CAU Hygiene Conceptual Framework

In accordance with the University Board Resolution of 19.05.2020

1 Preliminary remarks

After on-campus activities at universities were severely restricted from 15 March 2020 onwards by decrees and regulations issued by the state of Schleswig-Holstein due to the pandemic, university operations should now be gradually resumed in accordance with a decision made by the Federal Chancellor and the heads of government of the German states in a telephone conference on 15 April 2020. This requires an adjustment of the prevention measures. In terms of the above-mentioned decision, every company - which according to Section VII of the German Social Code (SGB VII) also includes universities - is obliged to conduct an adjusted risk assessment, and implement an occupational pandemic plan as well as a hygiene concept.

The new Hygiene Conceptual Framework describes the applicable general hygiene and protective measures for the entire university operations in teaching/studying, research, administration and all university institutes and establishments, as well as particular hygiene and protective measures for specific teaching, examination and event formats and for special areas at the CAU.

The aim of this conceptual framework is to formulate comprehensive guidelines for operations at the CAU, by covering as many institutions and/or examination and event formats as possible, so that the individual concepts can largely draw on this framework and supplement it where necessary.

2 Principles

- Non-essential contact between employees, students and other people (e.g. doctoral researchers and guest researchers) must be avoided. General hygiene measures must be implemented, and the infection risks during essential contact must be minimised by means of special hygiene and protective measures.
- As a matter of principle, digital formats should be prioritised for all events in order to minimise direct personal contact.
- The requirements for general hand hygiene and coughing and sneezing etiquette must be followed.
- In all institutions at the CAU, everyone must maintain a minimum distance of 1.5 m to others. For this purpose, appropriate social distancing measures must be determined for each location. If compliance with the minimum distance of 1.5 m is not safely possible due to the special nature of the operations, a face mask covering the nose and mouth must be worn during this time in accordance with the relevant hygiene concept. This also applies if the 1.5 m distance requirement is temporarily not met, for example in hallways and corridors.
- In principle, lifts should be used alone, unless the minimum distance of 1.5 m can be maintained.
- In closed rooms for temporary use (such as examinations, short-term laboratory use, meetings), there should be a maximum of 2 people per 10 square metres, and in offices or labs used for longer periods (of more than 1.5 hours), a maximum of one person per 10 square metres. This should be understood as a guideline, and may vary according to
specific conditions at each location.
- All interior spaces must be adequately ventilated with fresh air. In the event of mechanical ventilation, the technical possibilities must be utilised as far as possible, to ensure that ventilation systems provide more or exclusively fresh air, and that recirculation is avoided. In rooms without mechanical ventilation, the Facility Management team will display guidelines for regular ventilation.
- Signs must be displayed at building entrances and inside buildings regarding the hygiene measures to be observed (responsible: Facility Management, signs to be put up by the caretaker on site).
- Documentation is required for all persons who are not only temporarily present in the institutions (institutes, departments, etc.). This includes details provided of the days present and the rooms generally used, as well as contact details (usually a mobile phone number). The attendance records must be kept by the heads of the respective institutions for a period of six weeks, in accordance with the applicable data protection regulations, in such a way that the records are accessible at all times in case contact tracing becomes necessary. These attendance records must be provided to the health authorities on request.
- Travel to the campus should preferably be individually (by bicycle, car, or on foot): those using public transport must comply with the applicable rules for wearing a face mask in the state of Schleswig-Holstein.
- People with respiratory symptoms or fever should not be present at the institution. In the event of acute respiratory symptoms, the person affected must leave the institution immediately and have their symptoms checked by a doctor.
- Those arriving in Kiel from abroad must observe the applicable regulations of the state of Schleswig-Holstein for returning travellers, along with any temporary entry bans in place related to university premises.

All members of the university are required to responsibly observe and adhere to the existing regulations and rules, in order to protect themselves and others.

3 Basis

The general basic obligations of the employer in terms of Section 3 and Section 4 no. 3 ArbSchG and/or DGUV Regulation 1 give rise to general hygiene requirements, which are specified in the ArbStättV and its Technical Rules for workplaces as well as other regulations. The Hygiene Conceptual Framework was developed on this basis, with temporary measures to protect against SARS-CoV-2 infection, in accordance with the SARS-CoV-2 occupational health and safety standard issued by the Federal Ministry of Labour and Social Affairs on 16.04.2020.

The requirements for face-to-face teaching events and examinations are based on the "Guidelines for creating hygiene concepts for carrying out examinations and practical events, as well as the gradual opening of libraries at universities in Schleswig-Holstein" issued on 29.04.2020, developed by the Ministry of Education, Science and Cultural Affairs together with the universities in Schleswig-Holstein.

4 Hygiene concepts for examinations and teaching

For all parties, protection against infection takes precedence over carrying out the various event formats. Examination and teaching processes must be adapted accordingly, and offered in digital formats as far as possible. The basic principle is that critical gatherings of participants in the buildings and on campus must be avoided. As a rule, organisational and spatial measures must ensure that the minimum recommended distance of 1.5 metres between people can be maintained.
Examinations are allowed which cannot be carried out digitally, as well as face-to-face events from the compulsory and compulsory elective sections of curricular teaching, which are not digitally possible and are also relevant for the continuation or completion of the degree programme. These are teaching event formats with explicitly practical skill development, for example through practical laboratory exercises, outdoor exercises, practical sports exercises or literature studies without digital availability. These also include final theses, which for example are completed in laboratories.

Such events are subject to the general safety requirements as described under "Spatial and organisational requirements" below. All participants are obliged to contribute through their conduct towards helping to ensure that teaching events and examinations can be carried out without any health risks for all participants. We appeal to the sense of responsibility of each individual, not to attend teaching events or examinations if they have any symptoms of illness. Students who are diagnosed with a coronavirus infection (Covid-19) within 14 days after a teaching event or examination must immediately inform the Dean's Office at their faculty.

People who belong to high-risk groups should only participate in face-to-face teaching events or examinations after medical consultation. Participants who belong to a high-risk group must announce this in advance, and will be granted separate access and a separate examination room or workplace where possible.

There are additional restrictions for clinical teaching at the Faculty of Medicine at the CAU, which takes place at the USKH, Campus Kiel. The Faculty of Medicine will develop hygiene concepts appropriate for these special circumstances, and coordinate them with the UKSH. Additional approval by the CAU is not required. The training and research in pre-clinical teaching on the CAU campus are subject to the provisions of this Hygiene Conceptual Framework.

4.1 Development of hygiene concepts

- A hygiene concept must be developed beforehand for every examination and practical event, based on templates. Details of the respective teaching or examination event must be included.
- The hygiene concept must be submitted to the University Board via the Dean responsible. The University Board reserves the right to check the concepts, with the involvement of the Central Unit: Safety Engineering. There will not be explicit approval of the concepts. The responsibility for carrying out the relevant teaching event or examination in accordance with the requirements of this Hygiene Conceptual Framework lies with the respective teachers or examiners.
- The concepts will be stored centrally, and made available at the request of the health authorities or other testing authorities.
- Hygiene concepts of the Faculty of Medicine for clinical teaching at the UKSH will be collected by the Dean's Office at the Faculty of Medicine, and made available at the request of the health authorities or other testing authorities.

4.2 Information and registration of participants

Students will be informed in advance of the measures to minimise the risks and the applicable rules for participation in examinations and practical teaching events. This will be done in writing by e-mail, including a reference to the CAU's corona website.
All persons present will be recorded in an attendance list together with their contact details, for
the purpose of ensuring traceability in the case of infection. The attendance records must be
kept by the institution responsible for the event for a period of six weeks after the end of the
event, in accordance with the applicable data protection regulations, and made available to the
health authorities responsible on request. After expiry of the retention period, the attendance
records must be destroyed.

Participants at an event will be registered before it starts. During registration, the health status
of the participants will also be enquired about and confirmed by them in writing, that to the best
of their knowledge and belief they are not ill with Covid-19 (template and guidelines for the
registration of participants in teaching events/examinations).

The participants will be reminded at the beginning of the event about the protective measures to
be observed.

Violations of the rules of conduct will be punished by expulsion from the university premises
without exception, through the exercise of domiciliary rights by the persons supervising the
event. If the violation causes increased risk of the spread of the virus, then the violation will also
be documented and pursued further in consultation with the authorities.

4.3 Spatial and organisational requirements

- Routes through the buildings to the venues for exams, practical teaching events and to the
  sanitary facilities will be marked as far as possible, in order to prevent or minimise
  encounters. If the minimum distance cannot be consistently maintained, then facial masks
  must be worn during this time.
- Separate entrances and exits should be indicated where possible.
- Signs about infection protection must be displayed at building entrances and inside the
  buildings, which provide information about general protective measures such as hand
  hygiene, social distancing and coughing and sneezing etiquette.
- All participants will be registered at the venue and asked about their state of health (see
  above). Depending on the number of participants, the registration will be organised at
  several points (e.g. stands/tables) to observe the minimum distance, with waiting areas and
  also protective barriers, if necessary.
- The rooms and the sanitary facilities will be cleaned every working day, in accordance with
  the hygiene requirements. If event rooms are used multiple times between the daily
  cleaning routine, it must be ensured that the workplaces/ table surfaces and the equipment
  necessary for the event can be cleaned afterwards, or before any further use. This will be
done in prior consultation with Facility Management.
- All rooms must be adequately ventilated with fresh air. In the event of mechanical
  ventilation, the technical possibilities must be utilised as far as possible, to ensure that
  ventilation systems provide more or exclusively fresh air, and that recirculation is avoided.
- In rooms where adequate ventilation cannot be ensured (e.g. non-opening or no windows,
  no forced ventilation), no events may be held with speaking elements, the time spent in the
  room must be kept to a minimum, and alternatives (e.g. issuing books in other rooms)
  should be considered.
- The doors of event rooms used should be kept open where possible, so that touching
  doorhandles can be avoided - and the rooms ventilated thereby if possible. This does not
  apply to rooms where the doors must be kept closed for security reasons, e.g. laboratory
  rooms.
- In the sanitary facilities, the availability of at least soap and paper towels will be ensured.
  The hygiene guidelines for proper hand washing techniques will be displayed prominently.
- Guidelines for entering the sanitary rooms alone will be formulated and displayed
  prominently at the respective facilities.
- In the rooms used, the minimum distance of 1.5 metres between all participants and the
  examiner or teaching staff must be ensured. If this is not possible due to the spatial
conditions, and alternative rooms are not available, for example because of the technical facilities required, alternative measures must be taken to minimise risk, such as perspex or other barriers, temporary use of face masks, or significant reduction of group sizes.

- The rooms will be prepared accordingly before the start of the event, and materials required for carrying out the event such as examination papers, worksheets, etc. will be distributed to the individual workplaces. It is not necessary to allocate places. If equipment is used by several people, intermediate cleaning must take place after each use (wiping of surfaces, buttons, etc.). The people preparing the room/ the event must wash their hands before and after issuing the materials, according to the stipulations of the above-mentioned hygiene rules.

- After the event, the participants must leave the building quickly via the marked exits. Here too, critical gatherings must be avoided.

4.4 Hygiene measures for specific types of examination and teaching events

4.4.1 Face-to-face oral examinations

- For oral examinations, the opportunities offered by digital formats will be explored and used if possible.
- For face-to-face oral examinations, the existing distancing rules must be observed in accordance with the general requirements.
- The tables will be cleaned between examinations.
- Attendance times and the arrangement of arrivals and departures will be assigned to avoid personal encounters between the students. (see Chapter 2, paragraph on additional protective measures and 4.3 on the spatial and organisational requirements)

4.4.2 Written examinations

- For written examinations, the opportunities offered by digital formats will be explored and used if possible.
- If attendance is required for written examinations, rooms must be used which meet the distancing rules in accordance with the general requirements (see Chapter 2, paragraph on additional protective measures and 4.3 on the spatial and organisational requirements).
- Attendance times and the arrangement of arrivals and departures will be assigned to ensure that the distancing rules can also be observed here at all times.
- The examination papers will be distributed beforehand by the invigilators. They must wash their hands before and after distributing the examination papers, according to the stipulations of the applicable hygiene rules. At the end of the examination, the students must put their examination papers in a specially-prepared collection box, so that there is also no personal contact here between students and invigilators.

4.4.3 Face-to-face teaching events

Exercises with individual workplaces (e.g. practical laboratory and sports exercises)

- For practical laboratory exercises with individual workplaces, practical sports exercises with individual workplaces, literature practical exercises with individual workplaces (in the library, or in a larger seminar room using a distribution system): the measures listed above must be implemented here. If it is not possible to observe the minimum distances of 1.5 m in exceptional cases, appropriate protective barrier measures and/or personal protective measures (face masks) must be taken.
- For practical laboratory work on equipment that is not available individually for all students, as well as exercises using sports equipment, or literature studies on non-digital books with a limited number of printed copies available: in addition to the above-mentioned measures, it must be ensured that
- the students and supervisors observe the distancing rules when moving from one piece of equipment to another,
- and where this is not possible, face masks must be worn.
- In changing rooms at sports facilities, appropriate measures must be implemented to ensure that these are used by one person at a time only.
- Due to the significant aerosol formation, the use of showers is prohibited before, during and after sport in university rooms.

**Special notes on laboratory practicals**

- The mandatory hygiene plans for biological laboratories with protection level 1, 2 and 3 remain unaffected by this Hygiene Conceptual Framework, and must be implemented in addition.
- Also, the mandatory hygiene plans for institutions for the husbandry of laboratory animals at the CAU remain unaffected by this Hygiene Conceptual Framework, and must be implemented in addition.
- The hygiene measures of the following "Technical Rules for Biological Agents" shall remain in full force:
  - TRBA 100 Protective measures for activities involving biological agents in laboratories
  - TRBA 260 Protective measures for activities involving biological agents in veterinary medicine and similar activities
  - TRBA 120 Husbandry of laboratory animals

**Field trips**

Before the field trip, it must be ensured that
the arrival and departure of students and supervisors can take place in accordance with the hygiene and social distancing rules; when using vehicles from the CAU fleet, the rules stipulated in 6. for trips with university vehicles are observed;
on-site during the field trip, the hygiene and social distancing rules are followed at all times;
  - if overnight stays are required, they comply with the relevant provisions of the overnight accommodation, and that the hygiene and social distancing rules are followed;
  - if meals are eaten during the excursion, that this takes place in accordance with the applicable regulations.

In addition, the relevant hygiene regulations of the field trip site must be observed.

**5 Hygiene concepts for libraries**

For the use of libraries, separate concepts must be developed for the central University Library and the individual departmental/specialised libraries, based on this Hygiene Conceptual Framework. In doing so, the requirements described in 4.1 to 4.3 above must be applied correspondingly. In addition, the recommendations for the re-opening of libraries, published by the German Library Association (dbv) as at 23.04.2020 must be followed.

For the departmental/specialised libraries, it must be individually determined whether the presence of students is even possible and permissible due to the size and spatial conditions, and whether lending systems can enable literature work in suitable seminar rooms.

The University Library and the Dean’s Offices responsible for the departmental/specialised libraries will submit the hygiene concepts for approval by the University Board, through the crisis management team coordinator. The concepts will be stored centrally, and made available at the request of the health authorities or other testing authorities.
6 Research and administration, events, self-governance

Protective measures must be implemented for the research and administration operations, and mandatory minimum standards for occupational safety and health protection must be ensured. All employees must adhere to the principles listed under 2. above.

In addition to the mandatory risk assessments in accordance with the ArbSchG, the form "Risk assessment for continuing research and administration operations during a pandemic until the end of the pandemic is officially declared" must be completed (https://www.sicherheitsingenieur.uni-kiel.de/de/themen/corona). The employees must be instructed accordingly by their supervisor. The Central Unit: Safety Engineering provides appropriate assistance on its website, and advises employees and supervisors.

The corona website is the definitive resource for the currently applicable preventive and protective measures at the CAU. All members of the CAU should regularly inform themselves there about the applicable regulations. Information about protective measures and the code of conduct, and in particular the observance of personal and organisational hygiene rules (social distancing, coughing and sneezing hygiene, hand hygiene), is provided through notices and signs.

**Work station design**

Office work should be done from home where possible. If this is not possible due to the nature of the activities, the following principles must be observed:

- Double/team offices, which are not only used for short periods, may only accommodate one person each.
- Open-plan offices, workshops and other working areas where several employees congregate must be organised in such a way that personal contact between staff is reduced to a minimum level and the minimum social distancing of 1.5m between employees is ensured. Where this cannot be guaranteed technically or organisationally, alternative measures (use of face masks, separating walls) must be taken.
- Hygiene and distancing regulations must be adhered to in offices and laboratories. The information and recommendations by the Central Unit: Safety Engineering ("Risk assessment and working alone") must be observed in this regard.
- Occupancy density of workspaces and shared facilities must be reduced by measures to stagger operations (offset working and break times, shift work if necessary). When drawing up shift plans, care must be taken to allocate fixed shifts, and to organise the transition between shifts so that there is no contact between the individual shifts on site. Shifts may also be organised on an alternating daily basis.

**Sanitary and break rooms**

Mild liquid soap and towel dispensers must be made available for washing hands. The cleaning intervals must be adjusted. This applies in particular to sanitary facilities and common areas. Doorhandles and handrails will be cleaned regularly to prevent infections. Appropriate social distancing must be ensured in break rooms, for example through the corresponding arrangement of tables and chairs. Distancing must also be maintained in the shower rooms of workshops or other operational institutions; showers must either be blocked off, or other measures taken to ensure that they can only be entered and used by one person at a time. The showers and locker rooms may only be used by workshop employees, and must be cleaned thoroughly at least once every working day.
Work equipment/tools

If possible, work equipment and tools should be used by one specific person. Where this is not possible, they must be cleaned before being handed over to others.

Work clothing and PPE

Personal protective equipment (PPE) may only be used and stored by a specific person. Separate storage of work clothing and PPE from the everyday clothes must be enabled.

Ventilation

In closed rooms, ventilation at regular intervals during the day (windows and doors open completely, for at least 10 minutes per hour) is highly recommended, if the operational circumstances allow this. If the room is equipped with an air conditioning system (HVAC), this must be operated continuously to reduce the aerosol concentration in the air and the associated increased risk of infection.

Travel around campus

Travel around campus should take place using open-air vehicles where possible (bicycles, delivery bicycles, scooters, etc.). If travel by car is necessary for work purposes, then the following rules must be observed for the use of university vehicles:

If the trip is considered unavoidable, and individual travel is not possible, then a maximum of two people may use a vehicle, so that a distance of 1.5 m is maintained; cross-ventilation inside the vehicle must be ensured, and recirculation of the air by a ventilation system and/or air conditioning system should be avoided in favour of fresh air intake. The vehicles in the university fleet must be equipped with materials for hand hygiene and disinfection, as well as paper towels and rubbish bags. When returning the vehicle, the steering wheel, cockpit, centre console, doorhandles in particular, as well as any other surfaces/vehicle parts which have been touched must be disinfected by the vehicle user, and the paper towels disposed of in the rubbish bag.

Business trips

Non-essential business trips are prohibited. When using the CAU university fleet, the above-mentioned rules for travel around campus must be observed accordingly.

(Public) events, meetings, sessions/self-governance

No public events will take place on the CAU premises until further notice. There is no possibility of holding face-to-face events for formats that are not directly connected with teaching (e.g. conferences, lecture series and similar event formats), at least for the summer semester.

Digital formats should be used here instead. Internal talks, meetings of working groups and committees should be held as telephone or video conferences. All meetings that are deemed absolutely necessary and which cannot be conducted by telephone or video conference must adhere to the prescribed hygiene measures and distancing regulations. Please see the guidelines by the University Board from 21.04.2020 for information about conducting appointment procedures for professors.
Access for non-university personnel, visits by the public

Access for non-university personnel must be kept to a minimum. Contact information for non-university personnel (e.g. workmen and other service providers) as well as their time of entering/leaving the CAU premises should be documented where possible. Non-university personnel must be informed of the measures currently implemented with regard to protection against SARS-CoV-2 infection, and follow the principles listed under no. 2 above.

Instructions for handling suspected cases

The regulations for rapid identification and tracing of suspected cases of a COVID-19 infection must be followed, as published on the CAU corona website.

Occupational healthcare and protection of high-risk people

Employees can arrange a personal consultation with the university’s in-house doctor, also regarding high risks due to a pre-existing condition or an individual predisposition. The university's in-house doctor provides advice to employees and supervisors on appropriate protective measures for individual workplaces. The currently applicable instructions and procedures to/for people who belong to high-risk groups, or share a household with someone in a high-risk group, are published on the CAU corona website.

7 Requirements for special areas and institutions at the CAU

Special areas and institutions at the CAU such as the Sports Centre, Botanical Garden or museums will develop their own hygiene concepts in accordance with the relevant state regulations, the principles of this Hygiene Conceptual Framework and the recommendations of relevant professional associations for hygiene concepts. The institutions will submit their hygiene concepts for approval by the University Board, through the crisis management team coordinator. The concepts will be stored centrally, and made available at the request of the health authorities or other testing authorities.

8 Templates, handouts and guidelines

To assist with implementation of the provisions of this Hygiene Conceptual Framework, and in particular to support development of the hygiene concepts for individual teaching events and examinations, as well as their implementation, templates, handouts and guidelines will be provided via an online platform, and updated on a regular basis.