

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

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
-----------------	--	-------------

		Principle measures		
Object		Target	Measures/implementation	Person responsible
1. Presence in LUH buildings	1.1	Minimise the risk of a coronavirus SARS-CoV-2 infection.	From 1 October, the 3G rule must be observed by anyone entering LUH buildings. Consequently, access will be 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. 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 https://www.intern.uni-hannover.de/de/themenbereiche/arbeitssicherheit-notfall/arbeitsschutz/gefaehrungsbeurteilung/). 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.	Facility management
	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 least 1.5 m is provided between the workspaces of all those present. In	All members of the university

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

Object		Target	Measures/implementation	Person responsible
			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>Face mask requirements (medical face mask or FFP2 mask) apply in all LUH buildings and all traffic areas, even if a minimum distance of 1.5 m can be maintained. Please wear face masks correctly, i.e. covering both your mouth and your nose.</p> <p>Face mask requirements (medical face mask or FFP2 mask) apply in all courses/lectures until students have reached their seat or as soon as they vacate their seat. If a minimum distance of 1.5 m cannot be maintained, masks must be worn during courses/lectures. Members of teaching staff able to maintain a minimum distance of 1.5 m to the auditorium are not required to wear a face mask.</p> <p>Study areas are available for use. If a study area is used by more than one person, all persons present must wear a medical face mask or FFP2 mask.</p> <p>At the latest, face masks must be exchanged immediately once the material is saturated.</p> <p>When wearing, putting on or removing MNS/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>If sufficient protection cannot be provided via medical face masks, e.g. due to an increased emission of aerosols or if a person present in the room is not required to wear a medical face mask, protective equipment will be provided. For instructions on how to put on or remove FFP2 masks correctly, please refer to the relevant information sheet: https://www.intern.uni-hannover.de/de/themenbereiche/arbeitsicherheit-notfall/</p>	<p>Medical face masks 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.</p> <p>Face masks (e.g. FFP2 masks or similar masks, see https://www.gesetze-im-internet.de/corona-arbschv/Corona-ArbSchV.pdf) will be provided by the Buildings Management Department (Dezernat 3).</p>
	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.	All members of the university

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

	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
	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
Technical Measures				
Object		Target	Measures/implementation	Person responsible
2. Work environment		Reduce the risk of transmission of infection through aerosols and/or droplets.	<p>The minimum distance must be maintained. Wherever possible, a minimum distance of 1.5 m must be maintained between workspaces.</p> <p>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</p> <ul style="list-style-type: none"> - 1.50 m between seated workspaces - 1.80 m between sitting persons and standing persons facing them - 2 m between standing persons <p>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.</p> <p>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.</p>	Head of institute All members of the university

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

Object		Target	Measures/implementation	Person responsible
3. Sanitary facilities		Maintain hygiene of hands and surfaces.	<p>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.</p> <p>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.</p> <p>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.</p>	Buildings Management Department (Dezernat 3)
4. Break rooms		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
5. Ventilation		Reduce the quantity of pathogens potentially present in the air and the risk of transmission of SARS-CoV-2.	<p>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 CO₂ concentration should not exceed 1,000 ppm.</p> <p>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 CO₂ concentration according to ASR A 3.6 are met or</p>	Head of institute All members of the university

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

Object		Target	Measures/implementation	Person responsible
			<p>are equipped with suitable filters or other means for reducing the concentration of infectious pathogens potentially present in the circulating air.</p> <p>RLT systems should not be disabled during working hours (possible increase of the concentration of infectious aerosols in the air, 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).</p> <p>For rooms occupied by more than one person, a risk assessment evaluating the risk of using such devices must be prepared.</p>	
<p>6. Transport and journeys, internal post, off-site work</p>	<p>6.1</p>	<p>Reduce the risk of infection through aerosols, droplets and contaminated surfaces.</p>	<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,</p>	<p>Head of institute Members of staff</p>

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

Object		Target	Measures/implementation	Person responsible
			protective screens or personal protective measures (at least MNS) must be implemented. If the driver cannot wear a face mask due to traffic law requirements, see section 18. Where possible, journeys to collect or deliver items should be reduced. Routes should be planned efficiently.	
	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
Organisational measures				
Object		Target	Measures/implementation	Person responsible
7. Business trips and meetings		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
8. Encounters with other people in buildings		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	Buildings Management Department (Dezernat 3)
9. Using lifts		Reduce the risk of infection.	Maximum occupancy: 1 person.	All members of the university
10. Occupying rooms		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

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

Object		Target	Measures/implementation	Person responsible
11. Using printers and telephones		Reduce the risk of infection through contaminated surfaces.	Touch pens or similar tools may be used to operate shared multifunctional devices. Otherwise, surfaces should be wiped with a cloth soaked in regular household cleaner before touching them. Where possible, telephones should only be used by one person. Otherwise, a face mask or covering (MNB) must be worn while making phone calls. Subsequently, the device must be wiped with a cloth soaked in regular household cleaner.	All members of the university
12. Work equipment and tools	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.	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 if necessary. Used cleaning cloths can be disposed of in the provided waste containers.	Students Buildings Management Department (Dezernat 3)
13. Storing and cleaning work clothes and PPE		Reduce the risk of infection through contaminated surfaces.	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. Work clothes and PPE shall be stored separately from everyday clothes. Shared work cloths must be cleaned before handing them to other members of staff.	Head of institute All members of the university

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

Object		Target	Measures/implementation	Person responsible
			<p>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>14. Working hours and breaks</p>		<p>Reduce contact with persons within the university. 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 All members of the university</p>
<p>15. Hygiene measures during breaks</p>		<p>Reduce the risk of infection through droplets and contaminated surfaces.</p>	<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. For example, one person is 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</p>	<p>All members of the university</p>

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

Object		Target	Measures/implementation	Person responsible
			placed well apart. Otherwise, paper towels shall be used.	
16. Handling suspected cases of coronavirus		Prompt clarification of suspected COVID-19 cases in order to break the chain of infection.	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.	All members of the university
			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.	
Personal measures				
17. SARS-CoV-2 tests	17.1	Reduce the risk of transmission of pathogens through unvaccinated persons or infected persons who do not experience any symptoms.	From 01.10.21, members of staff unable or unwilling to provide proof of vaccination or recovery who cannot provide proof of a negative test result must conduct a test under supervision. Members of staff refusing to provide proof of vaccination, recovery or testing and unwilling to get tested must leave LUH buildings. Members of staff required to work on the LUH campus on at least two working days/week will be issued two SARS-CoV-2 self-test kits per week. Members of staff required to work on the LUH campus on one working day/week will be issued one SARS-CoV-2 self-test kit per week. Testing is not required if suitable protective measures ensure equivalent protection or if proof of existing equivalent protection can be provided. Tests will not be issued to members of staff working from home. Supervisors may be notified of the test result of unvaccinated members of staff on a voluntary basis. Anyone with a positive test result must not enter LUH and is asked to conduct a PCR test in order to confirm the result.	Head of department

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

Object		Target	Measures/implementation	Person responsible
	17.2		<p>Students: From 01.10.21, 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.</p>	Faculty
<p>18. Medical face masks (MNS) and personal protective equipment (PPE)</p>		<p>Protection against inhaling infectious droplets.</p>	<p>Masks will be provided if the risk assessment discloses that technical and organisational protective measures are insufficient and medical face masks (MNS), 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.</p> <p>Members of staff/students must wear the provided masks or at least equivalent masks. Product-specific instructions for 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 MNB, MNS (surgical masks, e.g. DIN EN 14683) and filtering half masks must 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>	<p>Head of institute, Head of department, Buildings Management Department (Dezernat 3)</p>

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

Object		Target	Measures/implementation	Person responsible
19. Instruction and active communication		Illustrate directives to reduce the spread of infections.	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.	Superior
20. Protecting the most vulnerable		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
21. Occupational healthcare and protecting the most vulnerable		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
22. COVID-19 vaccinations		Protect individuals.	Members of staff may get vaccinated against the coronavirus SARS-CoV-2 during working hours.	Superior