

Concept for working on campus during the Corona pandemic

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Special protective measures are still necessary during the Corona pandemic. The rule will be a mixture of working at home and working on campus, whereby current developments must 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 Arbeitschutzstandards](#)) as well as applicable regulations and general directives of the State of North Rhine-Westphalia.

The following measures are based on the 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 \(teaching and practical events\)](#), [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 because of an immediate contact, the supervisor and the HR department must be immediately informed.

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: 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 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.
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 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. Mouth-nose covering¹:

- 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 more than 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 can also be waived if the minimum distance of 1.5 m to other persons in the examination room is observed.

- Mouth-nose covers must also be worn when sitting and working in the corridors and foyers. This also applies to 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 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. For this reason, particular care must be taken when wearing and handling the mouth-nose cover.

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.

¹ 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.

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 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.

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 personnel 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.

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

3. Working from home / “emergency” home office²

a) “Emergency” home office

Until April 30, 2021 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.

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.).

² “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 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 March 31, 2021. If the times on campus recorded by booking at the terminal are less than the daily target working time, it is assumed that the rest of the working time is performed at home. If no more at home worked or in other form time compensation is taken, the personnel department is to be informed (E-Mail to: gleitzeitfragen@zv.uni-paderborn.de or submitting a correction voucher with the personnel department).

The side entrances of the university are open Monday to Friday from 7 a.m. to 8 p.m. At other times the main entrance is to be used.

b) Occupancy of the offices

If rooms are used by several people at the same time, the minimum distance of 10 m² 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 \(link in German\)](#).

With the agreement of the University leadership, workshops and the reception of delegations and guests up to 50 people are possible in the rooms approved for this purpose.. Documentation must enable tracking according to the Corona protection ordinance. You will find a corresponding checklist [here](#). Lectures have priority over other events.

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, a medical mask or FFP2 mask must be worn.

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.

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:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Transport/Archiv_Risikogebiete/Risikogebiete_27112020_en.pdf?__blob=publicationFile

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.

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 March 3, 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.