

Framework Hygiene Plan

Issued on 15 May 2020

**for the purpose of implementing the
occupational health and safety standards
issued by the German Federal Ministry of
Labour and Social Affairs (BMAS)
in the context of the current coronavirus situation
and enabling on-campus teaching
for students commencing on 18 May 2020 with
measures to safeguard against transmission
of SARS-CoV-2**

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Please note:

This English translation of the original German *Rahmen-Hygieneplan* issued on 15 May 2020 is provided for informational purposes. The German version is authoritative. If in any doubt as to the precise meaning or interpretation of these regulations, please refer to the German version, asking a German native speaker to help you if required.

The resolution of the German Federal Chancellor and the premiers of the German federal states issued on 15 April 2020 and the decision of Hamburg's Senate issued on 17 April 2020 defined initial steps towards reopening higher education institutions after the period of closure occasioned by the coronavirus pandemic.

The German Federal Ministry of Labour and Social Affairs (BMAS) has supplemented these decisions with the [SARS-CoV-2 Occupational Safety and Health Standard](#), on whose development it has worked with various partner organisations, the federal states' occupational health authorities, and the German Social Accident Insurance.

This Framework Hygiene Plan makes specific provisions for the implementation of these general standards in the day-to-day operation of HAW Hamburg and of its 'safeguarded on-campus teaching' phase (*geschützte Präsenzphase*, for absolutely necessary small-group and lab classes and examinations).

1. General considerations

If a person is showing symptoms which may point to an infection with SARS-CoV-2 (that is, to COVID-19 disease), and has not received medical confirmation that the symptoms do not stem from such an infection, he or she shall not be permitted to enter HAW Hamburg premises, buildings or facilities. Such symptoms include, but are not necessarily limited to, fever, cough and diarrhoea.

During the period referred to as *geschützte Präsenzphase* (safeguarded on-campus teaching), in which certain laboratory classes and examinations are taking place, and where members of HAW Hamburg staff are working in HAW Hamburg buildings and facilities, all those present shall be required above all to **maintain a minimum distance of 1.5 m from other people at all times**.

The individuals in charge of convening, teaching or managing classes, events and meetings at which 10 people or more are present are required to compile and securely keep lists of participants, including their first and family names, the institution or department to which they belong, and a contact email address, for the purpose of rapidly identifying potential contacts of an infected person. The compilation of such lists shall not be required for examinations and classes (such as labs) for which there is clear and unambiguous documentation of all attendees stored securely in electronic systems such as Helios or EMIL.

2. Measures to be taken by individuals

2.1. Hygiene precautions

SARS-CoV-2 primarily spreads via droplet infection of the respiratory tract and the mucous membranes. Indirect infection is also possible when the hands come into contact with the virus and then with the mucous membranes of the mouth or nose or the conjunctivae of the eyes. All persons attending HAW Hamburg premises, buildings or facilities must take the following precautions to avoid infection (see also 11.1):

- Wash your hands regularly and thoroughly for at least 30 seconds each time (see www.who.int/gpsc/clean_hands_protection/en/)

- Observe [coughing and sneezing etiquette](#) (always cough and sneeze into your upper sleeve, preferably turning away from other people to create as much distance as possible between the cough/sneeze and other people)
- Keep your distance from other people
- Do not touch your mouth, nose or eyes with your hands
- Wherever possible, avoid touching objects and surfaces in public areas, such as door handles and lift call buttons, with your entire hand or your fingers
- Do not touch or hug other people or shake their hand

2.1.1. Mouth and nose coverings

All persons attending HAW Hamburg buildings or facilities must wear a mouth and nose covering while in public areas of those premises, buildings and facilities (such as foyers and corridors outside examination rooms and labs).

They must also wear a mouth and nose covering in other areas of these premises, buildings and facilities if it is not possible to maintain the required minimum distance of 1.5 m at all times.

All members of HAW Hamburg staff will be provided with washable, reusable fabric masks (two per person).

Students are expected to wear their own 'community masks' (improvised, purchased or hand-sewn mouth and nose coverings made of ordinary fabric), of the type that are required on public transport. Students taking lab classes will be provided with a single-use mouth and nose covering if required.

All users of mouth and nose coverings should follow the instructions for their use and washing (see 11.2).

2.2. Personal protection measures for HAW Hamburg staff members

2.2.1. Working from home

To keep physical contact between individuals to a minimum, HAW Hamburg expects its staff to continue making full use of the option to work from home wherever possible. As previously, staff members should agree this in writing (e.g. by email) with their direct line managers.

2.2.2. Staff members with health vulnerabilities and disabilities

HAW Hamburg staff members with existing health vulnerabilities (such as lung, cardiovascular, liver or kidney conditions, diabetes or cancer) which carry the risk of a severe course of disease if they are infected with the virus that causes COVID-19 (SARS-CoV-2), or which mean the staff member concerned cannot wear a mouth and nose covering, shall preferably work from home. If the tasks pertaining to such an individual's job role cannot be performed at home, he or she shall carry out other appropriate tasks that can be done from home.

The same rule shall apply to staff members with a disability that represents a risk factor for a severe course of COVID-19 disease or prevents the staff member concerned from wearing a mouth and nose covering.

In these cases, the staff member should submit a doctor's note (which does not mention the diagnosis) to his or her immediate line manager when coming to an agreement on working from home.

2.2.3. Occupational health advice for staff members

The City of Hamburg's occupational health service (*Arbeitsmedizinischer Dienst*, AMD) has launched a telephone consultation service for staff members, particularly for those with a health vulnerability or disability as set out in 2.2.2. Staff can call the service on **040 - 42841- 1414** daily (Mon-Fri) between

9:00 am and 12:00 noon. HAW Hamburg is currently working on further arrangements for preventive occupational health measures.

2.2.4. Pregnant staff members

The federal Committee for the Health and Safety of Pregnant, Post-partum and Breastfeeding Mothers (*Ausschuss für Mutterschutz*) has categorised regular contact between pregnant women and significant numbers of people as an unacceptable risk in the context of the current coronavirus pandemic in cases where it is not possible to ensure consistent and continuous adherence to all required hygiene precautions and protective measures. This means that, where pregnant women are in job roles that necessitate contact with significant numbers of people, organisational and technical measures must be in place to ensure that the minimum distance of 1.5 m from others and the necessary hygiene measures and protective precautions are maintained at all times. Where this is not possible, line managers of pregnant staff members shall consider whether the pregnant staff member can be allocated individual office space/a separate area to work in or work from home. Should this not be feasible, the pregnant staff member shall be placed on mandatory medical leave (*Beschäftigungsverbot*) for the duration of her pregnancy (pursuant to Section 13 subsection 1 no. 3 German Maternity Protection Act (MuSchG) and Section 1 subsection no. 5 of the maternity protection regulations for Hamburg's civil servants (HmbMuSchVO).

2.3. Personal protection measures for students

2.3.1. Students with health vulnerabilities or disabilities

Individual measures shall be taken on a case-by-case basis for the protection of students with an existing health vulnerability or disability which carries the risk of a severe course of disease if they are infected with the virus that causes COVID-19 (SARS-CoV-2) (see 2.2.2) or which means the student concerned cannot wear a mouth and nose covering. Students to whom this applies should provide proof of their condition or disability in the form of a medical certificate.

If individual precautions are not sufficient to enable a student in this position to take part in a required on-campus class, lab or examination, the student concerned may apply for consideration of special circumstances (*Nachteilsausgleich*) by contacting the chair of the relevant Department's Examinations Committee or the Faculty Service Office of the relevant faculty.

2.3.2. Pregnant students

The maternity protection regulations referred to in 2.2.4 above also cover pregnant students at HAW Hamburg. This means that all required protective measures and hygiene precautions must be in place for pregnant students, supplemented where necessary with individual precautions. If it is not possible to implement sufficient protective precautions to enable a pregnant student to take part in a required on-campus class, lab or examination, the student concerned shall be offered consideration of special circumstances (*Nachteilsausgleich*).

3. Controlled access to HAW Hamburg buildings and facilities

Access to HAW Hamburg premises, buildings and facilities is subject to controls. Notices displayed at all entrances to buildings and facilities provide information on these (see 11.3). The controlled access policy permits access for persons belonging to the following categories from 18 May 2020:

- HAW Hamburg staff members whose job role requires their attendance on campus
- External service providers and contractors commissioned by HAW Hamburg and working with its knowledge and permission

- Students preparing for examinations, completing written examinations under invigilation, taking oral or practical examinations or required assessments, or taking part in practical classes requiring their attendance at specific laboratory, workshop or studio facilities
- Students in exercise of their role as student assistants or peer tutors

4. Hygiene measures to be taken when using public areas (lifts, foyers, toilet facilities, corridors and thoroughfares, kitchen facilities) in HAW Hamburg buildings and facilities

To minimise the risk of coronavirus transmission, all persons attending HAW Hamburg premises, buildings or facilities shall take the following precautions when using their public areas:

- Use the hand sanitiser provided at entrances to all buildings. The reasons for this precaution are: i) the fact that people travelling to campus (for example on public transport) are likely to come into contact with a number of surfaces on their journey; ii) the fact that not all buildings have handwashing facilities (e.g. as part of toilet facilities) close to their entrances.
- Wear a mouth and nose covering as directed by the notices displayed on campus (see 11.4).
- Adhere to any signs and markings provided to enforce minimum distancing from other people.
- Lifts may only be used by a maximum of two persons at a time, both of whom must wear a mouth and nose covering. All persons on campus are requested to minimise their use of the lifts as far as possible in order to keep them free for those who need them most.
- Kitchen facilities, photocopying rooms and comparable facilities which are too small to allow for minimum distancing of 1.5 m may only be used by one person at a time.

5. Hygiene measures for individual rooms

5.1. Cleaning

Where a room is used by multiple different groups of people during the course of a day, its surfaces (e.g. tables, chairs, door handles) must be cleaned between uses.

The relevant HAW Hamburg facility management team (Building Services, which can be contacted at reinigungsmanagement@haw-hamburg.de) has commissioned its contracted cleaning companies to provide additional daytime staff, who are working daily in facilities where classes, courses, exams etc. are taking place. The faculties are in charge of coordinating cleaning tasks.

The Building Services team has also directed its contracted cleaning companies to wipe down surfaces in public areas of buildings which are frequently touched by people (such as door handles, lift call buttons and light switches) on a frequent basis. The City of Hamburg's occupational health service AMD has advised, in line with the recommendations issued by the Robert Koch Institute (RKI), that precautionary disinfection of surfaces, including such surfaces touched frequently by people, is not necessary in the current situation.

Cleaning intervals for toilet facilities have been shortened; all HAW Hamburg public toilet facilities are currently being cleaned twice a day and frequent checks are ensuring a constant supply of adequate amounts of soap and paper towels.

5.2. Ventilation and airing

Regular ventilation of rooms is an important part of minimising the risk of coronavirus transmission. The type and duration of ventilation required depends on the design of the facilities and the type and extent of their use. Where a room is to be used for multiple classes, events or other meetings during the course of a day, the appropriate procedure should be selected from the following:

- Rooms with automatic ventilation systems (air supply and exhaust or air conditioning systems) can be cleared for the next use immediately after cleaning.
- Rooms which have windows on opposite sides must be aired by opening all windows as wide as possible at regular intervals, after cleaning, and at the end of a class or other meeting, for a duration of 10 minutes each time.
- Rooms with windows on only one side, where air cannot pass through opposite windows, must be aired at regular intervals by opening all windows as wide as possible. This airing must be done for a duration of 20 minutes after cleaning and at the end of a class or other meeting.
- It is prohibited to use rooms whose windows cannot be opened due to structural or other measures.

6. Hygiene measures for offices and office workstations

Sharing of office space should be avoided. Two-person offices may only be used by one person at a time, on a 'shift' or alternating team system if necessary.

Open-plan office space may be used by more than one person at a time provided that there is space equivalent to the volume of a two-person office for each workstation and that all people working in the office can maintain minimum distancing at all times.

Offices and areas with visitors or footfall (e.g. faculty service offices, mailrooms, Student ID Card Office) have been fitted with transparent screens to protect staff. Where appropriate, a risk assessment of the relevant area shall determine whether further protective measures are required. HAW Hamburg's occupational health and safety specialists (arbeitsschutz@haw-hamburg.de) from the AKU (*Arbeitsschutz-, Konflikt- und Umweltmanagement*) unit will provide support where necessary.

7. Hygiene measures for libraries

The specialist libraries run by the HIBS library and information service are able to supply a substantial range of digital media, which is in constant expansion and accessible to all members of HAW Hamburg.

As of 4 May 2020, academic staff, and students preparing for examinations, may order print media for collection by prior appointment, during which they must wear a mouth and nose covering. Collection is contactless and only one user may enter the library at a time.

A further expansion of services, enabling access to open stacks (except in the library at Berliner Tor 5), is planned for 25 May 2020. The rules which must be followed in this context are:

- Users must adhere to the minimum distancing as shown by the markings outside and inside the libraries.
- Transparent screens are in use to protect staff.
- All library users must wear mouth and nose coverings and shall not be permitted to enter if they do not have one.
- Up to 10 users may be in the library at one time, for a maximum of 15 minutes per user. This will be monitored by users taking book bags in the entrance foyers/lobbies of the libraries.

Reading rooms and learning spaces in all libraries will remain closed throughout summer semester 2020.

8. Hygiene measures for lectures, classes, assessments and examinations

On-campus oral and written examinations and required assessments, and small-group classes, are now permitted provided the following protective measures are in place and adhered to:

- Student desks or workstations shall be arranged so that minimum distancing of 1.5 m between students is in place at all times and so that aisles and emergency escape routes are accessible.
- In lecture theatres with immovable seating, the academic staff responsible for the examination or class shall ensure that three seats are left empty between each student and students only sit in every third row. Students are to wear mouth and nose coverings when moving to and leaving their seats.
- Examinations should take place in rooms that are as large as possible. It may be possible, by arrangement with the *Studierendenwerk*, to use facilities such as the student cafeterias (*Mensen*) on the Berliner Tor, Bergedorf and Finkenau campuses. The assembly room at Alexanderstraße 1 and the hall in the BT 21 building are also available for this purpose.
- Where multiple examinations, classes or other meetings are taking place in parallel in the same area of a building (e.g. on the same corridor), they must be planned with staggered start and end times.
- Persons entering and leaving seminar and examination rooms must maintain a minimum distance of 1.5 m from other people at all times and wear a mouth and nose covering, which they may remove during the examination or class.
- Adequate ventilation must be ensured during the course of an examination or class. Where no technical ventilation systems are in operation, the room should be aired by opening all windows as wide as possible several times per hour.
- Sufficient time for cleaning and ventilation must be scheduled between consecutive classes or examinations (see 5).
- Students should be told to leave the building immediately after the examination or class is over.

9. Hygiene measures for practical work and activities in laboratory, workshop and studio facilities

During practical activities in laboratories, workshops and studios, it is imperative that a minimum distance of 1.5 m between individuals is maintained at all times. The following hygiene precautions must also be observed:

- Mouth and nose coverings must be worn at all times if the nature of the class or activity means that brief periods may occur during which attendees cannot observe minimum distancing.
- If the supervising member of laboratory or workshop staff considers a student's own 'community' mask to be insufficient for protection against infection, he or she will provide the student with a disposable mask.
- In the first instance, HAW Hamburg administration will provide all staff with washable mouth and nose coverings and ensure a supply of disposable masks for students. Where a further supply of either type of mask is required, the relevant faculty shall be responsible for its procurement.

- The individual/s in charge of the laboratory, workshop or studio concerned shall determine the maximum number of workstations permitted, complying with the minimum distancing stipulations and calling if required on the support of the occupational health and safety specialists working in the AKU unit.
- If necessary, entry and exit routes to the facilities (e.g. on a 'one-way' basis) shall be determined before the class or lab begins and the students informed prior to their arrival.
- Where multiple classes or labs are taking place using the same access area, they must be planned with staggered start and end times. In some cases, it may be necessary to designate a meeting point in a separate area, informing the students of this prior to their arrival for the class or lab.
- Multiple-use equipment, tools and materials must be cleaned after use by each person. It is sufficient to wipe them down with a standard cleaning solution. The City of Hamburg's occupational health service AMD has advised that disinfection after each use is not necessary (see 5.1).
- The instructions given to students at the start of the class or lab must include details of the regulations contained in this Framework Hygiene Plan and the rules for the correct use of a mouth and nose covering in accordance with the recommendations issued by the German Federal Centre for Health Education ([link in German](#)).
- A supplementary risk assessment may be required to identify additional risks and determine whether further protective measures are necessary. There is a template for such a risk assessment at point 11.5 of this document. The occupational health and safety specialists from the AKU unit (arbeitsschutz@haw-hamburg.de) can provide support with this.

10. Amendments and updates to this Framework Hygiene Plan

This Framework Hygiene Plan will be updated continuously where required in response to the evolving situation. If you have any questions, please contact our occupational health and safety specialists at arbeitsschutz@haw-hamburg.de.

11. Appendices

11.1. Hygiene advice issued by the German Federal Centre for Health Education



Bundesministerium
für Gesundheit



Bundeszentrale
für
gesundheitliche
Aufklärung



Viral infections – hygiene works!

By taking just a few simple measures, you can help protect yourself and others against infectious diseases.

Key hygiene tips:



Maintain sufficient distance to other people, particularly those who have a cough, runny nose, or fever – to protect against the coronavirus and the prolonged flu and cold season.



Avoid touching (e.g. shaking hands or hugs) when you greet other people or say goodbye.



If you need to cough or sneeze, use a tissue or the crook of your arm – if you use a tissue, make sure you dispose of your used tissue in a bin with a lid.



Keep your hands away from your face – avoid touching your mouth, eyes or nose with your hands.



Wash your hands regularly and properly (at least 20 seconds) with soap and water – especially after blowing your nose, sneezing or coughing.






Find more information on protecting yourself and others against infectious diseases and FAQ about novel coronavirus on www.infektionsschutz.de and www.bzga.de



infektionsschutz.de
Wissen, was schützt.

11.2. Instructions for the use of washable mouth and nose coverings

Date of issue:	Instructions for the use of	
Named person in charge:	washable everyday masks	
Area of work:	(mouth and nose coverings)	
Area of application		
<p>Mouth and nose coverings must be worn by all persons using public areas and thoroughfares of HAW Hamburg buildings and facilities.</p> <p>All persons attending campus must observe hand hygiene precautions and coughing and sneezing etiquette.</p> <p>Further requirements to wear a mouth and nose covering may be in force for laboratories, workshops and studios.</p>		
Hazards to people and the environment		
	<p>All persons entering HAW Hamburg premises, buildings and facilities must maintain a minimum distance of 1.5 m from other people at all times. They must also wear mouth and nose coverings when in public areas and thoroughfares of buildings or facilities. The purpose of these mouth and nose coverings is to protect other people from potential infection during any brief instances of infringement of minimum distancing.</p>	
Protective measures and safety precautions		
	<ul style="list-style-type: none">• Wash your hands thoroughly with soap, for at least 20-30 seconds, before putting on your mouth and nose covering.• Make sure your mouth, nose and chin are covered and your mask or covering fits closely to your cheeks.• You should change your mouth and nose covering, at the latest, when it is damp right through from your breath.• Do not touch your mouth and nose covering with your hands while you are wearing it, and do not push it down (e.g. under your chin), not even briefly.• If possible, only touch the side flaps or loops with your hands when taking off your mask or covering.• Take it off carefully and then wash your hands again.	
Cleaning your mask or covering		
<ul style="list-style-type: none">• If you have purchased a mask, make sure you follow the manufacturer's instructions on cleaning and care.• Wash fabric masks at a minimum temperature of 60°C (95°C is better still) after each use. Until you can wash it, keep it separate from other things (e.g. in a closed fabric or plastic pouch or bag).• Alternatively, you can iron your mouth and nose covering with a hot iron (cotton or linen setting). <p>Important: Disposable masks must be thrown away (preferably wrapped securely or in a closed bin) after one use.</p>		



Entry for authorised students only.

Students are only permitted to enter
HAW Hamburg buildings if

- they are preparing for exams,
- they are completing supervised written exams,
- they are completing oral or practical exams,
- they are attending a practical course that necessitates the use of special laboratories or workrooms at the university, or
- they are employed as a student assistant or tutor.

More
information
available
online!

HAW-HAMBURG.DE/
CORONAVIRUS

11.4. Notice on the requirement to wear a mouth and nose covering



Wear a mask. Keep your distance.


Please wear a mask or face-covering over your mouth and nose in the high-traffic areas of the university (e.g. foyers, halls, etc.). A hand-made fabric mask, a cloth or a scarf is sufficient.

Maintain a minimum distance of 1.5 metres from others.

More information available online!

**HAW-HAMBURG.DE/
CORONAVIRUS**

11.5. Template for supplementary risk assessment and protective measures against coronavirus transmission

Appendix to the risk assessment carried out by Faculty/department: Laboratory/workshop/unit: Building and room:	
<p>The following binding protective measures and precautions shall be implemented for the duration of the 'safeguarded on-campus' phase (<i>geschützte Präsenz</i>): (<i>Please delete non-relevant points and/or add any required</i>)</p> <ol style="list-style-type: none"> 1. It is imperative that all persons present maintain a minimum distance of 1.5 m from all others at all times. 2. The laboratory XXX (area: XXX m²) can accommodate a maximum of XX students working alone at clearly defined workstations (see diagram attached). 3. <i>For facilities with ventilation systems and workstations equipped with extraction systems:</i> To ensure optimum operation of air extraction systems, all windows and laboratory doors must be kept closed. Alternatively: <i>For facilities without ventilation systems:</i> The room must be aired on a regular basis by opening all windows as wide as possible in order to ensure a supply of fresh air. 4. If instances are likely to occur in which participants briefly infringe the minimum distancing requirement of 1.5 m, all persons present in the laboratory must wear a mouth and nose covering (a simple everyday 'community' mask is sufficient). 5. All persons must change and wash their mouth and nose coverings on a regular basis. 6. It is not necessary to disinfect work surfaces and equipment. 7. Hand hygiene: All persons must wash their hands thoroughly with soap and then apply a skin protection agent. Hand hygiene using soap and water is preferable to the use of disinfectant or hand sanitiser alone. 8. Protective goggles: All protective goggles belonging to the laboratory must be collected after the lab/class and cleaned. 9. Students shall access the laboratory exclusively via XXXX (define access route). 10. Participants who fail to observe the hygiene and safety regulations shall be issued with a warning. 11. Students who are in a group at risk of a severe course of COVID-19 disease are requested to make their condition known to the staff member in charge of the laboratory prior to attending the class/lab practical, consulting with their doctor as required. We will make every effort to find an individual solution for these students. 12. All hygiene and distancing precautions for protection from coronavirus infection shall be strictly observed for pregnant students. <i>If it is not possible to observe the required precautions:</i> Due to the impossibility of consistently observing the hygiene and distancing precautions for this class/lab practical, pregnant students will be offered consideration of special circumstances (<i>Nachteilsausgleich</i>) and pregnant staff members will be told to work from home. 13. The staff member in charge of the laboratory shall discuss the situation, the risks identified, and the required protective measures against coronavirus infection with academic and laboratory staff prior to the class or lab practical and with students during the course of their instruction on lab safety at the commencement of the class or lab practical. Alongside organisational information, the following points shall be included in this discussion: <ol style="list-style-type: none"> a. Any concerns staff or students have relating to their individual health b. Any changes in the teaching/learning or communicative situation c. How non-compliance with protective measures against infection will be dealt with d. Management of changes relating to time allowed to complete work, workload and organisation of work that arise from the specific safeguarded situation 14. The staff member in charge of the laboratory shall name contacts to whom staff and students may turn with fears and concerns that affect their health. For members of staff, these may include their line managers and staff in charge of laboratories and/or HAW Hamburg's occupational health management/occupational 	

health and safety team/the City of Hamburg's occupational health service; for students, these may include the Student Counselling Office and the occupational health and safety team.

Hamburg, XXXX.2020

(Staff member in charge of laboratory/workshop/head of unit)