

## Hygiene/Safety Regulations for University Operations as of November 2, 2020

(Last updated: October 19, 2020)

The instructional period of the winter semester 2020/2021 is scheduled to begin on November 2, 2020. In preparation for this, the regulations for university operations during the coronavirus pandemic have been revised, new developments are taken into account and updates are implemented where necessary.

It is to be expected that statutory and other legal requirements with regard to health and infection protection will continue to apply, although they currently seem to be becoming less strict than before. Special hygiene and distance regulations apply for your workstations at the university, the place of work and the working hours. The pandemic plan adopted by the Senate on March 18, 2020, continues to apply; however, there is currently no "crisis" as defined in Section 7. The following regulations are a reading and interpretation of the provisions of the pandemic plan and will update it in the event of new legal requirements or new findings during the course of ongoing university operations.

For further up-to-date information on individual issues, please refer to the university's website <https://www.uni-potsdam.de/en/presse/press/latest-news/coronavirus>.

### 1) Hygiene Regulations

A minimum distance of at least 1.50 meters, preferably 2 meters, must still be maintained for all activities without additional protective measures. Exceptions are only possible for work processes where this cannot be implemented (e.g. experiments in the laboratory for practical courses) with corresponding additional protective measures (use of personal protective equipment).

Furthermore, frequent hand washing and airing of the rooms is required. Regular cleaning and disinfection of contact surfaces is ensured by the HGP in coordination with the cleaning companies\*). The respective notices with information for employees and students have already been put up.

The use of disinfectant is still considered of a lesser priority than the protective measures mentioned above and disinfectant will only be issued in consultation with the Occupational Safety Unit.

### 2) Teaching Operations

Courses requiring on-site attendance can only be conducted in compliance with the permitted maximum number of participants for the respective room: <http://www.hgp-potsdam.de/SW/corona/gebinfo.htm>. Deviations from the proposed furniture arrangements may only be made upon request and with the approval of the Occupational Safety Unit (<https://www.hgp-potsdam.de/sw/>).

Rooms must be entered and vacated in an orderly fashion and in compliance with the distance regulations. The respective teaching staff members are to give instructions to that end. If possible, a one-way system (separate entrance/exit) should be applied.

For rooms in which windows can be opened, users are required to ensure that the room will be aired thoroughly for short periods at frequent intervals by opening the windows as wide as possible. Longer periods spent in the hallways are to be avoided.

\*) handrails in the stairwells, door handles, toilet seats

Rooms are to be aired as much as possible. If outside temperatures permit, courses should be held (in whole or in part) with open windows. At the very least before and after a course, the room must be aired out for at least 10 minutes with both windows and doors wide open.

Rooms in which windows cannot be opened must have a ventilation system installed as a prerequisite for use. The HGP is responsible for ensuring that the necessary air change rates are met.

Cleaning between courses carried out by HGP cleaning staff will not be necessary if course participants are given the opportunity to disinfect their workstation/desk themselves. For this purpose, dispensers with disinfectant and disposable towels are available at the entrances. Attention will be drawn to this using appropriate signs and teaching staff members will also point this out at the beginning of a course.

### 3) Using Offices and Work Spaces

The applicable distance regulations of 1.5 meters, preferably 2 meters, are to be observed in offices and work spaces. Space requirements for workstations are based on the ASR 1.2. Occupational Safety Rules. It is of particular importance to air rooms at frequent intervals. Furthermore, where this is required due to the nature of the premises or work organization, technical and/or organizational measures are to be implemented to protect against infection, for example, physical barriers (sneeze guards) or the introduction of shifts by adjusting working hours or working from home.

The heads of the faculties, divisions and institutions shall define appropriate guidelines for their area of responsibility. In larger departments this can be delegated to a higher level in the hierarchy.

Sneeze guards can be ordered as a “Kleinauftrag” (small order), the on-site carpentry workshop can create custom builds.

The legal basis for ensuring occupational safety is provided by the [SARS-CoV-2 occupational safety regulations](#) published on August 20, 2020. It regulates, among other things, space requirements for the joint use of rooms.

### 4) Meetings and Study Groups

Where possible and appropriate, video conferencing systems should continue to be used for meetings.

On-site face-to-face meetings are to be conducted in accordance with the above-mentioned distance and hygiene regulations. The maximum number of participants and furnishing plans must be adhered to:

<http://www.hgp-potsdam.de/SW/corona/gebinfo.htm>. Deviations from the proposed furniture arrangements may only be made upon request and with the approval of the Occupational Safety Unit (<https://www.hgp-potsdam.de/sw/>).

For meetings that are part of the usual and routine communication within working groups, chairs or departments and where contact details are therefore known, no further contact records need to be kept. For meetings that are not part of routine business and/or with external parties, the traceability of possible chains of infection must be ensured by the organizer through documentation on the meeting participants (first and last name as well as telephone number or e-mail address). Data collected for this purpose must be deleted or destroyed after four weeks.

The same applies to study groups. Students will receive written instructions on this when booking a room. Documentation of the participants (first and last name as well as telephone number or e-mail address) is to be carried out and guaranteed by the organizer.

#### 5) Using Sanitary Facilities

Regulations for offices and work spaces also apply to sanitary facilities.

#### 6) Hallways/Building Access Areas

Please wear a community mask covering mouth and nose in the corridors, hallways, elevators and stairwells of the University of Potsdam until further notice. This also applies when entering or leaving lecture halls and seminar rooms. Inside meeting rooms, lecture halls, seminar rooms or offices, the mask can be removed once the person is at their desk or seat, provided that they can keep a distance of at least 1.5 meters to other people.

According to the Robert Koch Institute (RKI) Guidelines for contact tracing in cases of respiratory diseases caused by SARS-CoV-2, short-term contacts or short-term encounters are face-to-face contacts between people that cumulatively last less than 15 minutes. According to the current state of research, only a low risk of infection is to be expected from these contacts (Source: [SARS-CoV-2-Occupational Safety Regulations](#) item 2.9).

#### 7) Public Access to the University

Public access is to be organized with infection protection in mind. One possible measure to be implemented is the definition of office hours or the use of fixed appointments. Advisory services can also be offered via telephone or e-mail. Appropriate physical barriers (acrylic glass screens) are provided in the relevant areas to protect employees that are in frequent contact with the public. Pens etc. are not provided for public use, and as far as possible, paper brochures will not be handed out.

#### 8) Work Equipment/Workstations

In general, work equipment and tools are only to be used by one individual. If this is not possible for organizational or other operational reasons, they must be cleaned or disinfected before being passed on or used by other persons. For the purpose of intermittent cleaning/disinfection, the employees are provided with appropriate cleaning and disinfectant products by the university upon request.

#### 9) Illness

Symptoms of a cold must be assessed by a physician before going to work or performing duties at the university workplace; if the symptoms are unclear and no incapacity for work has been ascertained, work must be carried out from the home office for the time being.

## 10) Returning to the University after Traveling (on Holiday)

For those returning from risk areas (students and employees), the valid version of the quarantine ordinance shall apply (see <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen.html>).

Students in need of advice affected by this can contact [corona-studium@uni-potsdam.de](mailto:corona-studium@uni-potsdam.de).

Should university employees stay in a COVID-19 risk area, they must inform the head of their department of this fact before returning to their workplace. The heads of department and supervisors have the right to ask whether employees have been to a COVID 19 risk area.

In such cases, the current guidelines for dealing with returnees from COVID-19 risk areas as published on the UP website must also be observed.

## 11) Business Trips

In order to carry out and obtain approval for business trips, please observe the respective information or publications of Division 3. Furthermore, the guidelines of the Robert Koch Institute with regard to the designation of risk areas published by the RKI shall apply. Business trips to high-risk areas or areas with travel warnings from the German Foreign Office are generally not eligible for approval.

## 12) Dining Halls/Cafeterias

The Studentenwerk Potsdam (Association for Student Affairs) provides information on access to dining halls and cafeterias and the regulations that apply there.

## 13) General Legal Provisions

The regulations of the Federal Government, the State of Brandenburg and the City of Potsdam relating to the control and containment of the coronavirus shall apply in their respective versions. Student and employee representatives will be included within the framework of the applicable legal provisions.

## 14) Closing Provisions

The defined measures can be adapted to the current situation on a short-term basis.

Potsdam, October 19, 2020

President  
Prof. O. Günther, Ph.D.

Chancellor  
K. Gerlof

