



General hygiene plan – SARS-CoV-2

Contents

General hygiene measures.....	1
Supplementary hygiene measures – central ventilation technology.....	3
Preventive occupational health care and protection of persons at particular risk.....	4
Provision of protective resources.....	4
Overview of hygiene rules.....	5
Instructions for what to do in the event of suspected cases.....	6
Employees.....	6
Students.....	9
Risk assessment, instruction and active communication.....	10
Annexes.....	11

The following remarks and instructions form the general hygiene plan of the Humboldt-Universität zu Berlin (HU). It is based on the decisions of the COVID-19 Task Force of the State of Berlin, the state's Ordinance on Basic Measures to Protect the Population from Infections with the SARS-CoV-2 Coronavirus (SARS-CoV-2 Basic Protective Measures Ordinance - BaSchMV), the SARS-CoV-2 Occupational Health and Safety Regulation (Corona-ArbSchV), the recommendations of the Robert Koch Institute, and the publications of the Federal Centre for Health Education (BZgA).

This plan does not replace special, legally prescribed hygiene requirements that are already in existence, and it may require site-specific adjustments.

The Humboldt-Universität zu Berlin continues to pursue the goal of containing the spread of the pandemic for the protection of all and guaranteeing a high degree of safety for its members.

The provisions of the current Administrative Regulations apply when entering the workplace.

General hygiene measures

Based on current information, the coronavirus (SARS-CoV-2) is mainly transmitted by droplet infection.

"The most important transmission pathway for SARS-CoV-2 is the inhalation of droplets containing the virus (aerosols), which are released into the surrounding air when an infected person, for example, exhales, coughs, speaks or sneezes. In addition to infected persons with typical symptoms, asymptomatic and presymptomatic infected persons are also regarded as possible shedders of infectious viruses. It is known that even completely vaccinated people can get infected and become carriers of the virus after coming into



contact with SARS-CoV-2. Coughing and sneezing produce an increased number of larger aerosols, while smaller aerosols are excreted when people breathe or speak.

When spending time with an infected person in an unventilated room, the risk of inhaling infectious viruses increases, even at distances of more than 1.5 m. The risk of inhalation is particularly strongly increased in rooms with small volumes where there is also insufficient ventilation.”¹ All members are recommended to continue the practised and proven measures for protecting against infection, for example, fulfilling the 3G criterion, on their own responsibility and to contribute to preventing transmission of disease by acting responsibly.

Obligation to wear a mask:

Based on the SARS-CoV-2 Occupational Safety and Health Standard of the Federal Ministry of Labour and Social Affairs (BMAS) and the SARS-CoV-2 Occupational Health and Safety Regulation, and out of consideration for the recommendations for action of the Federal Institute for Occupational Safety and Health (BAUA) and in accordance with the general risk assessment for the overall system, **all members and guests of the HU must, in principle, wear an FFP2 mask for their mutual protection in HU buildings and in all circulation areas as well as in recreation and communal areas (photocopier room, kitchenette, etc.).**²

Exceptions to this institution-specific measure for protecting against infection exist:

- for persons who cannot wear a medical mask due to a medically certified health impairment, a medically certified chronic illness or a medically certified disability; the responsible parties are entitled to inspect the original certificate in order to verify whether the conditions that apply for this exception are met;
- for deaf and hard-of-hearing people and persons who communicate with them, as well as their attendants³
- insofar as further exceptions are provided for in a hygiene concept for a specific area and these have been confirmed by the central pandemic officer.

People may work at their own workplaces without wearing a mask.

At research, study and teaching events and other in-person events, it is obligatory to wear an FFP2 mask if a minimum distance of 1.5 metres between people cannot be guaranteed.

Lecturers are exempt from the obligation to wear a mask for the duration of their lecture. The event organisers are responsible for implementing and controlling these regulations. For in-person events of any kind, the specifications laid down in the current version of the Administrative Regulations must also be observed.

The wearing of masks does not replace other protective measures, such as hand hygiene and distancing rules.

¹https://www.baua.de/DE/Angebote/Publikationen/Fokus/Handlungsempfehlungen-SARS-CoV2.pdf?__blob=publicationFile&v=22 (in German), p. 3

² https://www.baua.de/DE/Angebote/Rechtstexte-und-Technische-Regeln/Regelwerk/AR-CoV-2/pdf/AR-CoV-2.pdf?__blob=publicationFile&v=21 SARS-CoV-2 Occupational Health and Safety Regulation (version from 24/11/2021) and https://www.baua.de/DE/Angebote/Publikationen/Fokus/Handlungsempfehlungen-SARS-CoV2.pdf?__blob=publicationFile&v=22, as well as instructions on how to use a mask: https://www.dguv.de/de/mediencenter/pm/pressearchiv/2021/quarteral_1/details_1_418252.jsp (30/03/2022) (all links in German)

³ The persons concerned will be given transparent masks upon request, subsequent to a case-by-case review. Please contact the address provided below: pandemie.ta@hu-berlin.de



Regulations on the use of space:

Observing a safe distance of 1.5 m from other persons is strongly recommended. The simultaneous use of recreation areas by several people must be kept to a minimum. If it is unavoidable for people to use the recreation areas at the same time, attention must be paid to wearing an FFP2 mask and regular ventilation.

Special routing systems and markings on the ground to aid with maintaining distance support this goal.

It is necessary to check whether the number of people present at the same time can be reduced through additional measures, such as staggered use of these areas, or whether alternatives can be drawn upon.

The congregation of people in and in front of buildings is to be avoided by means of suitable planning, for example, by issuing appointments. If this is not possible, or if the formation of queues is unavoidable, distance markings must be placed on the ground.

Wherever possible, the use of workstations/rooms and work equipment is to be organised in such a way that specific pieces of equipment/areas are used and occupied by specific people; if necessary, there should be a rolling schedule for this purpose within the context of the service agreement on flexible working dictating who is present when and occupying which rooms and who is working from home.

If workstations are to be used by more than one person, the surfaces should be cleaned with commercially available household cleaners after use. Alternatively, they can be covered with, for example, cling film for each user. Each user removes their used cling film once they are finished.

This includes, in particular, surfaces that have come into contact with employees or possible carrier materials, for example, as a result of the emission of droplets when speaking (e.g., table tops, desk chairs/armrests, cabinet and door handles, IT equipment such as mice and keyboards, telephone receivers).

Supplementary hygiene measures – central ventilation technology⁴

The risk of transmission of SARS-CoV-2 via properly maintained ventilation and air conditioning systems can be classified as low. The HU's technical department therefore centrally ensures that:

- there is a sufficient supply of outside air;
- ventilation and air-conditioning systems are run at their nominal capacity for at least two hours before and after the building is used;
- at times when the room is not in use, e.g., at night or at the weekend, ventilation takes place at a reduced output;
- in the case of CO₂-controlled ventilation and air conditioning systems, a target value of 400 ppm is achieved, so that the system can be operated continuously at a nominal capacity;
- sanitary facilities are permanently ventilated; and
- mobile ventilation devices are made available on a decentralised basis if required and depending on availability.

In the case of ventilation and air-conditioning systems with temperature control, it is not necessary to change the operating points (heating, cooling, humidification and dehumidification).

⁴ See Recommendations for Ventilation at Indoor Workplaces in: <https://publikationen.dguv.de/wid-gets/pdf/download/article/3932> (in German), link accessed: 03/12/2021



Preventive occupational health care and protection of persons at particular risk

For people with immunodeficiency or immunosuppression, special recommendations regarding vaccine protection are made annually by the Standing Committee on Vaccination at the Robert Koch Institute. All employees in this group of people are strongly recommended to contact the university doctors at the HU/Charité Occupational Medicine Centre for advice (<https://www.ta.hu-berlin.de/amz>).

Provision of protective resources

Sanitary facilities with water, soap and drying facilities are available in all buildings of the HU. This means that the conditions outlined in the recommendations of the Robert Koch Institute (RKI) are sufficiently met for people to wash their hands in accordance with the hygiene requirements.

The HU provides disinfectants for hand and surface disinfection for areas in which this is absolutely necessary for work-related reasons. The occupational health and safety specialists and the university doctors are available to provide advice on the need to use disinfectants.

In principle, it is not necessary to use disinfectants:

- when spending time in buildings;
- for activities in offices, provided that a personal workstation is used (this also applies if there are several workstations in one room);
- when using toilet facilities; or
- for encounters with people when the minimum distance is observed.

The faculty/department and division heads will appoint a contact person for providing disinfectants in the areas where this is absolutely necessary.

The name, address and telephone number of this contact person, as well as the type of disinfectant required (hand or surface disinfection), are to be reported to the occupational health and safety department (contact: pandemie.ta@hu-berlin.de).

For the initial supply, a delivery of 500 ml bottles with hinged lids will be sent directly to the appointed contact persons. The contact persons will take care of their further distribution.

In addition, disinfection stations are set up in all teaching buildings at the main entrances to the buildings.

The division heads and faculty/department administrations will be given a basic supply of FFP2 masks. These are distributed by the technical department. (contact: pandemie.ta@hu-berlin.de). The masks will be handed out based on demand and according to the reported necessity (risk groups, organisational units with an increased frequency of persons passing through).

In addition to the protective resources mentioned above, all organisational units will receive leaflets and information signs on how to comply with the hygiene rules. These will be installed independently at suitable locations.

Additional protective equipment for the workplace, such as droplet guards or partition cords, will be provided by the technical department on request and following a review (on-site inspection).

Overview of hygiene rules

1. Keep your distance: Maintain a safe distance of at least 1.5 metres from other people at all times, for example, by ensuring adequate distance between seats in offices, work spaces, exam situations, etc.
2. Masks: Always wear a mask if more than one person is in a room (observe the special regulation for laboratory operations). This requirement applies to teaching, research and administrative activities alike, without distinction.
3. Natural ventilation: The concentration of viruses can increase sharply in enclosed spaces. Regular bursts of brief and intensive ventilation reduce the viral load. During the coronavirus pandemic, office, event and seminar rooms should therefore be ventilated every 30 minutes for at least 5–10 minutes using the entire area of the windows. When outdoor temperatures are low in autumn and winter, 3–5 minutes may be sufficient, while, in summer, when outdoor temperatures are higher, the same air exchange is only achieved after 10 minutes. Meeting, event and seminar rooms are also to be well ventilated before and after each event.
4. Proper hand washing: Wash your hands thoroughly with soap and water several times a day. Wash your hands as circumstances require, and as follows: hold your hands under running water; rub with soap for 20–30 seconds, including between the fingers; rinse carefully and dry.
5. Refrain from shaking hands: Avoid shaking hands when greeting, introducing, or saying goodbye to people, etc.
6. Keep your hands away from your face: Avoid touching your eyes, nose and mouth.
7. Cough and sneeze hygienically: Cough and sneeze into your sleeve or the crook of your arm – never into your hand! When doing so, keep the greatest possible distance from other people and turn away from those opposite you.
8. Proper nasal hygiene: Use only paper tissues to blow your nose. Dispose of them immediately after use, preferably in a covered rubbish bin. Refrain from using fabric handkerchiefs entirely.
9. Clean surfaces regularly: In principle, work equipment should be used in such a way that specific equipment is used by specific people. If this is not possible, the working areas, such as desks, telephones, keyboards, etc., that are used by more than one person must be cleaned regularly to prevent smear infections. Conventional household cleaners are sufficient for this purpose. The general cleaning of floors, light switches, lifts, etc., is carried out by the technical department's cleaning service.



Instructions for what to do in the event of suspected cases

Individual measures in the event of illness

1. Stay at home: The basic rule that those who are sick should stay away from the workplace applies all the more in the case of a pandemic. In such cases, stay at home and report in sick the usual way instead of exposing your colleagues to an unnecessary risk of infection.

Recognise illness: Typical first signs of a COVID-19 infection are a cough, a fever, a runny nose and a loss of one's senses of smell and taste. Other possible symptoms mentioned by the Robert Koch Institute include: a sore throat, shortness of breath, headache and aching limbs, loss of appetite, weight loss, nausea, stomach ache, vomiting, diarrhoea, conjunctivitis, rash, swollen lymph nodes, apathy and drowsiness.

3. Report illness: If you have a reasonable suspicion of having an infection that must be reported to the authorities in the interests of protection against infection, contact your general practitioner's practice or the public health department that is responsible for you immediately by telephone.
4. Recover: The usual recommendations for viral diseases apply: get plenty of sleep and drink plenty of fluids. In the event of severe, persistent or worsening symptoms, you should seek medical assistance – after arranging this in advance by telephone!
5. Protect loved ones: Keep your distance, avoid physical contact and, if possible, sleep in a separate room.

Employees

Scenario A: Illness at the workplace

1. Notify supervisor: If an employee develops typical symptoms of an infection at the workplace, their supervisor should be informed. The supervisor will then initiate the following steps:
2. Spatially isolate the sick person: If an infection with the coronavirus is suspected, the sick person should initially remain at their workstation or in the room where they last were. All other people should leave the room immediately and stand by to be recorded as contact persons. If the condition of the sick person allows, they should immediately seek medical treatment independently. The initial care of the person suspected of being ill is provided by their supervisor, taking all precautionary measures – in particular, maintaining a safe distance of two metres. Personal protective clothing should be used if available.
The sick person independently goes into quarantine in accordance with the specifications of the [Robert Koch Institute](#).
3. Ensure medical assistance: It must be ensured at all times that the sick person receives medical care if necessary, including emergency medical care.
4. Identify and isolate contact persons: The supervisor of the sick person is obliged, with the support of the sick person, to compile a list of professional contact persons, as [defined by the RKI](#), by way of precaution.⁵ If the suspicion of illness is confirmed, the close contact persons should go into quarantine at home in accordance with the recommendations of the RKI. "The assessment of the risk of infection and thus the ordering and lifting of quarantine is incumbent on the responsible health department in each individual case."⁶

⁵ Due to the changes in the criteria for the classification of contact persons of confirmed cases of COVID-19, the previous division of contact persons into category 1 and category 2 is no longer applicable.

⁶ https://www.rki.de/SharedDocs/FAQ/NCOV2019/FAQ_Liste_Kontaktpersonenmanagement.html (in German; link accessed: September 2021)

5. Clean and disinfect rooms: The isolation room should remain under lock and key and may only be used again as intended after cleaning and disinfection have taken place. This measure must also be applied to other rooms in which the sick person regularly spent time. The supervisor informs the cleaning service (contact: pandemie.ta@hu-berlin.de)
6. The supervisor sends a case report to the HR department (personalabteilung@hu-berlin.de).

Scenario B: A case occurs and there is unprotected contact with other employees

If an employee has tested positive and has had unprotected contact with other employees while working on site, their supervisor must be informed immediately. The following steps must be initiated:

1. Close contact persons among the group of staff are to be identified and placed in quarantine at home in accordance with the applicable guidelines.⁷ Close contact persons undergo a 7-day quarantine at home and can test to release via a negative PCR or certified antigen test taken at the earliest on day 7. Without one of these tests, the home quarantine period for contact persons ends after ten days.
2. For the staff in the extended field of contact, options for working from home must be reviewed. If tasks are not suitable for being carried out from home because they require presence in the office, these tasks must be carried out in the office. There is thus no leave of absence or "precautionary quarantine." However, in such cases, all direct contact with colleagues in a room is prohibited, which applies to both office and leisure activities (e.g., eating lunch together). This applies for a period of 14 days from the time of contact.
3. Rooms in which the sick person previously regularly spent time must be cleaned and disinfected. Only then can they be used again as intended. The supervisor informs the cleaning service (contact: pandemie.ta@hu-berlin.de).
4. The supervisor sends a case report to the HR department (personalabteilung@hu-berlin.de).

Definition of close contact persons*

Contact persons of a confirmed case of COVID-19 are defined as *close* contact persons (with an increased risk of infection) if at least one of the following situations applies:

1. Close contact (< 1.5 m, close range) for longer than 10 minutes **without** adequate protection[#] (adequate protection = the case and the contact person **consistently and correctly** wearing a medical mask or FFP2 mask).
2. A conversation with the case (face-to-face contact, < 1.5 m, regardless of the duration of the conversation) **without** adequate protection[#] (adequate protection = the case and the contact person **consistently and correctly** wearing a medical mask or FFP2 mask) or direct contact (with respiratory secretion).
3. The contact person and the case simultaneously spend time in the same room where there is likely a high concentration of infectious aerosols for > 10 minutes, regardless of the distance, **even if they have consistently and correctly** worn a medical mask or FFP2 mask.

*Definition according to the RKI:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html;jsessionid=B97AF6DC2EC54F1B2D22DC3B07EAAA93.internet071?nn=2386228#doc13516162bodyText20

(in German; link accessed: 04/02/2022)

⁷ See *ibid.*

Exemptions from quarantine exist for vaccinated and recovered persons in accordance with the applicable regulations.⁸

Exemptions from quarantine DO NOT apply to persons who:

1. have received two single vaccine doses, if the second single vaccine dose was more than 90 days ago and they have not received a third single vaccine dose thereafter;
2. have had full vaccine protection within the meaning of § 22a paragraph 1 sentence 4 in conjunction with sentence 3 number 1 or number 2 of the Infection Protection Act for more than 90 days and have not received a second single vaccine dose;
3. have had full vaccine protection within the meaning of § 22a paragraph 1 sentence 4 in conjunction with sentence 3 number 3 of the Infection Protection Act if more than 90 days have elapsed since the test on which the proof of test is based was carried out and they have not received a second single vaccine dose thereafter; or
4. enter the Federal Republic of Germany after previously spending time in a virus variant area within the meaning of the Ordinance on Coronavirus Entry Regulations (Coronavirus-Einreiseverordnung).⁹

Scenario C: Occurrence of several cases within a specific time and space

If several employees within the university fall ill and have tested positive and there is a recognisable connection (case cluster), the following steps must be initiated:

1. The management of the relevant division, department or faculty informs the central pandemic officer of a cluster infection.
2. Colleagues who are considered to be close contacts within the meaning of the definition provided must go into quarantine at home in accordance with the applicable provisions.
3. Staff in the extended field of contact are, in principle, ordered to work from home; if necessary, additional requirements can be imposed, such as keeping a symptom diary.
4. The pandemic management team checks whether any change of phase is necessary according to the plan of the state of Berlin or according to the HU's pandemic plan and initiates further measures if necessary.
5. The above provisions for how to deal with contact persons apply analogously.
6. The above provisions regarding cleaning and disinfection of the rooms regularly used by those who have fallen sick apply analogously.

Scenario D: Increased occurrence of cases with no temporal or spatial connection

If numerous employees within the university fall ill and have tested positive without there being any recognisable connection, and the endemic prevalence within the university exceeds the average for the state of Berlin, the following steps must be initiated:

1. The pandemic management team checks whether any change of phase is necessary according to the plan of the state of Berlin or according to the HU's pandemic plan and initiates further measures if necessary.
2. The above provisions for how to deal with contact persons apply analogously.
3. The above provisions regarding cleaning and disinfection of the rooms regularly used by those who have fallen sick apply analogously.

⁸ Ordinance Regulating the Easement of and Exemptions from Protective Measures to Prevent the Spread of COVID-19 (COVID-19 Protective Measures Exemption Ordinance – SchAusnahmV) in https://www.gesetze-im-internet.de/schausnahmV/_6.html (link accessed: 29/03/2022)

⁹ Ibid.

To ensure the health of all staff is protected, the following must be reported to the HR department:

- Any people who have fallen ill with COVID-19
- Any people in officially prescribed quarantine
- Any people in prophylactic/voluntary quarantine

Please use the departmental email address for this: personalabteilung@hu-berlin.de and also provide the following information: surname, first name, organisational unit, status (staff, student), nature of absence (sick, official quarantine), beginning and end of the period of sick leave. The data must be encrypted and will not be passed on.

The university will be informed about proven cases of illness of any employees or students by the (responsible) public health department. Contact tracing is carried out exclusively by the public health department once the documentation of attendees has been handed over.

Students

At the beginning of any lecture or course series, the students are to be informed about the obligation to report or disclose their illness in the event of falling sick with COVID-19 and about how to deal with suspected cases.

Participant with a proven (PCR test) case of COVID-19

- The student immediately informs the teaching staff.
- The student who is infected does not attend any in-person teaching events for one cycle/one week, or for the duration of the officially prescribed quarantine. The infected person gets in touch with the member of teaching staff to arrange individual tasks, a supplementary digital event or an exemption. Periods of absence due to quarantine and/or illness are not considered missed periods with regard to satisfying the requirement of regular participation in courses.
- Unless the public health department orders otherwise, in-person studies may then be resumed.
- The teaching staff informs the remaining participants about the case of infection anonymously and asks them to monitor their own condition.
- If any of them experience symptoms such as a cough, fever, etc., diagnostic clarification is required. Reporting obligations that apply outside of the university, for example, towards one's health department, school or employer, are not affected by this.
- Students with non-specific cold-like symptoms without any further signs of illness or impairments must initially stay away from in-person events at the HU for 24 hours to monitor further developments.



- If no symptoms have onset by the time of the next session, the remaining participants (student contact persons) may attend the in-person event again. Prior testing is strongly recommended.
- **The extent to which fellow students or other teachers must adhere to an official quarantine is decided by the responsible health department.**

Risk assessment, instruction and active communication

The supervisors of each organisational unit are obliged to review their areas of responsibility with regard to the SARS-CoV-2 occupational health and safety standards on the basis of a corresponding risk assessment and to document any measures to be taken. The employees are to be instructed promptly about the preventive and occupational health and safety measures that have been initiated.

The measures taken to protect against and contain the pandemic are reported on the websites on an ongoing basis.

Annexes

VBG supplement (supplement from the occupational insurance association for the administrative sector) Risk due to the coronavirus SARS-CoV-2 at the Humboldt-Universität zu Berlin

Supports the risk assessment in the organisational unit

Updated 30/03/2022

Contents

Introduction

Procedure for the risk assessment

Documentation

Area – Responsible persons – Participants – Other applicable documents

Additional risks due to the coronavirus SARS-CoV-2

Organisational measures

- Organisation of working time and breaks
- Access by external parties
- Dealing with suspected cases

Contact with other people

- Travel route from home to the workplace
- At the workplace
- In the sanitary facilities
- In canteens, kitchenettes, break rooms
- Ventilation
- Transport and journeys
- Use of work equipment

Mental stress due to the coronavirus epidemic

Introduction

A risk assessment (RA) gives organisations and companies a way of defining measures for protecting against infection in a way that is specific to their particular operations. As part of the RA, checks are carried out to determine whether any risk of infection is associated with work situations in specific areas, and, if so, what that risk is. If there is a potential for infection that goes beyond the general risk of infection in public life, it is necessary to consider whether, and which, protective measures in keeping with the rules on hygiene, distancing, masking and ventilation (AHA+L rules) are necessary and suitable at the workplace in order to minimise the risk.¹

When deriving operational measures, one should take particular account of any information that is available on the vaccination and recovery status of the employees, on the epidemiological situation in the catchment area, on recommendations for protecting the population, on frequencies of contact, on periods of contact at the workplace, on occupancy density (employees/persons per given room volume) and distances between the employees, on the ventilation situation, and on the mental stresses that employees are subjected to.²

The basic legal requirements for the organisation of occupational health and safety and for carrying out the risk assessment are described in the VBG's document "[Risk Assessment – How It Works](#)" (Gefährdungsbeurteilung – So geht's; in German). It supports the planning, implementation and documentation of the risk assessment.

This supplement, with example risks and burdens and protective measures, does not claim to be exhaustive. Risks and burdens that are not included here but which are of significance for particular units may occur in individual organisational units.

It is therefore always necessary to check on site whether all actually occurring risks and burdens are recorded in the risk assessment of the organisational unit and whether suitable protective measures have been taken to minimise the risk.

With respect to the proposed measures, it is necessary to check in each individual case whether the measures for the organisational unit are at all sufficient or sensible and necessary.

¹ https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/FAQ/FAQ_node.html (in German; link accessed: 31/03/2022)

² <https://www.baua.de/DE/Angebote/Publikationen/Fokus/Han-recommendations-SARS-CoV2.pdf?blob=publicationFile&v=22> (in German)

Procedure for the risk assessment (RA)

1. The RA is to be carried out in the decentralised structural units up to the level of the working group (faculty management – departments – working group/chairs). In the central structural units, it must be carried out up to the level of the units/divisions (*Referate*)/specialist units (*Stabstellen*)/service divisions (*Servicebereiche*)/specialised sections (*Sachgebiete*).
2. The manager is responsible for implementation of the RA.
3. They elect an employee with whom to jointly implement the RA. It is advisable to involve the employee who has been appointed the safety officer for that area.
4. The manager and employee representative initially define all areas of activity of the structural unit (administrative office, technology, research group, teaching staff, student assistants, service, such as examination office, etc. [Note: please also think of student employees working in TVL3 category positions]). Particular attention should be paid to the workplaces of severely disabled people.
5. The RA is carried out: the table below is used to document the risk assessment that is carried out. The occupational health and safety specialists, the university doctor and/or other persons **can be consulted** for advice. However, this is not an obligation!
6. If any uncertainties arise during the assessment, or if it appears necessary, the workspaces can be inspected together with the occupational health and safety specialists, the university doctor – in the case of severely disabled people, also the inclusion officer and the disabilities officer – etc.

When deriving operational measures, particular attention must be paid to information concerning:

- x the vaccination and recovery status of the employees;
- x the epidemiological situation in the catchment area;
- x frequencies of contact, periods of contact at the workplace;
- x the occupancy density (employees/persons per given room volume), distances between employees; and
- x the ventilation situation.

7. Once edited, the table below serves to document the risk assessment that has been carried out. It must be kept as proof and made available to the overriding management, the Staff Council/General Staff Council/the representatives for people with disabilities and other oversight bodies.
8. Finally, all employees of the division concerned are informed about the result of the RA and instructed on the

applicable distancing and hygiene rules (general hygiene plan); the regulations pertaining to people with severe disabilities are included accordingly. This can be done digitally and/or in writing. The instruction must be confirmed by the employees. The RA is made available to all employees in the organisational unit through being provided as a printout in a folder or in digital form.

If you have any questions, please contact the Unit for Occupational Health and Safety and Fire and Environmental Protection:
<https://www.ta.hu-berlin.de/webcontent:320>

Unit for Occupational Health and Safety and Fire and Environmental Protection

Head of Unit: Dr S. Kaudelka Siegling

Specialised section for Occupational Health and Safety

Occupational health and safety specialist Ms M. Thieme:

- x University Management/University Administration
- x Faculty of Arts and Humanities
- x Faculty of Humanities and Social Sciences
- x Faculty of Economics and Business Administration
- x Central Institute – Centre for British Studies
- x Central Unit – Language Centre
- x Central Unit – University Library

Occupational health and safety specialist Mr J. Wachtel

- x Faculty of Language, Literature and Humanities
- x Faculty of Theology
- x Faculty of Law
- x Albrecht Daniel Thaer Institute for Agricultural and Horticultural Sciences
- x Department of Chemistry
- x Department of Biology
- x Department of Physics
- x Department of Computer Science
- x Department of Mathematics
- x Department of Geography
- x Department of Psychology
- x Central Unit – Computer and Media Service
- x Central Unit – Sport and Recreation
- x Workshops

Documentation:

Area – Responsible persons – Participants – Other applicable documents

H U M B O L D T - U N I V E R S I T Ä T Z U B E R L I N



Organisational unit: _____

Activity: _____

Date: _____ 2022

Person responsible for the risk assessment: _____

The following participated in the risk assessment: _____

Organisational unit/manager: _____

Employee: _____

Safety officer: _____

Employee representative: _____

Occupational health and safety specialist: _____

University doctor: _____

Other persons: _____

Risks due to the coronavirus SARS-CoV-2

Note on working with this table

The contents of this table must be adapted to the operational conditions in question. All familiar editing and formatting features in Word can be used for this purpose (for example, adding text and illustrations, or deleting unwanted text).

-  Low risk.
No action is required, but check to see if improvements can be made.
-  Risk present.
Measures are needed to mitigate the risk.
-  High risk.
Measures to mitigate the risk must be implemented immediately

Please delete as appropriate   

Working conditions, e.g.: working environment, work equipment	Risk/burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Organisational measures					
Organisation of working time and breaks	Infection with SARS CoV-2 as a result of contact with other people	  	Staggered working, break and meal times in order to limit the number of people that amass and ensure compliance with the minimum distance (1.5 m). Avoid congestion at the start and end of work by marking the minimum distance on the floor Staggering showers, washing and changing so that as few people as possible come into contact with each other	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No
Home office	Inappropriate loading due to working in a domestic environment	  	Correct screen position, separate keyboard and mouse if possible Correct sitting posture, which is changed at intervals Movement breaks Employees are to receive instruction about necessary documentation with respect to	Responsible person By: _____ Measure implemented?	Assessor On: _____ Measure effective?

Working conditions, e.g.: working environment, work equipment	Risk/burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			the working hours and breaks to be adhered to as well as ergonomic design of the workplace and use of work equipment.	Yes No	Yes No
<p>Rapid tests (point-of-care rapid antigen tests for professional use by specialist medical staff or trained personnel ("Schnelltests"/"Rapid tests") and rapid antigen tests for use by laypeople on themselves ("Selbst-tests"/"Self-tests"))</p> <p>Access by external parties</p>	<p>Delayed identification of infected persons without noticeable symptoms</p> <p>Infection with SARS CoV-2 as a result of contact with other people</p>	  	<p>A rapid antigen test is to be offered once a week to all employees not working from home.</p> <p>Limit numbers if possible Maintain a minimum distance or use transparent mechanical barriers Use FFP2 masks or medical masks if the minimum distance cannot be maintained or barriers are not possible</p> <p>Document contact details and times of entry and departure for tracing chains of contact</p> <p>Brief external parties on the current specific measures taken at the university and the hygiene concept</p>	<p>Responsible person _____ By: _____ _____ Measure implemented? Yes No</p> <p>Responsible person _____ By: _____ _____ Measure implemented? Yes No</p>	<p>Assessor _____ On: _____ _____ Measure effective? Yes No</p> <p>Assessor _____ On: _____ _____ Measure effective? Yes No</p>
<p>Dealing with suspected cases</p>	<p>Infection with SARS CoV-2 as a result of contact with other people</p>	  	<p>Employees with symptoms (fever, cough, difficulty breathing) are to leave the university premises immediately or stay at home, as the case may be</p> <p>Work is not resumed until diagnostic confirmation by a doctor</p> <p>In the event of a confirmed infection, identify close contact persons and inform them that</p>	<p>Responsible person _____ By: _____ _____ Measure implemented? Yes No</p>	<p>Assessor _____ On: _____ _____ Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			<p>there is a risk of infection</p> <p>Persons who have tested positive leave the workplace and arrange for further diagnostic confirmation</p>		
<p>Return to work after an infection with SARS-CoV-2 or illness with COVID-19</p>	<p>Infection with SARS CoV-2 as a result of contact with other people</p>	<p>   </p>	<p>Offer of an occupational health check</p> <p>Support for employees in managing physical and psychological burdens induced by work</p> <p>Provide information about protective measures taken in the organisational unit due to the SARS-CoV-2 epidemic</p> <p>In cases of more than 6 weeks' incapacitation for work within the last 12 months, occupational integration management pursuant to § 167 para. 2 of Book IX of the Social Code (SGB IX)</p> <p>For those who have been sick with COVID-19, offer of an occupational health check to clarify any limitations and outline the employee in question's scope of capabilities</p>	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>
<p>Occupational health check</p>	<p>A lack of, or inadequate information about individual risks of infection or for someone's classification in a risk group or concerning dealing with a risk group in one's own household</p>	<p> </p>	<p>Offer of an occupational health check for personalised advice</p>	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Contact with other people at the workplace	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Always maintain sufficient distance (1.5 m) from other people</p> <p>Avoid touching (e.g., shaking hands or hugging)</p> <p>Sneeze or cough into the crook of the arm or into a tissue and then dispose of the tissue in a rubbish bin with a lid</p> <p>People should keep their hands away from their face – avoid touching mouth, eyes or nose</p> <p>People should regularly wash their hands with soap and water for a sufficiently long time (at least 30 seconds), especially after blowing their nose, sneezing or coughing.</p> <p>Use workplaces in such a way that the minimum distance can be maintained. If the minimum distance cannot be maintained for compelling reasons, FFP2 or medical masks are worn</p> <p>Employees of the Humboldt-Universität zu Berlin are provided with medical or FFP2 masks as required</p> <p>FFP2 or medical masks are to be worn along circulation routes within the buildings</p> <p>Ensure adequate ventilation</p> <p>Ensure minimum distances between people in lifts; where this is not possible, wear an FFP2 mask or medical mask</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Meetings	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Minimise the number of meetings or choose alternatives to meeting in person</p> <p>At in-person events that are unavoidable, maintain the minimum distance between people and create a hygiene concept</p> <p>Ventilate before the start of the meeting</p> <p>Ventilate during the meeting for 3–10 mins every 20 minutes (short, intense bursts)</p> <p>Conduct necessary meetings via video/ telephone conference</p>	<p>Responsible person _____</p> <p>By: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor _____</p> <p>On: _____</p> <p>Measure effective? Yes No</p>
Sanitary facilities	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Provide skin-friendly liquid soaps and hand- towel dispensers</p> <p>Post up the rules for hand washing</p> <p>Include proper handwashing in the instruction session</p> <p>Ensure the distancing rule is observed by adding markings to the floor</p> <p>Avoid use of hot-air dryers</p> <p>Limit the number of users</p>	<p>Responsible person _____</p> <p>By: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor _____</p> <p>On: _____</p> <p>Measure effective? Yes No</p>
Ventilation	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Regular bursts of intense ventilation every 30 minutes, or more often based on window size</p> <p>Continue to operate conditioning systems, because the risk of transmission here is classified as low</p> <p>Strictly avoid operation with recirculated air</p> <p>Ensure the prescribed maintenance cycles for the systems</p> <p>Only use fans (for example, pedestal fans),</p>	<p>Responsible person _____</p> <p>By: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor _____</p> <p>On: _____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			personal cooling systems (for example, mobile air conditioning systems and split air conditioning systems) or heating devices (for example, fan heaters) in rooms with single occupancy		
Transport and journeys	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Maintain the minimum distance (1.5 m) when having contact with customers, (e.g. enable working in isolation). If this is not possible, wear an FFP2 or medical mask</p> <p>Work individually wherever possible. If this is not possible, form fixed teams with the smallest possible number of employees</p> <p>Always assign particular vehicles to the same people/teams</p> <p>Ensure hand hygiene on the part of the customer as well – if necessary, provide disinfectant, paper towels, and rubbish bags in the vehicle</p> <p>Hygienically clean the interiors of the vehicles before and after use</p> <p>Provide employees with opportunities to use sanitary facilities</p> <p>In the case of mobile toilets without a mains connection, integrate hand-washing means in the toilet</p>	<p>Responsible person</p> <p>Bz: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>Measure effective? Yes No</p>
Use of work equipment	Infection with SARS CoV-2 as a result of contact with other people	  	<p>Have specific people use specific tools and work equipment</p> <p>Regular cleaning with household cleaning products when equipment is frequently in use by different people (PC, printer, hand tools, coffee machines, etc.) (surface disinfection is not required)</p>	<p>Responsible person</p> <p>By: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Work clothing, use of personal protective equipment (PPE)	Infection with SARS CoV-2 as a result of contact with other people	  	<p>People wear their own separate work clothing and PPE</p> <p>Only use FFP2 masks, medical masks or particle-filtering half masks if technical or organisational measures are not possible</p> <p>Observe the reference values for the time limits for wearing FFP2 masks or particle-filtering half masks (DGUV R 112-190)</p> <p>Apply the relevant specific instructions for putting on, taking off and cleaning the products in question</p> <p>Provide instruction on how to put on, take off and clean the items</p> <p>If no increased risk of infection is to be expected when using PPE, it can also be used by multiple people (e.g., PPE to prevent falls)</p> <p>Reduce wearing times through performing other activities or taking regular breaks</p> <p>Change masks at least once a day, or sooner if they become damp</p>	Responsible person By: _____ _____ Measure implemented? Yes No	Assessor On: _____ _____ Measure effective? Yes No
Mental stress due to changes to one's place of work and working hours (e.g., home office)					
Support/communication	Rather minimal/a lack of support from colleagues or supervisors (soc. relationships)	  	<p>Enquire about difficulties faced by employees, check support options</p> <p>Agree on how questions are to be communicated (e.g., bundling needs and requests for clarification and support, avoiding too many detailed enquiries for supervisors)</p> <p>Establish an appreciative and trusting style of leadership</p>	Responsible person By: _____ _____ Measure implemented? Yes No	Assessor On: _____ _____ Measure effective? Yes No

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			Enable exchange among colleagues (telephone calls, virtual team meetings, regular communication during specified time slots)		
Room for manoeuvre in the distribution of tasks	Ambiguity concerning mandates for action, specifications, objectives	  	<p>Allow scope for influence and room for manoeuvre with respect to how tasks are handled (workload, order in which done)</p> <p>Promote results-oriented approaches to work</p> <p>Clearly communicate the scope of tasks</p> <p>Ensure defined areas of responsibility, clearly regulated responsibilities</p> <p>Clarify the prioritisation of tasks</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>Measure implemented?</p> <p>Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>Measure effective?</p> <p>Yes No</p>
Work equipment	Missing or unsuitable work equipment	  	<p>Support in arranging the right work equipment (laptop, if necessary external monitor, mouse, keyboard, means of telecommunication). Ask the employees what tools and work equipment is required to work without disturbance and effectively (headset, etc.)</p> <p>Provide suitable resources (online access to the university network, video conferencing facilities, etc.)</p> <p>Grant permission to use suitable freeware and to use private end devices (so long as they do not endanger vital security interests) and communicate this</p>	<p>Responsible person</p> <p>By: _____</p> <p>Measure implemented?</p> <p>Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>Measure effective?</p> <p>Yes No</p>
Organisation of work, in particular, organisation of working hours	Specific difficulties, e.g., extended hours of availability, high level of time pressure, lack of breaks	  	<p>Deploy flexible working time arrangements, ensure sufficient rest and relaxation periods</p> <p>Grant flexibility when it comes to fulfilling work assignments; do not impose any timing regulations that are too strict</p> <p>Establish fixed communication times and team meetings with companies</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>Measure implemented?</p> <p>Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>Measure effective?</p> <p>Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			Define and communicate clear times of availability		
	Disturbances and interruptions in the home environment due to, e.g., childcare obligations and a lack of delimited working areas and opportunities to retreat	  	Set up an office corner or an office room Lay down hours of peace for work with family members Establish a clear daily structure	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No
Specific ADDITIONS		  			
Special Part 1					
Activities in laboratories and other experimental areas					
Laboratories	Securing laboratories and facilities in laboratories, research areas and technical equipment that is temporarily not in use, or only in limited use	  	Determine special protective measures for reduced operation Shut down equipment/experiments/technical facilities and secure them so that no risks can arise from them (in particular, equipment involving hazardous substances, fire hazards, hazards due to pressure ...) Store chemicals in safety cabinets/storage facilities for hazardous substances Largely dispose of chemical waste, or label and store it properly	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			<p>In the case of hazardous activities, observe the regulations on avoiding working alone</p> <p>Ensure the fuel supply of systems (e.g., liquid nitrogen)</p>		
Genetic engineering laboratories/biosafety laboratories	Securing genetic engineering laboratories that are temporarily not in use, or only in limited use	  	<p>Store biological agents (genetically modified microorganisms, pathogenic microorganisms) securely, autoclave and dispose of, or properly label and store, waste</p> <p>The number of cultures that absolutely have to be maintained regularly is to be kept to a minimum</p> <p>Work is only carried out when the project manager is present/available</p> <p>If applicable, declare the genetic engineering system suspended</p> <p>In the case of hazardous activities, observe the regulations on avoiding working alone</p> <p>Ensure the fuel supply of systems (e.g., liquid nitrogen)</p>	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>
Laser laboratories, radionuclide laboratories (laboratories for activities involving ionising and non-ionising radiation)	Securing the laboratories that are subject to the Radiation Protection Ordinance and not in use, or only in limited use		<p>Shut down equipment/experiments and secure them so that no risks can arise from them (in particular, equipment involving radioactive preparations)</p> <p>Store radioactive substances and preparations in appropriate cabinets and facilities.</p> <p>Check to ensure work surfaces are free of contamination and document the implementation</p> <p>Only carry out work in the radionuclide laboratory when the radiation</p>	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Use of work equipment during practical work placements		  	<p>protection officer is present or available</p> <p>If possible, assign to people; otherwise, regular cleaning, which is obligatory before equipment is passed on to other persons (disinfection is not necessary)</p> <p>Regularly wash hands in the event of shared use (e.g., of laboratory equipment in research and for practical work placements)</p> <p>Daily cleaning of surfaces with cleaning agents; disinfection is not necessary</p>	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>
Specific ADDITIONS		  			
Activities <u>not</u> involving hazardous substances, biological agents, genetic engineering or radioactivity					
Additional hazards due to the special protective measures against the coronavirus SARS-CoV-2	Ruling out hazards due to the changed routing in laboratories, workshops, technical centres, studios, etc., or due to organisational regulations (e.g., in the case of communally used facilities, such as machinery, analysis devices, waste disposal areas, sinks, etc.)	  	<p>Observe the sequence of measures:</p> <ol style="list-style-type: none"> 1. A distance of 1.5 m between people must be guaranteed (if necessary, reduce the number of people in the room at one time), except where this distance is undercut very briefly, such as during encounters when passing others within laboratories with 8 air changes per hour 2. If this is not possible, define technical measures such as partitions, provided these do not cause different hazards, such as accidents due to unintentionally bumping into 	<p>Responsible person</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			inconveniently placed partitions. Wear a face covering or other masks (FFP2, FFP3, surgical mask) if technical and/or organisational measures for maintaining the minimum distance are not possible or cannot be reliably adhered to, e.g., when an assistant explains something about a device or apparatus to students		

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Activities involving hazardous substances, biological agents, genetic engineering, radioactivity

<p>Additional hazards due to the special protective measures against the coronavirus SARS-CoV-2</p>	<p>Rule out hazards due to the changed routing in laboratories, workshops, technical centres, studios, etc., or due to organisational regulations (e.g., in the case of communally used facilities, such as machinery, analysis devices, waste disposal areas, sinks, etc.)</p>	  	<p>Observe the sequence of measures:</p> <ol style="list-style-type: none"> 1. A distance of 1.5 m between people must be guaranteed (if necessary, reduce the number of people in the room at one time), except where this distance is undercut very briefly, such as during encounters when passing others within laboratories with 8 air changes per hour 2. If this is not possible, technical measures such as partitions, provided these do not cause different hazards, such as accidents due to inconveniently placed partitions. 3. Face coverings or other masks (FFP2, FFP3, surgical masks) to protect against SARS-CoV-2 may not be worn during activities involving chemicals or biological agents/genetically modified organisms or in radiation protection areas. 	<p>Responsible person _____</p> <p>By: _____</p> <p>Measure carried out? Yes No</p>	<p>Assessor _____</p> <p>On: _____</p> <p>Measure effective?? Yes No</p>
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Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
			<p>4. If the minimum distance needs to be undercut by way of exception in individual work steps (e.g., when an assistant explains something about a device or apparatus to students), a single-use face covering must be worn (put on, then taken off again and disposed of after the activity)</p> <p>5. For activities involving hazardous substances in biological, chemical and genetic engineering laboratories, note that the face coverings must have a cotton content of at least 35% or be made of special flame-retardant woven fabric, in compliance with the requirements in section 4.4.1 of DGUV Information Sheet 213-850</p> <p>In work areas where, due to the operations in question, the general wearing of qualified masks is intended for other reasons than protection against SARS CoV-2, e.g., product protection, these can continue to be worn, observing the hygiene rules for wearing face coverings</p>		
Regulations for work clothing and personal protective equipment		  	<p>Separate storage for street and work clothes</p> <p>Person-specific storage</p> <p>Regular cleaning of work clothes and personal protective equipment</p> <p>If necessary, allow work clothes to be put on and taken off at home if this does not result in any increased risk of infection and/or insufficient hygiene. Important: consultation with the occupational health and safety specialists is imperative</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Special Part 2:					
Activities involving animal husbandry and cultivation of plants					
	Caring for the animals and plants in a way that does not cause risks to people	  	<p>Determine special protective measures for reduced operations</p> <p>Avoid animal-human transmission</p> <p>In the case of hazardous activities, observe the regulations on avoiding working alone</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>
Tools and work equipment		  	<p>If possible, assign to people; otherwise, regular cleaning, which is obligatory before equipment is passed on to other persons</p> <p>If necessary (NOT to protect against SARS-CoV-2 infections) and permitted, protective gloves should be worn; consult with the occupational health and safety specialists first</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>
Regulations for work clothing and personal protective equipment		  	<p>Separate storage for street and work clothes</p> <p>Person-specific storage</p> <p>Regular cleaning of work clothes and personal protective equipment</p> <p>If necessary, allow work clothes to be put on and taken off at home if this does not result in any increased risk of infection and/or insufficient hygiene. Important: consultation with the occupational health and safety specialist is imperative</p>	<p>Responsible person</p> <p>_____</p> <p>By: _____</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On: _____</p> <p>_____</p> <p>Measure effective? Yes No</p>

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Specific ADDITIONS		  		Responsible person _____ By: _____ _____ Measure implemented? Yes No	Assessor _____ On: _____ _____ Measure effective? Yes No
Special Part 3:					
Activities in the field of repair/maintenance, building technology and facility management					
	Measures for systems that require special safeguarding	  	If necessary, special (maintenance) measures due to reduced or increased operation	Responsible person _____ By: _____ _____ Measure implemented? Yes No	Assessor _____ On: _____ _____ Measure effective? Yes No
Regulations for work clothing and personal protective equipment		  	Separate storage for street and work clothes Person-specific storage Regular cleaning of work clothes and personal protective equipment If necessary, allow work clothes to be put on and taken off at home if this does not result in any increased risk of infection and/or insufficient hygiene. Important: consultation with the occupational health and safety specialist is imperative	Responsible person _____ By: _____ _____ Measure implemented? Yes No	Assessor _____ On: _____ _____ Measure effective? Yes No

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
	Physical contact between different external companies as well as with university members	  	Evaluate the tasks and type of collaboration Minimise people being present at one time Observe distancing and hygiene rules Further protective measures: see point 3 Specify fixed access points for suppliers In cases of contact > 15 minutes where a distance of 1.5 m was not safely observed, keep attendance lists	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No
External companies	Physical contact between different external companies as well as with university members	    	Brief external companies on the special rules of conduct As a rule, this is the task of the university management as the commissioner of the activities Potential rules of conduct for the use of external companies during the pandemic Possibly already regulated by policy for external companies	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No
External companies	Physical contact between different external companies as well as with university members		External companies have the opportunity to take basic hygiene measures within the rooms of the university	Responsible person By: _____ Measure implemented? Yes No	Assessor On: _____ Measure effective? Yes No

Working conditions, e.g.: working environment, work equipment	Risk/ burden	Risk assessment	Protective measure	Implementation of the measure	Effectiveness check
Special Part 4:					
Activities in libraries					
	<p>Observing the instructions from BAUA (Federal Institute for Occupational Safety and Health): in general, the infectiousness of coronaviruses quickly decreases on inanimate, dry surfaces at room temperature or higher. On copper surfaces, coronaviruses are only infectious for a few hours; on cardboard, they are infectious for much longer; and on plastic or steel surfaces, they are infectious for a few days. At low temperatures, the virus can be assumed to be infectious for longer. <i>According to current knowledge, there is no risk of infection from the joint use of files and papers if they were contaminated more than 24 hours prior</i></p>	  	<p>Books can possibly be loaned from the stacks</p> <p>Compliance with the general regulations (see sections 1 to 3), in particular, registering visitors</p> <p>Returns: gloves are worn when taking books back</p> <p>Books are only sorted, shelved and re-lent after 24–48 h</p> <p>Reference library: use is not prudent due to the possible spread of contamination via surfaces or through several people touching books</p>	<p>Responsible person</p> <p>_____</p> <p>By:</p> <p>_____</p> <p>Measure implemented? Yes No</p>	<p>Assessor</p> <p>_____</p> <p>On:</p> <p>_____</p> <p>Measure effective? Yes No</p>
Special Part 5					
University sports					
<p>Specific ADDITIONS</p>		  			