



General hygiene plan

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 SARS-CoV-2 Containment Measures Ordinance (SARS-CoV-2-EindmaßNV), 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 corona pandemic for the protection of all and of guaranteeing a high degree of safety for its members. On-campus operations are possible on a controlled basis if the infection protection precautions outlined below are adhered to.

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 RKI are sufficiently met for washing one's hands in accordance with the hygiene requirements.

The HU can provide 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 the office, provided that a personal workstation is used (this also applies if there are several workstations in one room)
- When using toilet facilities
- For encounters with people when the minimum distance is observed.

When providing the initial supply of disinfectants for areas in which this is absolutely necessary, the faculty/institute management teams will appoint a contact person.

Please report the name, address and telephone number for this contact person, as well as the type of disinfectant required (hand or surface disinfection), to the occupational health and safety department (contact: Mr Schiek; gunnar.schiek@uv.hu-berlin.de).

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

By way of basic equipment, the department heads and faculty administrations are given face masks. These are distributed by the technical department. (Contact: Mr Frank Fiedler, frank.fiedler@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 concerning compliance with the hygiene rules. These can be installed independently at suitable locations.

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



General hygiene measures

Based on current information, the coronavirus (SARS-CoV-2) is mainly transmitted by droplet infection. Pathogens can also get onto people's hands and other contact surfaces – particularly as a result of sneezing or coughing – and, in this way, be spread further. Every single person can contribute to preventing the transmission of the disease by acting responsibly:

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. Face masks: Wear a face mask in circulation areas and communal spaces (copy room, kitchenette, etc.) if the distancing rules cannot be observed.
3. Ventilate frequently and regularly: The concentration of viruses can increase considerably in enclosed spaces. Regular bursts of brief and intensive ventilation (3 to 5 minutes every hour) reduces the viral load. This also prevents the oral and nasal mucous membranes from drying out.¹
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 closed rubbish bin. Refrain from using fabric handkerchiefs entirely.
9. Clean surfaces regularly: Regularly clean your personal work area, such as your desk, telephone, keyboards, etc., to prevent smear infections. Conventional household cleaners are sufficient for this purpose; disinfectants are not required. The general cleaning of floors, light switches, lifts, etc., is carried out by the technical department.
10. Protect at-risk groups especially: According to the recommendations of the Standing Committee on Vaccination at the Robert Koch Institute, vaccination against pneumococcal infections and whooping cough is recommended for people over 60 years of age and for those with chronic conditions. Corresponding vaccinations should be given without delay.

¹The Workplace Ordinance (ArbeitsstättenVO) stipulates hourly ventilation. Brief, intense bursts of ventilation in autumn/winter, 5/3 min/h (offices).



Working on campus and on-campus events

(Practical formats, on-campus examinations, job interviews, committee meetings, etc.)

The use of offices and work spaces in person on campus requires that it be possible for distancing and hygiene rules to be complied with at all times. Otherwise, technical precautions must be put in place, for example, in the form of transparent partitions (sneeze guards), in order to minimise the risk of infection.

In the circulation areas and common rooms (copy room, kitchenette, etc.) of the HU, it is compulsory to wear a face mask that covers the mouth and nose (everyday mask) if the minimum distance cannot be guaranteed.

According to the SARS-CoV-2 Infection Protection Ordinance of the State of Berlin, exceptions apply to people who have been adjudged to require constant attendance for reasons of disability, or who are unable to comply with the applicable distancing and hygiene rules.

Wearing a face mask is no substitute for protective measures such as hand hygiene and distancing rules.

The use of social areas should be avoided. If the shared use of social areas, such as the kitchenette, break room and cloakroom, is unavoidable, it is imperative to observe safe distancing and to wear a face mask. Extra markings on the ground for the purpose of maintaining distance and for routing systems support this goal. One should 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 such as outdoor meetings 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.

The use of rooms, workstations or work equipment by multiple employees should be avoided wherever possible.

Wherever possible, the use of work equipment is to be organised in such a way that specific equipment is used by specific people. However, if workstations are to be used by more than one person, the surfaces should be cleaned with commercially available household cleaners after being used by any particular person. Alternatively, they can be covered with, for example, cling film for each user. The user removes their used cling film once they are finished.

Included in this, in particular, are 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).

In the interests of preventive occupational health care, employees are offered the opportunity of receiving individual advice from university doctors, including regarding particular risks due to a pre-existing condition or individual disposition. This offer is aimed, in particular, at employees who belong to an at-risk group within the meaning of the definition from the RKI (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html#doc1377_6792bodyText2).



Individual measures in case 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 a case, stay at home and report in sick the usual way instead of exposing your colleagues to an unnecessary risk of infection.
2. **Recognise illness**: Typical first signs of a COVID-19 infection are a cough, a fever and a runny nose. Other possible symptoms mentioned by the Robert Koch Institute include: 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, drowsiness.
3. **Report illness**: If you have a reasonable suspicion of having a COVID-19 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 sleep in a separate room if possible.

Measures taken by the employer in the event of illness at the workplace

1. **Notify superiors**: If you develop typical symptoms of a coronavirus infection at work (fever, dry cough and fatigue, or also breathing problems, a scratchy throat, headache and aching limbs, chills, nausea, nasal congestion and diarrhoea), please notify your supervisor immediately. He or she will initiate the following measures:
2. **Spatially isolate the sick person**: If an infection with the coronavirus is suspected, the sick person should initially remain at their workplace 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 be provided with a face mask so as to protect others and should immediately seek medical treatment independently. The initial care of the person suspected of being ill is provided by their line manager, taking all precautionary measures into account – in particular, maintaining a safe distance of two metres. Personal protective clothing should be used if available.
3. **Ensure medical assistance**: It must be ensured at all times that the sick person receives medical care, including emergency medical care, if necessary.
4. **Identify and isolate contact persons**: The supervisor of the sick person is obliged, with the support of the sick person, to prepare a list of professional contact persons in categories I and II, as defined by the RKI, by way of precaution. Contact persons are persons who have had some form of contact, as defined in the RKI link below, with a confirmed case of COVID-19 as of the second day before the first symptoms of that case appeared. If the suspicion of illness is confirmed, contact persons of at least category I should undergo home quarantine for 14 days.



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 has taken place. This measure must also be applied to other rooms in which the sick person regularly spent time.
6. Quarantine rules:
In order to break chains of infection that emanate from a confirmed case, the contact person management protocol and the quarantine rules of the Robert Koch Institute (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontakt_person/Management.html) or of the responsible public health department apply.

To ensure the protection of the health of all staff, the following information must continue to be reported to the HR department until further notice:

- Persons who have fallen ill with the coronavirus/COVID-19
- Persons who are in officially prescribed quarantine
- Persons who are 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, prophylactic quarantine), beginning and end of the period of sick leave. The data must be encrypted and will not be passed on.