Framework Hygiene Plan
Revised version: 10 February 2022

For the purpose of implementing the infection-control concept for winter semester 2021/22, as required under Section 6 of the COVID-19 Regulations of the Free and Hanseatic City of Hamburg
Please note:

This English translation of the original German *Rahmen-Hygieneplan* (revised version, issued on 10 February 2022) 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. **All passages that have been revised or added in this version have been highlighted in yellow.**
This Framework Hygiene Plan sets out specific provisions for the implementation of the COVID-19 Regulations of the Free and Hanseatic City of Hamburg (Verordnung zur Eindämmung der Ausbreitung des Coronavirus SARS-CoV-2 in der Freien und Hansestadt Hamburg [Hamburgische SARS-CoV-2-Eindämmungsverordnung – HmbSARS-CoV-2-EindämmungsVO]) issued by the Senate of the Free and Hanseatic City of Hamburg, and the framework prevention concept for Hamburg universities issued by the Hamburg Ministry of Science, Research, Equality and Districts (BWFGB). It also continues to incorporate the SARS-CoV-2 occupational health and safety regulations, the SARS-CoV-2 occupational safety ordinance issued by the German Federal Ministry of Labour and Social Affairs (BMAS), and the Law on the Prevention of Infection Transmission (Infektionsschutzgesetz).

This Framework Hygiene Plan additionally constitutes and sets out the infection control concept required under Section 6 of the COVID-19 Regulations of the Free and Hanseatic City of Hamburg for winter semester 2021/22.

1. General considerations

If a person is showing symptoms which may point to an infection with SARS-CoV-2 (that is, to Covid-19), 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.

Wearing a medical mask continues to be mandatory.

1.1. University operations

At public universities, teaching will take place primarily on campus. Digital and hybrid formats and teaching offers continue to be possible.

2. Measures to be taken by individuals

2.1. Hygiene precautions

SARS-CoV-2 spreads primarily via the inhalation of liquid particles containing the virus that form and are expelled from the body during breathing, coughing, speaking and sneezing. These may be larger ‘droplets’ or ‘aerosols’ (very fine particles that travel on the air, with extremely small droplet cores); the boundaries between the two are not sharply defined.

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 (please also see 17.1):

- Wash your hands regularly and thoroughly for at least 30 seconds each time [https://www.who.int/docs/default-source/patient-safety/how-to-handwash-poster.pdf?sfvrsn=7004a09d_2](https://www.who.int/docs/default-source/patient-safety/how-to-handwash-poster.pdf?sfvrsn=7004a09d_2)
- 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. Medical masks

All persons attending HAW Hamburg premises, buildings or facilities must wear a medical mask. Due to the current rate of infection, it is urgently recommended that FFP2 masks be worn. They provide significantly better protection against the SARS-CoV-2 virus and protect both the wearer and others.

Additionally, wearing an FFP2 mask is mandatory wherever it is not possible to maintain the minimum physical distancing requirement. This is the case for on-campus courses or exams, when using the lifts on campus (if more than one person is present), when more than one person is present in an office, in the libraries and at student workspaces. Individuals are only permitted to remove their mask

- when they are alone in a closed room or if a suitable construction (e.g. plexiglass barrier) is in place to prevent the spread of droplets via coughing, sneezing or speaking,
- or if they are presenting a lecture in a course or at another type of event.

Medical masks must also be worn in the outside areas of the university (especially in the vicinity of building entrances and exits).

Face shields and articles of clothing do not provide equivalent protection and are not permitted for use as masks under Hamburg’s COVID-19 Regulations or this hygiene plan.

All members of staff shall be provided with medical masks. The faculties are responsible for purchasing masks required by their staff. The Purchasing Team in the Finance and Accounting Department is responsible for procuring medical masks for the central administration.

Students and members of staff who are unable to wear a medical mask due to a disability or health condition are exempt from the requirement to wear one. They are required to provide appropriate proof of their exemption, such as a medical certificate, an allergy passport or a disability passport (Schwerbehindertenausweis). Individuals who are unable to wear medical masks are required to maintain minimum physical distancing of 1.5 m at all times in order to protect others from potential infection.

2.1.2. ‘3G’ status (vaccinated, recovered, tested)

Students and employees are only permitted to enter university buildings if they provide proof that they are vaccinated, recovered or tested (so-called ‘3G’ status). They are required to carry documentation of their vaccinated, recovered or tested status with them at all times and to present this upon request.

A PCR test result or PoC-NAT test result from an officially recognised testing facility (e.g. doctor, pharmacy [Apotheke], medical lab) can be up to 48 hours old; a rapid antigen test from an officially recognised facility can be up to 24 hours old.

Regardless of the above requirements, all employees working on campus continue to have the opportunity to carry out self-tests for work purposes (regardless of whether they are vaccinated, unvaccinated or recovered). It is important to note that these self-tests are not suitable for providing the legally required proof of a negative test because they are not carried out under the supervision of a trained staff member.

2.1.2.1. Verification of employees’ 3G status

The university is obligated to verify and document conformance with the 3G rule in the workplace. This is carried out by the staff supervisors or the authorised individuals.

The following information is legally required as part of the documentation of verification: name, work unit, date of verification, type of document (certificate of vaccination, recovery or test result),
and the period of validity (for recovered and tested individuals). You are required to present proof of your 3G status to your supervisor or the person tasked with checking this status. This proof can be presented as a paper document or digitally (a scan via email, Skype, Teams, Zoom or via the Corona-Warn app or the CovPass app). If employees do not wish to disclose their vaccination or recovery status, they are required to provide proof of a valid negative test result each day they work from the university campus. The same requirement also applies to unvaccinated and non-recovered employees. Employees working from home are not required to provide a test result.

If employees provide proof that they are vaccinated or recovered, one-time verification of the necessary documentation is sufficient.

2.2. **Personal protection measures for HAW Hamburg staff members**

2.2.1. **Working from home**

In order to reduce contact between individuals, the university is obligated as an employer to offer the possibility of working from home for office-based tasks or similar activities, provided that the job specifications allow for this. In turn, employees are obligated to utilise this offer as long as there are no reasons preventing them from doing so. Accordingly, those job tasks that are not suited for home office or which would significantly impair university operations if they were performed from home must be carried out on campus. As previously, staff members should agree on this in writing (e.g. by email) with their direct supervisors.

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) shall 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. Alternatively, an individual risk assessment can be carried out for the purpose of identifying potential risk mitigation/personal protection measures which would allow the individual to work on campus.

The same rule shall apply to staff members with a disability that represents a risk factor for a severe course of Covid-19 disease.

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

2.2.3. **Occupational health advice for staff members**

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 pm.

2.2.4. **Pregnant employees**

The federal government's 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 as part of the individual risk assessment required under the Maternity Protection Act, organisational and technical measures to protect the mother and the unborn child must be identified and implemented. These include ensuring that pregnant employees working on campus are able to maintain a minimum distance of 1.5 m from others and that the necessary hygiene measures and protective precautions are in place at all times.
Where this is not possible, the direct supervisors 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 paragraph 1 no. 3 German Maternity Protection Act (MuSchG) and Section 1 paragraph 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 adopted 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). Students to whom this applies should provide proof of their condition or disability in the form of a medical certificate.

If attendance at a required on-campus class, lab or examination is not possible for medical reasons, 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. Students who cannot be vaccinated or tested for medical reasons can also apply for consideration of special circumstances. They need to provide a doctor's note.

Students with disabilities or health vulnerabilities can obtain further advice and support by contacting HAW Hamburg's officer for students with disabilities and long-term health conditions, Prof. Dr. Röh, and/or his staff member, Meike Butenob. See www.haw-hamburg.de/en/study/advising/studying-with-a-disability-or-chronic-illness/.

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 an individual risk assessment must be completed and all required protective measures and hygiene precautions, as well as the physical distancing requirement, must be upheld for pregnant students. If it is not possible to implement these protective precautions 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

Proof of 3G status (vaccinated, recovered, tested) for people attending on-campus courses and exams will be checked at the main entrances to central buildings by a security company. The hours and locations of these checkpoints are provided at the end of this document (see 17.3). Outside of these time periods, the respective faculty or instructors are responsible for checking the 3G documents.

In smaller buildings (e.g. Berliner Tor 11 and 13), the instructors or an authorised staff member will check students’ 3G documents.

In the open study rooms, students are required to present their documents to the security company employees upon request.

If individuals refuse to provide proof of 3G status, they will not be admitted to the university.

Employees can gain entry to university buildings by showing their staff ID card. Their 3G status will be checked by their supervisor or an authorised staff member.

External service providers (e.g. tradespeople and cleaning staff), delivery services and guests will be permitted to enter university buildings following explanation of the purpose of their visit.

As previously, all efforts should be made to observe the physical distancing requirement of 1.5 m, where the dimensions of the room or space in question permit. Floor markings are in place to assist with distancing in appropriate places on campus.

Notices like this one, displayed at all entrances to buildings and facilities, provide information on the hygiene measures currently in effect.

In addition to these stipulations, all individuals attending HAW Hamburg premises (students, visitors, external service providers and their employees) are required to limit the time they spend in HAW Hamburg buildings and facilities as far as possible.

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 the 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 medical mask as directed by the notices displayed on campus. FFP2 masks are mandatory in the lifts whenever they are being used by more than one person at a time.
- Adhere to any signs and markings provided to enforce minimum distancing from other people.
- 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.
- All toilet facilities provide liquid soap and disposable hand towels and display notices advising on correct handwashing for effective infection control. All air hand dryers have been put out of use.
5. **Hygiene measures for individual rooms**

5.1. **Cleaning**

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 Hamburg occupational health service (AMD) has advised, in line with the recommendations issued by the Robert Koch Institute (RKI), that precautionary disinfection of surfaces, including surfaces touched frequently by people, is not necessary in the current Covid-19 pandemic.

Cleaning intervals for toilet facilities have been shortened; all HAW Hamburg public toilet facilities are cleaned twice a day during lecture periods with on-campus/hybrid teaching operations.

5.2. **Ventilation and airing**

Regular ventilation of rooms is an important part of reducing the risk of coronavirus infection by inhalation of air contaminated with virus-containing particles/aerosols. Rooms without technical ventilation systems must be ventilated by opening windows. These rooms can be identified by the notice shown here, which contains details of the maximum number of people permitted to use the room at any one time, a pictogram showing an open window, and the ventilation requirements (see red outlines in image below). For these rooms, the type and duration of ventilation required depends on the design of the facilities, the type and extent of their use, and the time of year.

Rooms ventilated by means of technical systems can be identified by the fact that the notices specifying maximum capacity on their doors do not show a window pictogram or a ventilation requirement.

Ventilation systems are currently using 100 per cent fresh air in order to ensure coronavirus-secure ventilation. The air change rate is set to ensure that the CO2 content of the air does not exceed the limit of 1000 ppm as set out in workplace legislation. Windows in these rooms must be kept closed if the ventilation systems are to work properly. Any ventilation systems which only recirculate and condition the air, rather than changing it, are currently out of use.

Notice showing max. capacity for a room ventilated with windows
5.2.1. Ventilation during a class/meeting/event or during a work day
To reduce the potential viral load in the air in seminar and meeting rooms with window ventilation, airing should take place every 20 minutes, opening windows wide rather than tilting them. The effectiveness of the airing process can be evaluated via the measurement of CO₂. Each faculty’s administration has 10 CO₂ measurement devices available for this purpose. It is important to consider the differences in temperature and pressure between the air in the room and the air outside when determining the duration of airing. The table below provides a general guide.

<table>
<thead>
<tr>
<th>Season</th>
<th>Air room for...</th>
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<tbody>
<tr>
<td>Summer</td>
<td>at least 10 minutes</td>
</tr>
<tr>
<td>Autumn/spring</td>
<td>at least 5 minutes</td>
</tr>
<tr>
<td>Winter</td>
<td>at least 3 minutes</td>
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</tbody>
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5.2.2. Ventilation between consecutive classes/meetings/events
Where a room is used by groups composed of different people for multiple classes, events or other meetings during the course of a day, the appropriate procedure should be selected from the following:

- Rooms with technical ventilation 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, and after cleaning 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 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 (and which do not have technical ventilation systems).

6. Hygiene measures for office workspaces
To reduce the risk of transmission, offices shall be used by only one person at a time; where necessary, a ‘shift’ or alternating team system can be implemented or work can be completed from home. 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.

If it is absolutely necessary that more than one person works in an office at the same time due to work processes/tasks, this can only take place with the agreement of all the employees impacted. A risk assessment must be completed in advance. The D4-2 risk assessment form entitled Risk of contact with SARS-CoV-2 through multiple occupancy of office space can be used for this purpose. HAW Hamburg’s occupational health and safety specialists (arbeitsschutz@haw-hamburg.de) from the Occupational Safety Unit (AKU) unit can provide support where necessary.

If more than one employee is in the office, all those present must wear an FFP2 mask. Individuals working alone in an office are permitted to remove their mask.
7. **Hygiene measures for libraries**

The specialist libraries run by the University Information and Library Service (HIBS) are able to supply a substantial range of digital media, which is in constant expansion and accessible to all members of HAW Hamburg.

The libraries are open to members of HAW Hamburg (students, instructors, employees) and other public universities in Hamburg – as well members of those universities with which the HAW Hamburg libraries have cooperation agreements – for literature searches (online and manual), self-service borrowing and the use of study workspaces. The opening hours are listed on the HAW Hamburg website. The following rules apply to in-person visits to the library and to the use of workspaces for study:

- An FFP2 mask must be worn in the libraries at all times, including at the individual workspaces.
- Users must observe the floor markings in front of and in the libraries indicating the necessary physical distance and the entry and exit routes.
- A physical distance of 1.5 m from others should be maintained wherever possible.
- The size of guided groups should be determined such that participants are able to observe physical distancing measures.
- Transparent screens are in use to protect staff.

8. **Protective and hygiene measures for on-campus courses and examinations**

Given the current number of infections and the predicted increase in infections, courses should be held online wherever possible, provided the joint presence of instructors and students on campus is not absolutely necessary (e.g. in the case of practical exercises in laboratories and workshops, see 9).

Exams should also be held online or via alternative formats that do not require on-campus attendance wherever possible.

Where it is essential that teaching offers or exams take place on campus, the conditions outlined under 8.1 and 8.2 must be met.

8.1. **On-campus courses and exams held in accordance with the ‘3G’ model**

In those cases where courses and examinations are held on campus, the following protective measures must be implemented:

- Students and instructors are only permitted to attend on-campus courses/exams or other activities offered in enclosed rooms following presentation of proof of 3G status (vaccinated, tested, recovered) (see 2.1.2). The academic staff members (instructors or academic staff) are authorised to check the documentation.
- If several courses/exams are planned to take place in one area at the same time (e.g. along the same corridor), the start and end times should be planned in such a way they are staggered. It should be ensured that no large groups form at the building entrances and exits.
- Where the dimensions of the room permit, seats should be placed as far from one another as possible.
- During a course/examination, an adequate supply of fresh air must be ensured. In rooms without technical ventilation systems, the room should be aired several times per hour during by opening all windows as wide as possible (see 5.2.1.).
- Students and instructors are required to wear an FFP2 mask for the duration of the course or examination. The person giving the presentation (generally the instructor) is permitted to
remove his or her mask. The respective faculty will provide those employees serving as exam invigilators with an FFP2 mask for their personal protection.

- For on-campus exams where the participants do not take or remain in a seat (e.g. artistic exhibits, presentations of exhibits, or module exams in the Department of Design), a risk assessment must be completed in advance. This applies especially when external guests are in attendance. The risk assessment form 'D4-6: Carrying out non-written/non-oral examinations' can be used for this purpose. The health and safety specialists from the Occupational Safety Unit (AKU) can provide support where necessary (arbeitsschutz@haw.hamburg.de).
- Sufficient time for cleaning and, where necessary, ventilation must be scheduled between consecutive classes or examinations (see 5.2.2.).
- Students must leave the building immediately once the examination or class is over unless they need to take care of other study-related matters or are using a study room.

8.2. **On-campus courses held in accordance with ‘2G-plus’ model**

Attendance at on-campus courses can be limited to individuals who are either vaccinated or recovered and who also present a negative test result (the so-called ‘2G-plus’ model) if this is decided at the faculty or department level. Those individuals who have received a booster vaccination or are fully vaccinated and have a current certificate of recovery (the PCR or PoC-NAT test must be at least 28 days old and no more than 90 days old) are exempted from the test requirement.

If the 2G-plus model is implemented, alternative formats and exercises must be provided for participants who are not vaccinated or recovered (and are therefore not permitted to attend 2G-plus courses on campus). If it is not possible to offer an adequate and equivalent alternative, the 2G-plus model cannot be implemented.

The 2G-plus model is not permitted for on-campus exams, which must be held in accordance with the 3G model.

The following protective and hygiene measures must be observed for on-campus courses held in accordance with the 2G-plus model:

- Advance notice that the course will be held in accordance with the 2G-plus model must be provided to Hamburg's social services ministry. This notice shall be sent via email to the following address: ingo.wilkens@kasse.hamburg. Failure to do so constitutes an infringement of the Hamburg Covid-19 Regulations.
- Where a faculty or department decides to hold all courses under 2G-plus conditions, notice of each course must not be provided separately. Instead, one document providing notice of all the faculty's or department's courses is sufficient.
- Academic staff (instructors/professors or academic employees) are required to check students' 2G documents and test results.
- There are no restrictions on the number of seats or workspaces that can be made available to students. However, where the dimensions of the room permit, seats should be placed as far from one another as possible.
- During a course, an adequate supply of fresh air must be ensured. In rooms without technical ventilation systems, the room should be aired several times per hour during by opening all windows as wide as possible (see 5.2.1).
- Persons entering and leaving seminar rooms and lecture halls must maintain as much physical distance from other people as possible.
- Students are required to wear a medical mask for the duration of the course. The person presenting the information (generally the instructor) is permitted to remove their mask.
9. **Hygiene measures for practical work and activities in laboratory, workshop and studio facilities**

Where the dimensions of the room permit, seats should be placed as far from one another as possible. The following hygiene precautions must also be observed:

- Students and instructors are only permitted to work in labs, workshops and studios following presentation of proof of 3G status (recovered, vaccinated, tested) (see 2.1.2). The academic staff members (instructors or academic staff) are authorised to check the documentation.
- FFP2 masks must be worn at all times during practical activities. If a set entry/exit route (e.g. on a 'one-way' basis) is determined prior to the workshop or lab, students should be informed of this in advance.
- Where multiple classes or labs are taking place using the same access area, they should be planned with staggered start and end times wherever possible. In some cases, it may be necessary to designate a meeting point in a separate area; if this is done, 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. Hamburg's occupational health service (AMD) has advised that disinfection after each use is not necessary (see 5.1).
- If cleaning of such equipment, tools and material is not possible, users must wash their hands thoroughly before using them. Additionally, users must wear a medical mask during use of the equipment, to prevent potentially virus-contaminated droplets from getting onto the equipment and to prevent infections through users touching their mouth or nose areas and transferring virus particles.
- 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 medical mask (see 17.2).
- A supplementary risk assessment may be required to identify additional risks and determine whether further protective measures are necessary. The D4-3 risk assessment form entitled *Risk of contact with SARS-CoV-2 through activities in laboratories and workshops* can be used for this purpose (see [www.haw-hamburg.de/en/corona](http://www.haw-hamburg.de/en/corona)). The occupational health and safety specialists from the Occupational Safety Unit (AKU) ([arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de)) can provide support with this where required.

10. **Protective and hygiene measures for the use of dedicated study spaces**

Various study rooms with workspaces for students are available at HAW Hamburg. These study spaces are organised and administered by the faculties or the University Information and Library Service (HIBS). The following conditions of use must be adhered to:

- The workspaces should be organised in such a way that the largest possible distance between spaces can be maintained within the dimensions of the room. Aisles and emergency exit routes must be kept clear.
- Students must make a reservation and provide proof of 3G status (vaccinated, recovered, tested) to use the study spaces.
- The organisational unit responsible for the study room is authorised to check the respective documents.
- An FFP2 mask must be worn both when entering the room and while at the workspace.
- When the rooms are in use, periodic checks should be carried out to ensure that physical distancing measures are being maintained and no unregistered students are present.
11. Hygiene measures for in-person student advising
HAW Hamburg offers a wide range of advising services to its students (e.g. academic advising, psychological counselling, advising on studying with a disability or on balancing studies and family). When advising sessions take place on campus, the following measures must be observed:

- In-person advising is only available to students with 3G status (vaccinated, recovered, tested) (see 2.1.2).
- All those present must wear a medical mask (ideally an FFP2 mask).
- Physical distancing must be upheld wherever possible.
- If the advising room does not have a technical ventilation system, it must be aired out at regular intervals with the windows wide open.

12. Hygiene measures for non-teaching events
Non-teaching events such as expert conferences, meetings and presentations should be held online or in hybrid form wherever possible. In order to be held on campus, they must be directly related to the university's responsibilities pursuant to sections 3 and 4 of the Hamburg Higher Education Act (HmbHG).

Non-teaching events currently fall under Section 9 of the Hamburg Covid-19 Regulations. This section stipulates that a maximum of 200 people can attend events in enclosed rooms and that such events must be held in accordance with the 2G-plus model, which means that participants must be vaccinated or recovered and must also present a negative test result. Those individuals who have received a booster vaccination or are fully vaccinated and have a current certificate of recovery (the PCR or PoC-NAT test must be at least 28 days old and no more than 90 days old) are exempted from the test requirement. Proof of each attendee's 2G-plus status, together with picture ID, must be checked before they enter the event location.

University employees who are attending the event and do not have a certificate of vaccination or recovery are required to provide proof of a negative coronavirus test.

The following requirements must also be observed:

- A supplementary risk assessment must be completed in advance of the event. The D4-1 risk assessment form entitled Risk of contact with SARS-CoV-2 through events can be used for this purpose. The occupational health and safety specialists from the Occupational Safety Unit (AKU) (arbeitsschutz@haw-hamburg.de) can provide support where required.
- Advance notice of the event must be provided to Hamburg's social services ministry.
- All participants are required to wear a medical mask for the duration of the event. Presenters are permitted to remove their mask during their presentation.

13. Hygiene measures for board, working group, committee and staff meetings (including hiring and appointment processes)
Meetings and other similar events (including staff meetings, committee meetings and job interviews) should be held online or in hybrid form wherever possible. In those cases where an on-campus meeting is deemed absolutely necessary, a risk assessment must be completed in advance. The risk assessment form entitled Risk of contact with SARS-CoV-2 through meetings can be used for this purpose. The occupational health and safety specialists from the Occupational Safety Unit (AKU) (arbeitsschutz (@) haw-hamburg.de) can provide support with this where required.

If the meeting is a recurring event, the risk assessment must be completed only once.

The following requirements must be fulfilled:
Only individuals who are vaccinated, recovered or tested are permitted to attend in person.

All participants must maintain a minimum physical distance of 1.5 m and wear a medical mask (ideally an FFP2 mask) at all times. During presentations, the presenter is permitted to remove his or her mask.

If there is not a technical ventilation system, the room must be aired regularly (see 5.2.1).

14. **Hygiene measures for field trips**

Field trips are permitted, provided that they have been approved by the dean’s office of the respective faculty and the following points are observed:

- A risk assessment that identifies the necessary preventative measures must be completed in advance. This can be completed in writing or using the [D4.4 risk assessment form for field trips](mailto:arbeitsschutz@haw-hamburg.de). The occupational health and safety specialists from the Occupational Safety Unit (AKU) ([arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de)) can provide support with this where required.
- In addition to the risk assessment, a written outline of how the trip will proceed is required. This should include, among other things, detailed information about the arrival of the participants as well as the chronological and content-related organisation of the trip.
- The field-trip leaders are required to instruct the students in advance on the mandatory preventative measures. This must be documented in writing.
- Participation is dependent upon presentation of a negative test result. Vaccinated and recovered individuals are exempt from this requirement. For field trips of more than one day, testing will be repeated daily.

**For field trips abroad, the following rules also apply:**

- The region where the field trip is to take place must not be categorised as a ‘high risk area’ or an ‘area of variants of concern’. An up-to-date list of the various categories is available on the [Robert Koch Institute’s website](https://www.rki.de/) (there you will find a link to an English-language PDF).
- Currently valid travel warnings and entry, re-entry and quarantine regulations must be observed.
- Directly before the field trip begins, the organiser is required to ensure that the destination country has not been categorized as a basic risk area, high incidence area or area of variants of concern in the interim. If this is the case, the field trip cannot take place.

Employees who lead or accompany field trips are also required to observe additional rules regarding business travel (please see the [HAW Hamburg FAQs for employees](https://www.haw-hamburg.de/en/corona/employee/FAQs)).

15. **Hygiene measures for the administration of first aid**

In the event that first aid is necessary, the following rules should be observed where possible:

- Maintenance of physical distancing requirements
- Observation of coughing/sneezing etiquette and hand hygiene
- Wearing of protective mask (FFP2), protective goggles and disposable gloves

16. **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](mailto:arbeitsschutz@haw-hamburg.de). HAW Hamburg is continuing to provide current information and updates, in the form of FAQs, on its website: [www.haw-hamburg.de/en/corona](https://www.haw-hamburg.de/en/corona)
17. Appendices

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

Viral infections – hygiene protects!

These measures help protect you and others from infectious diseases – including the coronavirus.

The most important hygiene tips:

- **Keep your distance**
  Where possible, always maintain a distance of at least 1.5 metres from other people. Particularly if they show signs of illness, such as a cough, runny nose and sneezing or fever.

- **Stay at home if you are ill**
  If you have symptoms of a respiratory infection, such as a cough, runny nose and sneezing or fever, then stay at home. Reduce direct contact with other people. If necessary, call a doctor for advice.

- **Avoid physical contact**
  Do not shake hands or hug when you greet people or say goodbye.

- **Take hygiene precautions when coughing or sneezing**
  Sneeze or cough into the crook of your arm or a tissue – then dispose of the tissue in a bin.

- **Do not touch your face**
  Avoid touching your mouth, eyes or nose with your hands.

- **Wash your hands regularly throughout the day**
  Wash your hands with soap and water for at least 20 seconds.

- **Wear a mask over your mouth and nose where required**
  Stay up to date with the current regulations. Always wear a mask over your mouth and nose where required. You should generally wear a mask if you have symptoms and have to leave the house, and when you cannot maintain the minimum distance of 1.5 metres from other people.

Regularly updated information about how to protect yourself from infectious diseases, as well as current FAQs about symptoms associated with SARS-CoV-2 coronavirus infection, are available from the website of the Federal Centre for Health Education (Bundeszentrale für gesundheitliche Aufklärung - BZgA):

www.infektionsschutz.de and www.bzga.de
17.2. Instructions for the use of a surgical mask

How?

Before use
Disinfect your hands or wash with soap

Place mask properly over mouth, nose, cheeks.
Mask should fit tightly

Replace mask immediately if it becomes soaked

Use straps when removing mask

Afterwards, disinfect your hands or wash with soap

Source: Bode Science Centre.
17.3. Overview of entry checkpoint locations and hours of operation – Feb 2022

<table>
<thead>
<tr>
<th>Building/entrance</th>
<th>Security firm checkpoint – hours of operation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexanderstrasse 1</td>
<td></td>
</tr>
<tr>
<td>Cafe entrance</td>
<td>7:30 am–4:00 pm</td>
</tr>
<tr>
<td>Kita entrance</td>
<td>7:00 am–3:00 pm</td>
</tr>
<tr>
<td>Armgartstrasse 24</td>
<td></td>
</tr>
<tr>
<td>Cafeteria entrance</td>
<td>7:00 am–6:00 pm</td>
</tr>
<tr>
<td>Berliner Tor 5</td>
<td></td>
</tr>
<tr>
<td>Foyer entrance</td>
<td>6:30 am–6:00 pm</td>
</tr>
<tr>
<td>Ground-floor entrance on BT7 side</td>
<td>7:30 am–3:00 pm</td>
</tr>
<tr>
<td>Berliner Tor 7</td>
<td></td>
</tr>
<tr>
<td>Library / Mon–Thurs</td>
<td>4:00 pm–8:00 pm</td>
</tr>
<tr>
<td>Rotating-door entrance: Mon–Fri</td>
<td>7:00 am–5:00 pm</td>
</tr>
<tr>
<td>7, 9, 15, 21 and 23 Feb</td>
<td>7:00 am–7:00 pm</td>
</tr>
<tr>
<td>Saturdays (5, 12, 19 and 26 Feb)</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Berliner Tor 9</td>
<td></td>
</tr>
<tr>
<td>Entry hall</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Berliner Tor 21</td>
<td></td>
</tr>
<tr>
<td>Entry hall: Mon–Fri</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Saturdays (5, 12, 19 and 26 Feb)</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Staff entrance</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Finkenau 35 – old building</td>
<td></td>
</tr>
<tr>
<td>Library / Mon–Thurs</td>
<td>4:00 pm–8:00 pm</td>
</tr>
<tr>
<td>Finkenau old building – main entrance</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Finkenau old building – elevator/corridor</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Finkenau old building – courtyard entrance 1</td>
<td>7:00 am–4:00 pm</td>
</tr>
<tr>
<td>Finkenau old building – courtyard entrance 2</td>
<td>7:00 am–3:00 pm</td>
</tr>
<tr>
<td>Finkenau – new building</td>
<td></td>
</tr>
<tr>
<td>Cafeteria entrance</td>
<td>7:00 am–3:00 pm</td>
</tr>
<tr>
<td>Stiftstrasse 69</td>
<td></td>
</tr>
<tr>
<td>Main entry/Kita</td>
<td>6:30 am–3:00 pm</td>
</tr>
<tr>
<td>Kreuzbau entrance</td>
<td>7:30 am–4:00 pm</td>
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<tr>
<td>Room4Research entrance</td>
<td>7:30 am–3:00 pm</td>
</tr>
<tr>
<td>Ulmenliet 20</td>
<td></td>
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<tr>
<td>UL20 main entrance: Mon–Fri</td>
<td>7:30 am–3:00 pm</td>
</tr>
<tr>
<td>15, 16 and 18 February</td>
<td>7:30 am–5:00 pm</td>
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<tr>
<td>Saturday, 5 February</td>
<td>9:00 am–3:00 pm</td>
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<tr>
<td>Saturday 26 February</td>
<td>8:00 am–3:00 pm</td>
</tr>
<tr>
<td>Lohbrügger Kirchstr.</td>
<td>7:30 am–3:00 pm</td>
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</tbody>
</table>