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.uni-hannover.de/corona/)

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<th>Department</th>
<th>Examinations</th>
<th>Date, signature of the person responsible</th>
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### Principle measures

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<tbody>
<tr>
<td>1. Presence in LUH buildings</td>
<td>1.1 Reduce the risk of transmission of infection through droplets.</td>
<td>Wherever possible, people must maintain a distance of at least 1.5 m to each other.</td>
<td>All members of the university</td>
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<tr>
<td></td>
<td>1.2 Reduce the risk of infection – primarily to protect others – through preventing the dispersion of droplets from coughing, speaking or sneezing.</td>
<td>Anyone entering LUH buildings is required to wear a face mask or covering (MNB) until they have reached their destination, such as their workspace, their seat in a meeting room or their seat in a lecture hall. This applies to all communal areas within those buildings that are open to the public, including stairs, lifts, corridors and sanitary facilities. When using communal areas closed to the public, the minimum distance must be maintained. Where this is not possible, MNB must be worn. At the latest, MNB must be exchanged once the material is saturated. Used MNB must be disposed of in the general waste. Only touch the bands when putting on or removing MNB. Do not touch the inside of the MNB. Refrain from touching the MNB whilst wearing it. After removing or changing the MNB, wash your hands thoroughly with soap and water.</td>
<td>During the upcoming examination period, MNB 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.</td>
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<tr>
<td></td>
<td>1.3 Reduce the risk of transmission of infection through contact with contaminated surfaces.</td>
<td>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.</td>
<td>All members of the university</td>
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## Technical Measures

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<tr>
<td>1.4 Prevent</td>
<td>Prevent the spread of the virus via infected persons.</td>
<td>Anyone experiencing symptoms of a respiratory disease indicating a SARS-CoV-2 infection must not enter LUH buildings and should seek medical advice immediately. Members of staff must notify their supervisor via telephone; students must call the dean of studies office.</td>
<td>All members of the university Head of institute, facility management Dean of studies office</td>
</tr>
<tr>
<td>2. Work environment</td>
<td>Reduce the risk of transmission of infection through droplets.</td>
<td>The minimum distance must be maintained. Wherever possible, a minimum distance of 1.5 m must be maintained between workspaces. If the minimum distance cannot be maintained due to operational reasons, or if members of staff cannot restrict contacts to a minimum in order to fulfil their duties, protective screens separating breathing zones must be installed. For seated workspaces, the upper edge of the screen must end at least 1.5 m above the floor. For standing desks or for seated workspaces and standing persons, the screen must end at least 2 m above the floor. 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.</td>
<td>Head of institute, facility management, employees, students</td>
</tr>
<tr>
<td>3. Sanitary facilities</td>
<td>Maintain hygiene of hands and surfaces.</td>
<td>Gentle liquid handwash and paper towel dispensers must be provided in sanitary facilities. Instructions on proper handwashing shall be displayed. 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.</td>
<td>Buildings Management Department (Dezernat 3)</td>
</tr>
<tr>
<td>4. Break rooms</td>
<td>Maintain distance.</td>
<td>Tables and chairs shall be placed well apart to ensure sufficient distance is maintained in break rooms.</td>
<td>Head of institute, facility management, employees, students</td>
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Object | Target | Measures/implementation | Person responsible
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5. Ventilation | Reduce the quantity of very fine droplets containing pathogens potentially present in the air. | The requirements defined in the technical regulations for workplaces regarding ventilation (ASR A3.6) must be observed. Ventilation quality may be verified via carbon dioxide measurements. During the pandemic and where possible, the CO2 concentration should not exceed 1,000 ppm. The risk of transmission of the infection via ventilation and air-conditioning systems (RLT) can be considered low overall if the system is fitted with suitable filters or if a large proportion of fresh air from outside is used. RLT systems should not be disabled during working hours (possible increase of the concentration of infectious pathogens 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. Where possible, RLT systems without suitable filters should not be operated in recirculation mode. Suitable filters include high-efficiency particulate air filters (HEPA). Where possible, the proportion of outside air used by RLT systems should be increased in order to reduce the concentration of aerosols within the room. 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). | Head of institute, facility management, employees, students

### Organisational measures

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<td>6. Encounters with other people in buildings</td>
<td>Maintain sufficient distance.</td>
<td>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.</td>
<td>Buildings Management Department (Dezernat 3)</td>
</tr>
<tr>
<td>7. Using lifts</td>
<td>Maintain sufficient distance.</td>
<td>Lifts shall not be occupied by more than 2 people at a time. If the minimum distance cannot be ensured, lifts shall not be occupied by more than one person.</td>
<td>All members of the university</td>
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<td>8. Occupying rooms</td>
<td>Maintain sufficient distance. Reduce contact with contaminated surfaces.</td>
<td>Minimise the number of people per room and avoid occupancy by multiple persons. Wherever possible, avoid touching door handles. Doors that are irrelevant in terms of safety requirements or data protection may be locked into place.</td>
<td>All members of the university</td>
</tr>
<tr>
<td>9. Using printers and telephones</td>
<td>Reduce the risk of infection through contaminated surfaces.</td>
<td>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 not be used by more than 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.</td>
<td>All members of the university</td>
</tr>
<tr>
<td>10. Working hours and breaks</td>
<td>Reduce contact with persons within the university. Reduce the risk of infection through droplets and contaminated surfaces.</td>
<td>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.).</td>
<td>Head of institute, facility management</td>
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<td>All members of the university</td>
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<tr>
<td>11. Hygiene measures during breaks</td>
<td>Reduce the risk of infection through droplets and contaminated surfaces.</td>
<td>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.</td>
<td>All members of the university</td>
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<td>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.</td>
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<td><strong>12. Handling suspected cases of coronavirus</strong></td>
<td>Prompt clarification of suspected COVID-19 cases in order to break the chain of infection.</td>
<td>Anyone experiencing symptoms of a respiratory disease indicating a SARS-CoV-2 infection must promptly leave the LUH campus and should seek medical advice or contact the local health authority. While 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 and students should notify the dean of studies office via telephone so that anyone at LUH who has had contact can be informed instantly.</td>
<td>All members of the university</td>
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## Measures for individuals

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<td>Protection against inhaling infectious droplets.</td>
<td>If it is not possible to implement technical or organisational protective measures, individual equipment such as MNB, surgical face masks, filtering half masks or face visors 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. If it is not possible to wear MNB, such as in laboratories, equivalent alternative measures must be implemented in accordance with the risk assessment (GBU) and based on sector-specific specifications of statutory accident insurance providers. Measures to reduce time frames of physical stress caused by MNB, MNS (surgical masks e.g. DIN EN 14683) and filtering half masks should be assessed. In addition to other equipment, face visors may be used.</td>
<td>Head of institute, facility management</td>
<td></td>
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<tr>
<td><strong>14. Protecting the most vulnerable</strong></td>
<td>Protect individuals</td>
<td>If contact to other people is strictly necessary or if it is not possible to maintain a minimum distance in critical work areas, PPE (FFP 2 masks) will be issued and worn.</td>
<td>Superior</td>
</tr>
<tr>
<td><strong>15. Instruction and active communication</strong></td>
<td>Illustrate directives to reduce the spread of infections.</td>
<td>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).</td>
<td>Superior</td>
</tr>
<tr>
<td><strong>16. Occupational healthcare and protecting the most vulnerable</strong></td>
<td>Protect individuals</td>
<td>Elective occupational healthcare services shall be provided. If necessary, recommended occupational healthcare services must be provided with regard to wearing FFP masks. 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.</td>
<td>Superior</td>
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Written examinations

In addition to the hygiene measures and regulations for preventing infections listed above, please note the following provisions for written examinations.

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<tr>
<td>17. Access to the workplace by external persons</td>
<td>Reduce the number of persons.</td>
<td>Where possible, access of external persons must be reduced to a minimum. In addition, information on preventative measures against the spread of SARS-CoV-2 infections currently implemented at LUH must be provided to non-university personnel, such as contractors.</td>
<td>Head of institute, Buildings Management Department (Dezernat 3)</td>
</tr>
<tr>
<td>18. Room occupancy</td>
<td>Maintain sufficient distance. Reduce transmission of infection through droplets by maintaining sufficient distance.</td>
<td>To ensure that a minimum distance of 1.5 m is maintained and where possible, • examination locations should be spread over the campus instead of using one building. • Irrespective of the number of persons and where possible, the largest lecture halls should be utilised for examinations.</td>
<td>Examination Office</td>
</tr>
<tr>
<td>19. Room and seating arrangements</td>
<td>Reduce transmission of infection through droplets by maintaining sufficient distance.</td>
<td>• To ensure that a minimum distance of 1.5 m – ideally 2 m – is maintained, furniture must be arranged accordingly. • If the minimum distance cannot be maintained, protective screens separating breathing zones must be installed. For seated workspaces, the upper edge of the screen must end at least 1.5 m above the floor. For standing desks or for seated workspaces and standing persons, the screen must end at least 2 m above the floor. 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. • Markers shall indicate seating arrangements for students. A minimum distance of 1.5 m – ideally 2 m – must be maintained within the radius of adjacent seats. At the end of each row, a minimum distance of 1.5 m between occupied seats and passageways must be maintained. To ensure that everything runs smoothly, seating arrangements for examination rooms should be prepared in advance and displayed in the rooms.</td>
<td>Members of staff in charge of examinations</td>
</tr>
</tbody>
</table>
## Object

### Target
Reduce transmission of infection through droplets and contaminated surfaces.

### Measures/implementation
- Seats should be occupied in such a way that students can access or vacate rows without encountering other persons.
- 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.
- Signs illustrating instructions regarding the minimum distance and hand hygiene shall be displayed in front of buildings as well as in examination rooms.
- If the minimum distance cannot be ensured, students must wear their own face mask or covering (MNB). Notices providing instructions on how to wear MNB correctly shall be displayed.
- Students with symptoms of illness will be excluded from the examination and must leave the LUH campus.

### Person responsible
Members of staff in charge of examinations

## 20. Code of conduct and self-discipline

### Target
Reduce transmission of infection through droplets and contaminated surfaces.

### Measures/implementation
- 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.

### Person responsible
Members of staff in charge of examinations

## 21. Washing hands

### Target
Reduce transmission of infection through contact with contaminated surfaces.

### Measures/implementation
- Transparent protective screens with a minimum height of 2 m fitted with integrated windows will be installed in areas where proof of identity is provided before examinations. This measure aims to protect members of staff and students from infections in the best possible way, if the minimum distance cannot be ensured.
- During identity checks, members of staff shall not touch documents provided by students.
- Students must use their own pens.

### Person responsible
Members of staff in charge of examinations
### Object 23. Time management

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</table>
| Reduce contact with persons within the university. Reduce transmission of infection through droplets. | - 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 |

### Object 24. During examinations

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| Reduce the quantity of very fine droplets containing pathogens potentially present in the air. | - Sufficient distance must be maintained by all those involved.  
- If the minimum distance cannot be ensured, such as during toilet breaks, a face mask or covering (MNB) must be worn.  
- If the minimum distance cannot be maintained between examinees and supervising personnel, members of staff present in examination rooms shall be issued MNB.  
- Examinees must wear their own MNB. Students must wear MNB until they have reached their seat. If necessary, examinees will be issued MNB in front of the examination room or in the foyer. | All members of the university Members of staff in charge of examinations |

### Object 25. Cleaning surfaces before examinations

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<tr>
<td>Reduce transmission of infection through contact with contaminated surfaces.</td>
<td>- 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.</td>
<td>Cleaning: students Procurement of material: Buildings Management Department (Dezernat 3)</td>
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### Object 26. Maintaining the minimum distance in communal areas

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| Reduce transmission of infection through droplets. | - 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. | Members of staff in charge of examinations Buildings Management Department (Dezernat 3) |
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<td></td>
<td></td>
<td>Notices illustrating maximum occupancy as well as distance requirements will be displayed in front of sanitary facilities. Maximum occupancy shall be determined by the floor space available in each sanitary facility.</td>
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<td>Notices illustrating maximum occupancy will be displayed in front of lifts. Lifts shall not be occupied by more than 2 people at a time. If the minimum distance cannot be ensured, lifts shall not be occupied by more than one person. Lifts should primarily by used by people with reduced mobility.</td>
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<tr>
<td></td>
<td></td>
<td>Anyone entering LUH buildings is required to wear a face mask or covering (MNB) until they have reached their destination, such as their workspace, their seat in a meeting room or their seat in a lecture hall. This applies to all communal areas within those buildings that are open to the public, including stairs, lifts, corridors and sanitary facilities. When using communal areas closed to the public, the minimum distance must be maintained. Where this is not possible, MNB must be worn.</td>
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<tr>
<td>Oral examinations</td>
<td></td>
<td>In addition, the course of action implemented within the scope of the hygiene measures listed above shall apply for oral examinations.</td>
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</table>
| 27. Room and seating arrangements | Reduce transmission of infection through droplets. | - 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.  
- Otherwise, transparent protective screens with a minimum height of 2 m – such as Plexiglas plates on the examiner’s desk – must be installed.  
- If the minimum distance cannot be ensured for a short period of time, a face mask or covering (MNB) must be worn to cover the nose and mouth. | Members of staff in charge of examinations  
All members of the university Buildings Management Department (Dezernat 3)                                                                 |