

Corona Pandemic: General Safety and Hygiene Standards at the University of Bremen

On November 2, 2020, the winter semester 2020/21 will be starting at the university with an increased number of face-to-face classes/events taking place. Thus, the number of people working and studying on campus will also increase. The safety standards that have been in place to date and which mainly focused on the needs of staff must now also be expanded to include students' needs. Alongside the specific hygiene concepts for classes, excursions, and the usage of learning spaces, the following safety and hygiene standards will add to the measures in place to reduce the risk of infection in all other situations for staff, students, and cooperation partners.

The following new regulations are valid from the beginning of the preparatory classes in the winter semester 2020/21, thus from October 19, 2020. The regulations may be amended at any time depending on the further development of the situation.

The aims of these safety and hygiene standards are:

- to make working and studying at the university under adherence to the protective measures against infection risks possible,
- to restrict the risk of infection for all staff and students,
- to especially protect staff and students who belong to a high-risk group.

Should the individual areas of the university need to implement safety and hygiene standards based on organizational and operational grounds that exceed the following standards to reduce the number of COVID-19 infections, the further developed regulations will apply.

The measures that will be initiated at the University of Bremen are based on four pillars:

1. Hygiene measures
2. Reduction of personal contact
3. Protection of high-risk groups
4. Shielding from potential infection carriers

1. Hygiene Measures

- Personal Hygiene
 - a. Regular washing of hands
Please take note of the posters in the washing rooms and the detailed advice from the Federal Centre for Health Education.
 - b. Please adhere to the general coughing and sneezing etiquette.
 - c. Usage of disinfectant when entering buildings

The university will provide hand disinfectant at the entryways to the open buildings. Please use it if you are entering a university building. Do not use too much – 3 ml is a sufficient amount.

- d. Avoidance of dry and torn skin
Washing your hands regularly and the contact with disinfectant may damage your skin. Please regularly care for your skin by applying your own hand care agent.
- Regular Cleaning of Certain University Rooms
 - a. In order to reduce the risk of infection, the university will increase the cleaning intervals with regard to the sanitary facilities.
 - b. If there is special/irregular usage of the facilities, e.g. in the case of examinations taking place successively, intermediate cleaning of the rooms will take place.
 - c. When class and meeting rooms at the university are used in a regular manner, the provided cleaning wipes must be used. The users are obliged to clean the tabletops used by themselves prior to usage.
- Regular Ventilation of Rooms / Implementation of Technical Ventilation Facilities
 - a. Please note the separate document “Distancing, Hand Hygiene, Mouth-Nose Coverings + Ventilation”
- Cleaning of Jointly Used Objects
 - a. The joint usage of objects should generally be avoided.
 - b. If the joint usage is unavoidable, the object must be cleaned prior to being passed on to another person. The university will provide surface disinfectant for this.
- Obligatory wearing of a mask
 - a. From October 8, 2020, it is obligatory to wear a mouth-nose covering (textile mask, no plastic visors etc.) at all times in university buildings. The masks are to be worn in areas of movement (entryways and exits, stairwells, elevators, hallways, etc.), in waiting rooms, and in sanitary facilities. The university will provide the organizational units with a basic quantity of disposable masks. Generally, own masks should be worn.
 - b. The obligation to wear a mask can be waived if a doctor has certified that a mask should not be worn due to other health issues.

2. Reduction of Personal Contact

- Entry to university is only possible for study or work-based reasons.
- Third parties are not granted building access. Companies commissioned by staff members (see University of Bremen House Rules) and scientific cooperation partners are exempt from this regulation.
- The university buildings are only usually open during the set timeframes. Entry for staff is controlled using so-called “entry lists”. Said lists are created by each organization unit and only

contain the names of the staff members. The lists are passed on to the security staff, who then record entry to the building by means of placing a tick on the list. Hand-written amendments regarding persons who may enter are possible in exceptional situations and should remain an exception.

- Entry is controlled by security staff and photo ID must be provided by university staff. Students must present a student ID card (alternatively proof of enrollment, proof of booking for a learning space, access rights due to a technical entry control system). Entry will be organized individually for non-members or non-related persons (see “Events”).
- The entry lists will be collected from the security staff by Administrative Department 3, will be sealed away, and then be disposed of in a manner conform with data protection after three weeks.
- A general distance of a minimum of 1.5m is to be kept at all times in the buildings and on campus.
The distancing regulations also apply in elevators, on stairs, and in doorways. The information regarding the maximum number of persons allowed, which is attached to the elevator doors, must be adhered to.
- In terms of office structure, it must be ensured that those who use an office at the same time always adhere to the distancing regulations.
- Should it not be possible to adhere to the distancing regulations, for example during technical work, additional measures must be applied in order to reduce the risk of infection, e.g. the work may be completed in set teams.
- Alternative means of communication (email, phone, video conferences) are to be used instead of personal contact.
- If it is possible to carry out tasks in the fields of research, teaching, and administration/technical facility management at home, it is allowed that this be done. The responsibility of superiors to ensure university operations in their unit are running remains unchanged by this.
- The following additional regulations apply to the areas that cannot waive personal consultations and similar:
 - a. The application of floor markings, warning tape or similar in waiting areas and offices.
 - b. The implementation of plexiglass panes or other shielding measures should the distance of 1.5m not be able to be kept.
 - c. Determination of entry regulations and appointment-only entry, as far as is possible.
 - d. Staff members with respiratory symptoms should not carry out consultation work or similar (see statements under point 4.).
- The following classes/events can take place with face-to-face contact
 - a. Teaching classes
 - b. Meetings, or similar, with YERUN or YUFE cooperation partners
 - c. Meetings, or similar, with scientific cooperation partners

- d. Other in-house university events, such as meetings, workshops, conferences, or similar, which are a part of usual university operations.
- The special hygiene concept is to be considered for teaching classes.

With regard to the events with YERUN, YUFE, or scientific cooperation partners stated under points b. and c., these safety and hygiene regulations and the regulations – especially those concerning maximum participant numbers – of the corona ruling valid at the time must be adhered to. A special hygiene concept must be created. The maximum admissible number of persons present at the same time is especially important and a list of participants (including email addresses, start and finishing time of event participation) must be created (see attachment). This list must then be passed on to the responsible Administrative Department 2 staff member – this can be done either personally or in a sealed envelope. It is also possible to send the lists via internal post to Administrative Department 2.

The participant lists must be put into separate envelopes according to the date. The name of the event organizer, the name of the event, and the event date must be noted on the envelope.

Please address the envelope as follows: Dezernat 2, Kontaktkette Corona.

The responsible person in Administrative Department 2 (and/or further persons who use the email address stated below) will securely keep the list for at least three weeks and will then dispose of said list in a manner conform with data protection. Said persons will receive data protection training from Administrative Unit 6 and will be made aware of the duty of confidentiality (see separate written statement). Data will only be passed on with the aim of reconstructing a chain of contact (participation at an event with a person infect with the coronavirus).

Inquiries pertaining to contact chain reconstructions, e.g. from the Health Department, must be sent to personal@vw.uni-bremen.de.

With regard to the events stated under point d., these safety and hygiene regulations and the regulations – especially those concerning maximum participant numbers – of the corona ruling valid at the time must be adhered to. A special hygiene concept must be created. The maximum admissible number of persons present at the same time is especially important and a list of participants (including email addresses, start and finishing time of event participation) must be created (see attachment). The lists must be bundled according to the relevant organizational unit (faculty, administrative department, operational unit, scientific institute, etc.) and according to the date and must then be passed on to the responsible Administrative Department 2 staff member – this can be done either personally or in a sealed envelope. It is also possible to send the lists via internal post to Administrative Department 2.

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Inquiries pertaining to contact chain reconstructions, e.g. from the Health Department, must be sent to personal@vw.uni-bremen.de.

Creation of a participant list may be waived if the event organizer can quickly provide the required information for contact chain reconstruction upon inquiry by means of other data sources (e.g. Outlook calendar).

- The valid maximum number of participants that may participate at the same time will be published in the University of Bremen's "Corona Update".
- The rooms that are regularly used for events/classes stated under points a. to d. will have a clearly visible poster stating the maximum number of participants. The organization unit that

manages the room, or rather which has been given long-term usage rights for the room, is responsible.

- The university's rooms will not be made available to third parties. It is irrelevant whether payment is made or not.

3. Protection of High-Risk Groups

- Persons belonging to the following groups must adhere to the stated protective measures – and possibly specially agreed upon individual measures - with particular care:
 - a. Staff with relevant prior illnesses, e.g. serious respiratory illnesses, serious heart/circulatory illnesses, serious liver or kidney illnesses
 - b. Those who have diabetes mellitus
 - c. Staff with illnesses that are connected to a weak immune system (cancer, the intake of medication that suppresses the immune system)
 - d. Pregnant persons
 - e. Staff members above 60 years-of-age and who suffer from a relevant primary disease
 - f. Staff/students who reside with a person who is exposed to a high risk of infection, e.g. clinic staff
 - g. Those who are caring for a relative who has an increased risk of suffering from a difficult course of COVID-19 infection.
- The needs of the university to maintain functions required for operation will be considered in the frame of deciding on additional individual measures for staff.
- It is recommended that these people complete their tasks at home and/or make use of digital offers, if possible.
- The occupational doctors and units for occupational safety can be contacted for a consultation with regard to special dispositions.

4. Shielding from Potential Infection Carriers

- The following persons may not come onto campus:
 - a. Persons who have been diagnosed with COVID-19,
 - b. Persons who have close contact (at least 15 minutes face-to-face with less than 1.5 m distance or very close contact for a shorter timeframe from the second day prior to the infected person displaying symptoms) to a person that has been diagnosed as having COVID-19 (category 1 contact),
 - c. Persons who have a suspected case of COVID-19, e.g. as stated by a doctor and those who were asked to take a corona test,
 - d. Persons who have received a formal access ban in the context of the corona pandemic from the university.

Persons under a. to c. may only come onto campus after a doctor has said they may do so or after the Health Department allows for this.

- Persons referred to in point d. may come onto the campus again when the university has lifted the entry ban. Should in this case there be a ban on coming into campus based on points a. to c., the access ban remains unchanged.
- Staff who fall into categories a. to c. are obliged to immediately inform their superiors and the central university administration at personal@vw.uni-bremen.de. Additional information can be taken from the FAQs in the University of Bremen's Corona Update.
- Superiors who ascertain that their staff members have clearly perceptible flu-like symptoms, are asked in the frame of the duty of care to ask the relevant persons to remain at home and contact their doctor.
- Persons who have returned to Germany from a business or personal trip abroad must adhere to the isolation regulations stated in the FAQs of the University of Bremen's Corona Update. The same applies should the Free Hanseatic State of Bremen put isolation regulations in place for persons returning from German regions with a high number of new infections.

The individual measures initially apply until March 31, 2021. This is the case unless the protective measures regarding the corona pandemic are annulled or increased by the responsible authorities prior to said date.

Bremen, October 19, 2020

Signed Dr. Martin Mehrtens

Director of Finance and Administration