Summary of the regulations and measures for prevention of the spread of infection at TU Braunschweig - handout based on recommendations of the State University Conference

Status: 15 July 2021
Summary of the regulations and measures for preventing infection in face-to-face university activities, with due consideration of infection prevention measures and the latest recommendations of the state and federal government, the Robert Koch Institute (RKI) and the Lower Saxony Health Authority (NLGA)

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   d) Company cars
1. **General measures/rules of conduct**

<table>
<thead>
<tr>
<th>Target group</th>
<th>Measure</th>
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</thead>
<tbody>
<tr>
<td>All employees and students</td>
<td>Individuals with typical symptoms of possible infection (including coughing, high temperature, shortness of breath, cold-like symptoms, unusual loss of smell or taste; see also RKI) may not enter the university facilities.</td>
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<td></td>
<td>In compliance with the stipulations of the federal SARS-CoV-2 Health and Safety Directive (Corona-ArbSchV), TU Braunschweig provides its employees with the opportunity to take a free SARS-CoV-2 antigen self-test at least twice a week.</td>
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<tr>
<td>Business trips and private trips</td>
<td>a) All travellers:</td>
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<td></td>
<td>For information provided by the state government for travellers returning to Lower Saxony, go to:</td>
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<td></td>
<td><a href="https://www.niedersachsen.de/Coronavirus/hinweise-fur-reisende-185450.html">https://www.niedersachsen.de/Coronavirus/hinweise-fur-reisende-185450.html</a></td>
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<td>b) Those returning from international risk areas (areas with a high incidence of infection and where virus variants are present) must comply with the statutory quarantine requirements.</td>
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<td>Note: Individuals required to quarantine per the Federal Ordinance on Coronavirus Entry Regulations (CoronaEinreiseVO) shall not have the right to claim compensation for any loss of earnings.</td>
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<td>For information on the designation of risk areas and the statutory regulations, go to:</td>
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<td><a href="https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html">https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html</a></td>
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<td>c) Individuals returning from abroad:</td>
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<td>Before coming back to work after a trip abroad, employees must consult with their superiors on the hygiene requirements for their return to work (appropriate self-isolation for 7 days after return = medium incubation time; possible in this period will be mobile working, working from home, contactless working etc.).</td>
</tr>
<tr>
<td></td>
<td>Contact with others should be avoided as far as possible (the minimum distance of 1.5 metres between individuals must be maintained).</td>
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</tbody>
</table>
Medical masks (surgical or FFP2 masks) must always be worn in buildings and indoor areas. Exceptions will be announced through the normal communication channels.

Current exceptions include:
- meetings (in conditions up to and including Level 1 of the phased COVID-19 plan\(^1\), 7 day incidence rate \(\leq 35/100,000\)): There is no need to wear a mask while seated if the room is well ventilated and the required minimum distance between individuals is continually maintained.

Work-related contact and the simultaneous use of rooms by several people should be reduced to the necessary minimum. Work should be organised so that as little as possible is done in close proximity to others.

Hygiene rules are to be observed (information on hygiene measures: washing hands, sneezing and coughing).

TU Braunschweig offers its employees various opportunities for mobile working (from home). Please discuss the options with your superiors.

Refrain from shaking hands or making physical contact.

Rooms must be adequately ventilated.

Break times should be spent alone, ideally outdoors. There should be no associating with others during mealtimes. Break times are to be staggered. A minimum distance of 1.5 metres between individuals must be maintained.

Infection and contact with infected persons must be reported immediately

See the "Meldekette" (reporting chain) leaflet; employees only should contact abt12@tu-braunschweig.de and baed@tu-braunschweig.de.

Students please contact Department 16: corona_meldung@tu-braunschweig.de.

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\(^1\) Phased COVID-19 plan 2.0 of the state of Lower Saxony
| Pregnant women | Contact with a range of different clients at the workplace should be avoided during pregnancy. The same applies to regular contact with a large number of individuals, also within the university (e.g. in an office or open-plan working area).  

The use of suitable protective measures should be considered (e.g. office with single occupancy or working from home)  

For more detailed information go to (in German):  
| --- | --- |
| Particularly vulnerable individuals | According to the RKI, particularly vulnerable individuals include: older persons (i.e. individuals older than 50 - 60 years; in this group there is an increased risk that infection can result in severe symptoms), smokers, severely obese individuals, individuals with certain pre-existing cardiovascular problems (e.g. coronary heart disease and high blood pressure), or chronic lung disease (e.g. COPD), patients with chronic liver disease, patients with diabetes mellitus, patients with cancer, patients with a weakened immune system (due to illness or use of medication)  

For a definition of the risk groups, go to (in German):  
[www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html](http://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)  

For general information on protecting the health of employees, go to (in German):  
[https://www.bmas.de/DE/Corona/arbeitsschutz-massnahmen.html](https://www.bmas.de/DE/Corona/arbeitsschutz-massnahmen.html)  

**Employees:**  
Superiors must identify and implement adequate risk-specific measures. Personnel must provide superiors with appropriate personal medical information (it is not necessary to specify the actual diagnosis). In some cases, it will be possible for company doctors to provide this information on behalf of employees. For advice, please contact your company doctor, the Suchtberatungsstelle (Centre for Addiction Counselling) or the representative for the needs of students with disabilities or chronic diseases  

See:  "[Risikogruppen - Handlungsempfehlungen zur Beschäftigung von Risikopatient*innen (u.a. chronisch Kranke, Personen mit Vorerkrankungen und geschwächtem Immunsystem)](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)" (Risk groups - recommendations for employing risk patients, including those with chronic illnesses, with pre-existing disorders and a weakened immune system)" in the FAQs of the human resources (HR) department. |
Students:
Students suffering hardship/being disadvantaged may apply to teaching staff/examiners who will be required to determine and implement suitable risk-specific protective measures to offset this. Advice is available from the representative for the needs of students with disabilities or chronic diseases and the General Students’ Committee (AStA).

2. Measures for face-to-face teaching, study and examinations

<table>
<thead>
<tr>
<th>Events</th>
<th>Measures</th>
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<tbody>
<tr>
<td>a) Courses (general)</td>
<td>If so required due to the colour of the &quot;Lehrampel&quot; traffic light for classroom teaching, courses must be provided in digital form; this also applies even if, from a didactic perspective, the qualifications awarded for the course can be best achieved through face-to-face teaching. Courses for which the qualifications cannot be awarded without attendance and that are a mandatory requirement for the academic progress for a student cohort can be provided in face-to-face form assuming this is permitted by the colour of the traffic light for classroom teaching, unless special regulations are introduced for individual types of courses. Faculties will be responsible for determining whether face-to-face teaching can be allowed. Applications to run courses that are not subject to the traffic light for classroom teaching system must be submitted to the crisis management team. The corresponding member of the teaching staff must submit an explanation of the need to conduct the course in this form to the Dean's Office. Planned measures for the prevention of the spread of infection are to be described in detail. Medical masks (surgical or FFP2 masks) must always be worn during face-to-face lectures. Exceptions will be announced through the normal communication channels. Current exceptions from the obligation to wear a mask during teaching activities include: - Theoretical lectures (yellow traffic light for classroom teaching): lecturers may take off their masks if the room is well ventilated and there is a sufficiently large distance between them and the audience. - Sports Science and Musicology (orange traffic light for classroom teaching): practicing students and lecturers may take off their masks.</td>
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<tr>
<td>b) Examinations (general)</td>
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- Events where facial expressions are essential (yellow traffic light for classroom teaching): the individuals involved may remove their masks.

The examination system is subject to the "Prüfungsampel" traffic light for classroom examinations.

Medical masks (surgical or FFP2 masks) must always be worn in the buildings and examination rooms. Exceptions will be announced through the normal communication channels.

Current exceptions from the obligation to wear a mask during examinations include:

- Oral examinations (yellow, orange traffic light for examinations): individuals directly involved in the oral examination may take off their masks if there is 20 square metres of space per person and the room is well ventilated.

- Written examinations: in conditions up to and including Level 1 of the phased COVID-19 plan\(^1\), (7-day incidence rate \(\leq 35/100,000\)) there will be no obligation to wear a mask after taking a seat.

Examiners and examinees who on the basis of the RKI criteria are at increased risk if they contract COVID-19 and who wish to be absent from the examination will be required to supply medical evidence of their enhanced risk.

The public and auditors are to be excluded from face-to-face examinations, unless regulations stipulate that the examination is to be held in public or alternative rules are stipulated in the following. In general, only those persons absolutely essential for carrying out the examination should be present.

A minimum distance of 1.5 metres must be maintained between the individuals present; this is also the case during access control and confirmation of the identity of the examination participants, who may only enter or leave the examination room individually maintaining the required minimum distance from others. The examination room must be large enough to provide at least 10 square metres for each individual present (examination participants and supervisory personnel).

If possible, windows and doors should remain open.

Rooms must be adequately ventilated.
| c) Oral examinations (supplementary) | In exceptional cases, the minimum distance between individuals must not be maintained if contact can be avoided by physical barriers (e.g. by means of the use of transparent partitions between participants).
One examiner/observer may participate in the examination by means of a video link. |
| d) Thesis disputations, presentations for habilitation colloquia and nominations for appointments (supplementary) | The number of participants in face-to-face colloquia (disputations, presentations for habilitation colloquia and nominations) should be kept to the absolute minimum. University members should be allowed to follow or attend the colloquia in a suitable form, ideally by video link if this is technically feasible. The general public may only be present once again when university activities have returned to normal. Further information can be found in the handout “Handreichung zur Planung von Disputationen, Habilitationskolloquien- und Berufungsvorträgen” (Handout on Planning Disputations and Presentations for, Habilitation Colloquia and Appointments) |
| d) Written examinations (supplementary) | Seats are to be arranged in such a way that examination participants are not sitting opposite each other. Table surfaces are to be wiped clean (with a soap solution) after the examination by the assigned personnel. If it is not possible to comply with the minimum distance requirements when leaving the examination room, examination participants must remain at their desks until the end of the time allowed. A seating plan must be prepared that serves as documentation of the examination and, if necessary, can be used for he identification of contact persons. The seating plan is to be retained with the examination documents for at least three weeks. Further details can be found in the “Handlungsanweisung für Studierende, Lehrende und Aufsichtspersonal für Präsenzveranstaltungen während der Coronavirus-Pandemie” (Guidelines for Students, Teaching Staff and Supervising Personnel for Face-to-Face Events during the Coronavirus Pandemic). |
e) Practical lab work (practical training) (supplementary)

Demonstrations by supervisors should be carried out in such a way that compliance with the minimum distance requirements is guaranteed, e.g. by using video cameras and projection surface(s) or making these available through the learning management system in advance. The minimum required distance between individuals must also be maintained when supervising the work of students. Group work is only possible if the minimum required distance between individuals can be maintained; if applicable, practical training should take place in several shifts.

Compliance with health and safety regulations must be ensured. No one may work alone in a laboratory area; a second person must always be within hearing range.

Participants must have the opportunity to clean their workstations before and after performing their work.

In general, a maximum of one person per 10 square metres is permissible if the minimum required distance between individuals can be maintained.

If the infection remains at a consistently high rate (from Level 2 of the phased COVID-19 plan\(^1\), 7-day incidence rate > 35/100,000), the area per person should be increased to a minimum of 20 square metres per person and the required minimum distance between individuals is to be maintained.

The requirements for measuring the area for practical training are stipulated in the “Leitfaden zur Bestimmung der Mindestfläche pro Praktikumsteilnehmer*in Praktikumsräumen” (Guidelines on Determining the Minimum Area Required per Participant in Practical Training Rooms).

A seating plan must be prepared that serves as documentation and, if necessary, can be used for identification of contact persons. The seating plan is to be retained for at least three weeks after the end of the practical training session.

The strategy for testing students on practical courses stipulates use of SARS-CoV-2 antigen tests if the infection level remains constantly high (from Level 2 of the phased COVID-19 plan\(^1\), 7-day incidence rate > 35/100,000). The exact approach will be separately explained through the usual communication channels in the “Teststrategie für Studierende in praktischen Lehrveranstaltungen” (Strategy for Testing Students during Practical Courses).

f) Practical lab work (in the context of theses and/or practical lab rotations)

The provisions for face-to-face research work (cf. No. 3) shall apply accordingly.
g) Excursions/field work
(supplementary)

These are possible assuming that they take place outdoors and the minimum required distance between individuals is maintained. Further information can be found on the university webpages on excursions that do not require an application (section: Students and Lecturers - Excursions). Following consultation with the crisis management team, applications for authorisation of activities that are not covered here are to be submitted to the President’s Office.

h) Practical sport and music courses

These are possible under certain conditions assuming suitable hygiene plans are in place. Following consultation with the crisis management team, applications for authorisation of hygiene plans are to be submitted to the President’s Office.

i) Study workplaces for students

The University Library provides central study workplaces that comply with hygiene and infection prevention requirements.

If the infection rate is not significantly high (up to and including Level 1 of the phased COVID-19 plan, 7-day incidence rate of $\leq 35/100,000$), study workplaces without dedicated supervision can be made available during the period from 7 a.m. to 8 p.m. These workplaces are provided at the responsibility of the institutes or departments and in compliance with hygiene and infection prevention requirements. Separate regulations approved by the crisis management team are required if Level 2 (or higher) of the phased COVID-19 plan is reached.

3. Research activities

<table>
<thead>
<tr>
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<tr>
<td>a) Experimental or field-based research activities incl. the use of large research equipment</td>
<td>Physical contact (encounters) should be avoided as far as possible by means of the introduction of shift work and planned buffer times. There should be no shared breaks. Persons should only use communal rooms one after the other or must maintain the minimum required distance of 1.5 metres between each other. If use of workstations and work equipment is shared, users should clean them before, during and after their work. They should wash their hands for 30 seconds with soap and water before starting to work, from time to time and on finishing work. The attendance times of the individuals involved are to be documented.</td>
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<tr>
<td>b) Desk-based research activities</td>
<td>General measures see 4.</td>
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Business trips/excursions: cf. 3 a)
# 4. Decentralised and centralised administration and central facilities

<table>
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<tbody>
<tr>
<td>a) Decentralised and centralised administration, staff units and central facilities, GB3 basis infrastructure personnel, security services, cleaning services, library personnel with regard to the handling of media as well as HR and financial administration personnel</td>
<td>A reduction of face-to-face activities is to be achieved as follows: Contact is to be avoided by staggering the times for undertaking work on the premises and appropriately adapting the days on which personnel are required to be present. Buffer times should be incorporated to prevent individuals coming into contact with one another. In principle, only one person is to be permitted per 10 square metres of office space. If possible, the desks of persons working opposite each other in offices with double occupancy should be separated and the screens positioned flush with each other in the middle (screens serve as protection against droplets). There should be no shared breaks. Persons should only use communal rooms one after the other or must maintain the minimum required distance of 1.5 metres between each other.</td>
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<tr>
<td></td>
<td>Face-to-face meetings should only take place in exceptional cases. In these cases, there should be 10 square metres available per person.</td>
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<td>Business trips/excursions are permissible to a limited extent. So-called standard business trips can be approved by [department] management. Applications for approval of so-called exceptional business trips must be submitted to Department 12, Reisenkostenstelle (Travel Cost Centre). The definitions of standard and exceptional business trips can be found here: <a href="https://www.tu-braunschweig.de/abt12">https://www.tu-braunschweig.de/abt12</a>, under “Dienstreisen” The completed checklist for reviewing compliance with the hygiene guidelines during business trips that is available through the information portal must be submitted together with all business trip applications.</td>
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<td>Only errands that are absolutely necessary should be undertaken in the building or on the campus.</td>
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<td>Cleaning personnel will clean surfaces that are free from documents, objects etc.; desks should thus be cleared and documents put away or locked away on the completion of work.</td>
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<tr>
<td>b) Trade services/technical services/janitor services/cleaning services, post room and libraries</td>
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</tbody>
</table>
| Contact is to be avoided by staggering the times for undertaking work on the premises and appropriately adapting the days on which personnel are required to be present. Buffer times should be incorporated to prevent individuals coming into contact with one another. Small, fixed teams may only be created if this is absolutely necessary for the work. Break times should not be spent together; common rooms are only to be used by persons one after another. Medical masks (surgical or FFP2 masks) should be worn during activities where the minimum required distance of 1.5 metres cannot be maintained between individuals.

In principle, only one person is to be permitted per 10 square metres of office space. If possible, the desks of people working opposite each other in offices with double occupancy should be separated and the screens positioned flush with each other in the middle (screens serve as protection against droplets).

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<th>Additional regulations for activities where personal contact with clients/visitors cannot be avoided (e.g. service staff members working at information counters/issue points, key return/issue, access points or in examination offices)</th>
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</table>
| Technical barriers will be set up (e.g. droplet protection screens on counters, distance markings on floors and in counter areas, e.g. by positioning boxes to ensure that appropriate distancing is maintained). Exit and entrance signage has been provided. All payments should be made in a cashless form when possible.

Surfaces on which media/documents are placed or signed must be cleaned regularly. Frequently used objects should be cleaned regularly.

Opening hours should be extended if necessary. Walk-in clients are not permitted. Fixed appointments are compulsory and buffer times should be incorporated between appointments. Visitors with signs of infection (particularly cold-like symptoms) and visitors coming or returning from international risk areas may not enter the university.
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

Rules of conduct are to be displayed in the entrance area. Visitors who fail to comply with these rules must be asked to leave the room/building immediately.

If there are too many persons present to ensure compliance with the requirement for maintaining the minimum distance between individuals, the corresponding services must be discontinued/the building closed.
d) Company cars

The individuals responsible for company cars must ensure that there is a pack of wet cleaning wipes and bin bags in each car. Users of company cars have been informed that they must clean frequently used surfaces (e.g. steering wheel, gear lever etc.) before starting their journey. This rule only applies if the use of the vehicle is shared between several persons.

**Important links (in German)**

Robert Koch Institute (RKI): latest status reports [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Situationsberichte/Gesamt.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Situationsberichte/Gesamt.html)


Federal Institute for Occupational Safety and Health (BAuA) – SARS-CoV-2 in the Workplace: [https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/Coronavirus_node.html](https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/Coronavirus_node.html)


Information on Corona and Hygiene Tips (BZgA): [https://www.infektionsschutz.de/coronavirus/](https://www.infektionsschutz.de/coronavirus/)

Latest information provided by the federal government: [https://www.bundesregierung.de/breg-de/themen/coronavirus/coronavirus-aktuelle-informationen](https://www.bundesregierung.de/breg-de/themen/coronavirus/coronavirus-aktuelle-informationen)

Latest information provided by the State of Lower Saxony: [https://www.niedersachsen.de/Coronavirus](https://www.niedersachsen.de/Coronavirus)

Latest information provided by the City of Braunschweig: [http://www.braunschweig.de/aktuell/aktuelle-informationen.php](http://www.braunschweig.de/aktuell/aktuelle-informationen.php)

**List of abbreviations**

GB3: Building Management business unit; NLGA: Lower Saxony Health Authority; RKI: Robert Koch Institute

*The following is defined as adequate ventilation. Rooms should be ventilated by opening windows prior to starting work then at regular intervals. These intervals are generally 60 minutes in the case of offices and 20 minutes in the case of meeting rooms. It is advisable to reduce these intervals accordingly during the COVID-19 pandemic. Short, intense bursts of ventilation with windows wide open is most effective. Depending on the weather conditions (particularly the outdoor air temperature and wind pressure) and other local factors, ventilation should be continued for at least 3 to 10 minutes.*