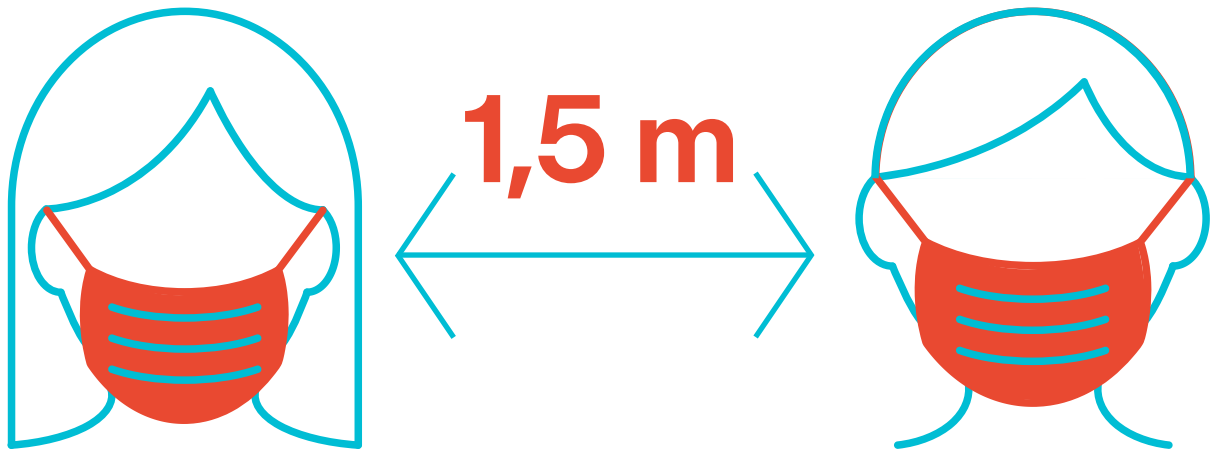
The TUHH's Framework Hygiene Concept is constantly updated as the situation requires. Inquiries please to the TUHH's occupational health and safety specialists (arbeitssicherheit@tuhh.de).

Signed: Arne Burda
Chancellor of the TUHH

11. Annexes**11.1. Instructions for Reusable Full-face Masks****11.2. Notice on Student Access Entitlement****11.3. Notice on Compulsory Wearing of Full-face Masks****11.4. Sample Supplementary Risk Assessment – Measures for Protection from COVID 19**



TECHNISCHE
UNIVERSITÄT
HAMBURG



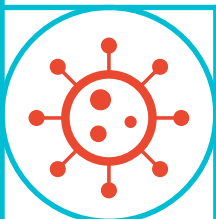
MASKE TRAGEN!

Bitte tragen Sie auf den allgemeinen Verkehrsflächen der TU Hamburg (z.B. Foyers, Gänge etc.) eine Mund-Nasen-Bedeckung.

Es reicht eine Behelfsmake aus Stoff, ein Tuch oder ein Schal.

ABSTAND HALTEN!

Halten Sie einen Mindestabstand von 1,5 Metern zu anderen ein.



MEHR CORONA-INFOS:





TECHNISCHE
UNIVERSITÄT
HAMBURG

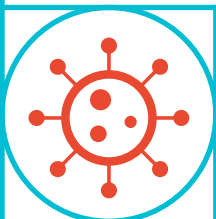


ZUTRITT NUR FÜR BEFUGTE STUDIERENDE

Für Studierende der TU Hamburg ist

- zur Prüfungsvorbereitung,
- zur Anfertigung von schriftlichen Prüfungsarbeiten unter Aufsicht
- zu mündlichen und praktischen Prüfungen sowie
- für Praxisveranstaltungen, die spezielle Labor- bzw.

Arbeitsräume an der Hochschule erfordern,
der Zutritt zu den Gebäuden der Hochschule erlaubt.



MEHR CORONA-INFOS:





TECHNISCHE
UNIVERSITÄT
HAMBURG

WICHTIGE INFORMATIONEN IMPORTANT INFORMATION BEFORE YOU ENTER TU HAMBURG

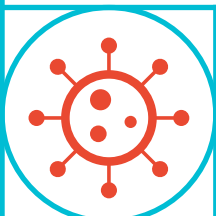


Kommen Sie unmittelbar aus
CORONA-RISIKOGEBIETEN
oder waren Sie in Kontakt mit
COVID-19-ERKRANKTEN?
Dann ist das Betreten des
TU Hamburg-Geländes zunächst
verboten!

Es gilt eine Quarantäne (häusliche Isolation)
für alle Rückkehrer*innen aus Corona-Risiko-
gebieten. Weitere Infos über www.hamburg.de/coronavirus. Bitte informieren Sie umge-
hend Ihre/Vorgesetzte/n, Dozent*in oder die
TU HamburgArbeitsstelle AUG

Do you arrive from a
CORONA RISK COUNTRY
or area? In this case, it is
FORBIDDEN TO ENTER
the TU Hamburg grounds!

Quarantine (home isolation) is ordered for
all returnees from corona risk areas. Further
information is available on www.hamburg.de/coronavirus. Please inform your supervisor,
lecturer or the TU Hamburg AUG immediately.



MEHR CORONA-INFOS:





ANWEISUNG

WASCHBARE ALLTAGSMASKEN (MUND-NASEN-BEDECKUNGEN)

Anwendungsbereich

Auf den Allgemeinen Verkehrsflächen der TU Hamburg ist eine Mund-Nasen-Bedeckung zu tragen. Sie dient dem Schutz Dritter, falls es zum kurzfristigen Unterschreiten des Mindestabstandes von 1,5m kommen kann.

Für den Bereich der Labore- und Werkstätten können weitere Tragepflichten festgelegt sein.

Zudem sind Handhygiene und Niesetikette einzuhalten.

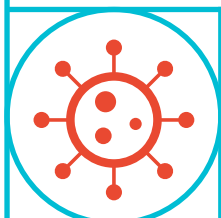
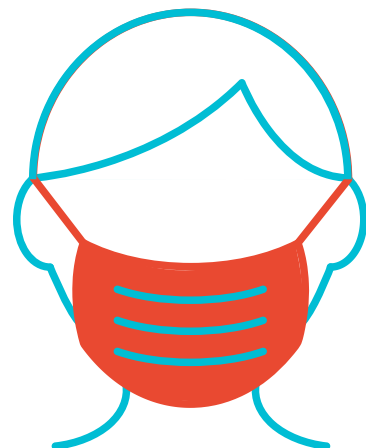
Schutzmaßnahmen und Verhaltensregeln

- Vor dem Anlegen einer Mund-Nasen-Bedeckung gründlich die Hände waschen, mindestens 20 bis 30 Sekunden mit Seife.
- Darauf achten, dass Mund, Nase und Kinn bedeckt sind und der Schutz eng an den Wangen anliegt.
- Wechseln der Mund-Nasen-Bedeckung spätestens dann, wenn sie durch die Atemluft durchfeuchtet ist
- Während des Tragens die Mund-Nasen-Bedeckung nicht mit den Händen anfassen und auch nicht kurzfristig (z.B. unter das Kinn) verschieben.
- Zum Abnehmen möglichst nur die seitlichen Laschen oder Schnüre mit den Händen anfassen
- Die Mund-Nasen-Bedeckung vorsichtig ablegen, danach erneut die Hände waschen.

Sachgerechte Reinigung

- Die Herstellerangaben zur Reinigung und Pflege sind grundsätzlich zu beachten.
- Nach jedem Gebrauch bei mindestens 60°C (besser 95°C) waschen; bis dahin separat aufbewahren (z.B. in einem verschlossenen Beutel).
- Alternativ kann die Mund-Nasen-Bedeckung bei hohen Temperaturen gebügelt werden (Einstellung des Bügeleisens auf Baumwolle oder Leinen)

Anmerkung:
Einweg Masken sind nach
dem Tragen zu entsorgen!



MEHR CORONA-INFOS:





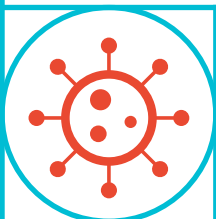
TECHNISCHE
UNIVERSITÄT
HAMBURG



HÄNDESCHÜTTELN
SHAKE HANDS



**SCHENKEN WIR
UNS EIN LÄCHELN**
LET'S GIVE US A SMILE



MEHR CORONA-INFOS:

