Concept for working and studying on campus during the Corona pandemic  
(01.07.2020–31.03.2022)

Contents:

1. General and occupational safety rules
2. Most important hygiene measures
   a. Mouth-nose coverings
   b. Ventilation
   c. Cleaning
   d. Evidence for the 3G regulations
3. Protection for at risk groups
   a. Persons at risk of a severe course of the disease
   b. Pregnant women and nursing mothers
4. Presence at Paderborn University / Working in Home Office
   a. Working hours and opening times of the university
   b. Occupancy of workplaces
   c. Work areas with the public / customers
   d. Working meetings and discussions
   e. Meetings of student groups
   f. Gastronomy / catering on campus
   g. Study work areas for students on campus
   h. Social events
5. Data Protection
6. Business travel and training
7. Final provisions

As before, special protective measures are necessary during the corona pandemic. As a university, we are faced with the particular challenge of offering face-to-face operations for our students while at the same time complying with the labor law requirements of the Infection Protection Act.

Development of this concept was by mutual agreement between the university executive board, the academic staff council, the staff council for the employees in technology and administration, the disabled person’s representative, the equal opportunities officer, the ASTA, the data protection officer and employees of occupational safety and health along with the participation of the university doctor.

1. General 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. Furthermore, the service instructions apply to all
employees of Paderborn University, valid as of 24 November 2020, in relation to the implementation of § 28 of the Infection Protection Act (IFSG).

The following measures are based on these official requirements. You may find the status of these here.

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

The new § 28 of the Infection Protection Act (IFSG) obliges employers and thus the university to check the 3G status, but also document and provide evidence for their employees. For this reason, the 3G control system currently administered for participation in courses in lecture halls and seminar rooms is being replaced by a comprehensive 3G control system at all entrances at the university. All persons (employees, students, guests, service providers, etc.) who would like to enter the buildings at Paderborn University must provide 3G proof at all entrances in the form of the known single day/permanent wristband or by means of digital proof using the “digital 3G-Nachweis App” (carried out as a visual inspection).

Universities are obligated to match official 3G proof with personal identification. This comparison takes place exclusively in the various 3G control points. Prior to entry, it is therefore necessary to pick up a single day/permanent wristband or have the “digital 3G-Nachweis App” accredited by the staff at the control points. Only a visual inspection of the wristband or 3G App will take place at the entrances of the buildings. Without one of the aforementioned 3G certificates, no access to university building is permitted. If access to the building is not granted to an employee, the employee must immediately inform their supervisor of this. There will also be random checks throughout the buildings, which may also require personal identification.

The 3G status of employees is documented through their respective organizational units.

General hygiene measures must be observed on the entire campus.

2. Most important hygiene measures:

a. Mouth-nose covering

- Mouth-nose coverings must be worn on all public traffic areas in the university buildings (e.g. corridors, stairwells, elevators, sanitary facilities). Mouth-nose covers must also be worn for seating in hallways on foyers. This also applies to student study groups.

- It is compulsory to wear a mouth nose covering throughout the entire library. The only exception is if there is only one person in a single workroom. If alone, they are permitted to remove their mouth nose cover.

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1 Mouth-nose coverings in the sense of this concept are so-called surgical masks, masks of the FFP2 standard and higher without an exhalation valve or comparable masks.
- In lectures in which the minimum distance of 1.5 meters cannot safely be maintained, a Mouth-
nose cover must be worn.

- It is also recommended to wear a mouth nose cover in all seminars and in practical courses. At
other events, assemblies, conferences, trade-fairs and congresses, it is recommended you wear a
mouth nose covering in all fixed seating and standing areas.

- A Mouth-nose cover may be removed while working indoors, in vehicles and the like if:
  - the minimum distance of 1.5 meters is safely maintained or
  - only immunized employees attend or
  - unless it is necessary to wear a Mouth-nose cover for reasons of occupational safety (e.g.
due to activities with higher than normal aerosol emissions).

- Wherever people are carrying out activities with hazardous substances, biological agents,
radioactive substances or genetic engineering material, i.e. laboratories, technical centers or
workshops that are not generally designed to wear qualifies masks, wearing mouth nose covers
may provide protection against infections with CARS-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 allowed to wear a Mouth-nose cover on the basis of a medical certificate are
exempt from this obligation. The medical certificate must be presented on 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
distance are maintained 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° 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 contain pathogens in the room’s air.

- Rooms with technical ventilation (HVAC systems) should use as much outside air as possible and
with extended operating times before and after their regular usage. This is ensured by the technical
building management.
c. 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 much as possible on a personal basis. If this is not possible, regular cleaning should be provided, especially before handing these over to other persons. This is the responsibility of the respective operating unit/department.

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

d. Evidence for the 3G regulations

The 3G evidence may be provided as follows:

- Evidence of a negative rapid antigen test (not older than 24 hours) or a PCR test (not older than 48 hours), each from a recognized test center, a self-test is not sufficient,

- Evidence of recovered corona infection with a positive PCR test (at least 28 days, max. six months old),

- or evidence of a completed vaccination with a vaccine approved for use in Germany. (www.pei.de/impfstoffe/covid-19) (14 days after the last required vaccination).

For employees and teaching staff who work on campus at Paderborn University, up to two free self-test are available for you per week. This offer is also available for vaccinated and recovered persons.

Self-tests may be picked up by staff from the safety officer 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

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

3. Protection of risk groups

Since the likelihood of infection for members of “risk groups” is the same as for everyone, these measure focus as much as possible on reducing the likelihood of infection for everyone on campus.

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. Persons with the risk of a particular severe course of the disease must be certified by a medical certificate. The certificate must be submitted to the HR department, and their manager will be informed through HR.

2. A separate risk assessment is mandatory for the employee’s workplace and, if necessary, additional protective measures must be taken together with the employees.

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 recommendation of the university doctor are forwarded to the HR 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 severe course for the disease has been medically certified an immunization is not medically possible.

Students should get in touch with the relevant contact persons in the faculties and / or institute.

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 point out the risk from a SARS-CoV-2 infection. The supervisor and the occupational safety officer will offer the employee a meeting regarding further adjustments to her working conditions. If there are any doubts about the necessary working conditions, consultation with the university doctor must take place.

Pregnant or breastfeeding students should contact the relevant contact persons in the faculties and / or institute.

4. Presence at Paderborn University/Working in Home Office

Office work and other comparable activities must be carried out from home office\(^2\) starting November 25, 2021, unless there are compelling reasons against this on the part of the employer and/or on the part of the employee. The implementation of this legal requirement at Paderborn University (§ 28 b IFSG) is the responsibility of the respective superiors. If there are no compelling business reasons, such as a significant impairment of operational processes, contradicting this, the respective supervisor is obliged to make their employees a corresponding offer for a home office option.

Employees who for compelling reasons (e.g. limited space, social environment, limited/lack of privacy or equipment) cannot do their office work in their home environment; should please inform the supervisor in writing, at least by email regarding this matter. For data protection reasons, please use the work email address.

\(^2\) During the Corona pandemic, the home office is to be distinguished from a regular home office and its conditions regulated by service agreement.
Events, such as, face-to-face teaching do not fall under the category of office related work or comparable activities.

If individual work areas are not able to equip employees with notebooks, the work area may contact IMT for the provision of loan devices.

In order to guarantee insurance cover in home office, the place of work must be formally relocated to the private (home-office) address. The corresponding form to do this may be found here. If this form has not been previously submitted, please send the completed form to the HR department at the following e-mail addresses: verlagerung-arbeitsort-wp@zv.uni-paderborn.de or verlagerung-arbeitsort-np@zv.uni-paderborn.de.

### a. Working hours and opening times for 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 hours or overtime will be credited to your time account. 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 in home office. 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 or submission of a proof of correction to the HR department).

There are various and earlier closing times at the university, however, the main entrance may be used around the clock, seven days a week.

From 10 p.m. the security guard at the main entrance will check identification, and a visual 3G inspection will take place. Access to all buildings is generally possible from Monday to Friday starting at 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 some selected side entrances).

### b. Occupancy of Offices/Work areas

The use of the full capacity of the room is possible if:

- only immunized employees are present and the minimum distance of 1.5 meters is safely maintained

or:
- only immunized or tested employees are present at permanent work areas or in permanent teams, and a Mouth-nose cover is worn.

c. Workplaces with public/customers

Public traffic is possible if hygiene measures are observed. In the case of public traffic where the minimum distance of 1.5 meters cannot be maintained, Plexiglas panes must be installed. The Plexiglas panes are procured and installed through the occupational health and safety department. After working with the public/customers, room ventilation must occur and surfaces/work items should be cleaned in accordance with operating instructions.

d. Work meetings, discussions and meeting of student groups

Whenever possible, work meetings and discussions should be held digitally. If this is not possible, they are permissible in compliance with hygiene requirements. In particular, the minimum distance of 1.5 meters should be maintained.

If participants are working from home, the meeting must be held in an approved digital or hybrid format.

Workshops, non-classroom events, and reception of delegations and guest are to be avoided if possible. If not possible, the requirements of the Corona Protection Ordinance must be observed and maintained.

e. Meeting of student groups

Meetings of student groups may take place in compliance with hygiene measures.

f. Gastronomy / Catering on campus

Current information regarding catering facilities may be found on the Studierendenwerk website. Please note that guest who are not members of the university must provide proof of 2G status when visiting catering facilities. For members of the university, the 3G status still apply here as well.

g. Study areas for students on campus

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

Information on individual workstations are available on both the university and library websites.

Cleaning products are provided by the ZSL.
h. Social events

Events of a predominantly social nature may not be held at the University or in an official context (e.g. Christmas parties, anniversaries, etc.).

5. Data Protection

Data protection is particularly important for the home office. Further information and assistance is available here. If you have any additional questions, the data protection coordinator in the respective area may offer further instance.

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.

6. Business Travel and Training

Business travel should be kept to a minimum whenever possible. Planning for the future is plausible subject to the proviso that requirements must be checked and observed prior to starting travel.

The instructions of the German Foreign Office and the Robert Koch Institute must be observed. Business travel to virus-variant areas are prohibited.

The business traveler must regularly inquire prior to departure whether the destination country/location has been declared a virus-variant or high-risk destination.

The current list of virus-variant and high-risk destinations may be found here:
www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

Further information is also available here:
https://www.bundesregierung.de/breg-en/issues/test-requirement-returning-travellers-1947552

You can also find information for return travelers on the website of the Paderborn Health Department.

a. For domestic business travel and travel abroad, insofar as these are not classified by the RKI as a high-risk area at the time of the application and where this is not expected, the following applies:

Business travel requests can be submitted through official channels. The same applies to applications for participation in advanced training events. The traveler must provide an informal written assurance that the official hygiene standards of the country they are traveling to will be complied with regarding the corona pandemic. Compliance of the corona regulations for each federal state much be adhered to, when traveling within Germany.

Approval for all travel takes place directly from the travel department at the University (Department 4).
If the travel destination is reclassified as a high-risk area by the RKI in the period between the business travel approval and the travel date, the business travel is considered prohibited despite the business travel prior approval. The business travel request may be resubmitted and potentially approved under the conditions of section b (travel to high-risk areas).

b. Foreign business travel to high-risk areas

Business travel abroad that are listed as high-risk areas by the Robert Koch Institute at the time the application is submitted must be limited to an absolutely necessary minimum. Here, too, the deans or the management of the faculties or the institutes must confirm that the business travel is necessary. Approval is given by the President or the Vice President for Operations through the university’s travel expense department. The travel must also clarify the following in advance: Which entry regulations apply? How can any incurring cancellation costs borne from the travel financing AO be kept to a minimum and how can the quarantine measures be adhered to after the return trip.

c. Excursions

Excursions are classroom-based courses outside the university. Excursions are only permitted if they are necessary, as part of courses in the respective degree program and the excursion does not take place in areas that the Robert Koch Institute has declared to be high-risk areas. Compliance with the requirements for face-to-face events and the general corona protection regulations associated with the type of excursion (for example, the number of people permitted in public spaces, travel in coaches, accommodation) must be ensured in every phase of the excursion. The excursion leader and any other participating employees require business travel approval in accordance with the above-mentioned provisions.

7. Final provisions

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

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 ASIA, the data protection officer. The occupational health and safety department is also available for questions and suggestions at any time.