

# Concept for working on campus during the Corona pandemic

(01.07.2020-30.09.2021)

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.

## 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: [Bundeszentrale für gesundheitliche Aufklärung](#)), the SARS-CoV-2 occupational safety standards (link in German: [SARS-CoV-2 Arbeitsschutzstandards](#)) as well as applicable regulations and general directives of the State of North Rhine-Westphalia.

The following measures are based on these official requirements. You can find the current status [here](#) (link in German). All links are only available at the university or via a [VPN-connection](#) to the university.

In addition, at the University of Paderborn there are [Operating Instructions Coronavirus SARS-CoV-2, risk assessment template \(Gefährdungsbeurteilung\)](#), [checklist for face-to-face events under special requirements \(lectures, teaching, including practical sports exercises, seminars, tutorials\)](#), [checklist for the preparation and implementation of lectures / exams](#) and [a checklist for the reception of delegations and visitors up to 50 persons](#).

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

In the event of a positive self / rapid test, the person tested must leave the university campus and go into home quarantine. Employees inform their superiors. If necessary, students will inform the lecturer of practical events.

Students and employees with a detected Covid-19 infection should please report immediately with their full name, address, telephone number and students additionally with their matriculation number to the following e-mail address: [covid19@uni-paderborn.de](mailto:covid19@uni-paderborn.de)

### 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 may be maintained. When encountering traffic on traffic routes, e.g. corridors (briefly falling below the minimum distance) the (residual) risk is probably not relevant.
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).

- 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.

- 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 on the dry hand and massaged into the hands for approx. 30 seconds until completely dried. Make sure that the hands are uniformly moistened. Since disinfectants also have a limited shelf life, observe the expiry date. 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. Document the opening date of the disinfectant. A comprehensive coverage with dispensers for hand disinfection is not necessary. Central points (e.g. access to the buildings) are sufficient.

6. Mouth-nose covering<sup>1</sup>:

- On all public traffic areas in the university buildings (e.g. corridors, staircases, elevators, sanitary facilities) and in areas where the minimum distance cannot be maintained, it is mandatory to wear a mouth-nose cover.

- In all events and meetings at the university **with at least two people**, a mouth-nose cover must be worn. Teachers, lecturers and applicants are exempt from this requirement if they keep a minimum distance of 1.5 m from other persons. During an examination, the obligation to wear a mouth-nose cover may be waived if the minimum distance of 1.5 m to all other persons in the examination room is observed.

- **If the incidence in the district of Paderborn is <35 and there is sufficient ventilation and compliance with the distance regulations, the mouth and nose covers at events may be removed when sitting.**

- Mouth-nose covers must also be worn when sitting and working in the corridors and foyers. This also applies to any student study groups.

- 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 (link in German: [der Bundeszentrale für gesundheitliche Aufklärung](#)), must still be observed.

- Wherever people are carrying out activities involving hazardous substances, biological agents, radioactive substances or genetic engineering materials; i.e. laboratories, technical centers or workshops that are generally not geared towards wearing qualified masks, wearing mouth-nose covers can provide protection against infections with SARS-CoV-2. However, this 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. 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

---

<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.

observed at all times and that regular ventilation takes place. These people should primarily be entrusted with tasks that may be done outside the university.

7. Work rooms must be ventilated regularly (shock ventilation, cross ventilation) at least every 60 minutes to reduce the number of pathogen-containing droplets and aerosols in the room air. Offices with multiple occupancy, event and seminar rooms must be ventilated after 20 minutes. The duration of impulse ventilation is: in summer: 10 minutes, in spring/autumn: 5 minutes, in winter (outside temperature < 6°C): 3 minutes.

8. 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 transmitted primarily 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 commercial (household) cleaning agents.

- 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.

- Mouth-nose covers, surface cleaners in spray bottles and disinfectants are available at [ZSL](#). Disinfectants are issued after consultation and a risk-benefit analysis.

## **c) Corona tests**

With the installation of the so-called "test bus", citizens can take advantage of the offer of a Corona rapid test on the university campus. You can make appointments for the rapid tests at <http://upb.testzentrum-paderborn.de>. The test bus is parked in the parking lot next to the TVZ building twice a week. Taking up this offer is of course voluntary.

In addition to the quick tests, up to two free self-tests per week are available to employees and teachers who work in person at the University of Paderborn. This offer is also available for vaccinated persons and recovered, as doctors are currently still recommending that you continue to test yourself after complete immunization.

The self-tests may be picked up by employees, teachers and students from the security specialists in the entrance area of the ZSL building between 8 a.m. and 3 p.m. The lecturers should preferably collect the

tests for the students of their courses centrally. You will receive instructions on how to use them and any further steps that may be required when the tests are handed out.

In the case of courses and events with external parties, there is a need for a negative test certificate for every person present. The test must not be older than 48 hours. Alternatively, proof of a recovered corona infection with a positive PCR test (min. 28 days, max. Six months old) or proof of a completed vaccination (14 days after the last required individual vaccination) can be provided (proof of immunization). The obligation to provide evidence does not apply if both the state and the Paderborn district are stable with an incidence <35.

If the incidence is stable <35, the self-tests are also available to the students and should preferably be picked up centrally by the lecturers for the students of their courses in the ZSL.

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 the University of Paderborn or at another place of work away from home (especially for business trips), or be completely immunized in accordance with the CoronaSchVo NRW. If employees initially resume work from home, proof of negative test or complete immunization is required as soon as they return to the university or another place of work after the above-mentioned absence. This obligation does not apply when switching between home office and the university.

Employees are responsible for compliance with the test requirement. The employee is obliged to send their negative test or immunization proof immediately to the personnel department at the following email address [negativ-coronatest@uni-paderborn.de](mailto:negativ-coronatest@uni-paderborn.de).

## 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 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 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.

Pregnant or breastfeeding students please contact the contact persons in the faculties and institutions.

## **3. Working from home / “emergency” home office<sup>2</sup>**

### **a) “Emergency” home office**

**Until September 30<sup>th</sup>, 2021** you should work from home as much as possible and in coordination with your respective work area. 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

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.

### **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.

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.

### **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.).

---

<sup>2</sup>“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.

## 4. Presence at the University of Paderborn

The following rules apply to working on campus:

### a) Working hours

The possible working hours during which flexitime 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.

For participants in flexitime, the planned working time or overtime will be credited until September 30, 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 you take time off in some other way, 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).

As of July 12th, 2021 the university will return to normal closing times. The main entrance may be used around the clock 7 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 from 6 a.m. Monday to Friday. The side entrances are closed from Monday to Friday at 8 p.m. On Saturdays, the university is open from 8 a.m. to 2 p.m. (including side entrances).

### b) Occupancy of the offices

If rooms are used by several people at the same time, the minimum distance of 10 m<sup>2</sup> for each person in the room must be adhered to. 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 the [occupational health and safety department](#).

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

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 \(link in German\)](#).

Workshops, events as well as the reception of delegations and guests are possible in designated rooms. Occupancy numbers specified for the respective rooms must be observed and the number of 50 people must not be exceeded, regardless of room size. The documentation for traceability and the other requirements of the Corona Protection Ordinance must be complied with. You will find a corresponding checklist [here](#). Lectures have priority over other events.

Events coordinated with personnel development (e.g. advanced training, also in the form of team building measures) can take place. The requirements of the Corona Protection Ordinance must be complied with. Social events are still not allowed to take place.

#### **e) Catering on the Campus**

Aktuelle Hinweise zu den gastronomischen Einrichtungen finden Sie im [Webangebot des Studierendenwerks](#).

#### **f) Travel to work / business trips**

When using public transport, all applicable regulations must be observed.

It is strongly recommended not to carpool on the way to work or on business trips.

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

When using study and work spaces for students, the rules of distance and hygiene must be observed. The workplaces must be cleaned by the students themselves before use.

Information on individual workstations is available on the university and library websites.

There is no obligation to wear a mouth-nose covering when seated at the study workplaces provided by the university or the library, if the minimum distance required is maintained.

### **5. Business trips and trainings**

Business trips should be kept to a minimum.

The instructions of the Foreign Office must be observed. Business trips to areas that have been declared risk areas by the Robert Koch Institute are prohibited - even if a business travel permit has already been issued. The current list of risk areas can be found here: [www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](http://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)

**a) Domestic business trips and trips within the EU as well as Iceland, Liechtenstein, Norway and Switzerland unless classified as a risk area by the RKI.**

Requests for business trips can be made through official channels. The same applies to applications for participation in training events. Travelers must provide written assurance that the official hygiene standards of the country they are visiting are being observed with regard to the corona pandemic.

Approval is given directly by the travel cost center.

Unless there are travel restrictions from government agencies, people can travel. If a domestic German business trip cannot be avoided, the corona regulations of the federal states apply. Information available at: [die Corona-Regelungen der Bundesländer](#)

Further important information can be found here: <https://www.bundesregierung.de/breg-de/themen/coronavirus/faq-reisen-1735032>

**b) Other business trips abroad if not classified as a risk area by the RKI**

For business trips abroad, the Dean or the management of the faculties or the management of the institutions must confirm that the business trip is absolutely necessary. The approval is given by the travel cost center through the President or the Vice-President for Operations.

Information for travel returnees can be found on the website of the Paderborn Health Office: [Gesundheit-samt Paderborn \(in German\)](#). Employees who return from a risk area should contact their supervisor and their Personnel Administrator by e-mail or telephone.

**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, directly from the university executive board, i. e. the President or the Vice-President for Operations.

**6. Final provisions**

The term of this concept is currently limited until September 30, 2021. 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](#), the [staff councils](#), the [disabled persons representative](#), the [equal opportunity commissioner](#), the [AStA](#) and the [occupational health and safety department](#) are also available for questions and suggestions at any time.

We all hope that we remain healthy.