



Technische
Universität
Braunschweig

Summary of regulations and measures for protection against infections

at the TU Braunschweig -

Manual based on the recommendations of the Landeshochschulkonferenz

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Summary of regulations and measures for the protection against infections for university operations in presence, taking into account the infection protection measures and current recommendations for action of the state and federal government as well as RKI and NLGA

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1. General measures/rules of conduct

Target group	Measure
All employees* and students	<p>Persons with typical symptoms of illness (including cough, fever, shortness of breath, colds, unusual smell or taste; see also RKI) are not allowed to enter the university facilities.</p> <hr/> <p>Returnees from areas with a particular history of infection (more than 50 new infections per 100,000 inhabitants* cumulatively in the past 7 days)</p> <p>Persons who have entered Lower Saxony from abroad and who have been in a risk area at any time within 14 days prior to entry are not allowed to enter the university facilities.</p> <p>For the definition of risk areas see https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html</p>
	<p>Personal contact should be avoided as far as possible (the minimum distance of 1,5 metres should be maintained).</p>
	<p>The wearing of mouth-nose-coverings is intended if the minimum distance cannot be maintained during work or if persons walk next to each other without a minimum distance of 1,5 metres. Work must be organised in such a way that as little as possible is worked at short distances.</p>
	<p>The rules of hygiene must be observed (instructions on hand, sneezing and cough hygiene).</p>
	<p>Shaking hands or physical contact should be avoided.</p>
	<p>Rooms must be adequately ventilated.*</p>
	<p>The breaks should be spent alone, preferably outdoors. Meals should be taken separately from other people. The break times are to be staggered. The safety distance of at least 1,5 metres must be maintained.</p>
	<p>Infections and contact with infected persons must be reported immediately (see information sheet "Reporting chain" only for employees at abt12@tu-braunschweig.de and baed@tu-braunschweig.de).</p>

	<p>Registrations from students should be sent to department 16: corona_meldung@tu-braunschweig.de.</p>
<p>Pregnant women</p>	<p>Contact with a changing clientele at the workplace should be avoided during pregnancy. This also applies to regular contact with a large number of contact persons, including those within the university (e.g. in a business room or open-plan office).</p> <p>Appropriate protective measures should be considered (e.g. individual workstation or home office)</p> <p>For further information see: www.gewerbeaufsicht.niedersachsen.de/startseite/arbeitsschutz/mutterschutz/downloads/ratgeber-zum-thema-mutterschutz-52138.html</p>
<p>Particularly vulnerable persons</p>	<p>According to the RKI, the group of persons includes: elderly persons (with a steadily increasing risk of serious disease progression from around 50-60 years of age), smokers, severely obese persons, persons with certain pre-existing conditions of the cardiovascular system (e.g. coronary heart disease and high blood pressure), chronic diseases of the lungs (e.g. COPD), patients with chronic liver diseases), patients with diabetes mellitus, patients with cancer, patients with a weakened immune system (due to illness or medication)</p> <p>For the definition of risk groups see www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html www.bmas.de/DE/Schwerpunkte/Informationen-Corona/Arbeitsschutz/arbeitsschutz-massnahmen.html</p> <p><u>Employees:</u></p> <p>Adequate risk-specific measures must be derived for this group of persons and taken by their superiors. If necessary, medical evidence (without mentioning the diagnosis) must be forwarded to superiors. Evidence for employees may also be provided by the company doctor in individual cases. Advice is provided by the company doctor, the social and addiction advice centre or the representative body for severely disabled persons.</p> <p>See "Risk groups - Recommendations for the employment of risk patients (including chronically ill persons, persons with previous illnesses and weakened immune systems)" in the FAQ of the Human Resources Department.</p>

Students:

For students, adequate risk-specific measures are to be derived and taken by the teachers/examiners upon application within the framework of hardship/disadvantage compensation. Advice is provided by the representative for the interests of students with disabilities/chronic illnesses and the AStA.

2. Measures for teaching, studies and examinations in attendance

Events	Measures
a) Courses in general	<p>Courses should be offered digitally; this also applies if the qualification goals to which the course contributes can best be achieved in presence from a didactic point of view.</p> <p>Courses whose qualification goals cannot be achieved without attendance and which are an absolute prerequisite for the progress of a student cohort may be held in attendance in accordance with the following provisions, unless special regulations are made for individual types of courses.</p> <p>It is the responsibility of the faculties to conduct a course in attendance. If individual courses are not covered by the following regulations, an application must be submitted to the crisis management team for their implementation. For this purpose, a statement by the lecturer must be submitted via the Dean's Office. Planned measures for the prevention of infections must be presented in detail.</p>

<p>(b) Tests in general</p>	<p>Test persons and test persons with an increased risk of corona disease according to the criteria of the RKI must provide the necessary medical evidence if they wish to stay away from the test.</p> <p>Attendance examinations are not open to the public; the participation of listeners is excluded, unless it must be opened for reasons of examination law and unless otherwise regulated in the following. Attendance shall otherwise be limited to those persons who are absolutely necessary for the performance of the examination.</p> <p>A minimum distance of 1,5 metres shall be maintained between those present, including for access control and identification of subjects who may only enter or leave the test room individually and at the minimum distance. The test room must be at least 10 square meters per person present (subjects and supervisors).</p> <p>Windows and doors shall be kept open as far as possible.</p> <p>Rooms must be adequately ventilated. *</p>
<p>c) Oral examinations (supplementary)</p> <p>Disputations, habilitation colloquia and appointment lectures (supplementary)</p>	<p>The minimum distance may be undercut if contact can be avoided by other means (e.g. by transparent partitions between the participants).</p> <p>An examiner/observer can be connected via videoconference.</p> <p>The number of participants in colloquia (disputations, habilitation colloquia and lectures on appointments) as face-to-face events is to be limited to the absolutely necessary minimum. The university public is to be connected in a suitable manner, if possible by video conference, insofar as this is feasible due to technical or spatial conditions. Further information can be found in the "Handbook for the planning of disputations, habilitation colloquia and appointment lectures".</p>

<p>d) Written examinations (supplementary)</p>	<p>The seating is to be arranged in such a way that the test persons are not sitting opposite each other.</p> <p>After the test, the table surfaces are to be wiped with a damp cloth (with soap solution) by the assigned personnel.</p> <p>If it is not possible to leave the examination room while observing the minimum distance, candidates must remain at their workplace until the end of the processing time.</p> <p>A mouth-nose cover must be worn when entering and leaving the enclosure.</p> <p>A seating plan shall be drawn up which, after the test, serves as documentation and, if necessary, as proof of the contact persons. The seating plan shall be kept together with the examination documents for at least three weeks.</p>
<p>(e) laboratory work (internships) (complementary)</p>	<p>Demonstrations by supervisors should be carried out in such a way that the minimum distance is maintained, e.g. by using video cameras and projection screen(s) or by making them available in advance in the learning management system. The minimum distance must also be observed when supervising students at work. Work in groups is only possible if the minimum distance can be maintained; if necessary, the internship is to be carried out in multi-shift operation. If the minimum distance is not maintained for a short time, mouth-nose covers must be worn.</p> <p>Compliance with occupational health and safety regulations must be ensured. Nobody may work alone in a laboratory area, a second person must always be within call range.</p> <p>Participants* must be given the opportunity to wash their workplaces before they start and after they have finished.</p> <p>In principle, a maximum of one person per 20 square meters of space is permitted if larger areas are required for the work and there is a lot of foot traffic in the internship hall.</p> <p>If the internship can be organised in such a way that the walking distances of the participants* are very short, then an area of 15 square metres per person in the internship room is sufficient.</p> <p>If the activity in the internship is similar to that at an office workstation (working at a PC or a device at a fixed place), an area of 10 square metres per person in the internship room is sufficient.</p> <p>The exact conditions for the reduction of the internship space are regulated by the "Guidelines for</p>

	<p>determining the minimum space per internship participant* in internship rooms".</p> <p>A seating plan shall be drawn up, which shall serve as documentation and, if necessary, proof of the contact persons. The seating plan shall be kept for at least three weeks after the end of the internship.</p>
f) Laboratory work (in the context of final papers and/or laboratory rotations)	The provisions for research operations in presence (cf. No. 3) apply accordingly.
g) Excursions/field exercises (complementary)	It can be carried out outdoors if the minimum distances are observed and subject to conditions. Further details are regulated in the guidelines for the implementation of excursions without application. Cases which are not covered there may be approved by the Bureau on request after the crisis unit has delivered its opinion.
h) Sports and music practice courses	The implementation is possible under conditions and with special hygiene plans. Hygiene plans will be approved by the Bureau on request, after the crisis unit has given its opinion.
(i) learning jobs for students	The University Library provides central learning workstations in compliance with hygiene and infection prevention measures.

3. Research company

Target group	Measures
(a) experimental or field research activities, including work on large-scale research equipment	Physical contact (encounters) should be avoided as far as possible by shift work and planned buffer times. There should be no common breaks, the use of the social rooms should only take place one after the other or with a minimum distance of 1,5 metres.
	If the same workplaces and work equipment are used, they should be cleaned by a user before, during and after the activity. Hands should be washed with soap and water for 30 seconds before starting work, in between and at the end.
	The attendance times of the persons involved must be documented
	Only one person per room/laboratory is allowed, for large laboratories a maximum of one person per 20 square metres of floor space, under certain circumstances even less.
	Rooms must be adequately ventilated. *
	Activities that require regular, long-term cooperation of several persons may only be carried out under special protective measures (protective clothing, mouth and nose cover). The respective superiors are responsible for drawing up an appropriate safety concept, in particular on the basis of the framework hygiene plan. If the minimum distance is not reached for a short time, mouth-nose covers must be worn.
	The reception of guests is to be reduced to what is urgently necessary.

	Business trips/excursions are permitted with restrictions. Suction. Standard business trips do not have to be approved by the board. In these cases, attach the checklist for checking compliance with the hygiene guidelines for business trips from the Infoportal to the business trip request. Sog. Exceptional business trips must still be approved by the Presidium after prior examination by the crisis management team. The conditions for standard and exceptional missions can be found here [link or reference to FAQs].
(b) desk research activities	see section 4
	Business trips/excursions are permitted with restrictions. Suction. Standard business trips do not have to be approved by the board. In these cases, attach the checklist for checking compliance with the hygiene guidelines for business trips from the Infoportal to the business trip request. Sog. Exceptional business trips must still be approved by the Presidium after prior examination by the crisis management team. The conditions for standard and exceptional media trips can be found here: https://www.tu-braunschweig.de/abt12 - under "Business trips".

4. Decentralised and centralised administration and centralised facilities

Target group	Measures
a) Decentralised and central administration, staff units and central facilities as well as staff* in the basic infrastructures of GB3, security service, cleaning service and staff in libraries within the framework of media processing as	The reduced presence operation must be ensured under the following conditions: Avoidance of contact by working on site at different times and changing the days of presence. Buffer times should be planned in order to avoid encounters. In principle, only one person per 10 square metres of office space is permitted. In offices with double occupancy, people sitting opposite each other must, if possible, pull the desks slightly apart and place the screens flush in the middle (screens to prevent dripping). There should be no common breaks; the social rooms should only be used one after the other or at a minimum distance of 1,5 metres.

<p>well as personnel and financial administration</p>	<p>Presence meetings should only be held in exceptional cases. In this exception, 10 square metres of room space per person should be planned.</p>
	<p>Business trips/excursions are permitted with restrictions. Suction. Standard business trips do not have to be approved by the board. In these cases, attach the checklist for checking compliance with the hygiene guidelines for business trips from the Infoportal to the business trip request. Sog. Exceptional business trips must still be approved by the Presidium after prior examination by the crisis management team. The conditions for standard and exceptional missions can be found here [insert link or reference].</p>
	<p>Only urgently necessary official business should be carried out in the building or on campus.</p>
	<p>Surface cleaning is carried out by the cleaning personnel, provided that the surfaces are free of documents, objects, etc. that have been deposited there; if necessary, the desks should be tidied up and documents put away or locked away after completion of the work.</p>
<p>(b) craft services / technical services / janitorial services / cleaning services, post office and libraries (here: excavation and provision of media)</p>	<p>Contact should be avoided by working on site at different times and by changing the days of presence. Buffer times are to be planned in order to avoid encounters. Small, fixed teams can only be formed if the work absolutely requires it. Breaks should not be spent together, the social rooms should only be used one after the other. Mouth and nose covers are to be worn during activities where the minimum distance of 1,5 metres cannot be maintained.</p> <p>In principle, only one person per 10 square metres of office space is permitted. In offices with double occupancy, if possible, people sitting opposite each other must pull the desks slightly apart and place the screens flush in the middle (screens to prevent dripping).</p>
<p>c) Additional regulations for activities where personal contact with customers and visitors cannot be avoided (e.g. service staff at information desks/issuing points, handing out keys, gates, examination offices)</p>	<p>Technical barriers are erected (e.g. droplet protection at the counter, distance markings on the floors, widening the counter area, e.g. with boxes, to create a greater distance). There are pathways for entrances and exits. If possible, cashless payments should be made.</p>
	<p>When exchanging media/documents: After touching media/documents, hands should be washed and surfaces on which media/documents are placed or signed should be cleaned regularly. Also frequently used objects or surfaces should be cleaned regularly. Personal protective equipment with mouth-nose cover is recommended.</p>
	<p>Opening hours should be extended if necessary. No walk-in customers should be allowed, appointments must be arranged, buffer times must be allowed between appointments. Persons with symptoms of illness (especially colds) and persons entering or returning from international</p>

	<p>risk areas are not allowed to enter the university. https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html</p> <p>Rules of conduct for visitors are to be posted at the entrance. Visitors who do not adhere to these rules must be expelled from the room/building immediately.</p>
	<p>If, with a high volume of people, compliance with the minimum distance regulations cannot be guaranteed, services or buildings must be closed.</p>
d) Company car	<p>The persons responsible for the company cars ensure that a pack of damp cleaning cloths and garbage bags are available in each car. Users of company cars are informed that they must clean heavily used surfaces, such as the steering wheel, gear lever, etc., before starting the journey. This regulation only applies if several people use the vehicle.</p>

Important links

Robert Koch Institute (RKI): Current situation reports https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Situationsberichte/Gesamt.html

Information on corona and hygiene tips (BZgA): <https://www.infektionsschutz.de/coronavirus/>

Recommendations of the accident insurance company for handling the novel corona virus (SARS-CoV-2) in universities:
<https://publikationen.dguv.de/widgets/pdf/download/article/3814>

current information from the Federal Government: <https://www.bundesregierung.de/breg-de/themen/coronavirus/coronavirus-aktuelle-informationen>

current information from the state of Lower Saxony: <https://www.niedersachsen.de/Coronavirus>

current information from the city of Braunschweig: <http://www.braunschweig.de/aktuell/aktuelle-informationen.php>

List of abbreviations

AR 3	Facility Management Division
NLGA	Lower Saxony State Health Office
RKI	Robert Koch Institute

* The following is considered adequate ventilation: Window ventilation should take place before the start of activities and then at regular intervals, usually after 60 minutes in offices and after 20 minutes in meeting rooms. During the epidemic period, this frequency should be increased if possible. The most effective method is so-called impulse ventilation with wide open windows. Depending on the weather conditions (especially outside air temperature and wind pressure) and local conditions, the ventilation period should be at least 3 to 10 minutes.

Infektionen vorbeugen:

Die 10 wichtigsten Hygienetipps

Im Alltag begegnen wir vielen Erregern wie Viren und Bakterien. Einfache Hygienemaßnahmen tragen dazu bei, sich und andere vor ansteckenden Infektionskrankheiten zu schützen.

1. Regelmäßig Hände waschen

- ▶ wenn Sie nach Hause kommen,
- ▶ vor und während der Zubereitung von Speisen,
- ▶ vor den Mahlzeiten,
- ▶ nach dem Besuch der Toilette,
- ▶ nach dem Naseputzen, Husten oder Niesen,
- ▶ vor und nach dem Kontakt mit Erkrankten,
- ▶ nach dem Kontakt mit Tieren.



2. Hände gründlich waschen

- ▶ Hände unter fließendes Wasser halten,
- ▶ von allen Seiten mit Seife einreiben,
- ▶ dabei 20 bis 30 Sekunden Zeit lassen,
- ▶ unter fließendem Wasser abwaschen,
- ▶ mit einem sauberen Tuch trocknen.

3. Hände aus dem Gesicht fernhalten

- ▶ Fassen Sie mit ungewaschenen Händen nicht an Mund, Augen oder Nase.



5. Im Krankheitsfall Abstand halten

- ▶ Kurieren Sie sich zu Hause aus.
- ▶ Verzichtern Sie auf enge Körperkontakte, solange Sie ansteckend sind.
- ▶ Halten Sie sich in einem separaten Raum auf und benutzen Sie wenn möglich eine getrennte Toilette.
- ▶ Benutzen Sie Essgeschirr oder Handtücher nicht mit anderen gemeinsam.



4. Richtig husten und niesen

- ▶ Halten Sie beim Husten und Niesen Abstand von anderen und drehen sich weg.
- ▶ Benutzen Sie ein Taschentuch oder halten die Armbeuge vor Mund und Nase.

6. Wunden schützen

- ▶ Decken Sie Wunden mit einem Pflaster oder Verband ab.

7. Auf ein sauberes Zuhause achten

- ▶ Reinigen Sie insbesondere Küche und Bad regelmäßig mit üblichen Haushaltsreinigern.
- ▶ Lassen Sie Putzlappen nach Gebrauch gut trocknen und wechseln sie häufig aus.



8. Lebensmittel hygienisch behandeln

- ▶ Bewahren Sie empfindliche Nahrungsmittel stets gut gekühlt auf.
- ▶ Vermeiden Sie den Kontakt von rohen Tierprodukten mit roh verzehrten Lebensmitteln.
- ▶ Erhitzen Sie Fleisch auf mindestens 70 °C.
- ▶ Waschen Sie Gemüse und Obst gründlich.

9. Geschirr und Wäsche heiß waschen

- ▶ Reinigen Sie Ess- und Küchenutensilien mit warmem Wasser und Spülmittel oder in der Spülmaschine.
- ▶ Waschen Sie Spüllappen und Putztücher sowie Handtücher, Waschlappen, Bettwäsche und Unterwäsche bei mindestens 60 °C.



10. Regelmäßig lüften

- ▶ Lüften Sie geschlossene Räume mehrmals täglich für einige Minuten.

RICHTIG HUSTEN UND NIESEN



IN DIE ARMBEUGE



IN EIN PAPIERTASCHENTUCH



IN DEN MÜLLERIMER WERFEN



NICHT RUMLIEGEN LASSEN



HÄNDEWASCHEN NICHT VERGESSEN

DAMIT SICH KEINER ANSTECKT!