

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

Valid until 30.09.2021

Current information on measures: <https://www.uni-hannover.de/corona/>

Facility	Examinations	Date, signature of the person responsible
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Principle measures			
Object	Target	Measures/implementation	Person responsible
1. Presence in LUH buildings	1.1 Reduce the risk of exposure to infectious particles.	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). Wherever possible, people must maintain a distance of at least 1.5 m to each other. In order to reduce the amount of pathogens potentially present in the air, suitable ventilation measures must be implemented (see section 5).	All members of the university
	1.2 Reduce the spread of pathogens and the risk of inhaling pathogens by wearing face masks.	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. Masks may be removed if students have reached their workspace or seat in an examination. Please wear face masks correctly, i.e. covering both your mouth and your nose. At the latest, face masks must be exchanged immediately once the material is saturated. 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. 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	During the upcoming examination period, MNS for students shall be made available by the Buildings Management Department (Dezernat 3). Instructions on how to use MNB will be displayed at the issuing point. Medical face masks, such as FFP2 masks or similar masks (https://www.gesetze-im-internet.de/corona-arbschv/Corona-ArbSchV.pdf), will be

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

Valid until 30.09.2021

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		relevant information sheet: https://www.intern.uni-hannover.de/de/themenbereiche/arbeitssicherheit-notfall/	provided by the Buildings Management Department (Dezernat 3). Students must bring their own masks.
	1.3 Reduce the risk of transmission of infection through contact with contaminated surfaces.	Hands must be washed directly upon entering the building bearing in mind the displayed instructions. If it is not possible to wash hands, hand sanitiser provided via the installed dispensers must be used instead. Dispenser pumps should only be touched with wrists or forearms. In order to disinfect hands correctly, an adequate quantity of sanitiser must be applied and rubbed over all surfaces of hands and fingers for 30 seconds. Please also refer to the information provided by the manufacturer on the bottle label. Instructions for applying sanitiser correctly are displayed next to the dispensers.	All members of the university
	1.4 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 must notify their supervisor via telephone; students must call the dean of studies office.	All members of the university Head of institute, facility management 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 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	Head of institute, facility management, employees, students

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
		<ol style="list-style-type: none"> 1. 1.50 m between sitting persons 2. 1.80 m between sitting persons and standing persons facing them 3. 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. If required, 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>	
3. Sanitary facilities	Maintain hygiene of hands and surfaces.	<p>Gentle liquid handwash and paper towel dispensers 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 regularly 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.	Head of institute, facility management, employees, students
5. Ventilation	Reduce the quantity of very fine droplets/aerosols containing pathogens potentially present in the air.	<p>Required ventilation intervals for each room are determined arithmetically.</p> <p>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. Ventilation and air-conditioning systems (RLT) shall be properly installed, operated and maintained (cleaning, exchanging filters) and</p>	Head of institute, facility management, employees, students

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
		<p>1. provide sufficient fresh air from outside so that regulations regarding the CO2 concentration according to ASR A 3.6 are met or</p> <p>2. 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.</p> <p>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>In general, 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>	
Organisational measures			
Object	Target	Measures/implementation	Person responsible
6. Encounters with other people in buildings	Maintain sufficient distance.	<p>Sufficient distance must be ensured in communal areas such as stairs, doors or lifts. Distance markers, such as tape, will be installed in areas where people are likely to gather (time registering devices, post rooms, supplies department, lifts, etc.): Minimum distance: 1.5 metres.</p>	Buildings Management Department (Dezernat 3)

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
7. Using lifts	Maintain sufficient distance.	Lifts shall not be occupied by more than 1 person at a time.	All members of the university
8. 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 medical face mask or FFP2 mask 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
9. Working hours and breaks	Reduce contact with persons within the university. Reduce the risk of infection through inhalation and contaminated surfaces.	Reduce occupancy of work areas and shared facilities by adapting working hours and breaks. Suitable organisational measures shall be implemented to prevent gatherings of multiple members of staff, such as in front of time registering devices, in sanitary facilities etc.). Ensure that sufficient distance is maintained, e.g. by adapting seats, through floor markings or by commencing working hours and breaks at different times.	Head of institute, facility management All members of the university
10. Hygiene measures during breaks	Reduce the risk of infection through inhalation and contaminated surfaces.	Before breaks, wash your hands thoroughly with soap and water. 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. Where possible, coffee should only be poured by one person. 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. 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 degrees Celsius. Otherwise, personal dishes must be used. If dishcloths are used by more than one person and cannot be placed well apart, paper towels shall be used.	All members of the university

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
11. Handling suspected cases of coronavirus	Prompt clarification of suspected COVID-19 cases in order to break the chain of infection.	Anyone experiencing symptoms indicating a SARS-CoV-2 infection must promptly leave the LUH campus and should seek medical advice or contact the local health authority. 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.	All members of the university
Personal measures			
Object	Target	Measures/implementation	Person responsible
12. Medical face masks (MNS) and personal protective equipment (PPE)	Protection against inhaling infectious droplets/aerosols.	<p>If it is not possible to implement technical or organisational protective measures, medical face masks (FFP2 masks or similar) according to the occupational health and safety regulations to prevent the spread of SARS-CoV-2 must be used. 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>During on-campus examinations, face masks must be worn at all times: see section 18.</p> <p>If it is not possible to wear a medical face mask or similar protective equipment, such as 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 face masks should be assessed. Face visors are not considered a suitable means of protection. If contact to other people is strictly necessary or if it is not possible to maintain a minimum distance in critical work areas, PPE (FFP2 masks) will be issued and worn.</p>	Head of institute, facility management

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
13. 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
14. 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. Instructions must be documented in writing.	Superior
15. 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 must 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

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

Valid until 30.09.2021

Written examinations			
In addition to the hygiene measures and regulations for preventing infections listed above, please note the following provisions for on-campus examinations.			
Object	Target	Measures/implementation	Person responsible
16. Room occupancy	Reduce the amount of pathogens potentially present in the air.	<ul style="list-style-type: none"> Where possible, utilise the largest lecture halls for examinations in order to ensure that ventilation requirements in accordance with ASR A 3.6 are fulfilled. Where possible, examination locations should be spread over the campus instead of using one building. 	Examination Office
17. Room and seating arrangements	Reduce the risk of exposure to infectious particles.	<ul style="list-style-type: none"> Markers shall indicate seating arrangements for students. A minimum distance of 1.5 m must be maintained within the radius of adjacent seats. To ensure that everything runs smoothly, seating arrangements for examination rooms should be prepared in advance and displayed in the rooms. Seats must be occupied in such a way that students can access or vacate rows while maintaining a minimum distance of 1.5 m to each other. Alternatively, the other person must vacate their seat first so that a second person can pass through, such as for toilet breaks. Ushers should ensure that examination rooms are occupied one row at a time, starting from a specific direction. Within rows, seats should be occupied starting from the centre, gradually working outwards to the left and right. 	Members of staff in charge of examinations
18. Code of conduct and self-discipline	Reduce the spread of pathogens.	<ul style="list-style-type: none"> 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. 	Members of staff in charge of examinations, Students

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
		<ul style="list-style-type: none"> • Signs illustrating instructions regarding the minimum distance and hand hygiene shall be displayed in front of buildings as well as in examination rooms. • A medical face mask or FFP2 mask must be worn over the entire duration of the examination. • Students with symptoms of illness will be excluded from the examination and must leave the LUH campus. 	
19. Washing hands	Reduce transmission of infection through contact with contaminated surfaces.	<ul style="list-style-type: none"> • Upon entering the building, examinees will be directed to the sanitary facilities in order to wash their hands according to the displayed instructions. • If this is not feasible due to routing constraints, the number of persons or the size of the sanitary facilities, sanitiser dispensers will be installed in front of the examination rooms or in the foyer. 	Members of staff in charge of examinations. Students
20. Providing proof of identity	Prevent the spread of droplets/aerosols and reduce transmission of infection through direct contact with contaminated surfaces.	<p>Transparent protective screens will be installed in areas where proof of identity is provided prior to examinations. The minimum height of the screen's upper edge measured from the floor must be at least</p> <ul style="list-style-type: none"> - 1.80 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>Gaps located outside of the breathing zone are used to check documents.</p> <ul style="list-style-type: none"> • During identity checks, members of staff shall not touch documents provided by students. • Students must use their own pens. 	Members of staff in charge of examinations
21. SARS-CoV-2 tests	Reduce the risk of transmission of pathogens through infected persons who do not experience any symptoms.	Students are asked to get tested before on-campus examinations and should only sit examinations if they have obtained a negative test result. This does not apply if students have been vaccinated or have recovered from a COVID-19 infection.	

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

Valid until 30.09.2021

Object	Target	Measures/implementation	Person responsible
22. Time management	Reduce contact with persons within the university. Reduce transmission of infection through droplets.	Examinations must not exceed a maximum duration of two hours. Examinations with shared waiting areas such as foyers should commence at different times, starting at a 30 minute interval. Adequate time must be ensured between examinations for entering and leaving the building as well as to clean surfaces.	Examination Office
23. During examinations	Reduce the spread and inhalation of the virus.	<ul style="list-style-type: none"> • Sufficient distance must be maintained by all those involved. • During toilet breaks, a medical face mask or FFP2 mask must be worn. • Medical face masks or FFP2 masks shall be issued to members of staff present in examination rooms. • Examinees must wear their own medical face mask or FFP2 mask (see section 18). • If necessary, examinees will be issued medical face masks or FFP2 masks in front of the examination room or in the foyer. 	All members of the university Members of staff in charge of examinations
24. Cleaning surfaces before examinations	Reduce transmission of infection through contact with contaminated surfaces.	<ul style="list-style-type: none"> • To reduce the risk of transmission of infection through contact with contaminated surfaces, cleaning cloths containing surfactants will be provided between examinations so that students can clean used workspaces, chairs or tables. Used cleaning cloths must be disposed of in the provided waste containers. 	Cleaning: Students Procurement of material: Buildings Management Department (Dezernat 3)
25. Maintaining the minimum distance in communal areas	Reduce the risk of inhaling viruses.	<ul style="list-style-type: none"> • One-way markers indicating directions to and from examination rooms shall be installed. Wherever possible, entrances and exits should not be identical. This can be realised via belt barriers and floor markings. • In waiting areas, a minimum distance of 1.5 m must be ensured. For this purpose, floor markings will be installed. • Where possible, examination rooms shall be accessed via separate entrance and exit doors. Large lecture halls with doors at the top and the lower area of the hall must be accessed and vacated via separate doors. • Notices illustrating maximum occupancy as well as distance requirements will be displayed in sanitary facilities. Maximum occupancy shall be determined by the floor space available in each sanitary facility. 	Members of staff in charge of examinations Buildings Management Department (Dezernat 3)

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

Valid until 30.09.2021

		<ul style="list-style-type: none"> Notices illustrating maximum occupancy will be displayed in front of lifts. Lifts shall not be occupied by more than 1 person at a time. Lifts should primarily be used by people with reduced mobility. 	
Oral examinations			
In addition, the course of action implemented within the scope of the hygiene measures listed above shall apply for oral examinations.			
26. Room and seating arrangements	Reduce transmission of infection through droplets and aerosols.	<ul style="list-style-type: none"> The person responsible for managing examinations must ensure that sufficient distance is maintained in examination rooms (min. 1.5 m). This can be realised by positioning tables and chairs well apart or by implementing special seating arrangements. 	Members of staff in charge of examinations All members of the university Buildings Management Department (Dezernat 3)