

# Concept for working and studying on campus during the Corona pandemic

(01.07.2020-31.03.2022)

As before, special protective measures are necessary during the corona pandemic, whereby current developments must also be taken into account.

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

Please note that some of the web pages that are linked in this concept are only available in German.

## 1. General safety and occupational safety rules

Unless otherwise stipulated below for certain activities and facilities, the recommendations of the [Robert Koch Institute](#) (RKI) and the [Federal Center for Health Education](#), the SARS-CoV-2 [occupational health and safety regulations](#) as well as the applicable regulations and all general directives of the federal government and the state of North Rhine-Westphalia.

The following measures are based on these official requirements. You can find the current status [here](#).

In addition, at Paderborn University there are [Operating Instructions Coronavirus SARS-CoV-2](#), and a [risk assessment template](#) (Gefährdungsbeurteilung). The links are only available at the university or via a [VPN-connection](#) to the university.

In the event of a positive self-test / rapid test or a Covid-19 infection determined by a PCR test, the person tested must leave or not enter the university premises and go into quarantine at home. Employees inform their superiors and the HR department. Students inform their teachers. Appropriate information must also be provided if non-immunized persons have to go into quarantine due to direct contact. Please use data protection-compliant communication channels such as the telephone, PANDA or your university email address.

[General hygiene measures](#) must be observed on the entire campus.

### Most important hygiene measures:

#### a) Mouth-nose covering<sup>1</sup>

- Mouth and nose covering must be worn on all public traffic areas in the university buildings (e.g. corridors, stairwells, elevators, sanitary facilities) and in areas in which the minimum distance cannot be maintained. Mouth and nose covers must also be worn for seating in the hallways and foyers. This also applies to student study groups.
- In lectures in which the minimum distance of 1.5 meters cannot safely be maintained, a mouth

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<sup>1</sup> Mouth and nose covering in the sense of this concept are so-called surgical masks, masks of the FFP2 standard and higher standards without an exhalation valve or masks comparable to these.

and nose cover must be worn.

- Wearing a mouth nose cover is recommended in seminars and practical courses.
- At other events, assemblies, conferences, trade fairs and congresses, it is recommended that you wear a mouth-nose covering in fixed seating and standing areas.
- Wearing a mouth and nose cover may be removed when working indoors, in vehicles and the like, if:
  - the minimum distance of 1.5 meters is safely maintained or
  - only immunized employees meet or
  - Only immunized or tested employees meet at permanent workplaces or in permanent teams, unless it is necessary to wear a mouth and nose cover for reasons of occupational safety (e.g. due to activities with high aerosol emissions).

Proof of testing or immunization is to be provided voluntarily by the employees to the supervisor in the form of a visual inspection; an inquiry may not be made.

- Wherever people are carrying out activities with hazardous substances, biological agents, radioactive substances or genetic engineering material, i.e. in laboratories, technical centers or workshops that are not generally designed to wear qualified masks, wearing mouth nose covers may provide protection against Infections with SARS-CoV-2. However, this may lead to additional risks through 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. For this reason, particular care must be taken when wearing and handling the mouth-nose cover.
- People who are not required to wear a mouth and nose cover due to a medical certificate are exempt from the obligation. The medical certificate must; however, be presented upon request. The cooperation with colleagues who can prove a corresponding exemption are to be given special consideration in the risk assessment. In particular, it must be ensured that all hygiene measures and minimum distances are observed at all times and that regular ventilation takes place.
- Mouth-nose covers are available in the ZSL Building.

## **b) Ventilation**

Offices with multiple occupancy, event and seminar rooms must be ventilated after 20 minutes. The duration of the shock/cross ventilation is in summer: 10 minutes, in spring / autumn: 5 minutes, in winter (outside temperature  $<6^{\circ}\text{C}$ ): 3 minutes. Workrooms must be ventilated regularly at least every 60 minutes (intermittent, cross ventilation) in order to reduce the number of droplets and aerosols containing pathogens in the room air.

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.

## **b) Cleaning**

- SARS-CoV-2 is primarily transmitted via droplets or aerosols. The risk of transmission through surface contamination is reduced through appropriate hand hygiene. It is therefore not necessary

to disinfect surfaces during normal university operations.

- 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.
- Surface cleaners in spray bottles and disinfectants are available in the ZSL building. Disinfectants are issued after consultation and a risk-benefit analysis has been done.

### **c) Evidence for the 3G regulations**

Only tested or immunized persons are allowed to take part in courses and events with external parties (3G). All participants in attendance must submit:

- proof of a negative rapid antigen test (not older than 48 hours, a self-test is not sufficient),
- proof of recovered corona infection with a positive PCR test (at least 28 days, max. six months old)
- or proof of a completed vaccination with a vaccine approved in Germany ([www.pei.de/impfstoffe/covid-19](http://www.pei.de/impfstoffe/covid-19)) (14 days after the last required vaccination).

Only a visual inspection is allowed, the saving of data is not permitted.

A central control is currently being organized for the winter semester so that the teachers are given the best possible support during the controls. Employees and teachers are responsible for compliance with the 3G regulations and may also be checked during events.

The obligation to provide evidence does not apply, as far as the national legal requirements allow.

For employees and teachers who work in person at Paderborn University, up to two free self-tests are available per week. This offer is also available for vaccinated and recovered persons.

Self-tests can be picked up by employees and teachers from the security specialists in the entrance area of the ZSL building between 8 a.m. and 3 p.m.

Self-tests are not considered evidence in terms of the 3G regulations.

If the obligation to provide proof no longer apply, self-tests will also be made available to students. The place of issue for these tests will be determine and informed in due time.

The test bus continues to be available on the university campus twice a week.

Non-immunized employees, who have not worked for at least five working days in a row due to vacation or comparable time off work, are required to provide a negative test from a test center on their first working day back at Paderborn University or at another place of work away from home (especially for business trips). This rule also applies if work starts first in the home office. This obligation does not apply when switching between home office and the university.

The employees are responsible for compliance with this test requirement. The employee is obliged to present his / her negative test evidence to their supervisor by means of a visual inspection.

## 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

In addition to the general protective measures, the following regulations apply to employees who are at increased risk of a particularly serious course of the disease and immunization is not medically possible:

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 is 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 personnel department, the respective manager and the employee. The manager will take these recommendations into account when designing the workplace and the distribution of tasks.

The same applies to employees who live in a household with a person for whom the risk of a particularly serious disease course has been medically certified and immunization is not medically possible.

Students should get in touch with the relevant [contact persons in the faculties and institutions](#).

### 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.

Pregnant or breastfeeding students please contact the [contact persons in the faculties and institutions](#).

## 3. Presence at the University of Paderborn

Starting October 1, 2021, work should be carried out in attendance at the university as much as possible and in coordination with the respective work area. The following rules apply to working on campus:

### a) Working hours and opening times of the university

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

- Monday to Friday: 7:00 a.m. to 7:30 p.m.

- Saturday: 8:00 a.m. to 1:00 p.m. (only in presence and at the request of the employee and in coordination with the respective work area) - the occupational safety regulations (e.g. in laboratories) must be observed.

For participants in flextime, the planned working time or overtime will be credited until December 31, 2021. If the times on campus recorded by booking at the terminal are less than the daily planned working time, it is assumed that the rest of the working time is spent at home. If you no longer work at home or take any other form of time offsetting, the HR department must be informed (email to: [gleitzeitfragen@zv.uni-paderborn.de](mailto:gleitzeitfragen@zv.uni-paderborn.de) or submission of a proof of correction to the HR department).

Normal closing times apply at the university. The main entrance may be used around the clock seven days a week.

From 10 p.m. there will be an ID check by the security guard at the gate. Access to all buildings is generally possible Monday to Friday from 7:00 a.m.

The side entrances are closed from Monday to Friday by 8 p.m. The university is open on Saturdays from 8 a.m. to 2 p.m. (including the side entrances).

### **c) Occupancy of workplaces**

The use of the full capacity of the room - even without wearing a mouth and nose cover - is possible under consideration of the following prerequisites:

- that the minimum distance of 1.5 meters is safely maintained or
- only immunized employees meet or
- only immunized or tested employees meet at permanent workplaces or in permanent teams, unless wearing a mouth and nose cover is required for reasons of occupational health and safety (for example because of activities with high aerosol emissions).

Proof of testing or immunization is to be provided voluntarily by the employees to the supervisor in the form of a visual inspection; an inquiry may not be made.

### **d) Workplaces with public / customers**

Public traffic is possible if the hygiene measures are observed. In public traffic where the minimum distance of 1.5 meters cannot be maintained, Plexiglas panes must be attached. The Plexiglas panes will be ordered and mounted by the [occupational health and safety department](#).

After discussions with customers, rooms must be ventilated and surfaces and work items cleaned regularly in accordance with the operating instructions.

### **e) Working meetings, discussions and meetings of student groups**

Work meetings and discussions are permitted provided that the hygiene requirements are observed. In particular, the safety distances should be maintained.

If participants work from home, the meeting must be [conducted](#) in an approved digital form.

Workshops, events and the reception of delegations and guests are possible. The requirements of the Corona Protection Ordinance must be complied with. Courses have priority over other events.

#### **f) Catering on campus**

Current information on the catering facilities is available on the [website of the student union](#).

#### **g) Study workplaces for students on campus**

When using study and workplaces for students, the distance and hygiene rules must be observed. The workplaces are to be cleaned by the users themselves before use. The workplaces in the corridors are cleaned centrally.

Information on the availability of individual workstations is provided on the university and library websites. In the study workplaces provided by the university or the library in separate rooms, there is no obligation to wear a mouth nose cover if the minimum distance is maintained.

Cleaning agents are provided by the ZSL.

## **4. Home Office<sup>2</sup>**

### **a) Working from home**

As an exception, in coordination with the supervisor, you may work from home if this makes sense for your work, if work is not significantly restricted or if a doctor's certificate proves that the risk of a particularly serious illness is increased. In doing so, social aspects - z. B. Supervision aspects - should be taken into account.

The necessary equipment with notebooks is provided by the university through the respective departments. As a rule, other work equipment is not made available for the home office. These are available at the university and can be used on-site

If individual work areas are not able to equip the employees with notebooks, the IMT can be contacted for the provision of loan devices.

So that insurance cover is guaranteed at home, the place of work must also be relocated to the private address. A corresponding form is available here. Please send the completed form to the HR department.

### **b) Data protection**

Data protection is particularly important at home. Further information and help is available here. If you have any questions, the data protection coordinator in the respective area may help you in the first instance.

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<sup>2</sup> The 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 the case of video conferences, care must be taken to avoid insights into privacy. This should be taken into account when selecting a room and when aligning and positioning the camera or by using virtual backgrounds.

## 5. Business trips and training

The instructions from the Federal Foreign Office and the Robert Koch Institute must be observed.

Business trips to virus variant areas are prohibited.

The business traveler must regularly find out whether the destination country is declared a virus variant or high-risk area before departure.

The current list of virus variant areas and high-risk areas is available here: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Transport/Archiv\\_Risikogebiete/Risikogebiete\\_aktuell\\_en.pdf?\\_\\_blob=publicationFile](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Transport/Archiv_Risikogebiete/Risikogebiete_aktuell_en.pdf?__blob=publicationFile)

Further important information is also available here:

<https://www.bundesregierung.de/breg-en/issues/faq-travel-1947564>

You can also find information for those returning from travel on the website of the [Paderborn Health Department](#).

**a) For domestic business trips and trips abroad, insofar as these were not classified as high-risk areas by the RKI at the time of the application and where this is not expected, the following applies:**

Business travel requests are submitted through official channels. The same applies to applications for participation in advanced training events. The travelers must ensure informally in writing that the official hygiene standards of the country they are traveling to are being complied with regard to the corona pandemic. When traveling within Germany, [the corona regulations of the federal states](#) must be observed.

Approval takes place directly via the travel expense center.

**If the travel destination is upgraded to a high-risk area by the RKI in the period between the business trip approval and the start of the trip, the business trip is considered prohibited despite the business trip approval. The business trip can be applied for again and approved under the conditions of section b).**

**b) Business trips abroad in high-risk areas**

Business trips abroad that are listed as a high-risk area by the Robert Koch Institute at the time of application must be limited to an absolutely necessary minimum.

Here, too, the deans or the management of the faculties or the management of the institutions must confirm that the business trip is necessary. The President or Vice-President gives for operations gives approval via the travel expenses office. The following must also be clarified by the traveler in advance: Which entry requirements apply? How can any incurring cancellation costs that have to be borne by the

travel financing AO be kept as low as possible and how can the quarantine measures be adhered to after the return trip.

### **c) Excursions**

Excursions are face-to-face courses outside the university. Excursions are only permitted if the relevant examination regulations make them obligatory and the excursion does not lead to areas that have been declared risk areas by the Robert Koch Institute. Compliance with the requirements for classroom teaching and the general corona protection regulations associated with the type of excursion (e.g., number of persons allowed in public spaces, travel in coaches, accommodation) must be ensured at all times during the excursion. The head of the excursion and, if applicable, other participating employees require a business trip permit according to the above-mentioned regulations.

## **6. Final provisions**

The term of this concept is currently limited to March 31, 2022.

In individual areas, 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.

If employees are concerned that hygiene and safety measures are not being observed in their area, they should contact the [Vice-President for Operations](#), [Staff councils](#), the [disabled persons representative](#), the [equal opportunity commissioner](#), the [AStA](#), the [privacy officer](#) and the [occupational health and safety department](#) are also available for questions and suggestions at any time.

We wish that we all remain healthy.