General SARS-CoV-2 Hygiene Regulations for the University of Freiburg

(SARS-CoV-2 University Hygiene Regulations)

Table of Contents
1 Central Hygiene Measures................................................................. 2
2 Special technical and organizational measures................................. 3
2.1 General work station organization................................................. 3
2.2 Bathroom facilities, social rooms, break rooms and kitchenettes.......... 4
2.3 Ventilation...................................................................................... 5
2.4 Gatherings (i.e. conferences, meetings) and Job interviews ............... 5
2.5 Passenger elevator use .................................................................... 5
2.6 Travel with service vehicles or vehicles registered as such............. 5
2.7 Cleaning......................................................................................... 6
2.8 Access to University buildings for non-university persons.............. 6
3 Individual hygiene measures............................................................... 6
4 Mouth and nose covering................................................................. 7
6 Disclosure requirements and requests for information ....................... 7
7 Instruction........................................................................................ 8
8 Risk groups..................................................................................... 8
9 Maternity protection........................................................................ 9
10 Ban on entry and participation......................................................... 9
11 Date of effect.................................................................................. 9

Preface

The measures described below aim to reduce the risk of transmission and prevent infections by means of a hygiene-oriented environment and proper conduct. Through his/her personal conduct, each individual can help to protect himself/herself and others from COVID-19 infection and thus contribute to the containment of the SARS-CoV-2 pandemic. Active participation by all is therefore essential for success.
The University's leadership has a special responsibility in this regard. It is their responsibility to strive for active communication in accordance with the principle "health first" and to ensure that the special infection protection measures and related instructions are explained in a comprehensible manner.

The rules set out in these hygiene regulations define a minimum standard that must be implemented in all University institutions. The SARS-CoV-2 occupational safety standards published by the Federal Ministry of Labor and Social Affairs on April 16, 2020 (https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=1) as well as the “Handlungshilfe Prävention während der Corona-Pandemie der Unfallkasse Baden-Württemberg” (Prevention during the Corona Pandemic by the Baden-Württemberg Accident Insurance Fund) of April 22, 2020 are all taken into account in terms of content.

The responsibility for the implementation of and compliance with the protective measures listed below is borne by the persons responsible in the individual management areas in accordance with Section 2.3 of the General Administrative Regulation at the University of Freiburg (excluding the University Medical Center) on the responsibility for occupational safety, health and environmental protection dated April 13, 2005.

The SARS-CoV-2 University Hygiene Regulations are regularly adapted to the current legal regulations, official requirements and recommendations as well as to the resulting changes in the University's corona measures. They must be observed in their currently valid version.

For the sake of clarity, it should be pointed out that the temporary additional measures for protection against infection from SARS-CoV-2 regulated in the SARS-CoV-2 Hygiene Regulations for the University supplement the generally applicable occupational safety standards as laid out in the Occupational Safety and Health Act. These general occupational health and safety standards thus claim unlimited validity.

1 Central Hygiene Measures

The novel coronavirus SARS-CoV-2 is transmissible from person to person. The main transmission route in the population seems to be droplet infection. Aerogenic and contact transmissions probably play a lesser role.

SARS-CoV-2 is mainly transmitted via droplets that are produced when coughing and sneezing and are absorbed by the other person via the mucous membranes of the nose, mouth and possibly the eye (droplet infection). Although it is difficult to make a final assessment at present, the research to date indicates that SARS-CoV-2 viruses can be transmitted via aerosols (droplet nuclei smaller than 5 micrometers) even in normal social contact. Likewise, transmission through contaminated surfaces by means of smear infection via the hands, which are brought into contact with the oral or nasal mucous membrane or the conjunctiva of the eyes, especially in the immediate vicinity of the infected person, cannot be ruled out. The course of the disease is unspecific, diverse and varies greatly, from asymptomatic progressions to very severe disease progression with severe pneumonia with lung failure and death. Frequently mentioned symptoms are cough, fever and a runny nose.
The most important hygiene measures at a glance:

- **Distance requirement**

  A minimum distance of 1.5 meters to other persons must be maintained. This does not apply to activities where close physical contact cannot be avoided, in which case appropriate protective measures, such as the wearing of a mouth and nose covering, are required. As a general rule, the wearing of a mouth and nose covering does not lead to a suspension of the minimum distance requirement and other hygiene rules.

- **Occupancy of work rooms**

  In general, the number of people permanently present in a workroom (room within a building in which at least one workstation is permanently installed) within an area 15 square meters per person cannot be exceeded. Deviations from the above-mentioned room area of at least 15 square meters per person require the prior approval of the Safety Department.

- **Classrooms and conference rooms**

  The regulations listed under 2.4 apply to classrooms and conference rooms. In particular, a distance of at least 1.5 meters between persons must be maintained for permitted meetings in these rooms. In addition, further compliance requirements may arise through corresponding approvals by the Rectorate.

- **Thorough hand hygiene**

  Wash hands with gentle liquid soap for 20 to 30 seconds. Proper disinfection of the hands is only necessary and useful if thorough hand washing is not possible.

- **Observation of proper etiquette regarding coughing and sneezing**

  Coughing and sneezing in the crook of your arm is one of the most important preventive measures. When coughing or sneezing, the greatest possible distance from other people should be maintained, and it is best to turn away while doing so.

- **Ban of entry**

  Persons who are or have been in contact with an infected person are not allowed to enter prior to 14 days since first contact with an infected person, or if they show symptoms of a respiratory infection or increased temperature.

2 **Special technical and organizational measures**

2.1 **General work station organization**

  - Work stations must be designed in such a way that there is sufficient (at least 1.5 meters while 2 meters is preferable) distance to other people. This can be achieved, for example, by blocking off individual work stations, moving work tables apart or reversible markings on floors or surfaces.

  - The distance requirement also applies without restriction to outdoor activities.
As a general rule, in work stations that are not exclusively used by one person, the room space should not be less than 15 square meters per person. Deviations from the above-mentioned room area of at least 15 square meters per person require the prior approval of the Safety Department and must be documented. Special arrangements must be made for classrooms and meeting rooms. The above-mentioned regulations on the distance requirement remain in effect.

Office work can and should be carried out in the home office - as far as possible in terms of content and technical possibilities allow. The respective valid regulations for the home office are to be observed.

If possible, work equipment should always be used by one and the same person. If this cannot be implemented, appropriate hand hygiene and regular cleaning, especially before handing over, must be ensured.

If necessary, the occupancy rate of work rooms is to be reduced by forming teams that alternately work alternately on-site and in their home office. When forming teams, care must be taken to ensure that the same people always belong to the respective team.

Transparent partitions are to be set up at workplaces with public access (e.g. information counters, consultation areas). Procurement is to be made at the expense of the institution via the University's customary ordering system. If these measures of work organization are not possible, alternative protective measures must be taken. These measures may not be used to reduce the minimum distance between permanent workplaces.

Room capacities of the facilities are to be used and work processes and working hours are to be organized in such a way that multiple occupancy of rooms can be avoided or sufficient safety distances can be maintained. Traffic routes and centrally used equipment must be taken into account.

Markings with a minimum distance of 1.5 meters are to be placed on the floor at all points where lines may form.

In rooms with at least two entrances, one entrance shall be marked as the entrance and one as the exit. In case of emergency (e.g. fire alarm) all escape routes must be used and this restriction is temporarily suspended.

### 2.2 Bathroom facilities, social rooms, break rooms and kitchenettes

In bathroom facilities, social rooms and break rooms, the rules of distance must be observed. Rooms should be used individually or with a time delay if possible (staggering of working and break times, removal of chairs etc.). All occupants of these rooms must pay attention to particularly thorough hygiene.

When using social rooms and break rooms as well as kitchenettes and generally used objects in these rooms (e.g. coffee machines, microwave ovens, etc.), adequate hand hygiene must be ensured.

As far as possible, everyday objects in social rooms and kitchenettes should be used by one and the same person.

The number of persons is to be limited in accordance with the distance regulations and the entrance is to be marked with the maximum permitted number of persons. Only one person is allowed in the kitchenette at a time.
2.3 Ventilation

➢ To ensure the exchange of indoor air, rooms without ventilation systems (supply and exhaust air system) must be ventilated regularly and correctly. Several times a day, the rooms must be ventilated in a row or cross-ventilated through fully open windows for at least five minutes. Tilting windows open for ventilation is insufficient because the air exchange is too low using this method.

➢ This also applies to rooms without a room air conditioning system, which have a stationary air circulation system. The recirculation units cool or heat the indoor air, but there is no exchange of fresh air.

➢ No additional individual ventilation is required in rooms that have an active ventilation system. If you have any questions about the existing ventilation systems, please contact Department 4 (Building Management).

2.4 Gatherings (i.e. conferences, meetings) and Job interviews

➢ Gatherings such as conferences or meetings should be reduced to the absolute minimum. As far as possible, technical alternatives such as telephone or video conferences should be used. This also applies to conducting job interviews.

➢ If meetings take place, a minimum distance of 1.5 meters must be maintained among the participants.

➢ Special arrangements shall be made for practice-oriented events approved by the Rectorate pursuant to § 2 section 1 clause 2 CoronaVO or approved meetings pursuant to § 2 section 4 CoronaVO.

➢ Interviews should generally be conducted using digital technology. If interviews are conducted in person, the following applies in particular: no more than five people may take part in the interview, including the applicant; a minimum distance of 1.5 meters must be maintained, i.e. an appropriately large room must be available; the applicants must be allowed to enter and leave the building individually; and a mouth and nose covering must be worn when entering and leaving the building.

2.5 Passenger elevator use

➢ Passenger elevators may only be used individually if the minimum distance of 1.5 meters cannot be safely maintained in the elevator. This also applies if mouth-nose covers are worn.

2.6 Travel with service vehicles or vehicles registered as such

➢ In the case of necessary business trips, the simultaneous use of vehicles by several people should be avoided, as the safety distance requirement of 1.5 meters can usually not be observed.

➢ If this is not possible for compelling business or legal reasons, the group of persons who use a vehicle together must be restricted, e.g. by assigning a ve-
hicle to a specified team. The names of all persons who have been in a vehicle
together during a journey must be documented in the driver’s logbook.

- In the case of business trips involving several people, it is compulsory to wear a
  mouth and nose covering.
- In the case of transport and delivery services, possibilities for the use of bath-room
  facilities must be provided for when planning the route.
- When vehicles are used by several persons, controls that are often touched - such
  as the steering wheel, gear lever and door handles - must be cleaned be-fore
  handing over the vehicle. This can be done with a cleaning agent contain-ing
tenside.
- Hand hygiene items (disinfectants, paper towels and garbage bags) must be kept
  available in every vehicle.

2.7 Cleaning

- Hand contact surfaces, especially those of work equipment, must be cleaned
  particularly thoroughly at least once a day, and possibly several times a day, with
  a cleaning agent containing tenside. SARS-CoV-2 is an enveloped virus whose
  lipid envelope is inactivated by the tensides in cleaning agents, so that thorough
  cleaning is sufficient in this context
- Further hygiene measures due to other legal regulations (hazardous sub-stances
  law, genetic engineering law, bio-substances ordinance or similar) must be
  observed without modification.

2.8 Access to University buildings for non-university persons

- Access by persons not affiliated with the university is to be limited to the ab-
  solutely necessary minimum.
- Manipulating doors in order to keep them open is prohibited and must be stopped
  immediately. It is essential to ensure that the doors used are properly closed.
- Employees of external companies must register. They must be informed about the
  measures of these hygiene regulations and are obliged to comply with them.

3 Individual hygiene measures

- General hygiene regulations such as hand cleaning and etiquette for coughing
  and sneezing apply.
- Soap and disposable towels are provided centrally by the Central University
  Administration. If they are missing or used up, this must be reported to De-
  partment 4.
- Personal items such as mouth and nose coverings, drink cups or bottles or food
  must always be clearly assigned and stored in such a way that they can-not be
  used by others.
4 Mouth and nose covering

- If the minimum distance of 1.5 meters to other persons cannot be safely maintained, a mouth and nose covering or mask must be worn. This applies not only to the workplace, but also to high-traffic areas (corridors, stairwells) and to common rooms (e.g. social rooms, kitchenettes) and bathroom facilities.

- However, keeping a distance while wearing a mouth and nose covering is also the most effective hygienic and infection protection measure.

- Wearing face visors without a mouth and nose covering is NOT considered an equivalent protective measure.

- Masks with exhalation valves do not offer any protection for others and may therefore only be used if the minimum distance to other persons can be maintained safely.

- If mouth and nose coverings are required, these must be made available to the employees in sufficient numbers. Mouth and nose covers must be changed at least every working day and immediately if they become damp or damaged. When textile washable models are used, at least five masks per person must be made available to the employees; when disposable masks are used, a new mask must be made available every working day.

- The use of own mouth and nose covering is expressly permitted.

- Washable and thus reusable textile mouth and nose coverings are preferred. The University has a contingent (material 100 percent cotton) at its disposal through the company WISMA. Orders can be placed via the Environmental Protection Office or the Safety Department (masken@zv.uni-freiburg.de).

- The costs for the provision of the mouth and nose coverings must be borne by the respective institution; the employees are not permitted to bear or share the costs.

- For reasons of infection protection, employees themselves are responsible for cleaning their washable mouth and nose coverings outside the University grounds. It is forbidden to set up a collection point for used mouth and nose coverings of several persons.

- Students must bring their own mouth and nose coverings. If special hygiene or fire protection measures are required for classroom events, the respective institution must also provide students with suitable masks or mouth and nose coverings.

- The specification of special requirements for mouth and nose coverings or masks is made by the responsible persons in the institutions upon a corresponding risk assessment.

6 Disclosure requirements and requests for information

- For the purpose of taking protective measures for members of the University, employees suffering from the coronavirus must, if they are unable to work or to perform their duties as a result of COVID-19, immediately notify the University of the occurrence of symptoms or the result of a coronavirus test. The same applies to employees who have had contact within the past 14 days with a person confirmed to be suffering from CO-VID-19, or if a relative lives in the same
household and suffers from or is suspected of suffering from the coro-navirus and there is a risk of infection according to a medical judgement (cf. the decree of the Ministry of the Interior and the Ministry of Finance on the handling of the coronavirus of May 4 2020, under 7. and 8.).

- For the purpose of taking protective measures for University members, the University may restrict access to buildings and areas of the University as well as the participation in face-to-face events and meetings for persons who re-fuse to provide information that is justifiably requested, in particular in compliance with the principle of proportionality. If data are processed, data protection regulations must be observed.

- The collection of SARS-CoV-2 specific symptoms such as fever measurements etc. is currently not permitted.

7 Instruction

- Employees and students shall be instructed in an appropriate manner about the measures of these general hygiene regulations and, if necessary, more specific regulations for particular areas of work.

- Attention will be drawn to the increased danger to risk groups and the resulting special protective regulations.

- The instruction shall be documented.

8 Risk groups

- Employees who belong to a group of people who, according to the information provided by the Robert Koch Institute*, have a higher risk of developing a severe course of COVID-19 must be given special protection. For this purpose, the individually required protective measures must be taken.

- Employees who belong to a group of persons with a higher risk of developing a serious course of COVID-19 must prove their membership of the risk group and the increase in risk due to the work performed by the office by means of a medical certificate on request.

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html#doc13776792bodyText3

- Before releasing an employee with increased risk, the institution concerned, with the involvement of the employee, must examine the possibilities of telework or work reorganization in order to enable low-risk work performance.

- Both the employees concerned and their superiors can be advised and recommended by the occupational health service or the Safety Department.
9 Maternity protection

- A pregnant woman can only continue to be employed if protective measures based on a risk assessment ensure that the pregnant woman is not exposed to a higher risk of infection in the workplace than the general population (e.g. no workplace in an open-plan office or with public access, no contact with a large number of people). This requires an individual risk assessment by the institution, including the pregnant woman and the Safety Department. If the risk assessment reveals an increased risk of infection, this is to be classified as an irresponsible risk for preventive reasons in the sense of the Maternity Protection Act on the basis of the “Notes on the assessment of risks from SARS-CoV-2 in accordance with maternity protection law” of the Maternity Protection Committee*.


- Nursing mothers are obliged to seek advice from the Safety Department before returning to work.

- Pregnant women and nursing mothers can, if they so wish, receive advice and recommendations from the Occupational Health Service or the Safety Department.

10 Ban on entry and participation

- For persons who
  1. are or have been in contact with an infected person, if 14 days have not yet elapsed since contact with an infected person, or
  2. show symptoms of a respiratory infection or increased temperature,

there is a ban on entering all University buildings and a ban on participating in all University events.

11 Date of effect

These hygiene regulations came into force on May 26, 2020.

Freiburg, May 25, 2020

signed

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer
Rector