

# **Framework Hygiene Plan**

## **Revised version: 5 October 2022**

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**Winter semester 2022/23**



# HAW Hamburg Framework Hygiene Plan

Revised version – 5 October 2022

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Please note:

This English translation of the original German *Rahmen-Hygieneplan* (revised version, issued on 5 October 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 the specific provisions in place at HAW Hamburg in winter semester 2022/23 to protect against SARS-CoV-2 infections. It is based in large part on the law on occupational safety (*Arbeitsschutzgesetz*) (in particular sections 5 and 6: 'Risk assessment and documentation') and outlines the university's infection prevention concept, developed in accordance with the SARS-CoV-2 occupational safety ordinance of 1 October 2022. It continues to incorporate 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*).

The protective measures include, in particular, sneezing etiquette and physical distancing (min. 1.5 m), as well as the urgent recommendation that individuals wear a medical mask (ideally an FFP2 mask) in university buildings. This recommendation is made in the spirit of mutual consideration and is intended to protect all university members. Additionally, it will make it possible for vulnerable individuals to come to the university and attend courses or carry out their work duties on campus.

The hygiene plan applies to all individuals who work or study at HAW Hamburg, as well as those who are present on university property and in university buildings for other reasons.

## 1. Measures to be taken by individuals

### 1.1. Personal 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:

- 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.
- Refrain from hugging other people or shaking their hand where possible.

### 1.2. Masks

It is recommended that all persons attending HAW Hamburg buildings or facilities wear a medical mask (ideally an FFP2 mask). This recommendation should particularly be observed in those cases where it is not possible to maintain a minimum physical distance of 1.5 m.

It is mandatory to wear a mask (ideally FFP2) in the lifts whenever these are being used by more than one person. This measure is necessary given the limited amount of space and poor air circulation in the lifts.

In addition, it is strongly recommended that individuals who belong to a vulnerable group (e.g. people with chronic illnesses or who have not been vaccinated) wear an FFP2 mask for their own protection.

HAW Hamburg is providing masks for employees and students. The faculties and organisational units are responsible for distributing masks to employees.

Students can obtain a mask at the following locations:

<b>Campus</b>	<b>Issuing unit</b>	<b>Contact person</b>
Berliner Tor (including Alexanderstraße and Stiftstraße)	Mailroom, Berliner Tor 5	Herr Tölle
Bergedorf	Security staff office, Ulmenliet entrance	Herr Aydin, Frau Beck, Frau Fresse, Frau Klieboldt
Finkenau 35	Mailroom, ground floor <i>and</i> room 160, first floor	Herr Hoppe, Herr Klischitski  Herr Geßner
Armgarstraße	Caretaker's office, basement	Herr Brak

### **1.3. Pregnant employees and students**

The federal government's committee for the health and safety of pregnant, post-partum and breast-feeding 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.

An effort should therefore be made to ensure that pregnant employees working on campus are able to observe physical distancing measures and the necessary hygiene measures and protective precautions.

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]).

The maternity protection regulations also cover pregnant students. 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*).

### **1.4. Testing offers for employees**

Free self-tests continue to be available for employees working on campus. As previously, these can be picked up from the usual distribution locations on campus.

### **1.5. Working from home**

Home-office arrangements make it possible to reduce personal contact in the workplace. Accordingly, supervisors can make such arrangements with their team members, provided that this does not negatively impact university operations.

Alongside the SARS-CoV-2 occupational safety ordinance, home-office arrangements are also based on the 'Working from an alternative location' agreement under section 93 of the Hamburg Employee Representation Act. Under this agreement, home-office arrangements must be outlined in writing between employees and their direct supervisor. As previously, it should be noted that occupational health and safety regulations also apply to home-office arrangements. Before beginning to work from home, employees must be briefed on the applicable regulations and a risk assessment must

be completed. This means the supervisor is required to complete a risk assessment with the employee before the agreement on working from home can be implemented. More information and a risk assessment template are available (in German) in the [occupational and health safety management system](#).

### **1.6. Occupational health advice for staff members**

Hamburg's occupational health service (Arbeitsmedizinischer Dienst, AMD) offers advising on corona-related questions. Those interested can contact the AMD in writing and request a callback for a telephone advising session: amd@zafamd.hamburg.de

## **2. Access to HAW Hamburg buildings and facilities**

Employees, students and guests who are ill with Covid-19 or have tested positive for Covid-19 are not permitted to attend university premises during the legally required five-day isolation period.

Likewise, individuals exhibiting symptoms (e.g. fever, sore throat, cough, diarrhoea) that could indicate a Covid-19 infection are prohibited from entering HAW Hamburg premises.

Individuals can enter university premises again once the symptoms have subsided or a doctor has confirmed that they are not due to a Covid-19 infection. Accordingly, individuals with symptoms resulting from chronic illnesses are permitted to enter HAW Hamburg buildings.

## **3. 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, the following measures and regulations are in place for all public areas of HAW Hamburg premises, buildings or facilities:

- 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.
- Kitchen facilities, photocopying rooms and comparable facilities which are too small to allow for minimum distancing of 1.5 m should be used by only one person at a time wherever possible.
- All toilet facilities provide liquid soap and disposable hand towels and display notices advising on correct handwashing for effective infection control.
- Individuals are required to wear a medical mask (ideally an FFP2 mask) in the lifts when more than one person is using them.

## **4. Hygiene measures for individual rooms**

### **4.1. Cleaning**

All regularly used rooms, as well as surfaces in public areas of buildings which are frequently touched by people (such as door handles, lift call buttons and light switches), are cleaned on a regular 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. Additionally, all public toilet facilities are cleaned once a day.

### **4.2. 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 to the right). 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 CO<sub>2</sub> 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.

#### 4.2.1. 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 CO<sub>2</sub>. Each faculty's administration has 10 CO<sub>2</sub> 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.

Season	Air room for...
Summer	at least 10 minutes
Autumn/spring	at least 5 minutes
Winter	at least 3 minutes

#### 4.2.2. 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 the event ends.
- Rooms which have windows on opposite sides must be aired by opening all windows as wide as possible at regular intervals, 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 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).



**Notice showing max. capacity for a room ventilated with windows**



## 5. Hygiene measures for office workspaces

In order to reduce the risk of Covid-19 transmission, it is recommended that only one person be present in an office at one time whenever possible. Where appropriate, work can be completed from home or a 'shift' or alternating team system can be implemented.

When more than one person is using an office, it is recommended that all those present wear a medical mask (ideally FFP2). This is especially the case when the minimum physical distance of 1.5 m cannot be maintained. Use of the room by more than one employee at the same time must be agreed to by all those present.

Offices and areas with visitors or footfall (e.g. faculty service offices, mailrooms, Student ID Card Office, libraries) have been fitted with transparent screens to protect staff.

## 6. Protective and hygiene measures for on-campus courses, practical laboratory and workshop activities, and examinations

The following protective and hygiene measures must be observed for on-campus courses and exams:

- 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 4.2.1.).
- For the protection of all those present, it is recommended that individuals wear a medical mask.
- A supplementary risk assessment can be carried out to determine whether further protective measures and/or a mask-wearing requirement are necessary. The following risk assessments are available for this purpose (see also [www.haw-hamburg.de/en/corona](http://www.haw-hamburg.de/en/corona)):
  - D4-3 risk assessment form entitled [Risk of contact with SARS-CoV-2 through activities in laboratories and workshops](#)
  - D4-7 risk assessment form entitled [Risk of contact with SARS-CoV-2 through on-campus teaching activities, exams and meetings](#)

The occupational health and safety specialists from the Occupational Safety Unit (AKU) ([arbeitschutz@haw-hamburg.de](mailto:arbeitschutz@haw-hamburg.de)) can provide support with this where required.

## 7. Hygiene measures for non-teaching events and on-campus meetings

Non-teaching events (such as discussion, presentation and informational events; film presentations; expert conferences; workshops; and welcome and graduation ceremonies) can be held on campus.

On-campus meetings are also permitted. However, it is recommended that organisers consider whether it is possible to carry out the event digitally.

Additionally, it is recommended that all participants wear a medical mask (ideally an FFP2 mask) at these events. A supplementary risk assessment can be carried out to determine whether further protective measures and/or a mask-wearing requirement are necessary. The D4-7 risk assessment form entitled [Risk of contact with SARS-CoV-2 through on-campus teaching activities, exams and meetings](#) can be used for this purpose.

The occupational health and safety specialists from the Occupational Safety Unit (AKU) ([arbeitschutz@haw-hamburg.de](mailto:arbeitschutz@haw-hamburg.de)) can provide support where required.

## 8. 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

#### **9. 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](http://www.haw-hamburg.de/en/corona)