Hygiene Concept of University of Tübingen under Pandemic Conditions

Version 5.5 – April 5, 2022, passed by the President’s Office on April 5, 2022

This version (including the amendments below dated April 12/13, 2022 and May 3, 2022) is still under discussion with the staff council and is being implemented provisionally.

Amendment history:

The President’s Office passed some changes to various parts of the Hygiene Concept on April 5, 2022, on account of legal conditions:

End of ‘3G’, obligation to wear a mask, ban on entry in accordance with repealed CoronaVO Studienbetrieb
Obligation to wear a mask in accordance with decision of the President’s Office

The President’s Office passed further changes on April 12/13, 2022, on account of legal conditions:

E., H.: Notes on rules for students at University Hospitals (UKT)
G., H.: Options/recommendations concerning withdrawal
H.: Note on extension of examination deadlines

The President’s Office passed further changes on May 3, 2022:

D.5, I.5: End of requirement for event-related hygiene concept
D.5.2, D.5.4: Requirements for musical groups, etc., and student celebrations
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A. General safety measures

Existing rules

The ongoing coronavirus (Covid-19) pandemic compels every individual to behave considerately to help prevent themselves and others becoming infected with Covid-19. The university also assumes this responsibility on behalf of its students, staff and guests. The University Hospital Tübingen has its own rules that apply on its premises.

Based on a risk assessment\(^1\), the Hygiene Concept set out below contains special occupational safety measures and aims to protect the health of staff and students. Note should be taken of the order of priority of technical, organizational and personal protective measures.\(^2\) The legal basis for the Hygiene Concept is the CoronaVO (Corona-Verordnung, ordinance on infection prevention measures to counter the spread of coronavirus) (as amended) of the state of Baden-Württemberg\(^3\); as well as the Covid-19 Occupational Safety Standards (SARS-CoV-2-Arbeitsschutzregel)\(^4\) and the Covid-19 Occupational Safety and Health Standard (SARS-CoV-2-Arbeitsschutzverordnung)\(^5\) of the Federal Ministry of Labour and Social Affairs (BMAS) (each as amended). According to information from Unfallkasse Baden-Wuerttemberg (UKBW) the same level of protection must be ensured for both students and staff.

The success of these measures demands active cooperation and compliance by everyone. Each superior and/or course coordinator is responsible for the implementation of and compliance with measures in their institutions.

The following strictly apply:

A minimum distance of 1.5 meters between people should be observed in all thoroughfares within university buildings.

The rules on wearing a mask (for details about masks: see 1. immediately below and A.1.3. further down), and on maintaining ventilation (D.3) apply. If several people occupy an office or social area there must always be 10 square meters per person available, this should preferably also be the case in all other rooms. If less than 10 square meters per person is available, then increased ventilation in excess of the standards in D.3 must take place (thorough ventilation with windows/doors open for times stated in D.3 at least every 15 minutes); the supervisor must ensure compliance with measures. Simultaneous use of rooms by several people must be reduced to the bare operating minimum and where possible avoided.

Separate rules apply for teaching (see E. below), likewise for conferences, meetings, etc., (see D.5.2., 5.4).

1. Compulsory masks

1.1 Principles:

\(^1\) See https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/gefaehrdungsbeurteilung-nach-arbeitsschutzrecht/arbeitssicherheit-und-infektionsschutz/
\(^5\) https://www.gesetze-im-internet.de/corona-arbschv_2021-07/BJNR617900021.html
In accordance with the decision of the President’s Office, a surgical mask (at least) must be worn in enclosed spaces on the university site including public areas (re. mask requirements, see 3 below).

1.2 Exceptions:

a) There is no obligation to wear a mask if a minimum distance of 1.5 meters can consistently and reliably be maintained between people within rooms (in contrast for example to hallways and stairs) that are not directly used for study purposes; when studying, in particular in classes, this exception from compulsory mask wearing does not apply.

b) There is no obligation to wear a mask when giving a lecture; in this case the arrangement in the room and/or of the lecturer must be organized in such a way that a minimum distance of 1.5 meters to others can be consistently maintained.

c) There is no obligation to wear a mask during examinations, even if a minimum distance of 1.5 meters cannot be maintained (see however H. below).

d) There is no obligation to wear a mask when practicing sport including dancing, whether as part of the curriculum or not, or when eating or drinking, playing music and acting, for identification and for similar serious and unavoidable reasons in which wearing a mask is untenable or impossible in an individual case.

2. Deleted

3. Compulsory mask standards

A surgical mask that complies with DIN EN 14683:2019-10 or a comparable standard or an FFP2 face mask that complies with DIN EN 149:2001 or else KN95, N95, KF94, KF99 or another comparable standard must be worn.

Where the Hygiene Concept stipulates a surgical mask or certified mask (FFP2) in accordance with A. or the wearing of other qualified/certified masks and on health grounds an individual feels prevented from complying with the requirement to wear a surgical mask or certified mask (FFP2) in accordance with A. or other qualified/certified mask and this is credibly proven by a medical certificate, then this individual is only entitled to enter the university on the following conditions:

▪ The relevant medical certificate must be carried at all times and on request shown to the person responsible for the event and others in charge of the building.
▪ The individuals in question should strictly observe the distance rule and personal pandemic hygiene (handwashing; etiquette when coughing or sneezing) when moving around public areas.
▪ Individuals without masks are only permitted to move around public areas provided that times are avoided when it can reasonably be expected that a lot of people will be about. E.g. when attending a class they should find a place ahead of the arrival of the majority of participants.

4. Pregnant women; Health and safety regulations; Access to buildings

▪ It must be assumed that there is a general increased risk for pregnant women from the Covid-19 pandemic (Source: Infoblatt Mutterschutz COVID-19-Pandemie leaflet Date:
Pregnant women must therefore only be engaged in activities that do not require close contact with others and comply with the minimum distance requirement (for the purposes of increased safety at least 3 meters to all other staff / individuals/ patients). According to the current information this also applies to fully-vaccinated or recovered pregnant women. The relevant protective measures must be established and implemented when carrying out the risk assessment under the Maternity Protection Act to prevent unjustifiable hazard to pregnant women during the Covid-19 pandemic (see B.4).

- All previous occupational safety standards and rules continue to apply:

Under Sections 5 and 6 of the Arbeitsschutzgesetz (Occupational Safety Act) all employers must review and update the risk assessment with regard to additional occupational infection prevention measures. The President’s Office of the University of Tübingen delegates this task with immediate effect to all individuals with responsibility for staff. These individuals must take all suitable technical and organizational measures to reduce personal contact at work. Simultaneous use of rooms by several people must be reduced to the bare operating minimum and where possible avoided.

If it is necessary for several people to use a room at the same time, then there must always be a minimum area of 10 square meters available for each person (see also the notes/exceptions in “A. The following strictly apply…”). If this is not possible on account of the activities involved, then all individuals with responsibility for staff must ensure equivalent protection with other suitable safety measures, in particular by additional ventilation and providing suitable dividers between those present.

The university absolutely expects the following groups of people NOT to enter university buildings:
- Individuals who under Section 30 and Section 28 German Infection Protection Act or other legislation and orders (in particular the CoronaVO Absonderung) must go into isolation or quarantine.
- Individuals (regardless of ‘3G’ status) who in the past 48 hours had or have symptoms of a respiratory infection, or either individually or in combination the following symptoms: fever, new persistent cough, head cold, change in sense of smell or taste. In the case of head colds this does not apply to students’ participation in examinations: Students with head colds are requested, regardless of ‘3G’ status and in the case of immunized individuals in addition to their evidence of ‘2G’ to present a negative antigen test (not older than 24 hours) in accordance with Section 22a(3) IfSG (Protection against Infection Act).

B. Other personal measures

1. Deleted

2. Facilities for handwashing with soap

Cleaning staff ensure soap is provided at the normal handwashing facilities. Cleaning wipe dispensers are provided in 100 classrooms with high levels of use; where dispensers are not available, the cleaning wipes are provided centrally and distributed generally. The faculty boards or – where delegated in writing – the departments/institutions are in charge of this. Every classroom user should have the opportunity to clean their place with cleaning wipes themselves.

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In larger buildings with high footfall, hand disinfectant dispensers are provided in the entrance and exit areas in order to reduce demand for wash basins.

3. Information and communications

The introduction of preventive and occupational safety measures is communicated in full to all members of the university via the university website and newsletters, see https://uni-tuebingen.de/en/university/information-on-the-corona-virus/

Protective measures should be explained by superiors/those responsible for events and instructions should be clear and comprehensible (notices, signs, etc.).

Superiors, colleagues and those responsible for events should give reminders and encourage compliance with hygiene rules (minimum distance, etiquette when sneezing and coughing, hand hygiene, surgical mask or certified respiratory protection in accordance with A. for staff and students).

Companies and suppliers will be reminded by the client to comply with hygiene rules (see C.2. below).

Providing First Aid: fear of infection with Covid-19 should not result in failure to provide First Aid. However all concerned should be aware of the potential risk of infection and act accordingly. See https://www.dguv.de/fb-erstehilfe/nachrichten/meldungen2020/corona-update/corona-update-mai.jsp (last accessed on 12.07.2021)

If a case of Covid-19 occurs or is learned about at the university (affecting staff, students or visitors): reporting to the health authority must take place in accordance with Infektionsschutzgesetz (Protection Against Infection Act) rules; there are no reporting obligations for associates or members of the university. If uncertain about the relevant consequences, e.g. on an individual’s field of work, it is also possible to obtain advice from the Tübingen health authority7, via its hotline: +49 7071 207-3600, Monday-Friday, 08:30 -16:00. In the event of seeking advice, for data protection reasons please also report this voluntarily only to the Betriebsärztlicher Dienst (university medical service), e-mail ambulanz.arbeitsmedizin@med.uni-tuebingen.de. The health authority alone handles tracking, members of the university are not entitled or expected to do so.

If it is suspected that a confirmed case of Covid-19 was contracted through contact in the workplace or during a class, the person concerned should report the incident online to UKBW (Unfallkasse Baden- Wuerttemberg): https://www.ukbw.de/informationen-service/coronavirus-information-und-unterstuetzung/ (under: Versicherungsschutz bei Corona-Infektionen (Covid-19)). This ensures claims for benefits from the statutory accident insurance fund are covered. Officials should report such illness as an occupational accident. To improve protection against infection at the university it is helpful if the individuals concerned notify the university medical service about such reports. Individuals with confirmed cases of Covid-19 that are contracted in the workplace or in class can always obtain advice from the university medical service, using the contact details given below.

4. Rules for individuals with an increased risk of severe Covid-19, including pregnant women

Despite the general protective measures implemented at the university because of the Covid-19 pandemic, it may be necessary for additional protective measures to be introduced and implemented in individual cases for people with an increased risk of severe Covid-19, including pregnant women.

https://www.kreis-tuebingen.de/Abteilung+33+_+Gesundheit.html
There are numerous possibilities for planning work roles for staff who face an increased risk of severe Covid-19. Staff and management can obtain advice on this from the university medical service (Telephone: +49 (0)7071 298 7092). On request and naturally observing medical confidentiality, the university medical service will issue the staff member in question with a certificate of the results of this advice. The university medical service always bases its guidance on current occupational health information and on publications by the Robert Koch Institute and medical specialist bodies.

**Protective measures for pregnant women**

The protective measures for pregnant women that are recommended by the Fachgruppe Mutterschutz panels of regional councils in Baden-Württemberg must always be implemented at the university.

The current version of this document dated June 16, 2021 states that pregnant women still should not undertake any activities involving increased personal contact or anywhere the minimum distance of 1.5 meters cannot reliably be maintained. Pregnant women must therefore in general only be engaged on activities that do not require close contact with others and comply with the minimum distance requirement. For the purposes of increased safety at least 3 meters to all other staff / individuals must be maintained. It must be possible to comply with these requirements at any time at work/ when studying on all courses. This currently explicitly also applies to pregnant women who are fully vaccinated or who have recovered from a PCR-confirmed case of Covid-19. Occasionally wearing a surgical mask or an FFP2 mask (e.g. when briefly within the minimum distance, to use hallways and sanitary facilities, while queuing for a class) must not significantly exceed 30 minutes in total per day. The measures to ensure adequate ventilation outlined in the Hygiene Concept are particularly important in rooms in which pregnant women work. The university medical service is available to provide guidance in individual cases for pregnant women and/or their supervisors as part of a risk assessment.

5. **Managing increased personal risks**

Staff who are required to self-isolate under the Baden-Württemberg regulations CoronaVO Absonderung must absent themselves from work for the duration of the self-isolation and notify the university immediately. If there is no requirement to self-isolate under the CoronaVO Absonderung regulations but increased risk of infection with coronavirus still has to be assumed, the superior may release the member of staff in question from their duties for the necessary duration for the sake of the welfare of other members of the university. This applies in particular when there is only a duty to get tested but no duty to isolate under the regulations (see Section 6 CoronaVO Absonderung). Evidence of an increased risk of an infection must be provided to the office on request.

C. **Special organizational measures**

1. **Ensuring sufficiently safe distances**

The use of walkways such as stairs, doors, elevators, sanitary facilities should be adapted to ensure that sufficient distance can be maintained, where necessary, sanitary facilities for instance should be used by one person at a time. Where it is known that people may gather (entrances,

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8 [https://rp.baden-wuerttemberg.de/themen/wirtschaft/seiten/mutterschutz/](https://rp.baden-wuerttemberg.de/themen/wirtschaft/seiten/mutterschutz/) (accessed on 22.03.2022, dated 30.11.2021)

elevators, etc.), there must be signs reminding them to keep a safe distance. Building management staff are in charge of implementation, in centrally run areas on behalf of the President’s Office, and in areas run decentrally on behalf of the faculty boards or the directorate of the Center for Islamic Theology (ZITH), the computer center and the university library management. The faculty boards can delegate responsibility in writing to the level of departments or institutions.

Where possible (multiple entrances/exits), doors to buildings should be used one-way only and signposted accordingly. This applies accordingly to doorways to laboratory areas, lecture rooms, libraries, etc.

When installing signs, notices and pictograms should be used in preference to floor markings, because floor markings impede cleaning the floors.

In busy hallways and foyers, people should be instructed to walk on the right and the direction of passage should be marked.

The distance rule of 1.5 meters applies in elevators as well; where necessary elevators should only be used by one person. When staff and students are working together the minimum distance of 1.5 meters should be guaranteed.

In the case of teaching-related classroom lessons, the university employee responsible should encourage compliance with hygiene and distance rules.

Where University Hospitals (UKT) premises are used for studies, the enhanced provisions applicable in the UKT have precedence over these rules.

2. Admitting individuals who are not university members to university buildings

Individuals who are not members of the university may be admitted with due regard for this Hygiene Concept.

The institute/University Sports Center must instruct the following users about the university’s Hygiene Concept and any applicable Covid-19 legislation:
- trainers;
- fee-paying University Sports Center users;
- individuals who have hired space within the Institute of Sport Science for weekend events;
- leaders of cooperation groups that run activities during the week at the same institute.

3. Equipment and tools

As far as possible, equipment and tools should be assigned to individuals. Where this is not possible, regular cleaning should be ensured by arrangement between the institutions and the facilities.

4. Storing and cleaning work clothing and PPE

Personal use of all PPE (Personal Protective Equipment) must be observed; this should be arranged between the institutions and the facilities.

D. Special technical measures

1. Organizing the workspace

This regulation applies expressly to the actual work space, not to a shared-use office. The notes in “A. The following strictly apply…” are applicable to shared-use offices.

If organizationally feasible, a workspace should as far as possible not be used by several workers. If this is not possible, for example in the case of shift work, rotated use, cars, utility vehicles, control stations, then the surfaces of shared-use workspaces should be cleaned by staff after use with
standard household cleaning agents (please obtain from Division VII, Einkauf/procurement). This includes in particular surfaces with which staff come into contact (including by emission of droplets when speaking), e.g. tabletop, office chairs and armrests, cabinet and door handles, IT equipment such as mouse and keyboard, telephone receivers, steering wheels, shift levers and frequently used tools and equipment.

Members of the university must maintain sufficient distance (at least 1.5 m) from other individuals. Where this is not possible using measures in relation to the organization of work, alternative protective measures must be taken by superiors (e.g. other workspace).

- Staff will be provided with surgical masks or certified respiratory protection in accordance with A. They must be worn in enclosed spaces including public areas in accordance with the decision of the President’s Office.
- Wearing a surgical mask or FFP2 in accordance with A. is necessary in offices immediately a room is used by several people where 10 square meters floorspace is not available around each person.

If there is regular contact with the public, especially if the minimum distance cannot be maintained, dividers (screens) must be installed.

**Note for superiors:** For office workstations the room capacities of the institutions should be used and work organized in such a way that multiple occupancy of rooms can be avoided and/or sufficient safe distance is ensured.

2. **Sanitary facilities, kitchenettes and break rooms**

In the bathrooms and toilet areas, posters should remind users about proper handwashing. Where distance rules cannot be maintained, sanitary facilities should only be used by one person at a time. Soap is provided for handwashing in the sanitary facilities.

In the sanitary facilities, common rooms and kitchenettes, all users must pay particular attention to hygiene (dishwashing, kitchen towels, shared-use surfaces and equipment, e.g. coffee machine, kettle). Shared-use surfaces should be cleaned after use.

The above rules must be complied with in break rooms and kitchenettes. Therefore when they are occupied by several people, surgical masks or certified respiratory protection in accordance with A. may only be taken off briefly to eat or drink, and this is only permitted provided there is at least 10 square meters available per person and the room is sufficiently ventilated. Care should also be taken that queues do not form.

3. **Airing rooms**

Rooms must be aired regularly.

- Air private offices with windows fully open at least every 60 minutes (i.e. airing for three to ten minutes, where possible with heating turned off for this period).
- Air shared-use rooms with windows fully open at least every 20 minutes or ensure a constant flow of air with an open door/window on opposite sides (where possible with heating turned off for this period).
  Duration of airing:
  - in summer: up to ten minutes (allowing for outdoor temperature)
  - in spring/autumn: five minutes
  - in winter: three minutes

It is urgently recommended that the ventilation intervals are supervised either by the person in charge or in consultation with the other occupants of the room, e.g. using the timer function on smartphones. Aside from this, ideally and where possible (if the temperature allows it) there should
be constant airing with open door/window (on opposite sides). Where there are room ventilation systems with an adequate supply of fresh air, additional ventilation via the windows is not required. If a case of coronavirus occurs and the above frequency of ventilation is not maintained precisely it must be assumed that the entire group of participants in a class must go into quarantine, for example.

- In buildings and rooms with air conditioning, the building management controls the room ventilation system, ensuring a maximum supply of fresh air here.
- Use of independent air-conditioning units in work spaces that are shared by several people conflicts with the above requirement to air rooms. Airing has priority over cooling. Therefore the air-conditioning must be switched off.
- If several people are present in a room, fans interfere with the safety provided by minimum distances. If more than one person is present then fans must be switched off.
- There are safety concerns about mobile air filters and other approaches (e.g. UV rays, ozone) as Arbeitssicherheit (occupational health and safety) and the university medical service have not approved them. At present the best data indicates that airing is the only measure to be recommended.
- Coronavirus-related ventilation has priority over the minimum temperatures prescribed for workspaces.

4. Working from home

The Service Agreement on Teleworking continues to allow staff the option of undertaking their work – where possible – partly (the principle is up to 50% maximum) from home. In order to gradually bring the option of case-by-case working from home on account of the pandemic to an end, applications for this may still be made with effect until the start of the lecture period (19.04.2022). However, from April 1, this requires that the staff member works at their office in the university on one day a week and is subject to the proviso that multiple occupancy of rooms is avoided in accordance with the Hygiene Concept, and that there are exceptions for vulnerable groups who have relevant medical conditions.

Appropriate requests from employees should be sent to their superior, agreed and passed on to HR. This may be done by post or electronically; in the latter case by scanning or photographing the signed form and sending it to the superior who sends them to HR. Consequently, the President’s Office instructs superiors always to enable alternating teleworking or occasional working from home where the work permits it. The unit / facility / department must at the same time still be able to function.

For detailed rules see the university website.10

5. Business trips, conferences, congresses and meetings; third party events, gatherings

The President’s Office calls on all university staff to arrange meetings, conferences and the like which are necessary to maintain operations as far as possible digitally, and where possible to avoid face-to-face meetings in order to prevent infection.

5.1 Business trips

The respective supervisor will take pandemic-related aspects into consideration when approving business trips.

The supervisors’ review should clarify whether the trip is as urgent as claimed, and if so, the additional approval required under coronavirus conditions may only be given subject to the proviso of full compliance with the standards of the university’s Hygiene Concept (in particular Section G.).

If the categorization of the destination country worsens before departure (e.g. to ‘high risk area’ or ‘virus variant area’), then the supervisors must check whether the authorization should be revoked; the supervisors shall submit doubtful cases to the President’s Office. If the supervisors agree that the business trip is necessary both as regards purpose and timing, they must note the reasons for their decision in writing and the relevant supervisor must keep a copy until the safe return of the travelers, in case of any queries.

5.2 Scientific and academic events (on premises) of the University of Tübingen

Scientific university events such as congresses, conferences, meetings, workshops, etc., are generally approved by the President’s Office, if the conditions listed below are met. The same applies to events that are a regular part of the academic year, e.g. welcome events, examination or anniversary celebrations, and for other events such as cultural events and celebrations and for rehearsals and performances by musical, dance and theater groups of staff and/or students.

The following requirements are binding for all events listed under 5.2:

- The standards of the university’s Hygiene Concept must be referred to and observed. When playing music, dancing or acting as part of rehearsals or performances by staff and/or student musical, dance or theater groups, it is recommended that the minimum distance of 1.5 meters to others be maintained.
- Masks are compulsory, however masks may be waived provided a minimum distance of 1.5 meters to others can be constantly and reliably maintained. Compulsory mask wearing does not apply when playing music, dancing or acting as part of rehearsals or performances by staff and/or student musical, dance or theater groups, even if the minimum distance of 1.5 meters to others cannot be maintained.
- The maximum capacities of rooms used for courses (see E 1.2. below) must be observed in relation to ventilation.

In the case of events outside university premises and/or the Tübingen area, careful note must be taken of any additional local restrictions and they must absolutely be complied with. An internal university contact must be appointed to be responsible for and oversee compliance with the standards for all events listed under 5.2.

It should also be noted that even with due consideration for the above points, any event is subject to a change in the pandemic status. Therefore all those involved are instructed to make any financial arrangements binding at as late a point as possible, in order to avoid wasting financial expenditure on the part of the organizer or participants in the event (in particular if the President’s Office or university organizer has to cancel the event, or as a result of a legal ban). The university will not make central provision for such expenses.

5.3 Courses, examinations

For all university teaching activities, see the notes in E.; for examinations see the notes in H.

5.4 Other official events

University activities besides teaching and research, e.g. induction for new appointees and new staff, committee meetings, official or work meetings, etc., can take place. Activities are generally approved, provided they take place at the university. External events (retreats or suchlike) must be approved by the President’s Office.

When holding these other official events all the guidelines of the university’s Hygiene Concept must be followed. Masks are compulsory in enclosed spaces, however masks may be waived provided a minimum distance of 1.5 meters to others can be constantly and reliably maintained. The maximum capacities of rooms used for courses (see E 1.2. below) must be observed in relation to ventilation. For all events listed under 5.4 an internal person from the university must be named as responsible for compliance with standards.
Interviews as work meetings and to maintain operations are regarded under this Hygiene Concept as miscellaneous business activities; mask wearing is not essential provided a minimum distance of 1.5 meters to others can consistently be maintained; the ventilation rules (see D.3), in particular the intervals between and duration of ventilating, must be maintained. This does not apply to lectures by candidates for professorships; in these cases the requirements set out in the previous paragraph apply.

Student events including student union (VS) events are deemed to be other official functions within the scope of this Hygiene Concept, provided one person is named in each case as responsible for compliance with the standards of this Hygiene Concept; the standards set out in 5.4 first paragraph apply with the following variations:

1. When playing music, dancing or acting as part of rehearsals or performances by student musical, dance or theater groups it is recommended that the minimum distance of 1.5 meters to others be maintained; compulsory mask wearing does not apply in these cases, even if the minimum distance of 1.5 meters to others cannot be maintained (see D.5.2).

2. For student celebrations, it is recommended in accordance with the general Baden-Württemberg CoronaVO that a minimum distance of 1.5 meters to others be maintained and masks be worn.

Celebrations must always have the approval of the President’s Office;

5.5 Third-party events

All third-party events at the university must have the approval of the President’s Office, which can issue it where relevant and in accordance with current regulations.

5.6 Catering

If the minimum distance of 1.5 meters will not be maintained in connection with catering, then a surgical/certified mask (in accordance with A) must be worn. The masks may be removed for eating and drinking, however time spent within the minimum distance should be kept as brief as possible in this case. À la carte service or buffets with serving staff should be used in preference to self-service buffets. The hygiene standards in A. must always be implemented. The same also applies to conferences, meetings, retreats, if they are held in hospitality venues.

6. Outdoor activities and journeys with service vehicles

In the case of work-related contact (business and customer contacts) the minimum distance (1.5 meters) between people must be observed. For journeys using service vehicles see Part G of this Hygiene Concept.

E. On-campus teaching formats

1. What are the rules?

1.1 Principles for studies (in accordance with Section 2 CoronaVO Studienbetrieb)

Face-to-face teaching will take place during the 2022 summer semester. Classroom lessons are permitted if they comply with the following conditions.

1.2 Hygiene Concept for studies
All the standards of the Hygiene Concept must be followed when conducting face-to-face courses. The course organizers are responsible for compliance and checking these measures.

In accordance with the decision of the President’s Office, masks are generally compulsory in classes; it is not permitted to remove masks even if the minimum distance of 1.5 meters can be maintained. Lecturers and other class teachers are exempt; they may remove their masks provided they maintain a safe distance of 1.5 meters to all other participants.

The number of participants in classrooms is limited as follows:

The university’s central administration and facilities management have checked the course rooms with regard to their suitable occupation levels and set maximum capacities. You can find the authoritative data for the 2022 summer semester here: https://uni-tuebingen.de/einrichtungen/verwaltung/vii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehrraeume/ (N.B. Intranet, please log-in first).

The occupation level of rooms is not governed by the labeling of seats. When allocating the room, the maximum capacity must be considered with regard to the expected number of participants.

In premises that are the responsibility of the Freiburg University Medical Center, the following rules apply to students of the Faculty of Medicine and other faculties during face-to-face teaching: https://www.medizin.uni-tuebingen.de/de/medizinische-fakultaet/studium https://www.medizin.uni-tuebingen.de/de/medizinische-fakultaet/studium-und-lehre/corona_lehre-und-lehre/corona_lehre

1.2.1. Individual rules in detail

1.2.1.1. Minimum distance

Maintaining the minimum distance of 1.5 meters to others is recommended. The minimum distance may be varied if face-to-face teaching would otherwise be limited on account of capacity.

The flow of people is controlled by one-way rules, with adhesive labels on the floor as a visual reminder.

1.2.1.2. Ventilation

Course organizers are responsible for sufficient ventilation in lecture rooms where there is air exchange (technical ventilation system) using the appropriate technical settings, or else in accordance with Part D.3.

Precise inspection of the ventilation situation for all lecture rooms is carried out for each lecture room individually, with the maximum capacity being set and stipulated definitively (see above).

If ventilating using windows (at least for critical rooms; e.g. where windows can only be tilted open) CO₂ meters should also be provided. The person in charge of the class is responsible for checking.

1.2.1.3. Cleaning of surfaces

Routine cleaning of surfaces and equipment will be carried out by the users themselves while studying; suitable materials will be provided for this. Wet wipe dispensers have been installed
outside larger lecture rooms. Small rooms are equipped with wet wipe packs. When placing such dispensers or tables for the packs, take care not to block escape routes.

1.2.1.4. ‘Buddy’ arrangements

In order to limit chains of infection as much as possible, the ‘buddy’ rule (permanently-established group of 2 people) can continue to be applied for small group work. Formation of teams should in these cases be documented by the course supervisor and remain the same throughout the internship.

1.2.1.5. Pregnant students at face-to-face events

In accordance with the notes in A.4 and B.4 it must be assumed that there is a general increased risk for pregnant women from the Covid-19 pandemic. The rules in B.4. apply analogously here. Pregnant students are therefore only able to participate in person in essential courses provided suitable protective measures are taken. Even if there is sufficient ventilation this requires that a minimum distance of 3 meters must be maintained, in particular in the case of unavoidable contact with a succession of individuals / students. The pregnant student should be offered the opportunity to enter the room first and to be the first or last person to leave. Consideration should also be shown for the fact that pregnant women should only be expected to wear medical face masks occasionally and for a short time (generally up to 30 minutes per day), as it is otherwise a strain on them. Pregnant women are therefore exempted from the requirement to wear a surgical mask while in their seat at a distance of 3 meters from others in classroom lessons.

1.2.1.6. Information

Information about the rules in this Hygiene Concept is disseminated by publication and updating on the homepage as well as regular updates in circulars.

1.3 Deleted

1.4 Deleted

1.5 Sport studies, general university sports

The general rules that apply to studies also apply to sports science.

General university sports are permitted provided this Hygiene Concept is adhered to.

1.6 Student study stations

For use of student study stations, including rooms for study groups, practice rooms and rooms for working on papers masks are compulsory in accordance with the decision of the President’s Office.
F. Conducting laboratory practicals and similar group events

Section F was deleted when drafting the Hygiene Concept dated August 4, 2021, but retained in the list of contents in order to retain the previous references in A. to E. to sections in G. to I.

G. Excursions and business trips

Baseline:

Excursions are permitted as courses, provided the following conditions are met. See D.5.1. concerning the approval of business trips (including in the framework of excursions that form part of the curriculum) in the context of the pandemic.

1. Compliance with the infection prevention rules

**Distance:** It must be ensured that 1.5 meters distance is maintained at all times.

- For collective means of transport (see 3. below): The number of persons should be limited in relation to the means of transport so that the minimum distance of 1.5 meters is observed even during travel (exception: classes, see below). Wearing a surgical mask or certified respiratory protection in accordance with A. is mandatory. Sufficient ventilation of the passenger compartment must also be ensured.

The course/tour organizer is responsible for compliance with standards.

2. Potential requirement for approval; communication with participants

The approval process for business trips is given in D.5.1.

Communication in advance with the participants in the excursion/journey: Participants should be advised in advance about the infection prevention measures (distance and compulsory masks). Students who, according to the definition of the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, are regarded as a risk group for severe Covid-19, and pregnant women, can be advised to exercise a right of withdrawal. These participants should be offered suitable alternatives. Participants are themselves responsible for presentation of any necessary proof of testing during the excursion.

3. Preparation and realization of excursions/business trips

A. Travel to and from destination

1. Planning the route
   - Take into account possible quarantine measures and other restrictions on both outbound and return travel. Review daily the destination and transit countries for possible classification as risk area by the German Ministry of Health in agreement with the German Foreign Ministry and the Federal Ministry of the Interior, Building
and Community (BMI)\textsuperscript{11} and by the relevant transit countries. In addition, the current travel information from the German Foreign Ministry should be taken into account in the plan.

b. Take into account the requirements and possibilities for documenting ‘3G’ testing on site. Where necessary sufficient self-tests for all participants should be taken and carried out under supervision by course leaders, if this is possible in the destination region under the regulations applicable there.

c. Take into account planning for the return journey in the case of a local infection outbreak at the destination, especially with regard to bringing home potentially sick travelers, as it is not possible to convey them by shared means of transport with healthy participants.

d. Flights: Airline rules apply.

2. Choosing means of transport

a. Private vehicle\textsuperscript{12}, institute buses:

i. It is possible to car-share up to full occupation of the vehicle for course-related purposes. The occupants must wear a surgical mask or respiratory equipment (in accordance with Part A) throughout the journey. Sufficient ventilation of the passenger compartment must be ensured. The air-conditioning or ventilation system must be used in fresh air mode and additional breaks taken during the journey to air the vehicle. The Federal Ministry of Transport has clarified with BG Verkehr (as of: 22.07.2020) that wearing a mask for the purpose of infection prevention is compatible with Section 23(4) StVO (German road traffic regulations’ ban on facial coverings).

b. Buses:

i. Clarify in advance with the transport company, to determine the maximum number of people who may be conveyed in accordance with the Hygiene Concept and where relevant additional standards of the transport company. The minimum distance of 1.5 meters must be maintained except in the case of journeys that are part of course-work. In addition there must be sufficient ventilation of the passenger compartment. The air-conditioning or ventilation system must be used in fresh air mode and – in addition to airing with open windows – additional breaks taken during the journey to air the vehicle.

ii. All passengers must wear a surgical mask or respiratory equipment (in accordance with Part A) continually throughout the journey. The Federal Ministry of Transport has clarified with BG Verkehr (as of: 22.07.2020) that

\textsuperscript{11} \url{https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html} (accessed on 27.09.2021).

wearing a mask for the purpose of infection prevention is compatible with Section 23(4) StVO.

iii. The vehicle should ideally be cleaned using disposable cloths soaked in regular degreasing cleaning agents. Alternatively to cleaning with cleaning agents or soapsuds, chemical disinfectant (limited virucide effect (effective against coated viruses), limited virucide PLUS or virucide) can be used – there is no additional benefit to this, however. It is important that the rear sides of handles, levers, steering wheel, etc., are also thoroughly cleaned.

iv. The driver’s seat must be thoroughly cleaned each time there is a different driver.

v. Droplet shields (protective panel or film): Protective panels, protective films and protective covers do not offer reliable protection for the driver against transmission of the virus by aerosol (airborne particles), however they do reduce the risk of droplet infection from coughs/spittle and sneezing. They do not affect the obligation to maintain a distance of at least 1.5 meters to passengers. Curtain-type barriers should be avoided as they encourage air turbulence. Infection prevention installations (i.e. protective panel or film) must not endanger driver or passengers. The driver’s field of vision must not be restricted by such screens.

vi. Even if the minimum distance is ensured by other measures (separating off the driver area and the first row of seats), wearing a surgical mask or certified respiratory protection in accordance with A. is nevertheless mandatory for the driver. It must not restrict his/her vision. The Federal Ministry of Transport has clarified with regard to the BG Verkehr and the Bundesverband Deutscher Omnibusunternehmer (Federal Association of German Bus Operators, BDO), that wearing a mask while driving a bus is compatible with Section 23 (4) StVO.

vii. It is explicitly advised against using protective visors (screen made of plastic that is held in front of the face by a headband) in vehicles, as they may break in an accident causing sharp edges or else cause reflections that could interfere with observing traffic and safe driving.

3. During the journey

   a. Regular and thorough ventilation of the bus is essential before, during and after the journey.

   b. The opportunity to clean hands should be offered before, during and after the journey. Thorough handwashing with soap is sufficient. If this is not organizationally possible, the participants may be given a small bottle of disinfectant (at least limited virucide).

   c. Strict supervising of these measures by the supervisors/teachers.
B. At the destination

1. General
   a. Clarify the specific hygiene rules for the place being visited, including any special regulations in relevant countries, states and districts. As a minimum, the standards of the University of Tübingen shall be maintained.
   b. The ventilation arrangements must be discussed in advance regarding enclosed spaces (e.g. museums, accommodation). If there is no adequate ventilation system in the rooms, regular airing must take place in consultation with the operator or their representative: air with windows fully open every 20 minutes or ensure a constant flow of air by keeping the window permanently tilted open, see ASR A3.6 Lüftung [Ventilation] (Technische Regeln für Arbeitsstätten). In the case of air conditioning and ventilation systems, an adequate rate of air exchange should be requested and recirculation prevented. This does not apply to open air events.
   c. Contact with non-participants on the trip should be kept to an absolute minimum.
   d. The teachers must take care that the above distance and hygiene rules are complied with throughout the entire excursion.

2. Work on site
   a. To limit chains of infection as far as possible, the ‘buddy’ arrangement (permanent groups of 2) may continue to be used by small groups and remain unchanged for the duration of the practical course.
   b. If the minimum distance of 1.5 meters cannot adequately be maintained on site, then wearing a surgical mask or certified respiratory protection in accordance with A. is necessary; university staff must wear the surgical mask or certified respiratory protection in accordance with A. at all times when they are on site.
   c. As far as possible, equipment and tools should be assigned to individuals. If this is not possible, then there should be regular cleaning, especially before handing to another person. When using tools, the appropriate protective gloves should be worn, unless this causes additional risks (e.g. trapping by rotating parts). Limits on the period gloves are worn and the individual requirements of those involved (e.g. allergies) should be taken into account.
   d. N.B. Gloves should only be used where they are absolutely necessary for occupational safety; gloves are not necessary as regards infection prevention.

3. Accommodation

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a. The minimum distance of 1.5 meters should also always be maintained in the accommodation. If within the minimum distance a surgical mask or respiratory equipment (in accordance with Part A) must be worn.

b. If staying in shared accommodation, small, permanent teams should if possible be arranged. They should correspond with the teams carrying out on-site work.

c. Only members of the same team may be housed in a shared room. Rooms may be occupied at >50% capacity, provided the room is sufficiently ventilated (in accordance with Part D.3.). Bedrooms may be shared, provided there is 1.5 meters between the beds; partners and/or close family members may occupy shared rooms without other restrictions.

d. The accommodation should be cleaned daily.

e. There must be rooms available for prompt isolation of infected individuals.

4. Use of sanitary facilities, communal and break rooms on site

a. Hand hygiene (washing for at least 20 seconds with water and soap) must be ensured. Sufficient liquid soap and paper towels must be kept ready and made available. The handwashing rules must be emphasized.

b. Common and break rooms may also be used at a higher capacity, provided the room is sufficiently ventilated (in accordance with Part D.3.). If within the minimum distance a surgical mask or respiratory equipment (in accordance with Part A) must be worn when not eating or drinking.

c. If possible, periods of use should be organized in shifts to ensure that usage is staggered and minimize the time spent together in these rooms. Shared-use areas must be aired and cleaned between each use. Posting a cleaning plan is recommended to ensure compliance and supervising.

d. Where possible provide exclusive cooking and food preparation, storage, refrigeration and washing facilities, dining and break rooms for individual participants, at least however ensure sufficient safe distance or avoid simultaneous use by various work teams using organizational measures. It must be possible to wash dishes at 60 °C or hotter, therefore dishwashers should be provided. Alternatively, it is permissible to hand-wash dishes at 45 °C or hotter, provided there is sufficient washing up liquid and the dishes are properly dried at these lower temperatures.

e. If staying for more than a week: ensure facilities for washing, drying and ironing clothing away from the bedrooms and living areas; provide washing machines; washing at 60 °C or hotter must be possible.
f. If meals are prepared together, one person in the kitchen must be in charge of compliance with the infection prevention measures under Section 42 Infektionsschutzgesetz (Protection Against Infection Act).\textsuperscript{14}

g. If shopping on behalf of participants in local shops it is recommended that one person does the shopping for all.

5. Health care on site\textsuperscript{15}

   a. Before travel it is recommended that you find out about local health care in the area, to ensure treatment in the event of sickness.

   b. Before traveling abroad urgent advice should be given to take out sufficient travel health insurance.\textsuperscript{16} In addition the general travel advice from e.g. the Deutsche Fachgesellschaft für Reisemedizin (German Academic Society for Travel Medicine) should be considered and participants advised about this.\textsuperscript{17}

   c. In the event of a participant falling ill, then, if teams have been formed, the entire team should be isolated and a report made to the local authorities.

H. Examinations on campus in the 2022 summer semester

Examinations on campus are permitted if the following conditions are met.

1. Compliance with the infection prevention rules

All requirements of the Hygiene Concept must be complied with when holding examinations in person, observing the distance and ventilation rules and compulsory masks (in accordance with Part A) in compliance with the legal guidelines; examiners are responsible for compliance with standards.

**Distance / Masks:** Where possible it must be ensured that 1.5 meters distance is maintained. In the case of oral examinations the distance should be 3 meters. Masks may be removed at the start of the examination when seated, even if a minimum distance of 1.5 meters to others cannot be maintained. However, the President’s Office recommends wearing at least a surgical mask constantly throughout examinations. The masks must be put on again during written examinations before handing in the paper. If the candidate wishes to speak to the supervisor during the examination, both must wear a mask.

**Number of persons / room capacity:** The number of participants in exam rooms is limited as follows:

The university’s central administration and facilities management have checked the classrooms with regard to their suitable occupation level and set a maximum capacity. You can find the authoritative data here: https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehraeume/ (N.B. Intranet, please log-in first).


\textsuperscript{15} https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-gesundheit/03-vorsorge (accessed on 08.07.2021).


\textsuperscript{17} https://www.fachgesellschaft-reisemedizin.de/%C3%BCr-reisende.html (accessed on 08.07.2021).
The occupation level of rooms is not governed by the labeling of seats. When allocating the room, the maximum capacity must be considered with regard to the expected number of participants.

In premises that are the responsibility of the Freiburg University Medical Center, the following rules apply to students of the Faculty of Medicine and other faculties:

https://www.medizin.uni-tuebingen.de/de/medizinische-fakultaet/studium
https://www.medizin.uni-tuebingen.de/de/medizinische-fakultaet/studium-und-lehre/corona_lehre-und-lehre/corona_lehre

2. Details concerning examination preparation, conduct and rules and regulations

A. Preparation

1. Room reservations for centrally-managed rooms are handled through the lecture room allocation system. Rooms that are not managed by the lecture room allocation system are reserved through the responsible office.
   - Seating plans are drawn up by building management and provided to the invigilators.
   - If there are room shortages, examinations that are needed to complete studies (Bachelor, Master) have priority over others. If the room does not have a technical ventilation system, the rules in B.5. must be followed.
   - Before each examination, the workspace surfaces are to be cleaned by the examination candidates themselves using the suitable cleaning agents provided.

2. Forward planning for announcement of examinations is determined by the applicable rules; dates should be notified appropriately.

3. Communication in advance with the exam candidates: exam candidates should be advised in advance about the infection prevention measures (distance and masks) up until the start of the examination
   - Preferably at the time the dates are announced, e.g. using notices placed in the entrance area of the building.
   - Candidates must also be asked not to take off the mask in accordance with A. before they take their seat. (Exception: if necessary briefly to check identity on entrance).

4. In accordance with the notes in A.4 and B.4 it must be assumed that there is a general increased risk for pregnant women from the Covid-19 pandemic. The rules in B.4. apply accordingly. The pregnant student should be offered the opportunity to enter the room first and to be the first or last person to leave. Consideration should also be shown for the fact that pregnant women should only be expected to wear surgical masks occasionally and for a short time (generally up to 30 minutes per day), as it is otherwise a strain on them. Therefore, while seated in the examination, pregnant women are exempted from the recommendation to wear a surgical mask.

5. In order to ensure prevention against infection, both pregnant women and those students who are defined by the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, as a group at risk of severe illness, must be offered the opportunity to use a separate examination room or to sit another equivalent format of examination.

B. Conducting the examination:
1. Admission checks: Before the checkpoints at the entrance, building management will place distance markings on the floor for waiting candidates. High tables with screens will be set out at the entrance where the invigilator will check exam candidates’ ID.

- The invigilator should wear a mask for the admission check and where possible observe the distance rules; a mask must still be worn even if minimum distance is maintained.
- Suitable cleaning agents, which will be provided by room management, must be available to all exam candidates at the entrance so that they can clean the surface of their desk before start of the examination.

2. Invigilators should ensure that spaces are taken one row after the other. Pregnant women should be invited to enter the room first.

3. There is no requirement for disinfectant dispensers on the wall for examinations and they will not be available.

4. Before handing out and after collecting examination papers, invigilators should wash their hands thoroughly. In general, minimum distance and hand hygiene must be observed when exchanging exam materials of all kinds. The invigilator and the exam candidates must wear a mask while papers are distributed and collected.

5. Ventilation: If there is no ventilation system in the room, it must be aired regularly: air with windows fully open every 20 minutes or ensure a constant flow of air by keeping the window permanently tilted open. See ASR A3.6 Lüftung (Technische Regeln für Arbeitsstätten). If there is disturbing noise, e.g. a building site, outside the window, the invigilator may permit the examination to be paused while airing the room.

6. Exits from the lecture rooms are labeled with signs. The exam candidates should be advised by the invigilator when leaving the exam room to wear a mask (in accordance with Part A) and to observe the general distance rules. Care should be taken that the one-way system is observed. Pregnant women should be invited to leave the room first or last. In the event of evacuation (e.g. fire) this one-way system is suspended.

C. Examination rules and regulations:

1. Examinations on campus may be held under the provisions of the respective examination regulations.

2. Fundamentally the exam candidate has an entitlement to sit an examination.

3. Under each current set of examination regulations, there are options for withdrawal. However, the option of withdrawing from an examination without stating reasons up until its start, which was provided on account of Covid-19 in the 2021/22 winter semester, no longer applies in the 2022 summer semester.

4. Special infection prevention measures must be observed for persons at risk and pregnant women (see Section 2.A (4) to (5) above).

5. The secure conduct of examinations in times of coronavirus is ensured with the ‘Corona-Satzung für Lehre und Prüfungen’ (Corona Statute for Teaching and Examinations).

6. In order to compensate for any delays on account of the pandemic, various examination deadlines have been amended by law: for students who are or were enrolled on a degree program in the 2020 summer semester, 2020/2021 winter semester, 2021 summer semester or 2021/2022 winter semester, the deadlines for the completion of study work and examinations within a particular semester in accordance with Section 32(5a)(1) of the Baden-Württemberg State University Law (LHG) will be extended by one semester for each of these semesters, up to a maximum of three semesters. The same applies to the maximum periods for completing a degree in accordance with Section 32(5)(4) LHG, i.e. periods within which all study work and examinations
necessary for graduation in accordance with the examination regulations must be completed. This extension is also only possible for three semesters at most. No further extension of deadlines to the 2022 summer semester is planned.
I. Appendix

1. Deleted
2. Notice at all entrances to buildings (German/English)

Betreten nur mit medizinischem Mund-Nasen-Schutz!

Zutritt nur für Universitätsangehörige und Berechtigte laut Hygienekonzept.

Halten Sie zu allen Personen mindestens 1,5 Meter Abstand.

Achten Sie auf Nies- und Hustenregeln und eine gute Händehygiene.

Bitte betreten Sie die Universitätsgebäude nicht, falls ...

.... für Sie eine Absonderungs- oder Quarantänepflicht gilt oder

... Sie jetzt oder in den letzten 48 Stunden Fieber, Husten, Schnupfen, Geruchs-/Geschmacksstörungen oder sonstige Symptome eines Atemwegsinfekts haben oder hatten.
Entry with surgical/medical face mask only!

Admission only for members of the University or for those entitled to enter in accordance with the infection prevention concept

Keep a distance of at least 1.5 meters from others.

Sneeze or cough into a tissue or your elbow, and wash your hands thoroughly.

Do not enter the University building if you ...

... are subject to quarantine or isolation orders or ...
... have or in the past 48 hours have had a fever, cough, runny nose or loss of sense of smell or taste, or any other symptoms of a respiratory infection.
3. Deleted

4. Deleted