Hygiene Concept

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President’s Office of the University of Tübingen
Wilhelmstraße 5
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Hygiene Concept of University of Tübingen under Pandemic Conditions

Version 6 – October 4, 2022, passed by the President's Office on October 5, 2022

Amendment history:

The Hygiene Concept of the University of Tübingen under Pandemic Conditions (last updated: May 3, 2022) was suspended until further notice from the end of June 3, 2022. From October 5, 2022 this Hygiene Concept, which follows on from the previous rules (Hygiene Concept update as of: May 3, 2022 and the recommendations and rules on the homepage), applies.
Contents

A. General safety measures ............................................................................................................... 4

B. Other personal measures ........................................................................................................... 7

1. Facilities for handwashing with soap ......................................................................................... 7
2. Information and communications ............................................................................................... 8
3. Managing increased personal risks ............................................................................................ 8

C. Special organizational measures ............................................................................................... 9

1. Ensuring sufficiently safe distances ............................................................................................ 9
2. Admitting individuals who are not university members to university buildings .................. 9
3. Equipment and tools .................................................................................................................. 9
4. Storing and cleaning work clothing and PPE .............................................................................. 9

D. Special technical measures ........................................................................................................ 9

1. Organizing the workspace ......................................................................................................... 9
2. Sanitary facilities, kitchenettes and break rooms ...................................................................... 10
3. Airing rooms ............................................................................................................................. 10
4. Working from home .................................................................................................................... 11
5. Business trips, conferences, congresses and meetings; third party events, gatherings ......... 11
6. Outdoor activities and journeys with service vehicles .............................................................. 12

E. On-campus teaching formats ................................................................................................... 13

F. Excursions and business trips .................................................................................................... 14

1. Compliance with the infection prevention rules ......................................................................... 14
2. Potential requirement for approval; communication with participants ..................................... 14
3. Preparation and realization of excursions/business trips ........................................................... 15

G. Examinations on campus in the 2022/23 winter semester ......................................................... 17

1. Compliance with the infection prevention rules ......................................................................... 17
2. Details concerning examination preparation, conduct and rules and regulations .................... 17
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, 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. 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; as well as the Covid-19 Occupational Safety Standards (SARS-CoV-2-Arbeitsschutzregel) and the Covid-19 Occupational Safety and Health Standard (SARS-CoV-2-Arbeitsschutzverordnung) of the Federal Ministry of Labour and Social Affairs (BMAS) (each as amended). According to information from Unfallkasse Baden-Wuerttemberg (UKBW) and the German Social Accident Insurance (DGUV) regulation 102-603 ‘Branche Hochschule’ [Higher Education Sector] 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. If the minimum distance cannot be maintained, staff must wear a surgical mask, FFP2 mask or similar when indoors, including public areas (e.g. hallways).

Suitable hygiene measures (hand hygiene, good etiquette when sneezing and coughing) must be observed (see B.).

The rules on wearing a mask see 1. and 2. below

The rules on ventilation (D.3) must be observed. 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).

2 See Section 1(3) SARS-CoV-2-Arbeitsschutzverordnung.
3 https://www.bundesanzeiger.de/pub/publication/bq1LW6TthoX92kKsbKq/content/bq1LW6TthoX92kKsbKq/BAnz%20AT%2028.09.2022%20V1.pdf?inline
1. Wearing masks; tests

Under Section 2 Baden-Württemberg CoronaVO it is recommended that a surgical mask, FFP2 mask or similar is worn in indoor areas that are accessible to the public. If the minimum distance of 1.5 meters to others cannot be maintained, any staff who are indoors, including in public areas, must wear a surgical mask, FFP2 mask or similar.

Regardless of any risk assessment under occupational health and safety legislation, the tests and surgical masks (DIN EN 14683) in stock at the university may as available and needed still be obtained and voluntarily used by staff for infection prevention during the Covid-19 pandemic; this also applies to FFP2 masks until further notice. The university will continue to provide members of staff with two coronavirus self-tests per week. Requests can be made using the ‘Artikelbedarfsanforderung’ form from the Purchasing department, SG 4. Costs will be covered from central funding.

2. Occupational safety regulations

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.

3. People with increased risk of severe Covid-19 incl. pregnant women

The Robert Koch Institute (RKI) has identified risk groups in connection with SARS-CoV-2 who are at greater risk of severe Covid-19. The health and safety recommendations for employees at greater risk from Covid-19, ‘Umgang mit aufgrund der SARS-CoV-2-Epidemie besonders schutzbedürftigen Beschäftigten’ provide important information on the provision of individual protective measures. Other important information about evaluation of risk can be found on the websites of relevant specialist medical associations. In addition, we refer to the recommendations and documents compiled by the vaccine committee (STIKO) of the Robert Koch Institute in its prioritization of vaccinations.

Likewise, additional protective measures are recommended for pregnant women by the BAFzA (Federal Office of Family Affairs and Civil Society Functions) maternity protection committee4 and the occupational health and safety authorities of the Federal State of Baden-Württemberg5, and these have to be implemented at the University of Tübingen.

Members of vulnerable groups including pregnant women are therefore requested where necessary to speak to their teachers (in the case of students) or supervisors (in the case of staff).

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This can enable a joint solution that meets the need for protection of the person concerned as well as the demands of face-to-face teaching and working procedures.

Furthermore, the university medical service (Telephone:+49 (0)7071 29 87092; e-mail: ambulanz.arbeitsmedizin@med.uni-tuebingen.de) also provides advice and support on request. The university medical service can – while observing medical confidentiality – on request provide anyone it advises with a certificate on its risk assessment and its occupational medical recommendations. Individual protective measures for members of a risk group may only be developed on the basis of this individual advice.

If there are difficulties organizing protective measures in a particular case, the party concerned may consult the staff council, HR department or the university’s head of administration – if necessary immediately after receiving advice from the university medical service. These offices can also submit the individual case for consideration by the integration committee.

3.1 Further information for pregnant women

The specific protective measures for pregnant women as recommended by the maternity protection panels [Fachgruppe Mutterschutz] of regional councils in Baden-Württemberg must always be implemented at the university.6

The risk assessment must set out, document, and determine in each individual case which protective measures are to be taken to prevent unjustifiable risk. The risk assessment must be updated regularly and reviewed to ensure the effectiveness of the protective measures. In the selection of protective measures, technical and organizational protective measures should have priority over personal ones.

**Pregnant women without personal protective measures are only permitted to be employed or take part in courses in compliance with all necessary ventilation, hygiene and distance rules (at least 1.5 meters to all other staff/individuals).**

Work that gives rise to frequently-changing contacts presents an increased risk of infection for pregnant women and may give rise to unjustified risk if there are no suitable protective measures.

**Ventilation and distance rules**

Ventilation must comply with the recommendations in Section D.3 and the work place regulation ASR7 Lüftung 3.6.

Whether the protective measure of maintaining 1.5 meters distance is sufficient is calculated using the current assessment of the ventilation quality of the room (permitted maximum capacity) and the estimated amount of droplets/aerosol around the pregnant woman. For example, if active speech over an extended time occurs near the pregnant woman, e.g. by seminar participants/in meetings or if the ventilation output is limited, then this could give rise to an increased amount of droplets/aerosol.

In real terms this means a minimum distance of 1.5 meters is acceptable for pregnant women provided the maximum capacity of a room is maintained and sufficient ventilation measures (e.g. using the window) are taken. The latter can be assessed using e.g. a CO2-traffic light. In addition, it must not be necessary for people to speak in the vicinity of the pregnant woman. This is generally the case in lectures where the audience mainly listens.

A minimum distance of 1.5 meters is not sufficient if an active discussion, i.e. speech, around the pregnant woman is necessary and/or the ventilation output is limited. This situation may give rise to an unjustifiable risk as defined by the Maternity Protection Act (MuSchG) if the pregnant woman does not wear personal protective equipment.

**Personal protective equipment**

If the minimum distance of 1.5 meters is not or cannot safely be maintained (e.g. on entering or leaving the room) or if ventilation is temporarily limited (e.g. in shared-use means of transport) close-fitting, certified FFP2 face masks (DIN EN 149) protect the wearer against possible infection.

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FFP2 masks with the least possible breathing resistance are provided here. In areas where only personal protection is necessary (e.g. no direct patient care), pregnant women should use FFP2 masks with an exhalation valve. Surgical masks do not provide sufficient infection prevention. The length of time over which the mask is used and recovery time must be determined individually, taking personal and situational factors into account, and recorded as part of the risk assessment. The university medical service and occupational health and safety team provide advice on assessing the length of time over which the mask is used and recovery time. An individual assessment should be carried out for pregnant women, to see whether the length of time over which the mask is used or the number of times it is worn can be reduced and the recovery time can be extended, depending on the nature and conditions of the work, and on the progress of the pregnancy.

In particular in the case of health problems, the length of time over which the mask is used and the recovery time must be adapted in accordance with an occupational health assessment or else the wearing of FFP2 masks cannot be recommended. In this case, a change of role must be investigated.

Factors relating to the situation and the activity such as the environment (dust, temperature) and the demands of the physical work must continue to be taken into account. That means that in the case of light physical work in a non-dusty environment (e.g. office work seated at a desk/PC work space) in general no restriction on the use of a mask should be expected for healthy individuals.

In the case of heavy physical labor, dusty activities and/or saturation of the FFP2 mask, the length of time over which the mask is used and the recovery time must be adjusted.

[N.B.: recovery time is the period allowed for recovery between repeated uses of a respiratory device during a shift. Recovery time does not prevent light physical work.]² Moreover, besides a risk assessment and training for mask-wearing, the pregnant woman must be offered an occupational health check-up, if an FFP2 mask is worn for more than 30 minutes in total over a day. If this check-up is required, it may be carried out as part of the advice for pregnant women by the university medical service.

In addition, under Section 9(3) MuSchG, it must be ensured that pregnant women can at any time access a room where they can take the FFP2 mask off with no increased risk of infection. These protective measures have been introduced at a university level for overarching risk assessments. They must be implemented, where necessary, in specific individual circumstances, or in exceptional situations, such as staff shortages, accidents or emergencies.

4. Admission to buildings

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.

The university continues to recommend that the following groups of people do not enter university buildings:

- 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.

B. Other personal measures

1. Facilities for handwashing with soap

Cleaning staff ensure soap is provided at the normal handwashing facilities. 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.

2. 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 respiratory protection (FFP2 mask or similar).

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 23.09.2022)

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 authority⁹, via its hotline: +49 7071 207-3600, Monday-Friday, 08:30 -12:00. 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 there is a suspicion that a confirmed case of Covid 19 has occurred through contact in the workplace, and it is clear that the timing of the infection links with another case in the workplace, the person concerned should report the incident. You can find the form for notifying an occupational injury in the download section of the HR department’s website https://uni-tuebingen.de/de/136909#c696184 (log-in required). This can where relevant ensure that 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.

3. 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

⁹ https://www.kreis-tuebingen.de/Abteilung+33+-+Gesundheit.html
sake of the welfare of other members of the university. 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 distance rule of 1.5 meters applies in elevators as well; where necessary elevators should only be used by one person or else with a surgical mask, FFP2 mask or similar.

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 meters) 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).
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, the room must be 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.
   - 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.

Appropriate requests from employees should be sent to their superior, agreed and passed on to HR. Consequently, the President’s Office instructs superiors always to enable alternating teleworking 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 investigate whether meetings, conferences and the like can be organized digitally.

5.1 Business trips

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

The standards of the university’s Hygiene Concept (in particular Section G.) must be complied with by the person undertaking the trip. If the categorization of the destination country worsens before departure (e.g. to ‘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. Supervisors must note the reasons for their approval 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.
- 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

¹⁰ https://uni-tuebingen.de/einrichtungen/verwaltung/vi-personal-und-innere-dienste/personalabteilung/downloadbereich/abc/#c696182 (Intranet, log-in required)
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 G.

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. Such activities are generally approved.

When holding these other official events all the guidelines of the university’s Hygiene Concept must be followed. 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; the ventilation rules (see D.3), in particular the intervals between and duration of ventilating, must be maintained. For lectures by candidates for professorships 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.

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

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 F of this Hygiene Concept.
E. On-campus teaching formats

1. Principles for studies

Face-to-face teaching will take place during the 2022/23 winter semester. Classroom lessons are permitted if they comply with the following conditions.

2 Hygiene Concept for studies

All the standards of the Hygiene Concept must be followed when conducting face-to-face courses; wearing a surgical mask, FFP2 mask or similar is urgently recommended. The course organizers are responsible for compliance and checking these measures.

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 2022/23 winter semester here: https://uni-tuebingen.de/einrichtungen/verwaltung/viii-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-und-lehre/corona_lehre

2.1. Individual rules in detail

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. Wearing a surgical mask, FFP2 mask or similar is urgently recommended, especially when the minimum distance is not maintained.

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.
2.1.3. ‘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.

2.1.4. Pregnant students at face-to-face events

A general increased risk must be assumed for pregnant women from the Covid-19 pandemic. The rules in A.4. apply analogously here.

2.1.5. 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.

3. 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.

4 Student study stations

For use of student study stations, including rooms for study groups, practice rooms and rooms for working on papers, the general regulations for studies apply.

F. Excursions and business trips

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

Wearing a surgical mask, FFP2 mask or similar is mandatory in any shared means of transport (private car, university buses, transport company buses). If students do not declare that they are willing to wear a mask in a shared means of transport, then sharing transport is not permitted and they must travel independently. 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 (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

   a. 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)\(^\text{11}\) 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. Supplementary requirements for transport

   i. 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.

   ii. The driver’s seat and passengers’ seats must be thoroughly cleaned each time there is a change.

3. During the journey
   a. 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).

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. Contact with non-participants on the trip should be kept to an absolute minimum.

   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. Tools and equipment (see C.3).

   3. Accommodation
      a. If staying in shared accommodation, small, permanent teams should if possible be
         arranged. They should correspond with the teams carrying out on-site work.
      b. Only members of the same team should be housed in a shared room. The
         accommodation should be cleaned daily.
      c. 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. Sufficient ventilation (in accordance with Part D.3.) must be ensured for common
         and break rooms

\[\text{https://www.bgn.de/?storage=3\&identifier=%2F604783\&eID=sixomc_filecontent\&hmac=df9fc978ee63d966fa}\]
\[\text{ab7ecd6f5cd2ed01308a82} \text{ (accessed on 24.09.2020).}\]
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.

5. Health care on site

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. 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.

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.

G. Examinations on campus in the 2022/23 winter semester

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

1. Compliance with the infection prevention rules

All the standards of the Hygiene Concept concerning face-to-face activities must be followed when conducting face-to-face examinations; the examiners are hereby responsible for compliance with standards.

Distance / masks: Where possible it must be ensured that 1.5 meters distance is maintained at all times. In the case of oral examinations the distance should be 3 meters. The President’s Office also recommends wearing at least a surgical mask throughout the examination. If questions are asked of the supervisors during the examination, the supervisors must wear a surgical mask, FFP2 mask or similar.

Number of persons / room capacity: The number of participants in the examination rooms is limited as in other face-to-face activities (see E.2.):

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-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 G.2 (b.6) must be followed.

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 mask recommendation) 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.


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. The supervisor must observe the distance rule as far as possible; if the minimum distance is not maintained (e.g. during admission checks, when handing out and collecting the papers) the supervisors must wear a surgical mask, FFP2 mask or similar.

2. Admission checks: High tables with screens will be set out at the entrance where the invigilator will check exam candidates’ ID.

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

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

5. Before handing out and after collecting examination papers, invigilators should wash their hands thoroughly.

6. 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.

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 from 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. There is no further extension of deadlines to the 2022 summer semester.