



On 21 October 2020, the Presidential Board adopted the following General Health and Hygiene Rules (§ 37 para. 1 sentence 3, para. 3 NHG). The General Health and Hygiene Rules come into force automatically when ratified by the Presidential Board and are published in the official notes (Amtlichen Mitteilungen I) and on the University's coronavirus information pages (<https://www.uni-goettingen.de/en/621808.html>). When these General Health and Hygiene Regulations came into force, the "Regulations and measures for protection against infection 2.2" as of 29 July 2020 (published in the official notes No. 43) ceased to be applicable.

The General Health and Hygiene Regulations are part of the „Regelungen im reduzierten Präsenz-Betrieb der Universität während der Corona-Pandemie“ (regulations for running the University with limited staff on-site during the coronavirus pandemic) and are supplemented by further documents and the A-Z on the coronavirus information website of the University (<https://www.uni-goettingen.de/en/625308.html>).

The most important changes are:

- Removal of Chapter 2 (Teaching, Studying and Examinations), Chapter 3 (Research Operations) and Chapter 4 ((Central) Administration and Central Institutions)
- Introduction of general compulsory wearing of face masks in corridors etc.
- Adaptation of the wording of the measures for protection when working from home
- A new sub-item on data collection and documentation.



GENERAL HEALTH AND HYGIENE RULES

to run the University on-site, taking into account infection control measures,
regulations of the state government and current recommendations for action by the state and
federal governments as well as RKI and NLGA
Version: 1.0 (21 October 2020)

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1. General rules of conduct

- Washing hands: regularly washing your hands with soap and water generally reduces the risk of infection. Wash your hands after entering the premises, as well as before breaks and after visiting sanitary facilities.
- Follow the advice for coughing and sneezing: sneeze or cough into the crook of your arm and keep away from other people.
- Do not shake hands.
- For your own protection and the protection of others, everyone is advised to use the RKI (Robert Koch Institute)'s Corona Warning App.

2. Ventilation

- Ventilate: in addition to the distancing rules, airing out rooms is an essential protective measure to reduce the risk of infection. Rooms must therefore be adequately ventilated. See information in Coronavirus: Information A-Z Ventilation.

3. Restrictions on entering the University

- Anyone suffering from Covid-19 is not allowed to enter the University. A confirmed infection must be reported to the crisis management team (Krisenstab) via supervisor(s) or the management of the institution (in the case of students).
- Anyone with unexplained cold symptoms – in particular, fever, sore throat, cough and/or changes in smell/taste perception – may not enter the University.
- Anyone entering Lower Saxony from another state, even if they initially enter/return via another federal state, is obliged to observe the entry and return travel conditions of the state of Lower Saxony in accordance with the up-to-date state regulations and, if necessary, to ensure compliance with obligations to self-isolate or go into quarantine.
- For further information see Coronavirus A-Z Rules; for the current state regulation see (in German) www.niedersachsen.de/Coronavirus/vorschriften/vorschriften-der-landesregierung-185856.html

This applies in particular to the admission to the University of anyone travelling from abroad (for instance employees, students, academic guests):

- Admitting anyone travelling from countries which are not classified as risk areas by the RKI is basically possible, as long as everyone takes into account the legal requirements as well as the health and hygiene rules and other measures for infection control/work protection of the University. The daily updated infection status at the time of entry applies here.
- When admitting anyone travelling from a country designated by the RKI as a risk area, the Lower Saxony coronavirus regulations must be taken into account. Here, too, the daily updated infection status at the time of entry applies.



- Further information on the procedure can be found under Coronavirus A-Z regulations and measures for protection against infection; for information on the state regulations, see www.niedersachsen.de/Coronavirus/vorschriften-der-landesregierung-185856.html

4. Distancing rules

- People should keep a sufficient distance (at least 1.5m) from other people. This has top priority. If this cannot be guaranteed, a face mask must be worn in accordance with No. 1.4.
- Contact between people should be avoided or reduced. This can be achieved by:
 - Avoiding multiple occupancy of offices; using free space elsewhere and reorganising occupancy.
 - Reducing the number of people present, for instance through organisational adjustments (shifts, team organisation, etc.). When running shifts or reorganising teams, care must be taken to ensure that as far as possible the same people work in shifts or teams with the same people. The standard regulations for work time should be observed.
 - Holding meetings via video or telephone conferences, if possible. If a meeting is needed in person, the minimum distancing rules must be observed.
 - Working from home as an additional measure to support infection protection (see under Coronavirus A-Z, working from home)
- In rooms where staff take breaks, minimum distancing must be ensured; chairs must be arranged with sufficient space between them if the table width is insufficient. It is also possible to stagger breaks.
- If the minimum distancing cannot be maintained in public areas, transparent partitions must be installed. These should also be considered for workplaces where the minimum distance cannot be maintained.

5. Face masks (MNB)

- Everyone (including visitors) in all buildings of the University is obliged to wear a face mask (MNB, ie *Mund-Nase-Bedeckung*) until they reach their place of work, seat, etc. whatever route they use to get there - stairs, lifts, via sanitary facilities or photocopy rooms, etc. In lecture halls and seminar rooms, face masks are required until the occupier is in their seat and if the minimum distance of 1.5m between seats cannot be ensured. In lecture halls and seminar rooms, it is also recommended to continue wearing a face mask.
- Depending on the further development of infection rates, it is possible that the obligation to wear a face mask may be extended at short notice.
- A decision should be made on the basis of the risk assessment and the general health and hygiene regulations as to whether or not each institution should extend the obligation to wear a face mask in work stations



- The face mask can be provided by the University or bought privately. The appropriate health and hygiene rules must be observed (see Coronavirus A-Z, face masks).
- Plastic visors are no substitute for a face mask (MNB), but can serve as additional protection.

6. Cleaning

- SARS-CoV2 is primarily transmitted via droplets. The risk of transmission through surface contamination is low with appropriate hand washing. Therefore, disinfecting surfaces is not necessary during normal university operation. The cleaning carried out by Estates and Facilities Management is sufficient.
- Hand sanitiser is only to be made available where soap and tap water are not available (e.g. when working in the field) or if the existing provision is insufficient for larger groups of people. If disinfectants are used, appropriate instructions are to be posted and made available by the Safety/Environmental Section.
- If possible, tools and work equipment should not be shared between users. If this is not possible, depending on the use and type of equipment, cleaning must be completed before handing over to the next user.

7. Data collection and documentation

- As per the current Lower Saxony coronavirus regulations, the University is obliged to collect contact details, in particular in the context of events, the running of refectories and sports programmes. In addition, the University may also make arrangements for the mandatory collection of contact details within the framework of its access regulations to buildings and premises. Please note that if contact details are not provided, admission may be denied or must be denied according to current Lower Saxony coronavirus regulations. Contact details will be collected: Surname, first name, full address and telephone number as well as the date and time of the collection.
- If contact data is to be collected from employees in the course of their work in accordance with the above provision, work contact details are sufficient.
- When collecting data, the requirements of the General Data Protection Regulation must be observed (Coronavirus A-Z, contact data).

8. Risk assessments

- Further protective measures for the respective institutions and departments are to be taken from the „Gefährdungsbeurteilung für den Schutz gegen die Ausbreitung von Krankheitserregern und die Aufrechterhaltung des Interimbetriebs der Hochschulen, gültig für Coronavirus SARS-CoV-2 (Corona-Pandemie)“ (Risk assessment for protection against the spread of pathogens and the maintenance of the interim running of universities, valid for coronavirus SARS-CoV-2 (corona pandemic). (Please see the [Corona-Informationssseite](#) of the Safety/Environmental Section).



9. Further advice services and information

- The occupational health service (*Betriebsärztlicher Dienst*) and Safety/Environmental Section are available to provide advice on occupational health and safety. Estates and Facilities Management is available to provide advice on the implementation of technical measures. The HR Department is available to provide advice on employment law issues.
- Materials which you can print yourself can be found on the [Corona-Informationseite](#) of the Security/Environmental Section.

Please send information and feedback via email to the following email - cv-info@uni-goettingen.de. You can reach the leaders of the crisis management team (Krisenstableitung) via this email.