COVID-19 Rules for university operation from 18 May onwards

1. Keep a distance (of at least 1 metre).
2. Other rules of conduct: Wash your hands several times a day. Practice respiratory hygiene. When coughing or sneezing, cover your mouth and nose with a disposable tissue or your elbow. Open the windows regularly for better air circulation. Use disinfectant to clean frequently used spaces, e.g. workstations or equipment that are being used by more than one person. Adhere to the principle of never going to work when sick. Do not use lifts, if possible, or use them alone.
3. You must wear face masks in areas of customer service or service areas, e.g. the lending service at the library. Wearing face masks in public areas, e.g. the entrance area, corridors, etc.) is strongly recommended. Employees should bring their own face masks, if possible. If this is not possible, staff will be provided with face masks.
4. Rooms for socialising and sanitary facilities can only be used if the distance requirement and the other rules of conduct are met (Rules 1 and 2).
5. The employees’ and teams’ capacity to work must be ensured, with special consideration given to persons who have to assume care obligations, persons who have a long commute (more than 1 hour in public means of transport) and persons who belong to a risk group (see item 6). Persons who belong to these groups should or must continue to work from home (entirely or on single days). The attendance plan has to be agreed upon together with the superior. All other employees should not be on site at the same time. They should instead be separated into teams and alternate work days on site (e.g. certain teams are on site on specific days, other teams work from home). The required minimum distance (1 metre between persons) has to be considered when planning staff attendance on site.
6. Groups of people at increased risk: Persons who belong to the group at increased risk (and have a certificate confirming this) continue to perform their tasks from home (please see the information from the Federal Ministry of Labour, Social Affairs and Consumer Protection).
7. Meetings should continue to take place primarily in the form of video conferences. Face-to-face meetings can only take place if the following conditions are met: Keeping a distance from other people (Rule 1); no more than 10 persons in one room according to the COVID-19 relaxation ordinance; meetings kept as short as possible; opening the windows at least once every hour; wearing face masks is strongly recommended; attendance lists are mandatory.
8. Attendance plans and lists: records are kept by the organisational unit. (These lists serve the purpose of documentation for authorities in case of an infection. You can use the flexitime lists for this.)
9. Taking prompt action in the event of a suspected coronavirus infection: Separation, calling the public health service 1450, notification of the Rectorate.
10. Persons who are not employed with the University can only access university buildings if they have obtained permission from the head of the organisational unit (or an authorised person). The organisational unit has to keep a record of all external persons accessing university premises.
11. No events and conferences are taking place at the moment.