

# **Framework Hygiene Plan**

## **Revised version: 15 September 2021**

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**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**



# HAW Hamburg Framework Hygiene Plan

Revised version – 15 September 2021

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Please note:

This English translation of the original German *Rahmen-Hygieneplan* (revised version, issued on 15 September 2021) 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 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 all **HAW Hamburg courses and other teaching activities** offered to students in **winter semester 2021/22** that take place in enclosed rooms, the **central requirement** is that attendees demonstrate that they are fully vaccinated or recovered, or present a negative test result (the so-called '3G rule').

If students refuse to provide proof that they meet the 3G requirement, they will be instructed to leave the university campus by the person responsible for enforcing the house rules (university or faculty management, or the professor/instructor) and will be excluded from attending the course.

**Wearing a medical mask is still mandatory** for the duration of any stay at HAW Hamburg. 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 (ideally 1.5 m).

**When working on campus**, employees continue to be **required to wear a medical mask and maintain a physical distance of 1.5 m from others**.

At all events (both teaching-related and non-teaching-related) and meetings, contact details for all those present must be collected, including their first and family names, a street address and a phone number.

This will generally be carried out via the app 'darfichrein.de' and the scanning of a QR code at the entry to the room in question. If no QR code is available, the individual responsible for organising the event, course or meeting shall collect participants' contact details and keep them on file. **In winter semester 2021/22, the processing of information regarding course participants' 3G status is also possible.**

It must be ensured that third parties cannot obtain access to these contact details. The use of the contact data for purposes other than those specified in the COVID-19 Regulations of the Free and Hanseatic City of Hamburg and disclosure of them to unauthorised third parties is prohibited. These records of contact details shall be destroyed at the end of a period of four weeks commencing on the date of the meeting/event/class. **Where information on individuals' 3G status has been collected, this must be deleted or destroyed as soon as it is no longer needed or two weeks after the end of winter semester 2021/22 at the latest.**

## 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 15.1):

- 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 (<https://www.hamburg.com/residents/settle/health/14111762/corona-whats-new/>). 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 presenters at an 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 by HAW Hamburg's central administration. The faculties are responsible for purchasing any further masks required by their staff. The Purchasing team in the Finance and Accounting Department will take over the further procurement of 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. Testing and exemptions for fully vaccinated or recovered individuals

### Testing

Tests serve as a supplementary preventative measure. They can facilitate the early identification of SARS-CoV-2 infections and thus hinder the spread of the virus.

Those **employees** who are **working on campus** have the opportunity to carry out self-tests. If they are on campus for more than two days per week, it is recommended that they undertake at least two tests on non-consecutive days. For those employees who are working partly from home, the frequency of testing can be extended accordingly.

It is recommended that employees with teaching responsibilities (e.g. in laboratory courses, exam invigilators, etc.) carry out a self-test before each teaching session.

**Students** and those employees with teaching responsibilities (e.g. in laboratory teaching sessions or as exam invigilators) are only permitted to attend **on-campus courses and exams** and other **on-campus offers (e.g. study rooms)** following presentation of a negative coronavirus test result. A PCR test result must be less than 48 hours old, and a rapid self-test result must be less than 24 hours old.

Until 10 October 2021, students can carry out a **self-test** under supervision at HAW Hamburg prior to on-campus courses (see 15.3).

To protect against coronavirus transmission, specific groups will continue to be offered free rapid antigen self-tests (to be carried out under supervision) in winter semester 2021/22, even after the free citizen tests are discontinued on 11 October. These groups include those students who cannot be vaccinated for medical reasons (a medical certificate will be required as proof). International students who have been vaccinated with a vaccine that is not approved in the EU and cannot be vaccinated again will also be offered rapid antigen self-tests.

To ensure that **on-campus courses, exams and other activities** can be carried out on time and according to plan, students are required to undergo testing prior to each exam at a facility (e.g. a test centre) that carries out tests in accordance with Section 10d of Hamburg's COVID-19 Regulations. They must then bring confirmation of the result to the university.

### Exemptions for fully vaccinated or recovered individuals

Under the Ordinance on the Regulation of Exceptions to the Protective Measures to Prevent the Spread of Covid-19 (SchAusnahmV), **vaccinated and recovered individuals** have **equivalent status** to individuals who have been tested (and have presented a negative SARS-CoV-2 rapid antigen test result). This applies to:

- Individuals who are fully vaccinated against SARS-CoV-2. They must have been vaccinated with a vaccine recognised by the [Paul-Ehrlich-Institut](#).
- People who have recovered from a SARS-CoV-2 infection.

It should be noted, however, that neither a vaccination against Covid-19 nor recovery from the illness guarantees 100 per cent protection and the possibility exists that the person can become infected with the virus. In general, the course of illness is milder or even asymptomatic. This means, though, that vaccinated or recovered individuals can infect others. **For this reason, we strongly recommend that vaccinated and recovered individuals take advantage of the testing offers.** This is a means of exercising mutual consideration and fulfilling our duty of care for people who have not yet been vaccinated. It is also a means of limiting the risk of infection at the university.

If an individual nevertheless wishes to have this status recognised, the following documents must be presented in the following cases:

- If a person is fully vaccinated against SARS-CoV-2 and the second dose was administered at least 14 days previously. Proof of the vaccination must be presented.
- If someone was infected with SARS-CoV-2, has now recovered and can present proof of this. The result of the PCR test used for this purpose must be at least 28 days old, and the illness cannot have occurred more than six months previously.
- If an individual was infected with SARS-CoV-2 and has since received at least one dose of a vaccination against the illness. In this case, proof of both the recovery and the vaccination must be presented.

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

### **2.2.1. Working from home**

The simultaneous use of offices by more than one person should be limited to those cases where this is absolutely necessary from an operational perspective. Accordingly, employees should continue to utilise the option of working from home. As previously, staff members should agree on 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) 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 immediate line manager 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, 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 man-



datory 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 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/](http://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 all required protective measures and hygiene precautions, **as well as the physical distancing requirement**, must be in place 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

Where the dimensions of the specific room permit, all efforts should be made to observe the physical distancing requirement of 1.5 m.

Floor markings assist with distancing in appropriate places on campus. Notices like this one, displayed at all entrances to buildings and facilities, provide information on the requirement to wear a medical mask; to present proof of 3G status to participate in on-campus courses, exams and other offers (e.g. study rooms); and to maintain as much physical distance as possible (ideally 1.5 m). They also state that anyone showing symptoms of a respiratory illness is prohibited from entering HAW Hamburg buildings.

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 and leave the building or facility as soon as their class, their time in a study room or their meeting is over or as soon as they have completed their business at HAW Hamburg.



Notice at HAW Hamburg entrances

### 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 (see 3).
- Adhere to any signs and markings provided to enforce minimum distancing from other people.
- In the lifts, individuals should maintain as much physical distance as possible. Medical masks are mandatory. 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.
- 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

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 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.

The relevant HAW Hamburg facility management team (Building Services, which can be contacted at [reinigungsmanagement@haw-hamburg.de](mailto: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.

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 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.



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

### 5.2.1. Ventilation during a class/meeting/event or during a working 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

### 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 offices and office workstations

To reduce the risk of transmission, offices should generally 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.

Multiple occupancy of offices is only permitted when it is absolutely necessary due to the work processes/tasks, the room is aired regularly (see 5.2.1) and the physical distancing requirements can be consistently maintained. This may necessitate the reorganisation of the room or of the desks.

A medical mask must be worn at all times. If only one person is present in an office, a mask is not required. In cases of multiple occupancy, 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 (see [www.haw-hamburg.de/en/university/coronavirus-updates/](http://www.haw-hamburg.de/en/university/coronavirus-updates/)). HAW Hamburg's occupational health and safety specialists ([arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de)) from the Occupational Safety Unit (AKU) unit can provide support where necessary.

## 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:

- The maximum amount of time that can be spent in the library for literature searches or self-service borrowing is 30 minutes. The total number of users who can be in the library at one time is limited to 10 people per library.
- A medical mask must be worn in the libraries at all times, including at the individual workspaces.
- The contact information of students using the study spaces must be collected via the 'darfichrein.de' app using the QR codes at the entry to the room or at the workspaces.
- The study spaces must be booked in advance and students must present proof of a negative coronavirus test, vaccination or recovery in order to use them.
- There are no restrictions on the number of 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.
- Users must observe the floor markings in front of and in the libraries indicating the necessary physical distance and the entry and exit routes.
- Transparent screens are in use to protect staff.

## 8. Hygiene measures for on-campus courses and examinations

On-campus courses and examinations are permitted, provided the following protective measures are in place and adhered to:

- Students and instructors are only permitted to attend on-campus courses/exams or other activities offered in enclosed rooms following presentation of proof of a negative coronavirus test result, a vaccination certificate, or a certificate of recovery (see 2.1.2 and 15.3). The academic staff members (instructors or academic staff) are authorised to check the 3G documentation.
- Students attending on campus-courses, exams, etc. are required to provide their contact information via the 'darfichrein.de' app by using the QR code at the entry to the teaching room or at their seat.
- 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.
- 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/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.).

- Persons entering and leaving seminar/examination rooms and lecture halls should aim to maintain physical distancing wherever possible.
- Students are required to wear a medical 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.
- 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.

A supplementary risk assessment may be required to identify additional risks and determine whether further protective measures are necessary. The D4-1 risk assessment form entitled '[Risk of contact with SARS-CoV-2 through meetings and events](#)' 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 with this where required.

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

There are no restrictions on the number of 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. 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 a negative coronavirus test result, a vaccination certificate, or a certificate of recovery (see 2.1.2 and 15.3). The academic staff members (instructors or academic staff) are authorised to check the 3G documentation.
- Students attending practical teaching units are required to provide their contact information via the 'darfichrein.de' app by using the QR code at the entry to the teaching room or at their seat.
- Medical 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 15.2).
- 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/university/coronavirus-updates/](http://www.haw-hamburg.de/en/university/coronavirus-updates/)). 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.
- The study spaces can only be used by students who can present proof of a negative coronavirus test, vaccination or recovery (see 2.1.1). The organisational unit responsible for the study room is authorised to check the respective documents.
- A medical mask must be worn both when entering the room and while at the workspace.
- The contact information of those students using the study spaces must be collected via the 'darfichrein.de' app using the QR codes at the entry to the room or at the workspaces.
- 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.
- In the breaks between users, the tables and chairs will be cleaned with standard cleaning products.

## 11. Hygiene measures for meetings and non-teaching events

It is recommended that meetings and other non-teaching events be held online wherever possible. Where this is not possible or is not considered to be the best option, it is permitted to hold meetings and non-teaching events on campus if they are directly related to the tasks of HAW Hamburg as set out in Sections 3 and 4 of the Hamburg Higher Education Act.

If discussions, meetings and events are held on campus, it is recommended that participants be required to present a negative test result or a certificate of vaccination or recovery. However, participants should also be offered rapid antigen self-tests (free of charge) so that they are not obligated to reveal their vaccination or recovery status.

The following rules must be observed during the planning and execution of the meeting or event:

- A minimum physical distance of 1.5 m between participants must be observed.
- The convenor of the meeting/event must collect the contact details for each person in attendance via the Darfichrein.de app. Alternatively, they can take down these details in a participant list, which must be destroyed four weeks after the date of the meeting/event.
- The convenor of the meeting/event shall inform those present at the meeting/event of the relevant stipulations outlined in this Framework Hygiene Plan.
- Medical masks must be worn by all attendees when entering and leaving the room, as well as for the duration of the event. During presentations, the presenter is permitted to remove his or her mask.

- Rooms without technical ventilation systems should be ventilated regularly by opening windows as wide as possible (see 5.2.1).

A supplementary risk assessment may be required to identify additional risks and determine whether further protective measures are necessary. The D4-1 risk assessment form entitled '[Risk of contact with SARS-CoV-2 through meetings and events](#)' can be used for this purpose. 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.

### **11.1. Staff meetings**

Staff meetings can take place in a hybrid format, with half the relevant team or department meeting on campus in a room of sufficient size and with adequate ventilation procedures, maintaining minimum distancing throughout, and the other half joining the meeting online. Teams and departments should avoid meeting in full on campus. This is to ensure that if an infection takes place, the team or department can continue to provide a service.

### **11.2. Application processes and job interviews**

It is possible to hold job interviews on campus if they are conducted in adequately large and well-ventilated rooms, provided that the hygiene measures outlined in Section 11 are maintained and a risk assessment is conducted in advance. The D4-1 risk assessment form entitled '[Risk of contact with SARS-CoV-2 through meetings and events](#)' can be used for this purpose.

### **11.3. Appointment processes**

Appointment processes can take place on campus, provided that the hygiene measures outlined in Section 11 are maintained and a risk assessment is conducted in advance. The D4-1 risk assessment form entitled '[Risk of contact with SARS-CoV-2 through meetings and events](#)' can be used for this purpose.

## **12. 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. 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 (see 2.1.2 and 15.3). 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](#) (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](#)).

### **13. 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

### **14. 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/university/coronavirus-updates/](http://www.haw-hamburg.de/en/university/coronavirus-updates/)

## 15. Appendices

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



Bundesministerium  
für Gesundheit



Bundeszentrale  
für  
gesundheitliche  
Aufklärung  
**BZgA**



# 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](http://www.infektionsschutz.de) and [www.bzga.de](http://www.bzga.de)



infektionsschutz.de  
Wissen, was schützt.

ENG

## 15.2. Instructions for the use of a surgical mask

# How?

**Before use**  
Disinfect your hands or wash with soap  
**at least 30 sec.**



**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  
**at least 30 sec.**



Source: [Bode Science Centre](#).

### 15.3. Guidelines for the use of rapid antigen self-tests and the recognition of external test results to enable on-campus teaching sessions

#### 1. General information

The use of rapid antigen tests makes it possible to carry out necessary on-campus teaching and break infection chains at an early stage. Although the results of antigen tests are less reliable than those of PCR tests, antigen tests nevertheless reduce the risk of so-called 'spreader events'.

In summer semester 2021, the on-campus courses at HAW Hamburg are being accompanied by rapid tests. We are using rapid antigen self-tests for the nasal cavity, which the Bundesinstitut für Arzneimittel und Medizinprodukte (Federal Institute for Drugs and Medical Devices, BfArM) has approved for use by laypersons.

The responsibility for organising testing rests with the unit holding the on-campus course (e.g. department, lab). For the practical implementation of participant testing, the unit in question will appoint a person responsible for supervising tests. This person will familiarise themselves with the use of nasal rapid self-tests in advance by reviewing the instructional materials provided in the EMIL course room: Self-test Training (Schulung Selbsttest).

The rapid antigen self-tests will be carried out by the students themselves; collection of a sample by medical personnel is not necessary. Because the result of a rapid test is merely a snapshot in time, the tests will be carried out **daily before the start** of on-campus courses by both the students and the instructors/employees teaching the course.

Alternatively, students can be tested at a facility (e.g. a test centre) that carries out tests in accordance with Section 10d of the COVID-19 Regulations of the Free and Hanseatic City of Hamburg and bring confirmation of the result to the university. Pursuant to Section 10h of the COVID-19 Regulations, a test result from a testing facility can only be recognised when no more than 48 hours have passed since a PCR test or no more than 24 hours have passed since a rapid antigen test.

Individuals whose test result is negative are permitted to participate in on-campus teaching sessions. **In the event of a positive result, attendance at a course is prohibited** (see 3.3 below)!

The **testing requirement can theoretically be lifted** if a student presents proof of one of the following:

- Proof of complete vaccination against SARS-CoV-2,<sup>1</sup> provided that the second dose took place at least 14 days previously.
- Proof of recovery from a SARS-CoV-2 infection at least 28 days previously and no more than six months previously (proof of a positive PCR test or a certificate of recovery).
- Proof of recovery from a SARS-CoV-2 infection and at least one vaccination **Fehler! Textmarke nicht definiert.** against the illness. Proof of both the illness and the vaccination is required.

The documents required for the lifting of the testing requirement are outlined in Template 4: 'Document-approval processes for entry to on-campus exams and courses at HAW Hamburg' (below).

It should be noted, however, that neither a vaccination against Covid-19 nor recovery from the illness guarantees 100 per cent protection and the possibility exists that the person can become infected with the virus and therefore infect others. **For this reason, we strongly recommend that vaccinated and recovered individuals take advantage of the testing offers.**

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<sup>1</sup> The vaccine administered must be one recognised by the [Paul-Ehrlich-Institut](#).

## 2. Testing process

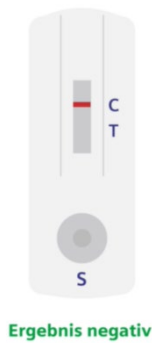
- Where the weather permits, it is recommended that the test be conducted outside.
- If this is not possible, testing should take place in a room with adequate space (min. 10 m<sup>2</sup> per person) so that the required physical distance can be maintained.
- Copies of the data privacy statement (available in the EMIL course room: Schulung Selbsttest) should be made available in the room where testing takes place. Alternatively, the data privacy statement can be made available digitally.
- Provided that it is not outfitted with a technical ventilation system, the room where testing takes place will be aired out with the windows completely open both before and after testing.
- A medical mask (preferably FFP2) must be worn upon entering and inside the room. It can be removed briefly to carry out the test.
- A sink or hand disinfectant will be available for people to clean their hands. Hand disinfectant/disinfectant wipes and disposable gloves must be kept available for the event of a positive result.
- People must wash or disinfect their hands before and after carrying out the tests.
- Sealable plastic bags will be provided for the waste produced during testing. The sealed plastic bags can be disposed of in the normal garbage after all of the test kits have been collected.
- Testing will take place under the supervision of a HAW Hamburg employee familiar with the testing process. The supervising person will distribute the test kits.
- The supervising person will guide the students in carrying out the self-tests and help them interpret the results (see 3).
- While waiting for the test results, students should leave the testing room if possible. The necessary physical distancing measures must be observed at all times.
- The supervising person is responsible for documenting the testing process. Template 1 (below) can be used for this purpose.
- Students will receive confirmation of the test result (see Template 2) so that they can attend additional on-campus courses at the university on the same day.
- The supervising staff member is required to check the negative test results from testing facilities.
- The contact information and the test results of those tested will be collected via the 'darfichrein.de' app.

## 3. Interpretation of results and subsequent actions

It is important to note that the test result represents a snapshot in time and is generally valid for 12 hours. For this reason, the tests must be repeated on a daily basis if an on-campus course takes place over several consecutive days.

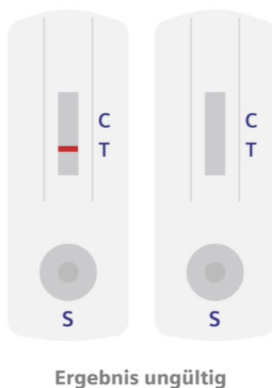
If the result of the self-test is positive, the person is considered a suspected case and is not permitted to take part in the on-campus course. The subsequent process is described in 3.3 below. All other individuals who took part in testing with the person who tested positive and did not previously have close contact (maintained a physical distance of 1.5 m, wore a medical mask, an area of 10 m<sup>2</sup> per person was available) are permitted to attend the on-campus course.

### 3.1. Negative test result – What does it mean?



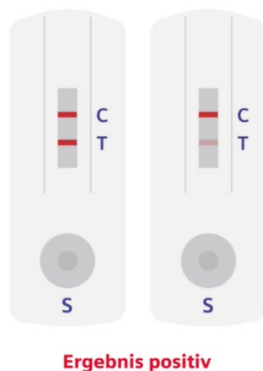
- No virus protein could be detected.
- **Attendance at the on-campus course is permitted on the day of the test under the following conditions:**
  - **Maintenance of physical-distancing rules!**
  - **Observance of hygiene plan measures!**
  - **Wearing of a medical mask during the entire**

### 3.2. Invalid test result – What needs to be done?



- If the control line (C) does not appear, the test is invalid.
- The test must be repeated.
- If the repeat test is again invalid, the same actions should be taken as for a positive result (see 3.3).

### 3.3. Positive test result – What needs to be done?



- There is a strong likelihood of a SARS-CoV-2 infection. **Attendance at the on-campus course is prohibited!**
- The person tested will be given an FFP2 mask, which they must put on immediately.
- **The person is required to self-isolate at home.**
- The test result must be confirmed via a PCR test **as soon as possible (i.e. without delay).**
- To organise this, the individual should contact their general practitioner, the 116 117 hotline or a test centre.
- The individual is advised to inform their contacts that an infection is suspected.
- If the PCR test is positive, the responsible SPOC must be informed, in accordance with the [HAW guidelines for the management of coronavirus cases](#).
- The information sheet 'How to proceed after a positive result on a rapid antigen self-test for SARS-CoV-2' (Template 3) must be given to the individual.

If you have questions, please contact the HAW Hamburg occupational health and safety experts at [arbeitsschutz@haw-hamburg.de](mailto:arbeitsschutz@haw-hamburg.de) or Hamburg's occupational health service (*Arbeitsmedizinischer Dienst, AMD*) at [amd@zafamd.hamburg.de](mailto:amd@zafamd.hamburg.de).



## Template 2:

### Student access authorisation



### Certificate confirming negative result of SARS-CoV-2 rapid antigen self-test

**Date of test:** \_\_\_\_\_

Person tested:

Last name, First name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Following presentation of valid identification, the above person has (please check what applies):

- carried out a rapid antigen self-test under supervision at HAW Hamburg (directly prior to teaching session)

#### The test result was

**Negative:**  Attendance at the course/exam is permitted.

**Positive:**  Attendance at the course/exam is prohibited!

\_\_\_\_\_  
Date/Signature of supervising person  
(Please also print name in block letters)

\_\_\_\_\_  
Unit name/stamp  
(Department, lab, etc.)

### Student access authorisation

(copy for supervising individual, to be kept on file for four weeks)



### Certificate confirming negative result of SARS-CoV-2 rapid antigen self-test

**Date of test:** \_\_\_\_\_

Person tested:

Last name, First name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Following presentation of valid identification, the above person has (please check what applies):

- carried out a rapid antigen self-test under supervision at HAW Hamburg (directly prior to teaching session)

#### The test result was

**Negative:**  Attendance at the course/exam is permitted.

**Positive:**  Attendance at the course/exam is prohibited!

\_\_\_\_\_  
Date/Signature of supervising person  
(Please also print name in block letters)

\_\_\_\_\_  
Unit name/stamp  
(Department, lab, etc.)



### Template 3:

#### Information sheet



#### How to proceed after a positive result on a SARS-CoV-2 rapid antigen self-test

The test result for your SARS-CoV-2 rapid antigen self-test is **positive**.

**Stay calm.** There is a **strong likelihood** (not a clinical diagnosis) of a **SARS-CoV-2 infection**.

**You are not permitted to attend the course!**

Please put on the **FFP2 mask** given to you.

Take the most direct route possible to begin **isolating at home** and **avoid all contact** with others.

The test result must be confirmed via a **PCR test as soon as possible (i.e. without delay)**.

To organise this, you should contact your general practitioner, the 116 117 hotline or an authorised test centre.

We recommend that you **inform** your **contacts** that an infection is suspected.

If the PCR test is positive, the responsible SPOC must be informed, in accordance with the [HAW guidelines for the management of coronavirus cases](#):

Corona-SPOC email addresses:

TI Faculty: Corona-SPOC-TI@haw-hamburg.de

DMI Faculty: Corona-SPOC-DMI@haw-hamburg.de

W&S Faculty: Corona-SPOC-WS@haw-hamburg.de

LS Faculty: Corona-SPOC-LS@haw-hamburg.de

Central university administration: Corona-SPOC-Beschaeftigte@haw-hamburg.de

#### Information sheet



#### How to proceed after a positive result on a SARS-CoV-2 rapid antigen self-test

The test result for your SARS-CoV-2 rapid antigen self-test is **positive**.

**Stay calm.** There is a **strong likelihood** (not a clinical diagnosis) of a **SARS-CoV-2 infection**.

**You are not permitted to attend the course!**

Please put on the **FFP2 mask** given to you.

Take the most direct route possible to begin **isolating at home** and **avoid all contact** with others.

The test result must be confirmed via a **PCR test as soon as possible (i.e. without delay)**.

To organise this, you should contact your general practitioner, the 116 117 hotline or an authorised test centre.

We recommend that you **inform** your **contacts** that an infection is suspected.

If the PCR test is positive, the responsible SPOC must be informed, in accordance with the [HAW guidelines for the management of coronavirus cases](#):

Corona-SPOC email addresses:

TI Faculty: Corona-SPOC-TI@haw-hamburg.de

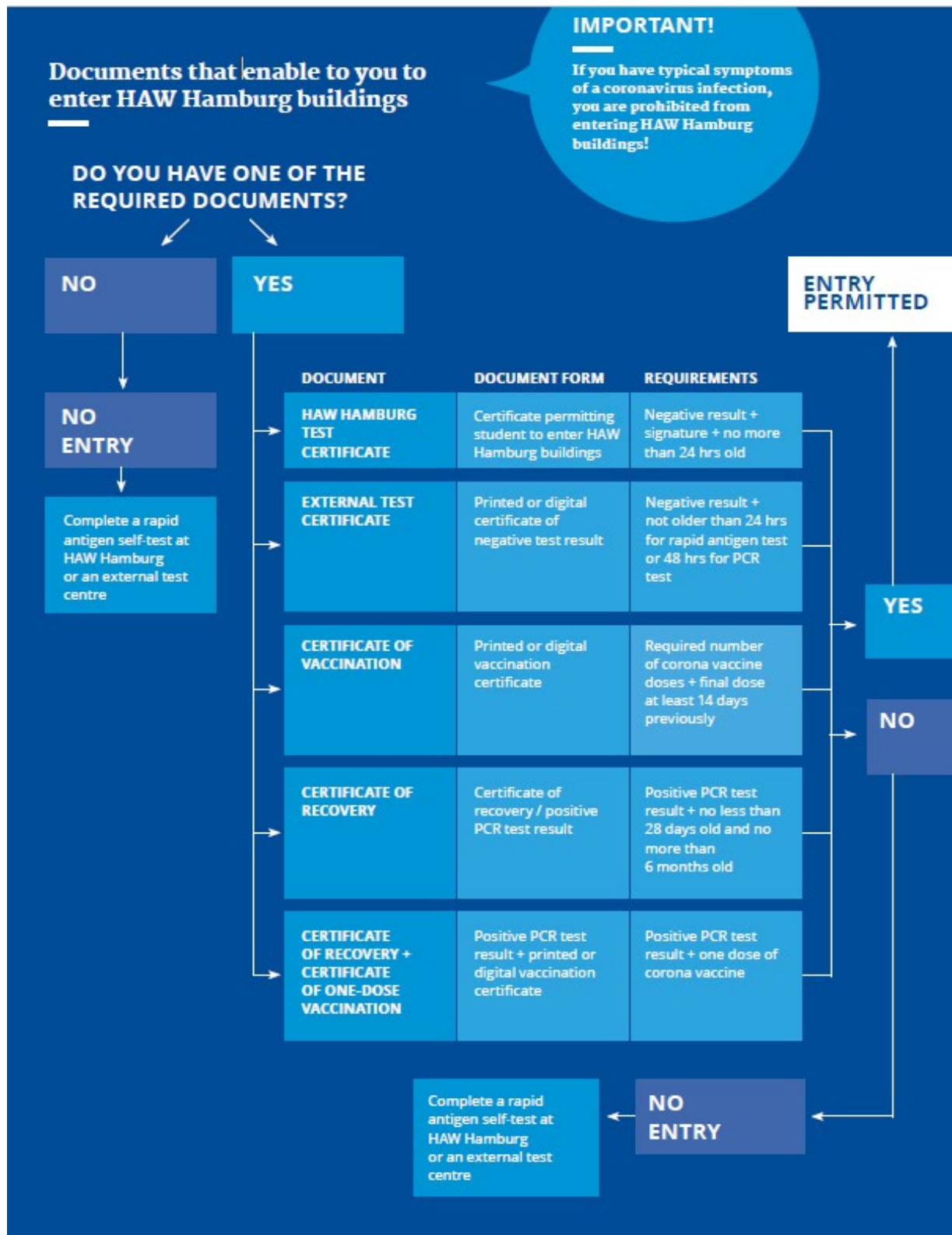
DMI Faculty: Corona-SPOC-DMI@haw-hamburg.de

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LS Faculty: Corona-SPOC-LS@haw-hamburg.de

Central university administration: Corona-SPOC-Beschaeftigte@haw-hamburg.de

**Template 4: Document-approval processes for entry to on-campus exams and courses at HAW Hamburg**



**Various document-approval processes (negative test results, vaccinated and recovered individuals)**

**IMPORTANT!**  
If you have typical symptoms of a coronavirus infection, you are prohibited from entering HAW Hamburg buildings!

	<b>RAPID ANTIGEN SELF-TEST (HAW HAMBURG)</b>	<b>RAPID ANTIGEN TEST OR PCR TEST (EXTERNAL)</b>	<b>VACCINATED</b>	<b>RECOVERED</b>	<b>RECOVERED + ONE DOSE OF VACCINE</b>
<b>EXPLANATION</b>	Carried out on campus under supervision of a HAW Hamburg staff member Result interpreted on site Certification by supervising staff member	Rapid antigen test or PCR test carried out at an external testing facility (e.g. test centre)	Completed SARS-CoV-2 vaccination with final dose administered at least 14 days previously	Individuals who have recovered from a SARS-CoV-2 infection	Individuals who have recovered from a SARS-CoV-2 infection and received one dose of SARS-CoV-2 vaccine
<b>PRINTED DOCUMENT</b>	HAW Hamburg certificate confirming result of SARS-CoV-2 rapid antigen test	Certificate of negative result from testing facility	Vaccination booklet or replacement certificate	Certificate of recovery/ positive PCR test	Certificate of recovery/ positive PCR test and vaccination certificate
<b>DIGITAL DOCUMENT</b>	-	Various apps currently in use (e.g. Corona-Warn, Luca, ePassGo)	CovPass and Corona-Warn	Currently being planned	CovPass and Corona-Warn
<b>VERIFICATION REQUIRED BY HAW HAMBURG STAFF</b>	Negative test result + signature of supervising staff member + not older than 24 hrs	Check of authenticity and timing of negative test result certificate: not older than 24 hrs for rapid antigen test or 48 hrs for PCR test	Check that required number of vaccine doses have been administered + final dose at least 14 days previously	Check whether certificate of recovery is based on PCR test (authenticity) + PCR test result no less than 28 days old and no more than 6 months old	Check whether certificate of recovery is based on PCR test (authenticity) + check that one dose of vaccine has been administered
<b>DOCUMENTATION REQUIREMENT AT HAW HAMBURG</b>	Presentation and inspection of required documents is mandatory, but these generally do not need to be recorded.				