Concept for working on campus during the Corona pandemic  
(01.07.2020-31.12.2020, term of the Corona Epidemic University Ordinance)

The current development of the Corona pandemic in now allowing changes at our University.

Special protective measures are still necessary during the Corona pandemic. Because of the distance requirement alone, not all employees can work on campus. With this concept, however, we would like to enable working, at least partially, again on campus. The rule will be a mixture of working at home and working on campus.

The concept was drawn up and agreed upon between the university management, the academic staff council, the staff council for the employees in technology and administration, the disability representative, the equal opportunities officer and employees of occupational safety and health along with the participation of the university doctor.

1. General safety and occupational safety rules

Unless otherwise stipulated below for certain activities and facilities, the recommendations of the Robert Koch Institute and the Federal Center for Health Education (link in German), the SARS-CoV-2 occupational safety standards (link in German) as well as applicable regulations and general directives of the State of North Rhine-Westphalia apply at the Paderborn University.

The following measures are based on the official requirements as of June 10, 2020.

In addition, at the Paderborn University there are operating instructions for the Coronavirus SARS-CoV-2, risk assessment template, checklist for face-to-face events under special requirements (teaching and practical events), checklist for the preparation and implementation of lectures / exams. These documents are available online only while at the university or via a VPN-connection to the university.

If someone contracts Covid 19 or must self-quarantine because of an immediate contact, the supervisor and the HR department must be immediately informed.

a) Most important hygiene measures:

1. In the case of symptoms (e.g. fever, dry cough, breathing problems, loss of taste / smell, sore throat, body aches), stay at home in any case and only come to work in good health.
2. Keep a distance of at least 1.50 m from other people. Use of work rooms and traffic routes (stairs, doors, elevators, break rooms, tea kitchens, social rooms, etc.) must be adjusted so that a sufficient distance can be maintained. When encountering traffic on traffic routes, e.g. corridors (briefly falling below the minimum distance) the (residual) risk is probably not relevant.
3. Do not touch the face, especially the mucous membranes, i.e. do not touch the mouth, eyes and nose.
4. No touching, hugs and no shaking hands. Adhere to the sneeze and cough etiquette.
5. Thorough hand hygiene (e.g. before starting work, after blowing your nose, coughing or sneezing; after using public transport; before and after eating; after using the toilet).
a) Wash hands with gentle skin soap for 20 - 30 seconds. The water temperature has no influence on the reduction of the microorganisms. The duration of hand washing and the degree of friction when soaping the hands are much more important.

b) Hand disinfection: Properly disinfecting the hands makes sense if thorough hand washing is not possible. A sufficient amount of disinfectant (approx. 3 ml) must be placed in the dry hand and massaged into the hands for approx. 30 seconds until it has dried completely. Make sure that the hands are uniformly moistened. Since disinfectants also have a limited shelf life, the expiry date should be observed. In addition, the effectiveness of a disinfectant is no longer guaranteed 6 months after opening the container; after this period, the opened container should be replaced. An opening date should be documented. A comprehensive coverage with dispensers for hand disinfection is not necessary. Central points (e.g. access to the buildings) are sufficient.

6. Regularly air out work rooms (quick ventilation, cross ventilation), ventilate at least every 60 minutes for 10 minutes to reduce the number of droplets and aerosols in the room air that may contain pathogens.

7. Rooms with technical ventilation (HVAC systems) should use as much outside air as possible and with extended operating times before and after the regular usage. This is ensured by the technical building management.

8. Mouth-nose covering:
   • It is not required to wear mouth-nose covers when a safety distance can be guaranteed, unless in an at-risk work area in which personal protective equipment must be worn. Despite covering the mouth and nose, the current hygiene regulations, in particular the current recommendations of the Robert Koch Institute and the Federal Center for Health Education, must still be observed.
   • Mouth-nose coverings must only be worn in situations in which the distance of 1.50 m cannot be permanently maintained. There is no general requirement of wearing mouth-nose coverings.
   • Wherever people carry out activities involving hazardous substances, biological agents, radioactive substances or genetic engineering materials, i.e. laboratories, technical centers or workshops that are not generally geared towards wearing qualified masks, wearing mouth-nose covers can provide protection against infections with SARS-CoV-2 but may lead to additional dangers due to the spread of these substances into the mouth-nose covering via splashes, aerosols or touching the mouth-nose covering with the hands, regardless of whether protective gloves are worn.

Mouth-nose covers and disinfectants are available in the ZSL.

b) Cleaning
   • SARS-CoV-2 is primarily transmitted via droplets or aerosols. A risk of transmission through surface contamination is low with appropriate hand hygiene. It is therefore not necessary to disinfect surfaces in normal university operations.
   • Hand disinfectants should only be made available where it is not possible to supply soap and tap water or where the supply for larger groups of people is insufficient. Hand hygiene with tap water and soap is preferable to disinfectants for reasons of health protection.
   • Surfaces should be cleaned thoroughly with soap and water.
   • Toilet seats, fittings, sinks and floors are cleaned thoroughly with water and detergents at least daily. The cleaning intervals of the work rooms and seminar rooms, especially with multiple occupancy and the traffic routes (door handles, handrails) are shortened. The cleaning is carried out by the cleaning company commissioned by the university.
• Work equipment and tools are to be used as far as possible on a personal basis. If this is not possible, regular cleaning should be provided, especially before handing it over to other people. This is the responsibility of the respective operating unit.

2. Protection of risk groups

Since the likelihood of infection for members of so-called “risk groups” is the same as for everyone else, the measures focus on reducing this likelihood for everyone on campus as much as possible.

a) People at risk of a severe course of the disease

For employees who are at risk of a particularly severe course of the disease, the following rules apply in addition to the general protective measures:

1. The risk of a particularly severe course of the disease must be certified by a medical certificate. This must be submitted to the HR department. The manager will be informed by the HR department.
2. A separate risk assessment is mandatory for the employee’s workplace and, if necessary, additional protective measures must be taken together with the employee.
3. If no agreement can be reached or if there is any doubt about the appropriate measures, the university doctor must be consulted. With the consent of the employee, the recommendations of the university doctor are forwarded to the HR department, the respective manager and the employee. The manager will take the recommendations into account when designing the workplace and the distribution of tasks.

The same applies to employees who live with someone in their household for whom the risk of a particularly serious course of the disease is medically certified.

b) Pregnant women and nursing mothers

As soon as an employee has informed the employer that she is pregnant or breastfeeding, the supervisor must immediately carry out a risk assessment and also point out the risk from a SARS-CoV-2 infection. The manager and the occupational safety specialists will offer the employee a meeting about further adjustments to her working conditions. If there are any doubts about the necessary working conditions, the university doctor must be consulted.

3. Working from home / “emergency” home office

a) “Emergency” home office

Until 31.12.2020 work can be carried out from home as far as possible, in coordination with the respective organizational unit. Social aspects - e.g. care aspects - must be considered. The university provides the necessary equipment with notebooks through the respective organizational units. As a rule, other tools are not provided for the “emergency” home office; these are available at the university and can be used in presence.

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1 “Emergency” home office is the home office during the Corona pandemic as opposed to the regular home office, which is regulated by a standard service agreement.
In case, some organizational units are not capable of providing notebooks to employees, the IMT is responsible for providing rental equipment.

In order to ensure insurance coverage at home, the workplace should also formally be transferred to the private residence. The corresponding form can be found here. Please send the completed form to the HR department.

Possible working hours are determined as follows:

Monday to Friday: 6 a.m. to 7.30 p.m.

This rule will be reviewed by 1.9.2020 in the view of digital teaching in the Winter semester 2020/21.

**b) Data protection**

Data protection is particularly important for the “emergency” home office. Further information and assistance can be found here. If you have any questions, the data protection coordinator of the respective area can help in the first instance.

**c) Reachability in the “emergency” home office**

Reachability must be ensured during the home office hours. The home office times may differ from the service times (Monday to Friday 9 a.m. to 3 p.m.).

4. **Presence at the Paderborn University**

The following rules apply to working on campus:

**a) Working hours**

The possible working hours during which flextime employees may work are defined, in an amendment to the general service agreement on flexible working hours, as follows:

Monday to Friday: 6 a.m. to 7.30 p.m.

Saturday: 8 a.m. to 1 p.m. (only in presence and at the request of the employee and in coordination with the respective organizational unit) - the occupational safety regulations (e.g. in laboratories) must be observed.

The target working hours (or overtime) will be credited for participants in flextime until August 31, 2020. For the period from September 1st, 2020, the working time will be recorded again.

**b) Occupancy of the offices**

At least 10 m² of office space is required per person. In addition, the minimum distances of 1.5 meters must be observed. In most cases, this means that a maximum of one person can be present in 2-person and 3-person offices.

The working hours and occupancy of the offices are ensured by suitable deployment plans. Responsible for this are: the department heads in the central administration, the heads of institutions and operational units, the professors in the faculties.
c) Workplaces with an audience / customers

Public traffic is to be limited to the necessary minimum. Meeting requests are possible after making an appointment. Applications, certificates and other documents for the central administration must be placed in mailboxes for the respective departments. The locations of the mailboxes will be announced on the website of the central administration. In public traffic where the minimum distance of 1.5 meters cannot be maintained, plexiglass panes must be attached. The Plexiglas panes will be ordered and mounted by Occupational Health & Safety.

After discussions with customers, rooms have to be ventilated according to the operating instructions and areas and work objects have to be cleaned regularly.

d) Work meetings and discussions

Work meetings and meetings for business reasons are permitted considering the hygiene requirements. Safety distances in particular must be observed.

If participants work at home, the meeting format must be in approved digital form.

With the agreement of the University leadership, workshops and the reception of delegations and guests up to 20 people is possible. Documentation must enable tracking according to the Corona protection ordinance. The checklist may be used as a template.

e) Catering

Cafeterias are currently not open. Please take this into account with your meals and observe the distance regulations that apply to the public. The Studierendenwerk will offer food on campus as soon as possible.

f) Travel to work / business trips

A mouth-and-nose cover must be worn when using public transport. It is strongly recommended not to use carpools on the way to work or on business trips.

5. Business trips and training

The instructions of the Federal Foreign Office must be followed.

a) Domestic business trips and trips within the EU as well as Iceland, Liechtenstein, Norway and Switzerland

Business trip applications can again be submitted via official channels. The same applies to applications for participation in continuing education events.

Travelers must ensure in writing that the official hygiene standards of the country they are traveling to are respected with regard to the Corona pandemic.

Approval is given directly through the travel expenses department.
b) Other business trips abroad

For business trips further abroad, the dean or the management of the faculties or management of the organizational units must confirm that conducting the business trip is essential. Approval is given via the travel expenses department by the President or the Vice President for Operations.

6. Final provisions

The term of this concept is based on the term of the Corona Epidemic University Ordinance. It is therefore currently limited until December 31, 2020.

Safety concepts have already been developed in individual areas with great commitment. We ask that existing safety concepts be compared with this concept and adjusted if necessary.

In case employees are concerned that in their organizational unit hygiene and safety measures are not adhered to, please contact Organizational Health & Safety. The staff councils, the disability representative, the equal opportunities officer, and the Vice President for Operations are always available for questions and suggestions.

We all hope that we can work healthy together on campus with these regulations.