

President
Prof. Dr. Ed Brinksma

Instructions on Regular Operation at the TU Hamburg under Pandemic Conditions

As of: July 1, 2020

These Instructions replace the instructions that have been in force during the pandemic period since March 6, 2020, which cease to apply herewith.

The Senate of the Free and Hanseatic City of Hamburg issued on July 1, 2020 a new version of the Hamburg SARS-CoV-2 Containment Order. On this basis the University's Executive Board has adopted the following regulations, which are hereby issued as official instructions.

Fundamentals

The Hamburg University of Technology will only resume regular operation in the university buildings if COVID-19-specific hygiene and protection measures can ensure safe operation. This applies to all areas, academic and non-academic. The principle is that the local on-site line management must carry out a risk assessment agreed with the Safety at Work and Environmental Protection unit (AUG) before on-site operation is resumed. The risk assessment must comply with the TUHH's Hygiene Concept.

The resumption of work on-campus, including returning from home office, can only take place once the above-mentioned protective measures have been implemented in the areas in question.

All areas of the Hamburg University of Technology are accessible for students and staff subject to the above-mentioned restriction. 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 in regular operation insofar as the Hygiene Concept does not provide for restrictions. Orders and deliveries are possible. Janitors are on regular duty. Deliveries of hazardous substances are permitted subject to normal operating provisions.

In the summer semester, teaching will be digital.

Classroom-based courses, internships or laboratory practicals are subject specifically 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.

Home Office

The transition to regular operation means that the workplace of preference is the official one once more. Home office working may, however, be agreed for risk groups and in other exceptional circumstances such as if distancing and hygiene rules cannot be observed, subject to approval by the line manager. It must be agreed individually in writing, stating the reason and time frame, and approved by the line management.

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 ought to work from home due to (precautionary) quarantine measures or 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. Pregnant women are not currently considered to be a risk group. Line managers should nonetheless 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 Concept, taking into account Section 3 (basic duties) and 6 (documentation duties) of the Working Conditions Act. Workplace provisions must be drawn up in accordance with the Hygiene Concept as of June 30, 2020.

Taking Vacations and Standing In for Line Managers

Vacations already approved cannot be canceled. In addition, despite the current framework conditions employees are required to take their vacations in the course of the current calendar year. Management employees are requested to plan their vacations in consultation with their superiors, taking the current situation into account. Resilient representation must be ensured during their vacation-related absence and in case of illness. Further details are to be clarified with the department that plans vacation arrangements.

Need to Care for Children due to School and Kindergarten Closures

Line managers are instructed to agree with employees who need to stay at home to look after their children because the usual care facilities are not available flexible home office arrangements (extending, if need be, beyond the existing flexitime provisions). If home office work and childcare cannot be reconciled, the use of vacation entitlements or working time credits, including acceptable flexitime debits, is conceivable. According to HR, flexitime debits may no longer exceed 40 hours.

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 if accompanied by an appropriate hygiene concept and a risk assessment. 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 accordance 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.

Start of Lecture Period in the 2020/21 Winter Semester

The lecture period for the winter semester begins on Nov 2, 2020 and ends on Jan 30, 2021.

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 an influenza-like infection in employees must instruct them to go back home or stay at home.

Business Travel/Study Trips/Returning from Abroad/Excursions

Until further notice there is a ban on business travel by all TU Hamburg employees to areas for which a current travel warning is in place.

Due to travel warnings by the Foreign Office students are urgently advised not to travel to such areas. 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. Returnees from countries currently risk-listed and subject to a travel warning are required by the Hamburg SARS-CoV-2 Containment Order to quarantine at home without delay for 14 days even without a quarantine order. This applies in principle to every Hamburg resident who has spent at least five days in any such area, including private visits.

Excursions can be undertaken to any area for which no current travel warnings are in place. On excursions the relevant hygiene and distancing provisions also apply en route, as do the current regulations at the destination.

Residents of other federal states must inform themselves about the rules in force there and, if they differ, contact their workplace to clarify further procedures. In view of the special threat of current infection line managers are authorized to ask employees whether and when they have been abroad for any length of time. Employees who are affected are obligated to inform their local health department—at home or where they are staying—orally or in writing, especially by e-mail or by phoning, about any quarantine requirement. They can use an RKI tool to find out which health department is responsible for them. So employees and students returning from abroad are also required not to set foot in the TU Hamburg for 14 days after their return. This also applies if members of the same household (partners, children, parents, fellow occupants) have been abroad in the last 14 days. Due to ongoing regional travel warnings the consequences of private foreign travel (quarantine at home) are the employee's responsibility. If home office work is not possible due to quarantine measures the employee must offset it by taking vacation leave or writing off overtime. Employees in domestic quarantine must inform HR without delay and contact their line managers.

Dealing with Guests and Foreign Delegations

Visits by guests or foreign delegations from other European countries are permitted as long as no specific travel warning is in place or travel restrictions are imposed during their stay. Specified quarantine provisions will then apply.

Job Interviews

Job interviews are permitted subject to conditions (see Hygiene Concept). A risk assessment must first be conducted (occasion, number of people, size of room, reasonableness, equal treatment, objective reasons). Job interviews can also take the form of video calls as specified by the person(s) or departments responsible for hiring interviewees.

Counseling

Counseling offers and surgeries will wherever possible be by telephone or e-mail. Personal appointments are possible subject to distancing and hygiene requirements. Personal appointments are mandatory for Academic and Student Services. Further provisions are laid down in the TU Hamburg Hygiene Concept.

General Hygiene Measures

For protection from infection attention is drawn to general cough and sneeze etiquette and to personal hygiene, especially regular proper hand washing. People with symptoms of influenza-like infections should stay away from the campus and seek medical advice. There are notices to this effect around the University.

Body contact must be avoided among employees and in contacts with customers. Rituals such as shaking hands are to be discontinued until further notice (notices to this effect are in place all around the TU Hamburg properties).

Hand sanitizers are installed in the busy foyers. In university elevators wearing face masks of the kind that are in everyday use is mandatory. This also applies to transportation and pedestrian areas in university buildings and to sanitary and bathroom facilities where social distancing of 1.5 meters is not possible. The principle otherwise in force at the University is that wearing a face mask is voluntary and a personal choice. Here too a private face mask is to be used. Wearing a face mask or disposable gloves at work is only prescribed if it is specified in the risk assessment drawn up in agreement with the Safety at Work and Environmental Protection unit (AUG). In these cases personal protective equipment is provided by the department. If it is not available the activity may not be undertaken.

First Aid

Should first aid be required the following rules are wherever possible to be observed:

- Keep your distance if possible
- Observe cough and sneeze etiquette and hand hygiene
- Wear a face mask (an FFP mask), protective glasses and disposable gloves.

If there are signs of health impairment among colleagues and no first aiders are available, dial 112 for the emergency medical service.

These Instructions remain in force until they are revoked.

Hamburg, July 1, 2020



Ed Brinksma
President of the TU Hamburg