General SARS-CoV-2-Hygiene regulations for the University of Freiburg
(SARS-CoV-2 University hygiene regulations)

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Preface

Germany is still in the middle of the fourth wave with the delta variant. There are many indications that the fifth wave will begin in just a few days with the new Omikron variant. Omikron is expected to account for the majority of infection cases and several tens of thousands of infection cases daily in Germany as early as January 2021. The Omicron variant is very easily transmissible and frequently leads to infections that can be passed on, even in fully vaccinated and recovered individuals.

This requires a tightening of the regulations on mandatory masks and thus a new version of the hygiene regulations. This also implements the decree of the Ministry of Science, Research and the Arts of Baden-Württemberg of 23.12.2021, according to which universities should tighten the already existing mask requirement in anticipation of a possible corresponding adjustment of the CoronaVO Studienbetrieb, order a FFP2 mask requirement for attendance studies and make an urgent appeal to employees to use the FFP 2 standard as a matter of priority.

The measures described below aim to reduce the risk of transmission and prevent infections through a hygiene-oriented environment and conduct. Through their personal conduct, each individual at the University contributes to protecting themselves and others from SARS-CoV-2 infection and thus helps to contain the current pandemic. For this reason, the active participation of all University members, including students, enrolled doctoral candidates, academic staff, professors and administrative and technical staff, is essential for success.

The University urges all members who have not yet been vaccinated and who can be vaccinated according to the recommendation of the Standing Committee on Vaccination to get vaccinated. Vaccination is and remains the only rational way out of the pandemic. Those who are deliberately unvaccinated are not only putting their own health at risk, they are putting everyone at risk and are responsible for overburdening health care workers and the health care system as a whole.

In this respect, the University’s executives bear special responsibility. They are responsible for active communication in accordance with the principle “health comes first” and for ensuring that the special operational infection protection measures and related instructions are explained, implemented and monitored in a comprehensible manner.

The implementation of and compliance with the protective measures listed below is the responsibility of those in charge in the individual management areas in accordance with Section 2.3 of the General Administrative Regulations of the
University of Freiburg (excluding the Medical Center – University of Freiburg) on responsibility for occupational health and safety and environmental protection dated April 13, 2005, as well as the managers of individual events. In addition, those authorized to exercise domiciliary rights are requested to make use of those rights to the extent necessary (see also Section 3 of the University’s House Rules).

The SARS-CoV-2 University Hygiene Regulations are regularly adapted to the current legal regulations, the official requirements and recommendations as well as the resulting changes in the University’s corona measures. The currently valid version of these regulations must be observed.

1. General Notes

1.1. General information about SARS-CoV-2 (COVID-19)

- The main transmission pathway for SARS-CoV-2 is the respiratory uptake of virus-containing particles, which are produced during breathing, coughing, speaking and sneezing. Depending on particle size and physical properties, a distinction is made between larger droplets and smaller aerosols. While the droplets sink quickly to the ground, aerosols can float in the air for a long time and spread in closed rooms. When breathing and speaking, but even more so when screaming and singing, aerosols are excreted; when coughing and sneezing, significantly more droplets are produced. The probability of exposure to infectious particles of any size is increased within a radius of 1-2 meters around an infected person.

- Transmission of SARS-CoV-2 by aerosols is possible if many people gather in insufficiently ventilated indoor spaces and there is increased production and accumulation of aerosols. An effective air exchange can reduce the aerosol concentration in a room.

- If the minimum distance is maintained, the probability of transmission outdoors is very low due to air movement.

- A transmission through contaminated surfaces cannot be excluded, especially in the immediate vicinity of the infectious person.

- The progression of COVID-19 is unspecific, multifaceted and varies greatly from asymptomatic progression to very severe disease with severe pneumonia, lung failure and death. Frequently-mentioned symptoms are a new cough, fever, runny nose, impaired sense of taste and/or smell and pneumonia [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html).
1.2. Immunized and non-immunized individuals, evidence of vaccination, recovery or negative test result (‘3G’ certificate)

- Immunized persons are persons vaccinated against COVID-19 or persons recovered from COVID-19. The vaccination must have been carried out with one or more vaccines named by the Paul Ehrlich Institute.

Anyone who has neither been vaccinated against COVID-19 or recovered from it is deemed non-immunized. If 3G certification is required to participate in an event, then non-immunized individuals must present a negative test certificate made out in their name. The test in question must in the case of an antigen rapid test have taken place no more than 24 hours earlier and in the case of a PCR test no more than 48 hours earlier. Self-tests that are carried out with or without guidance and checking by a trained supervisor are not sufficient.
1.3. An overview of the most important hygiene measures

Social distancing
Maintain a minimum distance of 1.5 meters from other persons; wearing a medical face mask does not in principle lead to a suspension of the minimum distance requirement and other hygiene rules.

Vaccinated – Recovered - Tested
3G-proof at the workplace
2G-rule for all classroom-based courses

Hygiene
Wash your hands regularly and thoroughly. Cough and sneeze into the crook of your arm.

FFP2 mask mandate
for study operations, including in entrances and entry ways in front of all buildings

FFP2 mask or surgical mouth and nose covering at work stations

Ventilation
Air the room regularly, even during the cold winter months.

Ban of entry for staff without 3G-proof
Staff members without 3G-proof are not permitted to use their work stations in spaces used by the University nor are they allowed entry on the University campus,

Ban on entry and participation
Individuals are not permitted to enter the University or participate in events if they
- do not wear a medical mask or respiratory protection and in particular cannot produce a medical certificate in support of this,
- should be in self-isolation on account of coronavirus,
- exhibit any of the typical symptoms of infection with coronavirus, namely shortness of breath, cough, fever, impaired sense of smell or taste, or
- do not present any certificate for events for which a certificate of negative test result, vaccination or recovery is required.

Admission of individuals from outside the University
University buildings are exclusively open to University members and staff and may only be used for University purposes. The Rectorate may permit use for other purposes and by third parties.

Data collection for contact tracing
Contact information is recorded to ensure rapid detection and containment of chains of infection.
2. Special technical and organizational measures

2.1 Room occupancy

- Maintaining a minimum distance of 1.5 meters to others is generally recommended.

- Those in charge of individual management areas in accordance with Section 2.3 of the General Administrative Regulations of the University of Freiburg (excluding the Medical Center – University of Freiburg) on responsibility for occupational health and safety and environmental protection dated April 13, 2005, as well as the management of individual events must take all appropriate technical and organizational measures to reduce operational personal contact. Simultaneous use of rooms by several people must be reduced to the bare operating minimum.

- For centrally managed rooms, Department 4 (Construction and Technology) is responsible for determining the occupancy figures, marking the maximum occupancy and appropriate furnishing.

- The distance requirement also applies without restriction to outdoor activities.

- Managers must enable working from home for employees who wish to do so, as long as their work does not require them to be present at the workplace. Employees are in principle obliged to accept this offer to work from home, provided that there are no reasons for them not to do so. In this case, an informal notification by the employee that his/her personal circumstances do not permit home office is sufficient. The applicable regulations on teleworking and working from home must be observed.

- As far as possible, rooms that on account of part-time work or vacation are periodically unoccupied are to be used temporarily by others in order to reduce contact. The temporary use of another workplace must be agreed with the employees in advance.

- Work equipment should where possible always be used by the same person. If this is not possible, appropriate hand hygiene and regular cleaning and, if necessary, disinfection of the work equipment, especially before transfer, must be ensured.
- Transparent partitions are to be installed at workplaces with public access (e.g. information desks or consultation areas), and are to be procured via the usual University ordering system at the expense of the institution. These measures are not permitted to reduce the minimum distance between permanent workspaces. If these measures are not possible, alternative protective measures must be taken.

- Markings indicating a minimum distance of 1.5 meters must be placed on the floor as an orientation aid wherever lines may form. These are available from the Department of Building Management, Procurement, Sustainable Operations (Department 4).

- In rooms with at least two entrances and where numbers of people fluctuate significantly, one entrance must be marked as the entrance and one as the exit. In an emergency (e.g. fire alarm) all escape routes may be used and this restriction is temporarily suspended.

2.2 Sanitary facilities, social rooms, break rooms and kitchenettes

- In sanitary facilities, social areas and break rooms, the social distancing rules must be observed (minimum distance of 1.5 meters from others), and these rooms must if possible be used by one person at a time or at different times (staggering of working and break times, removal of chairs, etc.). All users must pay particular attention to hygiene in these rooms.

- In social areas and break rooms, the required medical face mask may only be removed at the table immediately before eating and drinking and must be put back on before leaving the spot.

- Sufficient hand hygiene must be ensured when using social rooms, break rooms and kitchenettes as well as shared-use items located in these rooms (e.g. coffee machines, microwave ovens, etc.).

2.3 Ventilation

- Aerosols accumulate quickly in closed indoor spaces and spread throughout the room. Prolonged exposure to poorly ventilated or unventilated rooms increases the potential risk of aerosol transmission. The risk of infection with SARS-CoV-2 can be significantly reduced by regular ventilation either by opening a window wide or two windows/a window and a door on opposite sides for 5-30 minutes depending on the size of room.
The free App "CO\textsubscript{2}-Timer" from the German Social Accident Insurance (DGUV) enables estimation of the CO\textsubscript{2} concentration in enclosed rooms. Computers can also be used to determine the timing and frequency of ventilation of a room. Once calculated the appropriate time can be set using a timer for a reminder when ventilation is next due. It is recommended that a CO\textsubscript{2} concentration of 800 ppm is input as an infection prevention target for ventilation in the app.

https://www.dguv.de/ifa/praxishilfen/innenraumarbeitsplaetze/raumlufqualitaet/co2-app/index.jsp

Another tool is the free digital ventilation calculator from the BGN Trade Association: using a calculating disc, the ventilation intervals can be determined by inputting the floor space and number of people present https://www.bgn.de/lueftungsrechner/#c18949

Sample calculations using the digital ventilation calculator:

Example:
If occupied by 2 people, a 15 m\textsuperscript{2} office with a ceiling height of 2.7 meters (approx. 40 m\textsuperscript{3}) must be ventilated after no more than 29 minutes.

To ventilate the room, open the window(s) wide for at least 3 minutes. Tilt ventilation is not sufficient as the exchange of air is inadequate.

This also applies to rooms that only have a stationary air circulation system or equipment. These cool or heat the indoor air, but there is no exchange with fresh air.
- Temporary cooling of the room and short-term drafts are not an undue burden in occupational health terms and must be tolerated. Additional clothing should be worn if necessary.

- In rooms which have a technical air supply and exhaust air system, no additional individual ventilation is usually required. If you have any questions regarding the existing ventilation systems, please contact Department 4. Rooms which require additional manual ventilation by opening the windows are marked accordingly at the entrance.

2.4 Indoor events

(Not events relating to study operations)

- An event is a planned happening, limited in time and place, in which a group of people (three or more) specifically participate.

- Participation is dependent on proof of vaccination, recovery or testing. Excluded from the 3G-verification are committee meetings within the scope of self-administration. The four-stage warning system with basic, warning, alert level and alert level II according to the Corona Ordinance (CoV) must be observed.

At the alarm level, events are to be held preferably in digital format.

Events for which 3G, 3G (PCR only), 2G regulation applies:
- Conferences, congresses, workshops
- Lectures with external participants
- Public events (lecture series, lectures, etc.; guided tours)
- Choir, orchestra and theater rehearsals and performances (only allowed at the basic and warning levels)
- Work events of a social nature events of a social nature (Christmas parties, graduation ceremonies, etc.) (only allowed at the basic and warning levels)
- and other comparable events

For internal meetings including job interviews, the 3G rule for work-stations applies regardless of level (basic, warning or alarm).

In the basic level, all participating persons must be verifiably vaccinated, recovered or tested (3G).

In the warning level all participating persons must be verifiably vaccinated, recovered or tested (3G - PCR test only).
At the alert level all participating individuals must be verifiably vaccinated or recovered (2G).

At the alert level II all participating individuals must be verifiably vaccinated or recovered and must be additionally tested (2G+).

- Organizers are obliged to check for corona tests and evidence of recovery or vaccination. There must be a complete check, random checks are not allowed.

- At the basic and warning levels, no 3G proof is required for committee meetings within the framework of self-administration. If it is not guaranteed that the members of the committees have 3G proof, the option of holding the meeting in online format should be used at the alarm level.

### 2.5 Events for professional development and continued education

- At the warning and alarm level, non-immunized persons are allowed entry upon presenting either proof of an antigen or PCR test.

### 2.6 Catering and hospitality

- On principle catering should be avoided to reduce potential infection risks.

- Cocktails, buffets, and other similar events with catering are not allowed at the alarm level.

- Exceptions to this rule are events that require food service due to their duration. Fixed seating or standing areas must be provided for the catering so that the minimum distance is ensured at all times. This also applies to committee meetings and events that serve to maintain working or official operations (see Section 2.4.).

- Company events of a social nature, e.g. Christmas parties, graduation parties, are permitted at the basic and warning levels. Participation is dependent on the presence of proof of vaccination, recovery or testing (at the warning level only PCR test). The costs of rapid antigen tests or the PCR test are to be borne by non-immunized employees themselves.

At the alarm level, any kind of company events of a social nature are prohibited. This also applies to company events in closed rooms that do not take place in University buildings.
2.7 Passenger elevator use

- Passenger elevators may only be used by one person at a time if the minimum distance of 1.5 meters cannot be safely maintained in the elevator.

2.8 Travel with University vehicles or vehicles registered as such

- In the case of mandatory business trips, carpooling should be avoided as far as possible. The 3G-rule applies here. Drivers are authorized to have this proof presented to them and must also show their “3G-proof” to passengers upon request.
- If it is not possible for compelling operational or legal reasons, the group of people sharing a vehicle must be restricted, e.g. by assigning a vehicle to a defined team. The names of all persons who were together in a vehicle during a trip must be documented in the logbook.
- For business trips with multiple people, it is mandatory to wear an FFP2 mask.
- In the case of transport and delivery services, options for the use of sanitary facilities must be taken into account when planning the route.
- If vehicles are used by several persons, controls that are often touched – such as the steering wheel, gearshift and door handles – must be cleaned before handing the vehicle over. This can be done with a cleaning solution containing tenside or a disinfectant cloth.
- Hand hygiene equipment (disinfectants, paper towels and trash bags) must be kept available in every vehicle. An appropriate set can be obtained from the Office of Safety, Environment and Sustainability (sicherheit@uni-freiburg.de) at cost.

2.9 Business trips

- Business trips abroad are possible if the state/region is not designated by the RKI as a high-risk area or area of variants of concern at the start of the trip.
- Business trips to high-risk areas abroad are only possible for employees who have full vaccination protection at the start of the trip (i.e. at least 14 days must have passed since the last individual vaccination) and for recovered employees who were infected with COVID-19 at least 28 days
before the start of the trip and no more than six months before the end of the trip. These business trips require the approval of the Rector.

- Business trips to states/regions that are designated as areas of variants of concern by the RKI at the start of the trip are not possible.
- If one of the above-mentioned requirements for business trips abroad or within Germany ceases to apply before the start of the business trip, a business trip may not be carried out even if already approved.
- Exceptions to the above-mentioned requirements can only be considered if the business trip is absolutely necessary for professional reasons and cannot be postponed. The business trip application must be accompanied by an appropriate written statement of reasons from the applicant. In particular, the urgency and importance of the business trip and the business matters underlying the trip must be explained.

- Please also refer to the information sheet on the University’s Corona webpage under “Travel.”

2.10 Cleaning

- Surfaces and objects that are frequently touched by people must be cleaned regularly. Hand contact surfaces, in particular those of work equipment, must be cleaned particularly thoroughly, at least once a day, if necessary several times a day, with a cleaning agent containing tenside. These can be requested from Department 4. SARS-CoV-2 is an enveloped virus whose lipid envelope is inactivated by the tenside in cleaning agents, so that careful cleaning is sufficient in this context.
- Further hygiene measures due to other legal regulations (hazardous substances law, genetic engineering law, bio-substances ordinance, etc.) must be observed without change.

2.11 Admission to University buildings

- University buildings are exclusively open to University members and staff; they may only be used for University purposes. The Rectorate may permit use for other purposes and by other groups of people.
- Libraries, archives and museums are open to the public too. The current regulations of the state of Baden-Württemberg apply to admission.
- Access by persons not affiliated with the university shall be limited to the minimum necessary. Employees of external companies must register with
the institutions. They must be informed of the measures of these hygiene regulations and are obliged to comply with them.

- The Botanical Garden’s greenhouses cannot at present be opened to visitors because of health precautions and compliance with hygiene regulations.

### 2.12 “3G rule” at the workplace or when carpooling

- Employees of the University of Freiburg are prohibited from entering their workplace in buildings and premises used by the University or on the premises of the University or the Medical Center unless they can prove that they have been vaccinated, recovered or tested. The 3G proof requirement for entry to the University workplace also applies to employees who cannot be vaccinated for medical reasons. Employees are responsible for ensuring that they carry valid 3G proof with them and are able to present it during company inspections.

- Insofar as students and doctoral candidates use laboratory workplaces outside of lectures, the regulations applicable to employees shall apply accordingly.

- Only a test proof based on a negative antigen test or a negative PCR test according to § 5 (4) CoronaVO is accepted as a test proof regarding the non-existence of an infection with the coronavirus SARS-CoV-2.

The test evidence must have been performed by an external service provider in accordance with § 6 Paragraph 1 of the COVID-19 Testing Ordinance. The University as employer does not offer these tests. Self-administered tests performed without or with supervision are not sufficient as proof of testing.

The costs for such tests are to be borne by employees, unless they are carried out as part of the free testing option. The University does not reimburse the costs of such tests, nor is the time spent on them compensable as working time.

Workplaces in the sense of § 28b IfSG are workrooms, outdoor locations on the University premises, traffic routes, escape routes, emergency exits, storage, machine and auxiliary rooms, bathrooms, canteens, break and stand-by rooms, first aid rooms.

Workplaces do not include workplaces in home offices. Employees who work exclusively from their homes are therefore not subject to any corresponding verification obligations as long as they do not visit their workplace in the university buildings or premises or on the university grounds. This does not imply that unvaccinated or non-recovered employees are entitled to work at home.
Employees may only take part in carpooling if they carry proof of their status as vaccinated, recovered or tested (3G proof). The 3G proof requirement also applies to employees who cannot be vaccinated for medical reasons. Carpooling is defined as journeys to or from the place of work that are organized by the company and in which two or more employees travel together a distance that is necessary for the performance of their work. If a car is provided to transport the employees, the requirements for carpooling are met.

The University administration has decided to organize the inspection of 3G-proof by involving the employees’ supervisors. Therefore, supervisors have to check and document 3G-proof of the employees assigned to them. It is their responsibility to organize the inspection of the employees assigned to them in such a way that 3G-proof of employees who visit their workplace at the University is checked daily. If employees are vaccinated (i.e. have already received the first and second vaccination) or have recovered, a daily inspection is no longer required after the first check by the supervisor (see below). If supervisors are prevented from performing the required inspection of 3G-proof themselves, they may delegate the inspection of 3G-proof to a person employed in their area of responsibility and who report to them. When delegating, it should be noted that the person must be suitable for the delegated task. In order to avoid unnecessary multiple inspections, supervisors should inform employees who are currently subject to a daily inspection when they visit their workplace at the University.

For support, the supervisor has the possibility to generate a corresponding list of his/her employees. Those who do not yet have access to SuperX but wish to do so can apply for it (SuperX user application).

Supervisors have to document the corresponding check in the intranet accordingly.

For professors, the respective deans are responsible for verification and documentation.

The Human Resources Department will carry out random checks.

Employees who do not have a certificate of vaccination or recovery or who do not wish to disclose their status must carry suitable proof of testing in accordance with Section 6 (1) of the COVID-19 Testing Ordinance on each day on which they enter the University workplace, which the employer or employees or third parties appointed by the employer must check. The test
proof and control are therefore also required for activities on weekends or holidays.

- The test must not have been carried out more than 24 hours before the start of work in the case of a rapid antigen test and more than 48 hours in the case of a PCR test.

- Employees with valid proof of vaccination or recovery only need to have their proof inspected once initially. Subsequently, these already checked employees may in principle be exempted from the daily access inspection. The expiration date must also be documented for employees who present proof of recovery, since after expiration the respective persons must either present proof of vaccination once or proof of testing every work day.

- It is not permissible to make copies or photos or to scan the 3G proof.

In exceptional cases, the inspection of 3G-proof is possible within the frame-work of a video conference, as far as an on-site control cannot be carried out. For reasons of data privacy, the University’s own video conferencing tool BigBlueButton should always be used. Only the supervisor and the employee concerned may participate in the meeting. For this purpose, it must be ensured that the screen cannot be viewed by other persons. Screenshots or photos of the evidence are not required for control purposes and may therefore not be taken. A prerequisite for effective inspection in the context of a video confer-ence is that the proof is clearly and completely legible or recognizable. This must also be ensured.

- Facilities must also provide self-administered SARS-CoV-2 antigen tests to their employees at least twice a week upon request. These tests are NOT suitable for “3G proof.” The service is also available to vaccinated and recovered individuals.

ZUV institutions can obtain the tests from the Technical Material Store, D4. Other university institutions must order the tests from WISMA or other suppliers at the expense of the institution. The offer is also available to vaccinated and recovered persons.

- The sampling of antigen tests for self-testing by laypersons, so-called self-tests, may only be carried out independently by the test person. Testing by another person is prohibited. Self-administered tests should preferably be performed at home or outdoors. Exceptionally, the self-test may be performed in well-ventilated university rooms. No other person may be present in the room at the time of testing.

- A negative test result from a self-administered test does not serve as proof of testing in the sense of the Corona Regulation or the Infection Protection Act and is therefore not sufficient for “3G proof” at the workplace or participation in events for which “3G proof” is required.
3. Individual hygiene measures

- Standard hygiene regulations such as hand cleaning as well as etiquette for coughing and sneezing apply.
- Soap and disposable towels are provided centrally by the Central University Administration at all hand washing facilities. Please report if supplies are missing or have been used up to Department 4.
- Ownership of personal items such as a medical face mask, drink cups/bottles or food must always be clearly identifiable and items must be stored in such a way that they cannot be used by others.

4. FFP2 masks and surgical masks

- Wearing a medical face mask has proven particularly effective during the pandemic. In light of the highly infectious omicron variant, this hygiene measure and in particular the FFP2 mask have an even more important significance.
- A medical mask or face mask that complies with FFP2 (DIN EN 149:2001), KN95, N95, KF94, KF99 or a comparable standard must be worn by everyone
  - in the entrance areas and doorways in front of buildings,
  - in waiting and queuing areas, and
  - in passageways within the buildings, in particular doorways and other entrance areas, corridors, hallways, staircases, sanitary facilities.
- Employees may only remove the surgical mask or the FFP2 mask after reaching the workplace in University buildings if no other person is present in the work area. The masks must therefore be worn even if the minimum distance of 1.5 meters can be maintained.
- The regulations on room occupancy and ventilation remain unaffected by this.
- If students and doctoral candidates use laboratory workplaces outside of lectures, the regulations applicable to employees apply accordingly.
- The University appeals to all employees to wear not only a medical mask, but an FFP2 mask.
- There is a general obligation to wear an FFP2 mask indoors and at student study areas. This mask mandate also applies to teachers.

  This also applies to written and oral examinations. In view of the alarming pandemic situation in Baden-Württemberg, it is not justifiable for the
University to forego the mask as an effective protective measure within the framework of its duty of care towards its students and teachers.

There is no obligation to wear a medical mask
- when practicing sport, dining/drinking, for identification purposes,
- in the open, unless it is likely that a minimum distance of 1.5 meters to others cannot safely be maintained.

People with hearing loss or difficulties and their companions, as well as where necessary individuals who are communicating with them, are not required to wear a mask. Hier sind Abweichungen zur Maskenpflicht möglich. This requires the adoption of individual protective measures in coordination with the supervisors or the management of the event.

- Employees are exempt from the obligation to wear a medical mask if they can credibly demonstrate that they are unable or cannot reasonably be expected to wear a medical mask for health reasons or other compelling reasons or for similarly weighty and undeniable reasons in individual cases. Justification based on health reasons should be provided in the form of a medical certificate. This certificate must be carried at all times and shown on request.

- Wearing a medical face mask in accordance with these hygiene regulations as well as the COVID-19 regulations of Baden-Württemberg, as far as these regulations, as amended, apply to the University and its employees is part of official duties.

- Deliberate or negligent breach of the regulations concerning wearing a medical face mask in accordance with the CoronaVO or CoronaVO Studienbetrieb constitutes an administrative offense and may also lead to consequences under labor or disciplinary law.

- Wearing face visors is not considered an equivalent protective measure.

- Masks with exhalation valves do not provide protection for others and may therefore only be used if the minimum distance to other persons can be maintained safely.

- Employees must be provided with a sufficient number of medical masks by their institution. At least one new medical mask must be provided every working day for activities at the university; employees are not permitted to contribute to or assume the costs.

Masks for official purposes can be ordered from the Central Materials Store. The costs will be charged to the institutions by internal transfer.

- The use of a personal medical mask or a personal FFP2 mask or a comparable mask is expressly permitted.
Students must carry their own FFP2 masks or comparable masks on the University premises and wear them in accordance with the applicable regulations, in particular these hygiene regulations. If special hygiene or fire protection measures are required for classroom events, suitable masks are also to be provided to the students by the faculty of the institution concerned.

The specification of special requirements for the medical masks or face masks is made by the responsible persons in the institutions after an appropriate risk assessment.

5. Data processing

According to the CoronaVO, the University is obliged to collect and store certain personal data of attendees for the purpose of providing information to the public health department or the local police authority in accordance with §§ 16, 25 IfSG. On request, the data must be transmitted to the competent authority. The CoronaVO is supplemented with regard to data processing in areas with study operations by the CoronaVO Studienbetrieb.

In particular, there is an obligation to process data for

a. extracurricular and professional education programs,
b. professional development and training, and language courses,
c. classroom lessons and other face-to-face study activities, in particular teaching, examination and admission events (in enclosed rooms and in the open),
d. use of archives, libraries and other academic facilities or amenities (exception: collection and return of media),
e. use of student study stations (e.g. practise, teaching, PC and group rooms),
f. operating Mensa and cafeteria (exception: provision of food and drinks exclusively to take-away (to-go)).

The first and last name, address, date and time of attendance and telephone number (if available) of the persons present must be recorded. The telephone number has proven useful for contact tracing. In the case of regular events, the data must be collected for each individual date. The data must be processed in such a way that other participants cannot note the personal data.

In accordance with the CoronaVO, contact details may only be processed for the purpose of tracing by the health authorities. Analysis and compilation of location data and use of the data for other purposes is not permitted.
If contact details are provided by those present, they must give the appropriate declarations. Failure to do this may be a misdemeanor and subject to a fine.

Persons who refuse to provide their contact details must be excluded from participating in the event, using or visiting the facility.

There is no need to collect data again if the data is already available. Students, doctoral candidates and guest students are requested to enter their current contact data in the form of first and last name, address and telephone number (if available) in the campus management system HISinOne. In the case of events with booking procedures via HISinOne, the date and period of attendance are recorded by the responsible persons via attendance lists generated by the system. Alternatively, a procedure can be used via HISinOne in which the registration of attendees takes place via a session-specific QR code (description). Information in accordance with Article 13 of the General Data Protection Regulation (GDPR) can be accessed by the persons concerned in the wiki of the Campus Management department.

For other events or activities without a voucher procedure, without current attendance lists or QR code from the Campus Management System HISinOne and/or persons who have not stored contact data in HISinOne in accordance with the Corona Regulation, all contact data must be recorded on an event-related basis using the form for data collection in accordance with the Corona Regulation. Depending on the occasion and/or type of event, the management of the respective institutions, event management and/or the respective instructor are responsible and accountable.

The form and instructions for use are available on the COVID-19 webpage of the University under “Official Notices and Internal Communications.” The parties concerned can find information in accordance with Art. 13 GDPR on Page 2 of the data collection form.

The attendance lists and forms with contact data must be stored securely for a period of four weeks and then deleted or destroyed in accordance with data protection regulations. It must be ensured that unauthorized third parties do not gain knowledge of the data. Detailed specifications for data processing can be found in the above-mentioned instructions for use.

In addition, please refer to the detailed instructions on data processing in the above-mentioned “Instructions for use of the data collection form.”
6. Requirements and requests for information

- In order to take protective measures for members of the University, any members of staff who test positive must notify their results to the University in digital form immediately (koordinierungsstelle@zv.uni-freiburg.de). Initial information can also be given over the telephone (Office of Safety, Environment and Sustainability +49 (0)761-203 9031).

- Students are requested to inform the university if they receive a positive result for a Covid test (contact form for reports to the coordination office) COVID-19 webpage. Information on data protection can be found on the Corona website under “Official notices” and “Studies and teaching.”

- Recording SARS-CoV-2-specific symptoms such as temperature, etc., is not permitted.

- The data collected by the University in accordance with the CoronaVO is stored solely for the purpose of tracing possible chains of infection and, if necessary, transferred to the responsible authorities or health authorities. The data is collected electronically via the student administration program HISinOne, the responsible teachers or organizers, or by using the form provided. In the event of a suspected case of student infection, it is the sole responsibility of the public health department to follow up the contacts and inform those affected.

- Employees must ensure independently that the University, as their employer, has current contact data and that their presence in the workplace can be traced if necessary.

- With regard to the effective tracing of possible chains of infection, the telephone number has proven to be essential information.

7. Instruction

- Employees and students are to be instructed comprehensively and in a suitable manner about the measures of this general hygiene regulation and, if necessary, more specific regulations for special areas of work by the persons responsible in the individual management areas and the individual event managers. Merely referring to the “Corona Information” on the University’s website is not sufficient for this purpose.

- The instruction can also be provided in digital formats.
8. Risk group protection (including people with immunodeficiency with a diminished immune response).

- Employees and students who belong to a group of people who, according to the Robert Koch Institute, are at higher risk of developing a severe progression of COVID-19 must be given special protection. This also applies in particular to employees and students with immunodeficiency with a reduced vaccination response. For this purpose, the individually required protective measures are to be taken.

- Employees who belong to a group of persons with a higher risk of severe COVID-19 must prove to the office on request that they belong to the risk group and the greater risk as a result of the form of work, with a specialist medical certificate. Employees who have a medical certificate confirming that due to personal conditions the treatment of a COVID-19-related disease is not possible or only possible to a limited extent or that they are at greater risk of a serious case of COVID-19 may not be used for activities with increased personal contact nor for activities where the distance of 1.5 meters cannot be maintained.

- Before releasing a high-risk employee, the institution concerned must examine the possibilities of telework or work reorganization with the involvement of the employee in order to enable low-risk work performance.

- The University medical service and Office of Safety, Environment and Sustainability are both able to provide advice and recommendations to the employees concerned and their superiors.

- Students who cannot take part in classroom lessons shall where possible be included in courses using hybrid formats.

9. Maternity protection

- It cannot be ruled out that pregnant women have a higher risk of infection. However, there is increasing evidence that a severe case of COVID-19 can occur in pregnant women, increasing the risk of miscarriage. In addition, the options for treatment in the event of a severe course in pregnant women are significantly limited compared to the general population. Often, medication and treatment measures cannot be used without endangering the unborn child, which poses an **unjustifiable risk** under the Maternity Protection Act.

- Pregnant women who are exposed to increased personal contact (e.g. offices with multiple occupancy, public transport, classroom teaching, face-to-face meetings, etc.) are currently still at increased risk of infection. As a rule, this risk cannot be reduced to an acceptable level for pregnant women.
by technical or organizational measures. A pregnant woman may therefore not be employed or work at these workplaces in the current situation. This also applies without restriction to pregnant students. Wearing face masks is generally not a suitable protective measure; it places a strain on pregnant women and this is only possible occasionally and for a short time.

- A pregnant woman should only be expected to continue working if a risk assessment shows that protective measures can ensure that she is not exposed to a higher risk of infection. This requires an individual risk assessment by the institution, involving the pregnant woman and the Office of Safety, Environment and Sustainability. If the risk assessment reveals an increased risk of infection, this must be classified as an irresponsible risk for preventive reasons within the meaning of the Maternity Protection Act. The same also applies without restriction to pregnant students.

- The above-mentioned protective measures also apply to pregnant women who have been fully vaccinated or who have recovered from a confirmed (by PCR test) case of COVID-19 (Information on Maternity Protection from the BW Regional Councils).

- Pregnant women and nursing mothers can, if they so wish, receive advice and recommendations from the occupational health service or the Office of Safety, Environment and Sustainability.

10. **Ban on entry and participation**

- There is a ban on entry to all University buildings and a ban on participation in all University events for persons who
  - should be in self-isolation on account of coronavirus,
  - exhibit typical symptoms of coronavirus infection, namely shortness of breath, a new cough, fever, impaired sense of smell or taste,
  - do not wear a medical mask or face mask, unless it is not possible or unacceptable for health or other compelling reasons, or for similar weighty and compelling reasons in their individual case, or
  - do not present any certificate for events for which a certificate of negative test result, vaccination or recovery is required.

- Individuals who are experiencing typical symptoms of SARS-CoV-2 infection while in University-owned buildings or who have learned of a positive test result from a household member must leave immediately and go into self-isolation at home.

- Deliberate or negligent violation of the ban on admission is an administrative offence under the CoronaVO.

- If, due to the SARS-CoV-2-related ban on entry and participation, students cannot attend a course that requires compulsory attendance or a written
exam or examination, the regulations of the examination law apply, in particular the regulations on withdrawal and compulsory attendance on the basis of the applicable examination rules, as well as the regulations in Section 4b of the statutes of the University of Freiburg on dealing with the effects of the COVID-19 pandemic in the area of studying and teaching (Coronavirus statutes).

Withdrawal cannot be approved for students who do not wish to be tested.

Those authorized to exercise the domiciliary rights are requested to make use of those rights to the extent offered (see also Section 3 of the University House Rules).

11. **Special regulations for in-person courses, on-site examinations, use of student learning spaces as well as access and admission procedures**

At Alarm Level II, the 2G-rule applies to participation in classroom lectures in closed rooms and to the use of student study spaces located outside of libraries. This means that only vaccinated or recovered students may attend such events and use such places. For students who are asymptomatic and

- have not yet reached the age of 18,
- who can credibly prove by means of a medical certificate that they cannot be vaccinated for medical reasons, or
- for which a vaccination recommendation of the Standing Commission on Vaccination (STIKO) has not been in effect for at least three months

participation in the above-mentioned “2G classroom-based courses” is possible with a negative antigen test result.

For

- practice-based courses that require special laboratory or work rooms, in particular laboratory practicals, practical training components with patient contact in compliance with the specifications of the clinics and teaching hospitals, dissection courses, as well as events with predominantly practical training components, as well as
- examinations, in particular final examinations, as well as entry and admission procedures,
the 3G regulation remains in force, provided that these events require mandatory attendance.

If a test proof is required, the test execution may not be more than 24 hours in the case of an antigen test, or more than 48 hours in the case of a PCR test, at the time of entry.

- The 3G workstation policy applies to faculty, regardless of whether it is a 2G or 3G on-site event.

- The University is required to verify proof of vaccination, recovery or testing as part of a full check. If using the CoVPass inspection app, the most current version must be used. The random sample inspection models previously conducted are no longer permitted in Alarm Level II. The event organizer or the person appointed by it is responsible for the inspection.

- Anyone who does not provide 3G/2G proof will not be allowed to take part in the classroom event. The supervising persons then have the right and the duty to make use of the domiciliary rights. A person without 3G proof receives a conditional ban of entry and must leave the building immediately. If a 3G certificate is presented later in the day, the ban will be lifted.

- Anyone who participates in an event or uses a student study area contrary to these instructions is acting contrary to regulations as defined in § 73 paragraph 1a number 24 of the Infection Protection Act. The University reserves the right to report any violation as an administrative offense to the Office of Public Order, so that a fine of a not inconsiderable amount must be expected.

- Any kind of personal documentation of the evidence is currently not legally permissible.

- Antigen rapid tests (PoC test) can be claimed free of charge as of Nov. 13, 2021, in accordance with the “Adjustment to the COVID-19 Testing Ordinance” dated Nov. 12, 2021, as part of the “citizen testing” program.

- Rooms may be occupied as follows:
  - lecture rooms and seminar rooms with a maximum of 75% of maximum capacity, or up to 100% for groups of up to 35 people,
  - practice rooms and laboratories with air supply and extraction and an air exchange per hour of at least up to 100% of maximum capacity, or in the case of lesser air exchange or lack of technical ventilation up to 75%.
There is a general requirement to wear an FFP2 mask during classroom teaching sessions indoors and at student learning spaces. The mask mandate therefore also applies to instructors.

The general obligation to wear a FFP2-mask also applies to written and oral examinations at the alarm levels. In view of the alarming pandemic situation in Baden-Württemberg, it is not justifiable to forgo wearing a mask as a proven effective protective measure within the framework of the University’s duty of care towards its students and instructors.

There is no obligation to wear a mask
  - when practicing sport, dining/drinking, for identification purposes,
  - in the open, unless it is likely that a minimum distance of 1.5 meters to others cannot safely be maintained.

People with hearing loss or difficulties and their companions, as well as where necessary individuals who are communicating with them, are not required to wear a mask. This requires the adoption of individual protective measures in coordination with the supervisors or the management of the event.

Post-exam reviews can be conducted on-site individually and by appointment. Evidence of ‘3G’ must be provided for groups of three or more people.

Face-to-face consultation sessions are only possible by appointment and with collection of contact data. Evidence of ‘3G’ must be provided for groups of three or more people.

In addition to the general regulations, the following requirements must also be observed for the events listed below. If the result of the risk assessment requires further protective measures, the teaching and practical events are only possible in compliance with these additional protective measures.

11.1 Undertaking excursions lasting several days

In the case of excursions involving overnight stays, participants who are not vaccinated or recovered may provide the necessary up-to-date test results on-site using a self-test. The test must take place under the supervision of those who have to check the presence of a test certificate.
11.2 Conducting practical classes in Sport/Sports Science and general university sports events

- Masks are not compulsory while practicing sport. It is recommended that a distance of at least 1.5 meters to others be maintained when not actively engaged in sport.

- All available possibilities for ventilation of all enclosed rooms must be used. There must be a break of at least 30 minutes between two events; during this time the premises must be ventilated.

- Training equipment must be cleaned with a tenside-based cleaning agent before change of users. Hand-held devices that are used near the mouth and nose must be thoroughly cleaned or disinfected before change of users.

- While in the toilets, showers and changing rooms, the number of people must be limited so that a minimum distance of 1.5 meters between users can be maintained. The time spent in showers and changing rooms is to be limited to what is absolutely necessary.

- For hand hygiene in outdoor areas, participants must be given the opportunity to disinfect their hands. The use of textile cloths is prohibited.

12. Effective date

These Hygiene Regulations shall apply starting December 23, 2021. At the same time, the General SARS-CoV-2 Hygiene Regulations of the University of Freiburg dated December 1, 2021 shall no longer apply.

Freiburg, December 23, 2021

Prof. Dr. Kerstin Krieglstein
Rector