

# General hygiene measures at Leibniz University Hannover to prevent the infection and spread of SARS-CoV-2

Overall responsibility for observing hygiene measures lies with the President.

Current information on measures: <https://www.uni-hannover.de/corona/>  
<https://www.baua.de/DE/Angebote/Rechtstexte-und-Technische-Regeln/Regelwerk/AR-CoV-2/AR-CoV-2.html>

Facility		Date
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		Principle measures		
Object		Objective	Measures/implementation	Person responsible
1. Presence in LUH buildings	1.1	Minimise the risk of a coronavirus SARS-CoV-2 infection.	Since 4 October, the 3G rule must be observed by anyone accessing LUH buildings. Consequently, access is restricted to persons who have been vaccinated or have recovered from a COVID-19 infection as well as those able to provide a negative test result. The test result must have been obtained within the past 24 hours (rapid tests) or within the past 48 hours (PCR tests): see section 17.1. and FAQ chapter 1. Specific risk assessments (GBU) will be checked and updated within the facilities with regard to required measures to prevent the spread of infections (templates available at <a href="https://www.intern.uni-hannover.de/de/themenbereiche/arbeitssicherheit-notfall/arbeitsschutz/gefaehrungsbeurteilung/">https://www.intern.uni-hannover.de/de/themenbereiche/arbeitssicherheit-notfall/arbeitsschutz/gefaehrungsbeurteilung/</a> ). Based on the risk assessment (GBU), hygiene measures will be determined. The respective valid version of the occupational health and safety regulations to prevent the spread of SARS-CoV-2 must be taken into account when implementing the occupational safety ordinance. When determining measures, a known vaccination or recovery status may be taken into account.	All persons
	1.2	Reduce the risk of infection through protective measures within rooms	Wherever possible, people should maintain a distance of at least 1.5 m to each other. In workspaces, the area in which a person moves must be taken into account, as determined in appendix No. 3.1 ArbStättV. Section A1.2 "Raumabmessungen und Bewegungsflächen" of the technical guidelines for workspaces (ASR) defines basic requirements for these areas. In order to ensure that the minimum distance is maintained, a space of at	All members of the university

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			least 1.5 m is provided between the workspaces of all those present. In order to reduce the amount of pathogens potentially present in the air, suitable ventilation measures must be implemented (see section 5).	
	1.3	Reduce the spread of pathogens and the risk of inhaling pathogens by wearing face masks	<p>FFP2 masks must be worn in all LUH buildings and all traffic areas, even if a minimum distance of 1.5 m can be maintained. Face masks must be worn correctly.</p> <p>FFP2 masks must be worn at all times during lectures/courses. Study areas are available for use. If a study area is used by more than one person, all persons present must wear FFP2 masks.</p> <p>Face masks must be worn correctly, see: <a href="https://www.intern.uni-hannover.de/fileadmin/luh/content/agu/dokumente/Merkblatt_At_emschutz-Corona.pdf">https://www.intern.uni-hannover.de/fileadmin/luh/content/agu/dokumente/Merkblatt_At_emschutz-Corona.pdf</a>.</p> <p>In the context of office tasks, masks may be worn 1.5 times longer. In the context of heavy physical work, the duration for wearing face masks must be reduced in accordance with the risk assessment.</p> <p>Face masks must be exchanged immediately once the material is saturated (such as after sneezing).</p> <p>When wearing, putting on or removing FFP2 masks, only touch the bands, not the inside or the outside of the mask. After removing or changing face masks, wash your hands thoroughly with soap and water.</p> <p>For instructions on how to put on or remove FFP2 masks correctly, please refer to the relevant information sheet: <a href="https://www.intern.uni-hannover.de/de/themenbereiche/arbeitsicherheit-notfall/">https://www.intern.uni-hannover.de/de/themenbereiche/arbeitsicherheit-notfall/</a></p>	Face masks (e.g. FFP2 masks or similar masks, see <a href="https://www.gesetze-im-internet.de/corona-arbschv/Corona-ArbSchV.pdf">https://www.gesetze-im-internet.de/corona-arbschv/Corona-ArbSchV.pdf</a> ) for members of staff and examiners present during examinations will be provided by the Buildings Management Department (Dezernat 3) and must be worn by all members of the university.
	1.4	Reduce the risk of transmission of infection through contact with contaminated surfaces.	Hands must be washed (min. 30 seconds) and dried with the paper towels provided directly upon entering the building. Single-use cloths soaked in household cleaner will be provided for surfaces used by multiple persons.	All members of the university
	1.5	General directives to reduce transmission of pathogens.	Refrain from using forms of greeting with direct physical contact; cough and sneeze using the crook of your elbow or a paper tissue.	All members of the university

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	1.6	Prevent the spread of the virus via infected persons.	Anyone feeling unwell or experiencing symptoms indicating a SARS-CoV-2 infection must promptly leave the LUH campus and should call their GP immediately. Members of staff should notify their supervisor via telephone; students should call the dean of studies office.	All members of the university Head of institute Dean of studies office
<b>Technical Measures</b>				
<b>Object</b>		<b>Objective</b>	<b>Measures/implementation</b>	<b>Person responsible</b>
<b>2. Work environment</b>		Reduce the risk of transmission of infection through aerosols and/or droplets.	The minimum distance must be maintained. Wherever possible, a minimum distance of 1.5 m must be maintained between workspaces. If the minimum distance between workspaces cannot be maintained due to operational reasons, or if members of staff cannot restrict contacts at their workspace to a minimum in order to fulfil their duties, protective screens separating breathing zones must be installed. The minimum height of the screen's upper edge measured from the floor must be at least 1.50 m between sitting persons, 1.80 m between sitting and standing persons facing each other, 2 m between standing persons. The width of the screen must be determined by taking into account the width or depth of the area in which the person moves. An additional safety zone of 30 cm on the left and on the right of the screen must be implemented. If necessary, the protective screen may be equipped with gaps located outside of the breathing zone. Both sides of the protective screen must be cleaned once per working day using standard cleaning supplies.	Head of institute All members of the university
<b>3. Sanitary facilities</b>		Maintain hygiene of hands and surfaces.	In addition to the requirements for sanitary facilities set out in ASR A4.1, further measures are implemented to ensure that the minimum distance is maintained, such as floor markings or notices illustrating maximum occupancy.	Dezernat 3

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			Easily accessible washing facilities with gentle liquid handwash and paper towels must be provided in sanitary facilities. Instructions on proper handwashing shall be displayed. The use of hot air hand dryers shall be prevented by applying signal tape. Surfaces in sanitary facilities and door handles shall be cleaned at least once per working day and at intervals appropriate to the frequency of use. The frequency shall be determined for each individual facility.	
<b>4. Break rooms</b>		Reduce the probability of transmission of infection by avoiding contact with other people.	The simultaneous use of break rooms or break areas should be reduced to an absolute minimum. Ensure that sufficient distance is maintained, e.g. by adapting seats, through floor markings or by commencing working hours and breaks at different times. Rooms must be ventilated in accordance with ASR A3.6.	All members of the university
<b>5. Ventilation</b>		Reduce the quantity of pathogens potentially present in the air and the risk of transmission of SARS-CoV-2.	The requirements defined in the technical regulations for workplaces regarding ventilation (ASR A3.6) must be observed. Required ventilation intervals for each room are determined arithmetically. The quality of air within a room may be verified via carbon dioxide measurements (see ASR A3.6, paragraph 4.2). The CO <sub>2</sub> concentration should not exceed 1,000 ppm.  Ventilation and air-conditioning systems (RLT) shall be properly installed, operated and maintained (cleaning, exchanging filters) and provide sufficient fresh air from outside so that regulations regarding the CO <sub>2</sub> concentration according to ASR A 3.6 are met or are equipped with suitable filters or other means for reducing the concentration of infectious pathogens potentially present in the circulating air. RLT systems should not be disabled during working hours (possible increase of the concentration of infectious aerosols in the air,	Head of institute All members of the university

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			<p>which increases the risk of infection). Operating times of RLT systems that are not operated permanently must be extended before and after rooms have been occupied. RLT systems without suitable means for reducing the concentration of infectious aerosols potentially present in the room shall not be operated in recirculation mode.</p> <p>Insofar as this is technically possible, the proportion of fresh air from outside generally used by RLT systems in recirculation mode shall be increased in order to reduce the proportion of recirculating air.</p> <p>Ventilators, personal cooling devices (e.g. mobile air conditioning systems, split air conditioning systems) or heating devices (e.g. fan heaters) may only be used in rooms occupied by one person (aerosols spreading within the room). For rooms occupied by more than one person, a risk assessment evaluating the risk of using such devices must be prepared.</p>	
<b>6. Transport and journeys, internal post, off-site work</b>	6.1	Reduce the risk of infection through aerosols, droplets and contaminated surfaces.	<p>Where possible, people should maintain a distance of at least 1.5 m to each other within the scope of work-related contact outside of LUH.</p> <p>Where possible, vehicles should not be occupied by more than one member of staff at a time. The group of people using a vehicle together – simultaneously or subsequently – should be restricted where possible, by allocating the vehicle to a designated team.</p> <p>The minimum distance must be maintained when simultaneously using vehicles in the context of business travel. Therefore, the number of persons within vehicles is limited. If the minimum distance cannot be ensured, protective screens or personal protective measures (FFP2 mask) must be implemented. If the driver cannot wear a face mask due to traffic law requirements, see section 18.</p> <p>Where possible, journeys to collect or deliver items should be reduced. Routes should be planned efficiently.</p>	Head of institute Members of staff

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	6.2	Reduce the risk of infection through contaminated surfaces.	Facilities to maintain regular hand hygiene are available and in close proximity to workspaces (sanitary facilities). University vehicles will additionally be fitted with installations for maintaining hand hygiene, such as a hand washing station or a canister filled with water, liquid handwash, paper towels or suitable hand sanitiser, as well as bags for waste disposal. The interior of university vehicles must be cleaned regularly – particularly if used by multiple people.	Head of department Members of staff
<b>Organisational measures</b>				
<b>7. Business trips and meetings</b>		Prevent or reduce transmission of infection through droplets and contaminated surfaces during work-related duties.	Business travel must be limited to the extent necessary to fulfil work-related duties. Depending on the current situation at the respective destination, please determine whether business travel may be reduced or substituted via electronic means of communication.	Head of institute
<b>8. Encounters with other people in buildings</b>		Maintain sufficient distance.	Sufficient distance must be ensured in communal areas such as stairs, doors or lifts. Distance markers, such as tape, are installed in areas where people are likely to gather (time registering devices, post rooms, supplies department, lifts, etc.): Minimum distance: 1.5 m	Dezernat 3
<b>9. Using lifts</b>		Reduce the risk of infection.	Maximum occupancy: 1 person.	All members of the university
<b>10. Occupying rooms</b>		Maintain sufficient distance. Reduce contact with contaminated surfaces.	Minimise the number of people per room. Wherever possible, avoid touching door handles. Doors that are irrelevant in terms of safety requirements or data protection may be locked into place.	All members of the university

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<b>11. Using frequently touched shared surfaces (tables, printers, telephones etc.)</b>		Reduce the risk of infection through contaminated surfaces.	Surfaces such as furniture in seminar/meeting rooms, multi-functional devices or telephones that are used in shared facilities shall be cleaned independently by those using them before or after use with the provided cleaning cloths soaked in household detergent. Touch pens or similar tools may be used to operate printers. Where possible, telephones should only be used by one person. Otherwise, a face mask or covering must be worn while making phone calls. Subsequently, the device must be wiped with a wet cleaning cloth. Other surfaces are cleaned on a regular basis according to the cleaning schedules of Department 3 Section 31 for the respective buildings.	All members of the university Buildings Management Department (Dezernat 3 SG 31)
<b>12. Work equipment and tools</b>	12.1	Reduce the risk of infection through contaminated surfaces.	Where possible, work equipment shall only be used by one person. Otherwise, devices must be cleaned with regular (household) cleaning supplies before handing equipment to other people. In particular, surfaces that may have been contaminated via dispersion of droplets from speaking should be cleaned thoroughly (e.g. tabletops, IT devices, telephone receiver, steering wheel, gear lever, tools). Alternatively, suitable protective gloves must be worn when handling tools – provided that this does not present additional risks, such as catching on rotating parts. These should be changed frequently while taking into account individual predispositions of staff, such as allergies. Control panels of equipment used by multiple members of staff must be cleaned regularly before/after using them.	All members of the university
	12.2	Reduce the risk of infection through contaminated surfaces.	Cleaning cloths containing surfactants will be provided in lecture halls so that students can clean surfaces. Used cleaning cloths can be disposed of in the provided waste containers.	Students Buildings Management Department (Dezernat 3)

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<b>13. Storing and cleaning work clothes and PPE</b>		Reduce the risk of infection through contaminated surfaces.	<p>Personal protective equipment (PPE) and work clothes shall only be used by one person. This does not apply to PPE that can be used by multiple persons without an increased risk of infection, such as safety harnesses.</p> <p>Work clothes and PPE shall be stored separately from everyday clothes. Shared work clothes must be cleaned before handing them to other members of staff. Members of staff may put on and remove work clothes at home if this reduces contact with other persons within the university. This is only permitted if there are no hygiene deficiencies (e.g. contamination) and/or no increased risk of infection. In laboratories and medical facilities, facility management is responsible for maintaining work clothes.</p>	<p>Head of institute</p> <p>All members of the university</p>
<b>14. Working hours and breaks</b>		<p>Reduce contact with persons within the university.</p> <p>Reduce the risk of infection through droplets and contaminated surfaces.</p>	<p>Reduce occupancy of work areas and shared facilities by adapting working hours and breaks. If necessary, work in shifts. Suitable organisational measures shall be implemented to prevent gatherings of multiple members of staff, such as in front of time registering devices, in changing rooms or in sanitary facilities.</p>	<p>Head of institute</p> <p>All members of the university</p>
<b>15. Hygiene measures during breaks</b>		Reduce the risk of infection through droplets and contaminated surfaces.	<p>Before breaks, wash your hands thoroughly with soap and water (min. 30 seconds). Where possible, shared surfaces should be reduced by dividing tasks such as using refrigerators or coffee machines. Example: One person is</p>	All members of the university



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			<p>assigned the task of making coffee. Hands must be washed before touching the coffee machine. To prevent transmission of infection through contaminated surfaces, the coffee pot handle should be cleaned with a cleaning cloth before and after touching it. Alternatively, a paper towel may be used to touch surfaces. Small kitchenettes shall only be accessed by one person at a time. After each use, surfaces must be cleaned with regular household cleaner using cloths/rags. Shared dishes should be cleaned in the dishwasher at a minimum temperature of 60°C. Otherwise, personal dishes must be used and dried with personal dishcloths placed well apart. Otherwise, paper towels shall be used.</p>	
<b>16. Handling suspected cases of coronavirus</b>		Prompt clarification of suspected COVID-19 cases in order to break the chain of infection.	<p>Anyone experiencing symptoms of a possible SARS-CoV-2 infection must promptly leave the LUH campus and should seek medical advice or contact the local health office. Even though the local health office takes care of tracing those who have had contact with an infected person in the event of a positive test result, affected staff members should nevertheless notify their supervisors. Students should notify the Examination Office (Dezernat 6) as well as the dean of studies office via telephone so that anyone at LUH who has had contact can be informed instantly.</p>	All members of the university

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<b>17. SARS-CoV-2 tests</b>	17.1	Reducing the risk of spreading pathogens.	Members of staff unable to provide proof of full vaccination or recovery must provide a negative official test result ("Bürgertest") in order to enter buildings. For the duration of the stay at LUH, the test is valid for a maximum period of 24 hours. Irrespective of the vaccination or recovery status, LUH provides two rapid tests per week to members of staff for voluntary testing. Tests will not be issued to members of staff working from home. Anyone with a positive test result must not enter LUH. They must remain in self-isolation, make arrangements for conducting a PCR test and inform the local health office.	All members of staff
	17.2		Students: Since 4 October 2021, a negative official test result must be provided by anyone entering LUH buildings without proof of vaccination or recovery. Proof of testing must have been issued by a family doctor or test centre. The test result must have been obtained within the past 24 hours (rapid tests) or within the past 48 hours (PCR tests). Self-tests are insufficient. Proof of a negative test result may be provided digitally.	Students
<b>18. FFP2 masks, face masks (PPE)</b>		Protection against inhaling infectious droplets.	Face masks will be provided if the risk assessment discloses that technical and organisational protective measures are insufficient and FFP2 masks or similar protective equipment must be worn in accordance with the occupational health and safety regulations to prevent the spread of SARS-CoV-2. Members of staff/students must wear the provided masks or at least equivalent masks. Product-specific instructions for	Head of institute, Head of department, Dezernat 3

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			<p>cleaning, putting on or removing such equipment must be observed and members of staff must be instructed to ensure the proper use of individual equipment.</p> <p>If it is not possible to wear protective face masks, e.g. in laboratories, equivalent alternative measures must be implemented in accordance with the risk assessment (GBU). These measures must be based on sector-specific specifications of statutory accident insurance providers.</p> <p>Measures to reduce time frames of physical stress caused by filtering half masks should be assessed. Face visors are not considered a suitable means of protection.</p> <p>If the driver cannot wear a face mask due to legal requirements, such as traffic laws, passengers who cannot maintain the minimum distance are required to wear face masks without an exhalation valve.</p>	
<b>19. Instruction and active communication</b>		Illustrate directives to reduce the spread of infections.	<p>Comprehensive information and guidance regarding the initiated preventative and occupational safety measures will be provided. Notices providing straightforward information on hygiene and protective measures, including information issued by the Federal Centre for Health Education (BZgA), will be displayed in critical areas. Floor markings will be installed in waiting areas as well as at issuing points. On a regular basis, staff and students will be asked to observe personal and organisational hygiene requirements (distancing rules, proper etiquette regarding sneezing and coughing, washing hands, personal protective equipment). Information on COVID-19 health risks and the option of getting vaccinated will be provided within the scope of instructions.</p>	Superior

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<b>20. Protecting the most vulnerable</b>		Protect individuals.	Risk assessments for more vulnerable members of staff will be assessed and updated (based on the information provided by the Robert Koch Institute) and appropriate measures will be implemented. Individual measures are implemented if individual risks are disclosed, e.g. if a medical certificate is provided. In the event of uncertainty, please contact the health management section. With regard to maternity leave, a general risk assessment as well as an individual risk assessment must be prepared (maternity protection act, MuSchG).	Superior
<b>21. Occupational healthcare and protecting the most vulnerable</b>		Protect individuals.	Elective occupational healthcare services shall be provided. If FFP2 masks are worn longer than 30 minutes per day, recommended occupational healthcare services shall be provided. Members of staff/students may consult the Health Management Section with any queries, including increased vulnerability due to pre-existing conditions or individual predispositions as well as worries and psychological stress.	Superior
<b>22. COVID-19 vaccinations</b>		Protect individuals.	Members of staff may be vaccinated against the coronavirus SARS-CoV-2 during working hours.	Superior