



Universität  
Bremen

# **General Hygiene Concept of the University of Bremen**

**Status on November 03, 2021**

**Please note that only the German original of this document is legally binding.**

**Preamble:**

On October 11, 2021, the winter semester at the university will begin with a high number of face-to-face classes. Thus, the number of people working and studying on campus will also increase. The safety standards that have been in place to date and which mainly focused on the needs of staff must now also be expanded to include students' needs. Alongside the specific hygiene concepts for classes, excursions, and the usage of learning spaces, the following safety and hygiene standards will add to the measures in place to reduce the risk of infection in all other situations for staff, students, and cooperation participants.

The following regulations are planned to be realized and are valid from October 11, 2021. The regulations may be amended at any time depending on the further development of the situation.

The aims of these safety and hygiene standards are:

- to make working and studying at the university under adherence to the protective measures against infection risks possible,
- to restrict the risk of infection for all staff and students,
- to especially protect staff and students belonging to high-risk groups.

Should the individual areas of the university need to implement safety and hygiene standards to reduce the number of COVID-19 infections based on organizational and operational grounds that exceed the following standards, the further developed regulations will apply.

The University of Bremen measures that are to be initiated are based on:

1. The so-called "AHA+L" regulation, which stands for social distancing, personal hygiene, masks, and regular ventilation of rooms.
2. The so-called "3G" rule (access only for those who are vaccinated, recovered, or tested).

## Contents

<b>1. General Guidelines</b> .....	<b>1</b>
<b>2. General Hygiene Measures</b> .....	<b>1</b>
<b>3. Access Restrictions</b> .....	<b>2</b>
<b>4. Events, Meetings, Conferences, etc.</b> .....	<b>3</b>
4.1. Separate Regulations .....	3
4.2. Participant Numbers .....	3
4.3. Contact Chain Reconstruction .....	4
<b>5. Protection of Risk Groups</b> .....	<b>5</b>
<b>6. Shielding from Potential Infection Carriers</b> .....	<b>6</b>
<b>7. Suspected Cases</b> .....	<b>7</b>
<b>8. Persons Returning from Travel</b> .....	<b>7</b>

## 1. General Guidelines

- Social distancing of at least 1.5 m is mandatory in buildings and recommended on the university campus. Social distancing of 1.5 m may be waived in classes and examinations, as well as when using learning spaces if medical-grade masks are worn. So-called surgery masks, FFP2 masks, and KN95/N95 masks are considered medical-grade masks.
- Social distancing of 1.5 m must also be considered when assigning offices.
- Should it not be possible to adhere to the social distancing regulations, for example when carrying out technical work, additional measures are recommended in order to reduce the risk of infection. For example, the work may be completed in set teams.
- Alternative communication means (email, phone, and video conferences) are recommended instead of personal contact.
- Should it be possible to carry out tasks in research, teaching, administration, or technical facility management remotely, partial working from home is possible. This must be agreed upon with superiors. The responsibility of superiors to ensure university operations are running in their area remains unchanged by this.
- Signs at building entryways and in buildings concerning entry restrictions, obligatory wearing of masks, and hygiene measures must be noted and complied with.
- Obligatory wearing of a mask
  - a. The University Executive Board's regulations apply with regard to the obligation to wear a mask.
  - b. Reference is made to the currently valid corona ordinance with regard to the waiving of obligatory mask wearing.
  - c. The university will provide the organizational areas a basis set of masks.
- All university members are called upon to note and comply with the applicable regulations and rules in a responsible manner in order to protect themselves and those around them.

## 2. General Hygiene Measures

- Personal Hygiene
  - a. Regular washing of hands. Please note the signs in washing facilities and the detailed explanations from the Federal Centre for Health Education.
  - b. Please adhere to the general coughing and sneezing etiquette.
  - c. Use of disinfectants when entering buildings. The university will provide hand disinfectant at building entryways: Please use it if you are entering a university building.
  - d. Avoidance of dry and irritated skin. Frequent hand washing and contact with disinfectant may damage your skin. Please regularly care for your skin by applying your own hand care agent.
- Regular Cleaning of Certain University Rooms
  - a. In order to reduce the risk of infection, the university will introduce additional cleaning slots in sanitary facilities.

- b. If there is special/irregular usage of the facilities, e.g. in the case of examinations taking place successively, intermediate cleaning of the rooms will take place.
- c. When class and meeting rooms at the university are used in a regular manner, the provided cleaning wipes must be used. All persons are required to autonomously clean the table tops they are planning on using with the provided cleaning wipes.

- Regular Ventilation of Rooms / Implementation of Technical Ventilation Facilities

Please note the separate document “Social distancing, personal hygiene, masks, and regular ventilation of rooms.”

- Cleaning of Jointly Used Objects

- a. The joint usage of objects should generally be avoided.
- b. If the joint usage is unavoidable, the object must be cleaned prior to being passed on to another person. The university will provide surface cleaning agent for this purpose.

### **3. Access Restrictions:**

- You may only enter University of Bremen buildings for a valid reason.
- The 3G rule applies for entry to all university buildings and the participation in every form of face-to-face class and examination. This means that only vaccinated, recovered, and tested persons may enter upon providing proof.
- Proof of a negative test result may not be older than 24 hours if it is a PoC antigen test (an antigen test carried out by an official third party) or not older than 48 hours if it is a PCR test.
- Relevant proof according to §18 (1) of the Twenty-Eighth Ordinance for Protection against New Infections with the SARS-CoV-2 Coronavirus (Twenty-Eighth Coronavirus Ordinance) and §2 No. 7 of the Regulation Governing Facilitations and Exemptions from Safeguard Measures to Prevent the Spread of COVID-19 (COVID-19 Protective Measures Exemption Ordinance) must be available. Generally, security staff at building entryways will check the form of proof.
- The university management will consider taking legal action should staff or students enter university buildings without a form of required proof.
- The university buildings are only usually open during the set opening hours.
- Generally, security staff at building entryways will control access.
- Students will gain access to university buildings in order to take part in face-to-face classes, for consultations, examinations, and if they wish to use a learning space. Some learning spaces may only be used if prior booking has taken place via Stud.IP. It is not possible to stay outside of classrooms and learning spaces marked with a QR code in teaching buildings for a longer period of time. It is recommended that you log into the contact chain reconstruction software (see 4.3).
- The following additional regulations apply to the areas that cannot waive personal consultations and similar:
  - a. The application of floor markings, warning tape, or similar in waiting areas and offices.

- b. The fitting of Plexiglas panes or other isolation measures if the recommended distance of 1.5 m cannot be adhered to.
- c. Determination of entry regulations and appointment-only entry, as far as is possible.

#### **4. Events, Meetings, Conferences, etc.**

- The following events, meeting, conferences, etc. should still take place digitally if possible. They may, however, take place in person under adherence to the previously mentioned general guidelines and hygiene measures, as well as the following conditions.
  - a. Meetings or similar events with scientific cooperation participants
  - b. Internal university meetings, workshops, conferences, or similar, which are a part of normal university operations
  - c. Interviews
  - d. Events hosted by external parties
  - e. Other events with external guests, e.g. conferences, workshops, presentations, panel discussions, celebrations and awarding ceremonies, appointment and leaving lectures, cultural events, exhibitions, summer fetes, etc.

##### **4.1. Separate Regulations**

- Events in accordance with 4.d. that are held in university buildings must be prepared in the same way that other events are and need to be approved by the University Executive Board.
- A separate hygiene concept must be created for events in accordance with 4.e. Said hygiene concepts must be submitted to [coronaschutz@vw.uni-bremen](mailto:coronaschutz@vw.uni-bremen) by the faculty administration / institute management / administrative department head or similar in a timely manner. Hygiene concepts must then be approved.
- The general guidelines (1.), general hygiene measures (2.), and the contact chain reconstruction (4.3.) must be considered when creating a hygiene concept.
- The above is to be ensured for all events and both the current corona ordinance and requirements stated by the university management must be complied with.

##### **4.2. Participant Numbers**

- The maximum number of participants as stated in the valid corona ordinance must be complied with. Particular attention should be paid to the admissible number of participants present at the same time.
- The University of Bremen is in a position to restrict the number of people allowed in classrooms and meeting rooms. The rooms that are intended to be used for teaching and events as stated under 4. a. to 4. e. will have a clearly visible sign that states the maximum number of persons allowed. The organization unit that manages the room, or rather which has been given long-term usage rights for the room, is responsible.

##### **4.3. Contact Chain Reconstruction**

- Should contact chain reconstruction be required based on current and valid law, the event host is responsible for implementation.
- In order to make the contact chain reconstruction as simple and quick as possible, the University of Bremen has decided to use the Gast-Bremen app for the digital

reconstruction. The use of this app is voluntary. The app works using QR codes that are generated for rooms. Using a smartphone (or similar device), event participants are able to scan the codes. The scan process is carried out directly via the Gast-Bremen app or any other desired QR-scanner software. If the latter is used the Gast-Bremen website will be opened. After scanning, the stored contact details, time, and event location will be recorded in accordance with data protection regulations.

- The participants can then log out via the app (or website) once they have left the room. Should a person not log out after an event, said person will be automatically logged out after four hours.
- It should be immediately registered if a person, who previously took part in an event, has now tested positive for COVID-19. An encoded list of participants will then be created by the Gast-Bremen app and will subsequently be passed on to the responsible Health Department in accordance with data protection regulations.
- Should a room not yet have a QR code and it therefore not be possible to use the Gast-Bremen app, another suitable form of contact chain reconstruction (such as lists) must be implemented - if this is required by current and valid law.
- For the events listed under 4. a. to d., the creation of paper lists can be waived if the required information (email addresses, start and finish of event participation) can be quickly provided for contact chain reconstruction and gathered from other existing data sources (e.g. Outlook calendar entries).
- For 4. e. "other events," contact chain reconstruction in paper form is possible if the digital tracking form using the Gast-Bremen app is not possible. One person (nominated by the event host) will receive data protection training from Administrative Unit 06 and be made aware of the duty of confidentiality (see separate written statement in the FAQs). Data will only be passed on with the aim of reconstructing a chain of contact (participation at an event with a person infected with the coronavirus). A list of participants (including email addresses, start and finish of event participation) is to be created. These lists will be put into a sealed envelope and handed to the responsible person from Administrative Unit 02: Labor, Health, and Environmental Protection. This can be done either personally or centrally via each organizational unit (faculty, administrative department, operational unit, scientific institute, etc.). It is also possible to send the lists to Administrative Unit 02 via internal post. The participant lists should be put in separate envelopes according to the calendar days. The name of the event host, the event name, and the event date should be written on the envelope. Please address the envelope as follows: Referat 02, Kontaktketten Corona. The responsible person from Administrative Unit 02 (or other persons who use the email address stated below) will keep the sealed lists for at least 3 weeks and will subsequently dispose of them in accordance with data protection regulations.

Inquiries, for example from the Health Department regarding contact chain reconstruction, should be sent to [coronatracking@vw.uni-bremen.de](mailto:coronatracking@vw.uni-bremen.de).

## 5. Protection of High-Risk Groups

- Persons belonging to the following groups must adhere to the stated protective measures – and possibly specially agreed upon individual measures - with particular care:
  - a. Staff with relevant prior illnesses, e.g. serious respiratory illnesses, serious heart/circulatory illnesses, serious liver or kidney illnesses
  - b. Those who have diabetes mellitus

- c. Staff with illnesses that are connected to a weak immune system (cancer, the intake of medication that suppresses the immune system)
  - d. Pregnant persons
  - e. Staff members above 60 years-of-age and who suffer from a relevant primary disease/illness
  - f. Staff/students who reside with a person who is exposed to a high risk of infection, e.g. clinic staff
  - g. Those who care for a relative who has an increased risk of suffering from a difficult course of COVID-19 infection.
- The university's need to maintain functions required for operation will be considered in the frame of deciding on additional individual measures for staff.
  - It is recommended that these people complete their tasks at home and/or make use of digital offers, if possible.
  - The occupational doctors and Administrative Unit 02: Labor, Health, and Environmental Protection can be contacted for a consultation with regard to special dispositions.
  - The risk of infection for high-risk groups should be re-assessed if full vaccination against COVID-19 has taken place.
  - The following groups do not belong to a high-risk group:
    - a. Persons who have been fully vaccinated against COVID-19.
    - b. People with a healthy immune system that have recovered from a SARS-CoV-2 infection that has been diagnosed and confirmed by a laboratory and have received one vaccination jab six months after recovery at the earliest.
  - Special rules apply to pregnant persons and those who are breastfeeding. Alongside the Maternity Protection Act, the "Guidance on Maternity Protection Assessment of Risk from SARS-CoV-2" from the Federal Ministry for Family Affairs, Senior Citizens, Women and Youth should be noted. The "STIKO" (German Standing Committee on Immunization) stated their recommendation for vaccination of pregnant persons and those who are breastfeeding in September.
  - Expectant mothers (**staff and students**) should let the relevant superior, Administrative Department 02 (only staff), Administrative Unit 02, and the occupational doctor know of their pregnancy as soon as possible. This is to ensure that all required hygiene and safeguarding measures can be implemented quickly.

## 6. Shielding from Potential Infection Carriers

- The following persons may not come onto campus:
  - a. Persons who have been diagnosed with COVID-19,
  - b. Persons who have received a positive results from a PoC antigen test (an antigen test carried out by an official third party) or rapid test at a test station,
  - c. Unvaccinated persons who know or have been made aware of the following by

the Health Department or the university:  
- They have been in close contact to an infected person (for example, at least 10 minutes face-to-face with a distance of less than 1.5 m or in very close contact for a shorter period of time) without a mask.  
- They have spent more than 10 minutes in a badly ventilated, relatively small room with an infected person - even if a mask was worn correctly and continually.

- d. Persons who have a suspected case of COVID-19, e.g. as stated by a doctor and those who were asked to take a corona test.
- e. Persons who have received a formal access ban in the context of the corona pandemic from the university.

- Recovered and fully vaccinated persons must not quarantine. However, self-isolation is recommended. Should a vaccinated or recovered person develop symptoms, said person must self-isolate immediately and initiate PCR testing as soon as is possible.
- Persons under 6. a. to d. may only come onto campus after a doctor has said they may do so or after the Health Department allows for this. If there is a further campus ban in place, it will remain unchanged.
- Staff who fall into categories 6. a. to d. are obliged to immediately inform their superiors and Administrative Unit 02: Labor, Health, and Environmental Protection at [coronatracking@vw.uni-bremen.de](mailto:coronatracking@vw.uni-bremen.de).
- Students who fall into categories 6. a. to d. are obliged to immediately inform their lecturer(s) and Administrative Unit 02: Labor, Health, and Environmental Protection at [coronatracking@vw.uni-bremen.de](mailto:coronatracking@vw.uni-bremen.de).
- Additional information can be taken from the FAQs in the University of Bremen's Corona Update.

## 7. Suspected Cases

- Persons with respiratory symptoms or fever should not be at the university. Persons with acute respiratory symptoms should leave the university immediately and contact their doctor for a diagnosis.
- In the frame of their duty of care, superiors who ascertain that a member of their staff has clear flu-like symptoms should ask the relevant person to stay at home and contact their doctor for a diagnosis.

## 8. Persons Returning from Travel

- The relevant federal and state regulations for entering Germany and returning from abroad, as well as possible temporary access bans to university facilities (shielding regulations as per FAQs) apply to persons who are traveling to Bremen after a private or business trip abroad. The same applies should the Free Hanseatic City of Bremen decide on quarantine regulations when travelers return from German areas that have a high number of new infections.
- The Contact Chain Concept is part of the University of Bremen's General Hygiene Concept. The individual measures are initially limited until February 04, 2022, unless the safeguard

measures related to the corona pandemic are lifted or intensified by the responsible authorities.

**Bremen, November 03, 2021**

**Signed by Frauke Meyer  
Director of Finance and  
Administration, University of Bremen**