



As of: 27 April 2020

## **Corona pandemic – emergency mode stage 2**

The Board has decided the following regulations on 27 April 2020:

In stage 2 of the emergency mode, work on campus will be resumed in a controlled manner and in accordance with the required infection protection measures. A return to classroom teaching is not possible at this stage. We are currently working on separate regulations for exams to be held on campus in a controlled manner and in rooms provided for this purpose.

This document is based on the *SARS-CoV-2-Arbeitsschutzstandard* (SARS-CoV-2 occupational health and safety standard) of the *Bundesministerium für Arbeit und Soziales* (German Federal Ministry of Labour and Social Affairs), which we recommend all institutional managers to read carefully.

Only if these regulations are complied with will we be able to resume operations in stage 2.

The regulations below for emergency mode stage 2 concretise the house rules of Ulm University of 25 November 2009 and override these where they contradict each other.

### **I. General regulations**

The following regulations on occupational health and safety to prevent infections with the coronavirus apply at Ulm University from **4 May 2020** onwards:

1. Work is to be carried out in the home office where possible.
2. With regard to tasks that cannot be executed in the home office, only the following persons are permitted to enter the University:
  - Teaching staff
  - Civil servants
  - Employees
  - Apprentices
  - Doctoral candidates/ PhD students
  - Postdoctoral scientists (postdocs)
  - Students in order to work on their final thesis

Students are granted controlled access for examination purposes.

If other persons, including external persons, are unavoidably required to keep up operations at the University, special permission must be obtained from the President<sup>1</sup> for these persons.

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<sup>1</sup>Please send requests to the following email address: [corona-infrastruktur@lists.uni-ulm.de](mailto:corona-infrastruktur@lists.uni-ulm.de)



3. A minimum distance of 1.5 m from other persons must be maintained throughout the entire University. If this is not possible, a protective mask covering mouth and nose (face mask) must be worn. Hands must be disinfected when entering the University. Coughing and sneezing etiquette as well as regular hand hygiene must be observed.
4. In corridors, stairways, lobbies, lifts etc., face masks are mandatory and gatherings or lingering of any kind are prohibited. When you enter the building, please make sure to head to your workplace without detours or delays. You may remove your face mask once you get to the workplace, provided that the minimum distance to other persons is maintained.
5. The number of persons in shared work areas and facilities is to be kept to a minimum through measures of temporal spacing (scheduling of spaced out attendance slots). When assigning slots, we ask that the same persons are scheduled for the same regular slots as far as possible. This helps to minimise the variety of contacts. When preparing schedules, please avoid peak times wherever possible. The special protection of risk groups is of great importance.
6. Any room up to 15m<sup>2</sup> may only be used by one person as a workplace, in larger rooms one additional person is permitted for each additional 15m<sup>2</sup>. For special areas (laboratories, workshops, Animal Research Centre, etc.) additional regulations may be necessary.
7. Tools and work equipment are to be used by one person only wherever possible.
8. Workplaces located in areas that are regularly entered by several persons (e.g. passageways) are to be protected by partitions as far as possible.
9. Events with physical presence are to be kept to an absolute minimum. If they are absolutely necessary, the safety distance between participants must be guaranteed. To ensure this, sufficiently large rooms must be chosen<sup>2</sup>. Meetings of commissions and committees are subject to these requirements also.
10. Break rooms/tea kitchens are preferably to be kept closed or may only be entered by one person at a time. Lifts may only be used by one person at a time as well, unless the safety distance can be maintained.
11. Business trips abroad are generally prohibited. Business trips and excursions within Germany are to be kept to the absolute minimum.
12. Persons who have tested positive for the coronavirus must immediately inform the management of their institution to identify everyone they (may have) had contact with at the University. Persons who have had close contact with someone infected with corona must stay away from the University for 14 days. For staff who are indispensable for the continuation of urgent emergency mode operations and who cannot be replaced, an alternative decision may be made on an individual basis after clarification of the concrete risk of infection, if necessary, with the involvement of the Occupational Medical Service.

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<sup>2</sup>Suitable rooms can be booked via the *zentrale Lehrraumvergabe* (central room booking system).



13. Persons with respiratory symptoms or a fever are not allowed to enter the campus and University buildings, or, if these symptoms start while they are already on the premises, they must leave the premises until a medical examination has been carried out.
14. Staff are offered preventative consultations and individual advice by the Occupational Medical Service on health risks at the workplace due to the coronavirus and also on individual risks due to a precondition or individual disposition. The Occupational Medical Service will propose suitable additional protective measures to the employer if the normal occupational health and safety measures are not sufficient. These preventative consultations can also be provided by telephone.
15. Commuting permits will be issued, if necessary, by the management of your institution. You are required to carry your identity card and the membership card of the University with you.
16. The respective institutional management is responsible for the implementation of and compliance with these regulations and also the regulations of the SARS-CoV-2 occupational safety standards for the persons working in their areas and the spaces allocated to them. For this purpose, they are required to prepare risk assessments for their areas and instruct all persons with access authorisation on the safety measures.
17. Hitherto existing occupational safety standards and regulations remain unaffected and continue to apply.

## II. Special regulations

In addition to the general regulations, the following regulations apply to research activities in laboratories:

18. A maximum of one person per laboratory bench is permitted in the laboratories, provided that this is possible in compliance with the required safety distance. The institutional management and the persons responsible for the rooms must conduct individual assessments of the spatial situation, establish concrete protective measures and involve the Biological Safety Officer or the occupational health and safety officers, if needed. Possibilities of ventilation (air exchanger) are to be utilised.
19. In shared laboratories (e.g. FACS sorters, centrifuges, gel systems, cell and tissue cultures), a maximum of two persons may work simultaneously. Appropriate cleaning must be ensured. Face masks provided exclusively for laboratory work must be worn.
20. If several persons are absolutely necessary to carry out individual experiments, a maximum of three persons may be active at the same time. Face masks provided exclusively for laboratory work must be worn.

Further special regulations may be made for service facilities in consultation with the respective facility managers.