

Online and Reduced-presence Operation of the University during the COVID-19 Pandemic:

Regulations und Measures for Protection against Infection

English translation provided for informational purposes.

Original German document produced by the
Crisis Management Team Leadership and ratified by the Presidential Board

As of 08.04.2020

Action plan for University business regarding attendance in person, taking into consideration infection prevention measures and current recommendations for action by the state and federal governments, as well as RKI and NLGA

1. General Measures / Rules of Conduct

2. Teaching, Studying und Examinations

- a) General Courses
- b) General Examinations
- c) Oral Examinations (supplementary information)
- d) Written Examinations (supplementary information)
- e) Laboratory Work (Practical) (supplementary information)
- f) Laboratory Work (in the context of theses/or laboratory rotations)
- g) Excursions/Field Work (supplementary information)
- h) Practical Sports Courses
- i) Student Work Experience

3. Research Operations

- a) Experimental or Field Research Activities
- b) Office-based Research Activities

4. (Central) Administration and Central Institutions

- a) (Central) administration, administrative staff and central institutions as well as employees in the basic infrastructures of GM, security guards (UMGf)/security, cleaning services (incl. KSG) as well as those employed in libraries for media management as well as HR and finance in the SUB
- b) Maintenance staff/technical labour/caretaker services/cleaning services, mail services and library services (here: retrieving and providing media materials)
- c) Additional regulations for activities where personal contact with customers and visitors cannot be avoided (eg customer service staff at information desks/issuing offices, handing out keys, gates, examination offices)

1. General Measures / Rules of Conduct

Target Group	Measures
All employees and students	Avoid personal contact as much as possible (> 2.5 m distance).
	Mouth and nose protection are recommended.
	Observe hygiene rules (guidelines on sneezing, coughing and hand hygiene).
	Avoid physical contact from shaking hands.
	Ensure adequate ventilation of the workspaces (ventilate regularly).
	Spend break times alone, preferably outdoors. Take meals separately from other people. Stagger break times.
	Quickly report infections and contact with anyone infected.
	People with symptoms of illness (in particular, cold/flu, please see RKI) are not permitted to enter University facilities.
	People who have visited a risk area (as defined by RKI https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html) within the last 14 days are not permitted to enter the University facilities.

2. Measures for Teaching, Studying and Examinations carried out in person

Events	Measures
a) General Courses	<p>Courses should be offered digitally. This also applies to those cases where the qualification objectives to which the course contributes can be best achieved in person from an educational point of view.</p> <p>Courses whose qualification goals cannot be achieved without attendance, and which are an absolute prerequisite for the academic progress of a student, may be held in person in accordance with the following stipulations, unless special regulations are made for individual courses.</p> <p>The implementation of a classroom-based or face-to-face course is the responsibility of the faculties.</p> <p>Should certain courses not be covered by the following stipulations, a request must be submitted to the crisis management team to address. In addition, the lecturer must submit a statement to the dean's office. The measures planned for the avoidance of infection must be presented in detail.</p>
b) General Examinations	<p>Examiners and examinees with an increased risk with respect to coronavirus according to the criteria of the RKI must provide the necessary medical evidence if they wish to be absent from the examination for this reason.</p> <p>Exams conducted in person are not open to the public; observers are not permitted, unless it is necessary to make the examination public for legal reasons and unless it is otherwise regulated below. Attendance shall be limited to those people who are absolutely necessary to conduct the examination.</p> <p>A minimum distance of 2.5 m must be maintained between all those present. This also applies to access to the room and the process for verifying the identity of the examinees, who may only enter or leave the examination room individually and in compliance with the minimum distance.</p> <p>Windows and doors are to be kept open as much as possible.</p>
c) Oral Examinations (supplemental)	The minimum distance can be reduced, if contact can be avoided by other means (eg transparent

	<p>partitions between the participants).</p> <p>With respect to oral thesis examinations, the University public shall be involved in an appropriate manner, insofar as this is reasonable given the room conditions.</p>
d) Written Examinations (supplemental)	<p>Seating must be arranged in such a way that examinees do not sit opposite one another.</p> <p>The examinees shall be given the opportunity to wash/disinfect the surfaces of their workspace before and after the examination.</p> <p>If it is not possible to leave the examination room while maintaining the minimum distance from other participants, all examinees must remain at their seats until the end of the exam period.</p> <p>A seating plan shall be prepared.</p>
e) Laboratory Work (Practical) (supplemental)	<p>Demonstrations shall be performed in such a way that compliance with the minimum distance is ensured, eg by using a video camera and projection screen(s) or by making them available in advance via the learning management system. The minimum distance must also be observed when supervising students at work. Group projects are only possible if the minimum distance can be maintained. If necessary, the practical work must be carried out in separate shifts.</p> <p>Compliance with labour law regulations must be ensured. No one may work alone in a laboratory area; a second person must always be within hearing distance. If necessary, the use of emergency telephones with motion sensor is possible for students working alone.</p> <p>Students must be given the opportunity to wash/disinfect their workstations before starting and after finishing their activity.</p> <p>A seating plan shall be prepared.</p>
f) Laboratory Work (in the context of theses and/or laboratory rotations)	<p>The regulations for research work (see no. 3) apply accordingly.</p>
g) Excursions/Field Work (supplemental)	<p>Excursions and field work without overnight stay are permitted, provided that the minimum distance can be guaranteed and the participants arrive individually.</p>

h) Practical Sports Courses	The organisation of these courses is currently not possible.
i) Student Work Experience	The conditions under which centralised and decentralised learning workplaces can be provided is currently under review.

3. Research Operations

Target Group	Measures
a) Experimental or Field Research Activities	People who are in a higher risk category (underlying health conditions, age, see homepage of the RKI) can only obtain approval by making a special application.
	Avoid contact by scheduling shifts appropriately; plan buffer times to avoid meeting others. No shared break times, use of the social rooms only one after the other or at a distance of > 2.5 m.
	When using the same workspaces / resources: disinfect before, during and after use with eg 70% ethanol, wash hands before starting work, in between and at the end.
	Attendance times of those participating are to be documented.
	Only one person per room / lab. For large laboratories, maximum 1 person per 50 m ² area.
	Activities that require several people to work together may only be carried out under special protective measures (protective clothing, mouth and nose protection) and must be approved individually. The respective supervisors are responsible for the development of an appropriate safety plan, which must be approved by the crisis management team.
	Compliance with labour law regulations. No one may work alone in a laboratory area; a second person must always be within call. If necessary, the use of emergency telephones with motion sensors is possible for people working alone.
	No guests are permitted.
b) Office-based Research Activities	Business trips/excursions are not permitted (justified exceptions must be approved by the crisis management team and require the submission of a safety plan to minimize the risk of infection).
	See No. 4.
	Business trips / excursions are not permitted. Justified exceptions must be approved by the crisis

	management team and require the submission of a safety plan to minimize the risk of infection.
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4. (Central) Administration and Central Institutions

Target Group	Measures
a) (Central) Administration, administrative offices, central institutions as well as basic infrastructure (GM employees, security guards (UMGf) / security, cleaning staff (incl. KSG), mail services)	A reduced presence during business shall be ensured with the following conditions: avoid contact by scheduling shifts appropriately; plan buffer times to avoid meeting others. Only one person per office. No shared breaks, use of the social rooms only one after the other. Maintain a minimum distance of > 2.5 m between people.
	Discussions in person should only be held in exceptional cases.
	Business trips are still prohibited (justified exceptions must be approved by the crisis management team)
	Official business should only be conducted in the buildings or on Campus if urgently required.
	In the case of the use of shared workspaces used in shifts: Cleaning/disinfection of workspaces and shared surfaces (eg door handles, light switches, window handles, break room, kitchenette) by the employees and washing hands before the start of the shift and at the end of the shift.
b) Maintenance staff / technical services / caretaker services / cleaning services, mail services and library services (here: retrieving and providing media materials)	Avoid contact by scheduling shifts appropriately, plan buffer times to avoid meeting others. Only when absolutely necessary due to the work, form small, fixed teams (maximum 3 people, no exchanging team members!!). No shared breaks, use of social rooms only one after the other keeping a distance > 2.5 m. Use of mouth and nose protection for activities where a distance >2.5 m cannot be maintained is recommended. Only one person per office.
c) Additional rules for activities where contact with customers / visitors cannot be avoided (eg staff at information counters / issuing	Erect barriers (eg, partitions over the counters, mark distancing measures on the floor, widen the counter area by using boxes, for example, to increase the distance)
	Cashless payment, regular disinfection of card readers, etc.
	Where documents are exchanged: After touching documents, disinfect hands and surfaces on which

offices, key issuing/drop off, gates, examination offices)	documents are placed or signed.
	Regular disinfection of commonly used objects or surfaces.
	Personal protective equipment with mouth and nose protection is recommended.
	Extended opening hours. No walk-in customers – prior arrangement is absolutely necessary, allow for buffer times between appointments.
	People with symptoms of illness (especially colds/flu) are not admitted.
	The rules of conduct for visitors are to be posted at the entrance. Visitors who do not comply with these rules must be asked to leave immediately.

Abbreviations

GM	Gebäudemanagement (building management)
KSG	Universitätsmedizin Göttingen Klinik Service GmbH (University Medical Center Göttingen Hospital Service)
NLGA	Niedersächsisches Landesgesundheitsamt (Public Health Agency of Lower Saxony)
RKI	Robert-Koch-Institut (Robert Koch Institute)
UMGf	Universitätsmedizin Göttingen facilities (University Medical Center Göttingen facilities)

Hygiene Guidelines Appendices

- Hygiene tips
- Advice about coughing and sneezing
- Shaking hands