Supplementary risk assessment form D4-2: Risk of contact with SARS-CoV-2 through multiple occupancy of office space

Risk assessment pursuant to Section 5 of the Arbeitsschutzgesetz (Act on the Implementation of Measures of Occupational Safety and Health)

The risk assessment applies to offices that are to be used by more than one person at the same time for tasks involving interpersonal contact (with colleagues, customers, the public) and is intended as a supplement to existing risk assessments.

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Risk assessment carried out by: ___________________________ Date: __________

Building: __________________________________________
Office number: ______________________________________
Room size (m²): _____________________________________
Number of occupants planned: ___________________________

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Signature, Head of organisational unit

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General information

The HAW Hamburg Hygiene Plan envisages that home-office arrangements be used intensively for office-based work and stipulates that the multiple occupancy of office space should be avoided. This means that double offices¹ can only be used by one person. If this condition has been met it is not necessary to complete a separate risk assessment.

Area of application

If a room is to be used by two or more employees at the same time, this risk assessment form must be completed and the measures outlined in sections 1 to 3 must be implemented. Multiple occupancy is permitted only when an area of 16 to 20 square metres is available for each workspace (double office) or where the work processes/tasks make it absolutely essential.

Is multiple occupancy of the room necessary? yes: ☐ no: ☐
Is an area of between 16 and 20 square metres available for each workspace? yes: ☐ no: ☐
(If ‘no’, the necessity of double occupancy must be justified.)

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Objective of the risk assessment and of the action to be taken as a consequence of this risk assessment

Avoiding transmission of SARS-CoV-2 and breaking chains of Covid-19 infection.

Documentation and storage of risk assessment

Once the risk assessment is conducted and the employee/s have been informed of the action required of them and issued with corresponding instructions, the signed risk assessment form shall be placed on file by the person who carried out the risk assessment. This person shall also send a copy of the form to the responsible Dean's office or the HAW Hamburg central administration (the Executive Board's administrative office).

Advice and support

You can obtain advice and support with conducting the risk assessment from the occupational health and safety specialists from the Occupational Safety Unit (AKU): (arbeitsschutz@haw-hamburg.de).

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¹ Under the ASR A1 rule regarding workspaces, an area of 8 to 10 square metres must be allocated per office workspace (without corona-related measures). Accordingly, a double office must have an area of 16 to 20 square metres, depending on the shape of the room and the furnishings.
### Risk: Contact with SARS-CoV-2

<table>
<thead>
<tr>
<th>Risk mitigation measures</th>
<th>Done/applies</th>
<th>n/a</th>
<th>Completed</th>
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</table>

#### 1. Fundamental organisational measures

The employees are aware of the FAQs on the HAW Hamburg website ([https://www.haw-hamburg.de/en/university/coronavirus-updates/](https://www.haw-hamburg.de/en/university/coronavirus-updates/)) and have taken these into account.

The employees have been informed of the measures outlined in the HAW Hamburg Framework Hygiene Plan:

- Employees must wash their hands thoroughly with soap and then apply a skin protection agent. Hand hygiene using soap and water is preferable to the use of disinfectant or hand sanitiser alone.
- Coughing and sneezing etiquette must be observed.
- Shaking hands and/or hugging is not permitted.
- A mouth-nose covering must be worn in all public areas (toilet facilities, entrance areas, corridors, lifts).

The employees have been informed that they must notify their supervisor and stay home if they suspect that they have been infected with the coronavirus.

A separate risk assessment will be carried out for employees who belong to a high-risk group (e.g. with pre-existing conditions) or are pregnant.

#### 2. Technical organisational and individual measures

The employees working in the room have agreed to multiple occupancy of the room.

The routes of movement in the room and to the personal workspaces are organised in such a way that the minimum physical distance of 1.5 metres can be observed.

The workspaces are organised in such a way that the minimum physical distance of 1.5 metres between employees can be observed.

The room has windows that open fully to enable complete airing out of the space or has a technical ventilation system.

If there is no technical ventilation system, the employees have been informed that they must completely air out the room every 20 minutes.

When more than one person is in the room, all those present must wear a medical mask at all times.

Office equipment and supplies (pens, headsets, etc.) shall be used by one person only or cleaned after use by each person (with a standard cleaning solution).

Employees who have contact with the public shall be protected via plexiglass dividers or, alternatively, all parties shall wear a mouth-nose covering.

In waiting areas, the required physical distance can be observed (>1.5 m) and access rules have been defined.

#### 3. Where necessary, additional measures required