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

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Preface

With the Baden-Württemberg government order of August 14, 2021 concerning measures to prevent the spread of the SARS-CoV-2 virus (CoronaVO) and the regulation of August 23, 2021, concerning studies during the pandemic (CoronaVO Studienbetrieb) the federal state government has made a significant shift in emphasis and redirected its basic concept for combating the corona pandemic; regulations based on incidence have lapsed, while the ‘3G’ certificate is increasingly important as a requirement for participation in events.

The number of new cases of COVID-19 is once again rising markedly and the Robert Koch Institute (RKI) says that Germany is in the fourth wave. The further spread of the coronavirus can only be successfully contained if rules relating to hygiene and conduct continue to be consistently followed. The University is not in a position to slacken its efforts now.

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.

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. See: 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)

- Individuals who have been vaccinated against COVID-19 or who have recovered from COVID-19 are deemed to be immunized. The vaccination must have used a vaccine that is licensed in the EU. Individuals who have been vaccinated abroad with a vaccine that is not licensed in the EU are deemed not to be vaccinated and are subject to the rules for non-vaccinated individuals.
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 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.

‘3G’ certificate
Participation in events in enclosed rooms is only permitted with evidence of vaccination, recovery or negative test result.

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

Wear a medical face mask
Wear a medical face mask— including in access and entrance areas in front of buildings.

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

Regulation of room usage** [Paragraph not in Sept. 1st source text but is in earlier English version]
Regulation of the maximum occupancy in compliance with the distance rule and consistent compliance with this.

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. 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 ‘CO₂-Timer’ from the German Social Accident Insurance (DGUV) enables estimation of the CO₂ 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:

<table>
<thead>
<tr>
<th>Raumvolumen in m\textsuperscript{3}</th>
<th>Anzahl Personen</th>
<th>Lüftungsintervall min bei leichter Tätigkeit</th>
<th>Lüftungsintervall min bei mittelschwerer Tätigkeit</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>3</td>
<td>29</td>
<td>18</td>
</tr>
<tr>
<td>80</td>
<td>2</td>
<td>58</td>
<td>35</td>
</tr>
<tr>
<td>120</td>
<td>20</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>200</td>
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<tr>
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<td>22</td>
<td>14</td>
</tr>
<tr>
<td>1000</td>
<td>50</td>
<td>29</td>
<td>18</td>
</tr>
</tbody>
</table>

Source: https://www.bgn.de/lueftungsrechner/#c18949

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 Events in enclosed rooms

A ‘3G’ certificate is necessary to take part in events in enclosed rooms. An event is a planned occurrence at a specific time and in a specific location involving the deliberate participation of a group of people (three or more).

This includes training courses, workshops, interviews, inaugural lectures, retreats, work events of a social nature. Medical masks may be removed when seated, provided the minimum distance of 1.5 meters can be reliably maintained.

Committee meetings and events ensuring the working or operation of the university are exempted from the requirement to present evidence of 3G status (e.g. workgroup meetings, staff meetings). Medical masks may be removed when seated, provided the minimum distance of 1.5 meters can be reliably maintained and the indoor CO\(_2\) concentration of 800 ppm (on-site measurement using CO\(_2\) meter) is not exceeded. CO\(_2\) measurement is not necessary if 3G certification is provided.

CO\(_2\) meters can be procured as usual via SAP/SRM at the expense of the relevant institutions. Information on recommended devices is provided by the Office of Safety, Environment and Sustainability (sicherheit@zv.uni-freiburg.de).

2.5 Catering and hospitality

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

Aperitifs, buffets, and similar events with food are however permitted. Participation requires presentation of evidence of vaccination, recovery or negative test result. This also applies to events outside university buildings.
At committee meetings and events ensuring the working or operation of the university (see Section 2.4.) and where 3G certification is waived, the participants may also take part in the catered/hospitality event without 3G certification subject to the following conditions:

- Cold drinks may only be offered in sealed small individual bottles or in individual carafes with a glass.
- Sandwich rolls, biscuits, fruit must be offered as individual portions on plates (where possible packed individually) on a buffet or served at the table. They must not be shared out at the end of the event.
- Individuals may pour out coffee and hot drinks for themselves from large flasks after disinfecting their hands in compliance with the above hygiene rules.
- A distance of 1.5 meters must be maintained while consuming food/drink.

2.6 Holding work events of a social nature

- Work events of a social nature, e.g. university outings, Christmas celebrations, promotion celebrations are permitted. Participation requires presentation of evidence of vaccination, recovery or negative test result. This also applies to events outside 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 necessary business travel, shared use of vehicles by several persons should be avoided as far as possible.

- If it is unavoidable for compelling business or legal reasons, the group of persons who share use of a vehicle must be restricted, e.g. by assigning a vehicle to a specified team. The names of every person who has shared a vehicle for travel must be documented in the journey log.
In the case of official business trips involving with several people it is mandatory to wear a medical face mask. The obligation to wear a mask may be waived under the following conditions:

- the people form a permanent cohort (e.g. members of a permanent team)
- and these persons are either vaccinated or recovered or have tested negative; if a test result is presented as proof, it must be up-to-date, i.e. the underlying test must have taken place within the past 24 hours.
- Drivers are authorized to demand to inspect this proof and must also show their own ‘3G’ certificate to passengers on request.

If there is more than one person per row of seats in a University vehicle (car, truck and minibus), everyone must have a certificate of negative rapid test for Corona, vaccination or recovery. Drivers are authorized to demand to inspect these certificates and must also show their own ‘3G’ certificate to passengers on request.

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.

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.

Tampering with the doors for the purpose of keeping them open is prohibited and must be stopped immediately. Care must always be taken to ensure that the doors are properly closed after use.

2.12 Rapid antigen tests and self-tests

Rapid antigen tests for the detection of SARS-CoV-2 may only be performed by medically trained personnel in university testing centers approved by the Rectorate.

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 (CoronaVO) and is therefore not sufficient for participation in events for which the ‘3G’ certificate is required.

In the case of work events lasting several days and excursions involving overnight stays, participants who are not vaccinated or recovered may as an exception 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.

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. **Medical face masks**

- Wearing a medical face mask has proven particularly effective during the pandemic. Given the viral mutations, this hygiene measure is even more important.

- 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 remove the medical mask after reaching the workplace in University buildings, provided that the minimum distance of 1.5 meters to other persons can be safely maintained; this does not apply if there is public traffic at the same time. 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.

- A medical mask or face mask must be worn in face-to-face lessons if the minimum distance of 1.5 meters to others cannot reliably be maintained. Masks are in general compulsory at student study stations.

- There is no obligation to wear a medical mask
  - during examinations, even if the minimum distance of 1.5 meters to others cannot be maintained,
  - when giving a lecture, if the minimum distance of 1.5 meters to others is safely maintained,
  - 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. Individual protective measures must be established here.

- 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.

- Employees must also present their medical certificate to the person responsible for the area and to the Head of the Office of Safety, Environment and Sustainability without being asked to do so. This can be done in writing (Head of the Office of Safety, Environment and Sustainability, Department of Safety, Stefan-Meier-Str. 8, 79104 Freiburg) or within the University network in electronic form (maskenattest@zv.uni-freiburg.de).

- Students must present their medical certificate to the head of the Office of Safety, Environment and Sustainability without being asked to do so. This can be done in writing (Head of the Office of Safety, Environment and Sustainability, Department of Safety, Stefan-Meier-Str. 8, 79104 Freiburg) or electronically within the university network (maskenattest@zv.uni-freiburg.de).

- 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 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 medical mask or alternatively 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**

- Under the CoronaVO, the University must collect and store certain personal data of attendees for the purpose of providing information to the public health department or the local police authority. 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. academic education offerings,
  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 Ministry of Economy and Culture (MWK) 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.
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 student administration system HISinOne. For events that require booking via HISinOne, the date and time of attendance are recorded by the responsible persons in attendance lists generated by the system (description). The parties concerned may obtain information in accordance with Art. 13 of the GDPR on the Campus Management Wiki.

For other events or activities that do not require booking, without current attendance lists from the HISinOne campus management system and/or individuals who have not stored contact data in HISinOne in accordance with the CoronaVO, all contact data must be recorded on an event-related basis using the form for data collection in accordance with the CoronaVO. Depending on the occasion and/or the type of event, the managers of the respective institutions, event managers and/or responsible teacher 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.

Individuals who refuse to have their contact data collected must be excluded from participating in the event, using, or visiting the facility.

Reference is also made to the data processing standards in ‘Verwendungshinweise für das Formular zur Datenerhebung’.

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

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. The protective measures necessary in the individual case must be taken to this end.

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 rules for courses, face-to-face examinations, use of student study stations and admission and approval procedures

Face-to-face studies are permissible. All face-to-face study activities (i.e. courses, examinations, admission and approval procedures) must be approved by the Rectorate. Applications should be sent in the form of a completed form at least seven days before the start date (praxisveranstaltungen@zv.uni-freiburg.de).

Participation in classroom lessons and examinations requiring personal attendance as well as the use of student study stations in enclosed rooms require the availability of a 3G certificate. The Rectorate may in accordance with Section 5 CoronaVO Studienbetrieb permit variations for examinations.

The relevant event management is responsible for checking the 3G certificate. Those in charge of the event must record evidence of ‘3G’ for their own files.

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 no obligation to wear a medical mask or face mask

- for classroom lessons if the minimum distance of 1.5 meters to others can reliably be maintained,
- during examinations, even if the minimum distance of 1.5 meters to others cannot be maintained,
- when giving a lecture, if a minimum distance of 1.5 meters to others can be safely maintained,
- 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.

Masks are always compulsory at student study stations.
- 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. Individual protective measures must be made here.

- Post-exam reviews can be conducted on-site individually and by appointment. The Rectorate must approve in-person sessions for groups. Contact details must be collected. 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.

The self-tests may be obtained from the Office of Safety, Environment and Sustainability.

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 come into effect on September 1, 2021. At the same time, the General SARS-CoV-2 Hygiene Regulations of the University of Freiburg, dated August 4, 2021, shall no longer apply.

Freiburg, September 1, 2021

Prof. Dr. Kerstin Krieglstein
Rector