

The Presidential Board adopted the following Regulations and Measures (Section 37 paragraph 1, sentence 3, paragraph 3, Niedersächsisches Hochschulgesetz [NHG]) on 3 June 2020. The Regulations and Measures will automatically come into force upon agreement by the Presidential Board and will be published in the Official Notices (I) and on the coronavirus information page of the University (www.uni-goettingen.de/en/625308.html):

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

Regulations and Measures for Protection against Infection Updated 29 July 2020

English translation provided for informational purposes

We would be pleased to receive suggestions and feedback by email via the coronavirus information mailbox (cv-info@uni-goettingen.de). You can also contact the crisis management team (Krisenstab) through this email address.

Note: Changes made since the version published on 3 June 2020 are highlighted.

Action plan and hygiene strategy for running the University in person, taking into consideration infection control measures, regulations of the state government and current recommendations for action of the state and federal government, as well as RKI and NLGA.

1. General Measures/Rules of Conduct

2. Teaching, Studying and Examinations

- a) General Courses
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- e) Laboratory work (practical) (supplementary information)
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- g) Excursions/Field Work (supplementary information)
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3. Research Operations

- a) Experimental or Field Research Activities
- b) Office-base Research ActivitiesForschungstätigkeiten am Schreibtisch

4. (Central) Administration and Central Institutions

- a) (Central) administration, administrative staff and central institutions as well as employees in the basic infrastructures of Real Estate and Facilities Management, 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
<p>All members and associates of the University</p>	<p>1.1. General rules of hygiene and conduct (see also Materials, 1.8)</p> <ul style="list-style-type: none"> • Handwashing: regular handwashing with soap and water reduces the risk of infection. Wash hands after entering the workplace, before breaks, after visiting the lavatory, and after changing work equipment (for information, see Safety/Environmental Protection Homepage). • Observe coughing and sneezing guidelines: sneeze or cough into the crook of your arm and turn away from other people (for information, see Safety/Environmental Protection Homepage). • Do not shake hands in greeting. • Ventilation: air out rooms regularly. With sufficient fresh air, the risk of transmission for air conditioning systems is classified as low.
	<p>1.2. Access restrictions:</p> <ul style="list-style-type: none"> • People with COVID-19 are not allowed on University premises. Any confirmed infections must be reported to the crisis management team (Krisenstab) via the supervisor or the head of the institute (for students). • People with unexplained cold symptoms, especially fever, sore throat, cough and/or loss of sense of taste/smell are not permitted to enter University facilities, even if the symptoms are mild. • People who come to Lower Saxony from another country, even if they initially enter/return via another state in Germany, are obliged to take into account the entry and return travel conditions of the state of Lower Saxony according to the appropriate and valid version of the state regulations. For further information, see A-Z, www.uni-goettingen.de/en/625308.html For the state regulations see www.niedersachsen.de/Coronavirus/vorschriften-der-landesregierung-185856.html • Welcoming students, staff and visitors from abroad: <ul style="list-style-type: none"> ○ The admission of people from Germany and from countries that are not classified as risk areas by the Robert Koch Institute (RKI) is in general possible considering the legal requirements as well as the hygiene regulations and the measures for infection

Target Group	Measures
	<p>control/work protection of the University. The status on entry (as updated on a daily basis) applies.</p> <ul style="list-style-type: none"> ○ When admitting persons who enter from a country designated by the RKI as a risk area, self-isolation is required in accordance with § 27 (1) of the Lower Saxony Coronavirus Regulations for up to 14 days after leaving this area (for reasons of protection against infection), unless a medical certificate in accordance with § 27 (7) of the Lower Saxony Coronavirus Regulations is available and in accordance with §27 (9) the persons do not indicate any symptoms of illness with the coronavirus SARS-CoV-2 as per the current RKI criteria. ○ For their own protection and that of others, all students, employees and visitors of the University of Göttingen are advised to use the RKI's Corona Warning App. <p>For further information on procedures, see the Coronavirus Homepage: A-Z index www.uni-goettingen.de/cv-info; for state regulations see www.niedersachsen.de/Coronavirus/vorschriften-der-landesregierung-185856.html.</p>
	<p>1.3. Distancing rules</p> <ul style="list-style-type: none"> • People should maintain a sufficient distance from other people (at least 1.5m). This is of the highest priority. When this cannot be guaranteed, a facemask (mouth and nose covering) is to be worn in accordance with 1.4. • Opportunities for contact between people should be avoided or reduced. This can be done by: <ul style="list-style-type: none"> ○ Working from home, when possible. ○ Avoid sharing offices; using all available free space capacity and organising room assignments. ○ Reducing the number of people present by making organisational adjustments, among other things (shift assignments, team structure, etc.). For shift work and team formation, care must be taken to ensure that the people in the shift or team remain fixed. The regulations on working hours must be observed. ○ Meetings should be held via video or telephone conferences, when possible. If a meeting in person is required, the minimum distance is to be observed. • Sufficient distance is to be ensured in break rooms (eg only every other chair may be occupied). Breaks may be taken by offsetting break schedules.

Target Group	Measures
	<ul style="list-style-type: none"> If the minimum distance cannot be maintained in areas with public contact, eg at counter spaces, transparent partitions are to be installed. This is also an option for workspaces where minimum distance cannot be maintained.
	<p>1.4. Face masks/mouth and nose covering (MNB)</p> <ul style="list-style-type: none"> Employees: if the minimum distance cannot be maintained safely throughout, or if there are any doubts, facemask is to be worn. Either an MNB provided by the University or a personal MNB may be worn. The appropriate generally applicable hygiene rules are to be observed (see the University's guidelines for wearing MNB). Students: if the minimum distance cannot be maintained safely throughout, or if there are any doubts, a personal MNB is to be worn. An MNB is recommended for those participating in examinations and required coursework. Plastic visors do not replace the need for an MNB, but may serve as additional protection. People who have problems wearing MNBs due to a prior illness (serious heart or lung disease) may contact Occupational Health Services (Betriebsärztlichen Dienst) for advice.
	<p>1.5. Cleaning</p> <ul style="list-style-type: none"> SARS-CoV2 is primarily transmitted via droplets. The risk of transmission through surface contamination is low with appropriate hand hygiene. Therefore, the disinfection of surfaces is not necessary for normal University operations. The regular cleaning services performed by facilities management is sufficient. Hand sanitiser is to be made available only when it is not possible to provide soap and water for washing (eg field work), or if the existing supply is not sufficient to serve <u>larger</u> groups of people. Handwashing using soap and water is preferable to disinfectants for health reasons. If disinfectants are to be used, a corresponding instruction manual must be posted, which will be prepared by the Safety/Environmental Protection unit. If possible, tools and work equipment are to be on a strictly individual basis. If this is not possible, depending upon the use and type of work equipment, the equipment must be cleaned before it is handed to another person. Equipment that cannot be disinfected (eg computer accessories) can be used if protected by replaceable plastic film, for example.
	<p>1.6. Additional previously regulated measures</p> <ul style="list-style-type: none"> Additional regulations with respect to work hours, business travel, employees with an increased risk of a severe course of COVID-19 can be found on the University Coronavirus site: www.uni-goettingen.de/cv-info

Target Group	Measures
	<p>1.7. Risk assessment</p> <ul style="list-style-type: none"> • Additional protective measures for the individual faculties and departments can be found in the “Risk assessment for the protection against the spread of pathogens and the maintenance during the interim operation of universities, relevant to Coronavirus SARS-CoV-2 (coronavirus pandemic)”. (see Coronavirus Information Site of Security/Environmental Protection Section)
	<p>1.8. Information on advice and materials for hygiene and infection prevention</p> <ul style="list-style-type: none"> • For advice on occupational health and safety issues, the Occupational Health Service and Safety/Environmental Protection departments will be available; for advice on the implementation of technical measures, facilities management; for employee rights questions, the HR department. • Materials available to be printed can be found on the Coronavirus Information Site of Security/Environmental Protection Section

2. Teaching, Studying and Examinations

Events	Measures
Authority	<p>Conducting courses (LV) and examinations in person is the de facto responsibility of the appropriate dean's office (or the head of the responsible institute). The following regulations describe the conditions under which, in the view of the University leadership, attendance in person can be made possible. This, in itself, does not constitute an agreement to conduct courses and examinations in the manner described.</p> <p>If the following conditions cannot be complied with for individual courses or examinations, an application to the crisis management team is to be submitted prior to implementation.; implementation requires the approval of the crisis management team.</p> <p>In addition, a statement by the instructor is to be submitted to the dean's office (or the head of the institute). Planned measures to avoid infections are to be presented in detail.</p> <p>The dean's office (or head of the institute) may by their own authority reject the application, if it considers it to be without merit.</p>
a) General courses	<p>In general, courses shall be offered digitally; this also applies to courses where the learning objectives can best be achieved in person, from an educational perspective</p> <p>Courses with learning objectives that cannot be achieved without attendance in person can be conducted in person in accordance to the following conditions, unless special regulations exist for individual course types. Priority is given to courses that are mandatory prerequisites for the academic progress of a student cohort.</p>

Events	Measures
b) General examinations	<p>The students are to be thoroughly informed in advance about the conduct measures and the procedures.</p> <p>No one with unexplained cold symptoms may participate in the examinations. These students should be offered alternate dates or services promptly.</p> <p>Examinations carried out in person are not open to the public; observers are not permitted, unless it is necessary to open the examination for legal reasons and unless it is otherwise regulated below. Attendance is to be otherwise limited to those people who are absolutely necessary for the performance of the examination.</p> <p>A checklist for conducting examinations in person is available.</p> <p>A minimum distance of 1.5m between those present is to be maintained; this also applies to entryways and the process for verifying the identity of the examinees, who may only enter or leave the examination room individually, while complying with the minimum distance.</p> <p>The regulations for the MNB in accordance with 1.4 apply.</p>
c) Oral Examinations (supplementary information)	<p>The minimum distance may be reduced if contact can be avoided by other means (eg transparent partitions between the participants).</p> <p>In the context of thesis examinations, the University public is to participate in an appropriate manner, as long as this is reasonable given the space constraints.</p>
d) Written examinations (supplementary information)	<p>Seating is to be arranged so as to maintain the minimum distance. Examinees should not be seated opposite one another.</p> <p>If it is not possible to leave the examination room while complying with the minimum distance, examinees must remain at their desks until the end of the examination period.</p> <p>Examinees who require additional protection as an “at-risk group”, either for themselves or for others, are at the very least to be protected to ensure that the minimum distance is not even momentarily encroached upon (eg during toilet breaks).</p>

Events	Measures
	A seating plan is to be prepared. This is to be kept for 3 weeks after the exam (for the purpose of contact tracing in case of infection).
e) Laboratory work (Practical) (supplementary information)	<p>Demonstrations shall be performed in such a way that the minimum distance is ensured, eg through the use of a video camera and projection screen(s) or by making them available in advance via the learning management system. The minimum distance is also to be observed when supervising students at work. Group projects are only possible if the minimum distance can be maintained. If necessary, the practical work is to be carried out in multiple shifts. If this is not possible, other protection measures must be implemented. For advice, see point 1.8.</p> <p>Compliance with employment/health and safety regulations is to 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>A seating plan is to be prepared. This is to be kept for 3 weeks after the exam (for the purpose of contact tracing in case of infection).</p>
f) Laboratory Work (in the context of theses and/or laboratory rotation)	The regulations for research work carried out in person (see no. 3) apply accordingly.
g) Excursions/Practical training in the field (supplementary information)	<p>Excursions and practical training in the field, including those with overnight stays, are permitted. However, the following applies: a minimum distance of 2m must be maintained and the general hygiene guidelines (see Regulations and Measures) must be observed; if necessary, the number of participants must be limited to ensure compliance with these measures.</p> <p>The contact details of the participants must be recorded in accordance with the Nds. (Niedersachsen) coronavirus regulations (ie name, first name, full address, telephone number).</p> <p>The business trip regulations of the University are to be followed for travel and accommodation.</p> <p>For excursions outside Lower Saxony, please observe the appropriate state regulations and contact the local health authority or local regulatory agency as necessary.</p>

Events	Measures
	For business trips see www.uni-goettingen.de/en/621808.html .
h) Sports courses	<p>The courses can only be carried out as far as is permitted by state regulations (see www.niedersachsen.de/Coronavirus/vorschriften-der-landesregierung-185856.html), without contact between those involved and if the hygiene risk assessment has been approved by the crisis management team. This should be coordinated with University Sport.</p> <p>Exceptions to contactless sport are to be found in the regulations.</p>
i) Studying desks for students	<p>The study desks and workstations in the libraries of the SUB have been adapted to the spacing conditions and can be used again. See https://www.sub.uni-goettingen.de/lernen-lehren/einzel-gruppenarbeitsplaetze/.</p> <p>The Learning and Study Building (LSG) on the Central Campus has been available for use by students who find themselves in a situation of hardship since Tuesday 2 June 2020. This includes, for example, students who have no room for their own personal use, who cannot learn and work undisturbed because of children in the household or who do not have a computer. See www.uni-goettingen.de/en/447835.html.</p>

3. Research Operations

Target Group	Measures
a) Experimental or Field Research Activities	The general measures and rules of conduct stated under (1) apply.
	Names, addresses, telephone numbers and attendance times of participating people are to be documented.
	Activities that require several people to work together are permitted only with special protective measures (mouth and nose covering). The applicable supervisors are responsible for the development of appropriate safety measures.
	Compliance with employment/health and safety regulations. 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 employees working alone
	No guests are permitted.
	Business travel/excursions: see Coronavirus Homepage: A-Z index www.uni-goettingen.de/cv-info
b) Office-based Research Activities	The general measures and rules of conduct stated under (1) apply.
	Business travel/excursions: see Coronavirus Homepage: A-Z index www.uni-goettingen.de/cv-info

4. (Central) Administration and Central Institutions

Target Group	Measures
a) (Central) Administration, administrative offices, central institutions as well as basic infrastructure (GM employees, guards (UMGf) / security, cleaning staff (incl. KSG), mail services)	The general measures and rules of conduct stated under (1) apply.
	Further regulations on business trips can be found on the coronavirus information page of the University: https://www.uni-goettingen.de/en/621808.html
	Only carry out urgently required business trips in the buildings or on Campus.
b) Maintenance staff / technical services / caretaker services / cleaning services, mail services and library services (here: pulling and re-shelving media materials)	Avoid contact through shift scheduling, plan buffer times to avoid encounters. Only when absolutely necessary due to the work, form small, fixed teams (maximum 3 people, no exchanging team members!). No shared breaks between different teams, use of social rooms only one after the other at a distance of > 1.5m. For activities where the distance of > 1.5m cannot be maintained, an MNB must be worn. Office activities, see point 1.3.
c) Additional rules for activities where contact with customers / visitors cannot be avoided (eg staff at information counters / issuing offices, key issuing/drop off, gates, examination offices)	Erect physical barriers (eg partitions over the counters, distance markings on the ground, widen the counter area by using, boxes, for example, to increase the distance maintained).
	Cashless payment, regular cleaning of card readers, etc.
	When exchanging documents: observe hand hygiene.
	Wear an MNB if the minimum distance cannot be maintained or if no partitions can be installed.
	Extended opening hours. No walk-in appointments – making prior arrangements is absolutely necessary. Allow for buffer times between appointments.
	People with unexplained cold symptoms are not to be admitted (see also point 1.2).
	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	Real Estate and Facilities Management
KSG	University Medical Center Clinic (Universitätsmedizin Göttingen Klinik Service GmbH)
NLGA	State of Lower Saxony Health Office (Niedersächsisches Landesgesundheitsamt)
RKI	Robert Koch Institute
UMGf	University Medical Center facilities (Universitätsmedizin Göttingen facilities)
MNB	Face mask/mouth and nose covering (Mund-Nase-Bedeckung)

