

Internal action plan – Protective measures and workplace design

for working during the SARS-CoV-2 pandemic
effective from 2 June 2022

0. Amendments

Due to the decreasing number of infections, the validity of the SARS-CoV-2 Occupational Safety and Health Regulation (Corona-ArbSchVO) that stipulated measures for infection protection and control for all workplaces has not been extended any further. The NRW Corona Protection Ordinance (CoronaSchVO) now only stipulates basic protective measures. Therefore, the requirements applicable at UDE can be further reduced.

However, since outbreaks of infections in the region or within the University cannot be ruled out, everyone is requested to continue paying attention to the infection situation.

1. Scope

This internal action plan applies to the following groups:

- Staff members of the University of Duisburg-Essen, excluding staff working in the University Hospital (the regulations of the Faculty of Medicine and/or the University Hospital apply for these staff members). For staff members who work in UDE's daycare facilities, separate regulations apply in part in accordance with the ordinance regarding infection control in schools and childcare contexts (*Coronabetreuungsverordnung*).
- Other members, associates and visitors if they are involved in the University's operations outside of classes and examinations, particularly as members of the University's committees, or if they are involved in university research and its organisation as researchers. For the purposes of these guidelines, these individuals are considered staff members.
- Staff of other facilities (e.g. affiliated institutes) insofar as their tasks cannot be separated from University operations in terms of physical space or organisation. For the purposes of these guidelines, these individuals are considered staff members.

2. Principles and protective measures

The following regulations describe the minimum standards. If the supplementary risk assessment, which is the responsibility of the respective line manager, shows that additional measures are necessary in the corresponding work unit once particular risks of infection specific to the work at hand have been taken into account, these are also to be implemented.

Mutual responsibility

All members of staff who experience symptoms that could indicate a Covid-19 infection are requested to immediately contact a doctor or the medical on-call service provided by statutory health insurance physicians (helpline: 116117) by phone in order to discuss the next steps. You may not enter University buildings until your symptoms have been conclusively diagnosed and should inform your line manager and the Personnel Division immediately.

Workplace design/risk assessment

The SARS-CoV-2 Occupational Safety and Health Regulation has expired. Measures for infection protection and control in the workplace are to be defined on the basis of Section 3 (1) of the Act on Occupational Safety and Health (*Arbeitsschutzgesetz, ArbSchG*).

Support can be requested from the [Work Psychology Specialists](#). The [Occupational Health and Safety Specialists](#) and the [University's Occupational Health Service](#) are also available for consultation on these matters.

Ventilation

In order to prevent infection transmission via aerosols, permanent or at least regular ventilation with short air-exchange intervals must continue to be ensured. The intensity and intervals at which rooms are aired must be adapted to the number of individuals who use the room regularly and the activities pursued in it (e.g. sports or other activities with increased aerosol output). Forced ventilation continuously provides rooms (e.g. laboratories and lecture halls) with fresh air and has a positive effect on infection prevention and control.

Recommendation to wear masks

If all parties wear a cover over their mouth and nose, this reduces the risk of infection with the SARS-CoV-2 virus. As a matter of consideration for one another and in order to protect individuals who are at a particular risk, it is still recommended that protective masks (FFP2 masks for a higher level of personal protection if desired) be worn indoors and, in particular, in crowded situations and during events.

Adherence to hygiene measures (see also Attachment 2)

All members of our University can **personally** contribute to mutual protection by observing the hygiene rules (distance – hygiene – face mask – ventilation – Corona-Warn app).

Testing

All staff who do not exclusively work from home continue to have the opportunity to use a coronavirus self-test provided free of charge by the University. Self-tests can be obtained from the central stock.

Vaccination

Staff can get vaccinated against coronavirus during their working time.

3. Employment-related regulations

Obligation to report infections and handling isolation and quarantine regulations

Staff are obliged to report any infection or suspected infection with Covid-19 due to a positive result from a rapid test. The relevant notification is to be sent to the line manager and the Personnel Division (personaldezernat@uni-due.de). A summary of the quarantine regulations is available at [Quarantine rules \(as of: 5 May 2022\)](#). As an obligation to go into quarantine applies automatically without corresponding orders from the authorities, positive results from PCR tests or rapid tests can be used as proof.

Mobile working from home

For technical and administration staff, working from home is possible within the framework of the agreement between the staff council and the University regarding working from home (see [working from home at UDE](#)).

An agreement between the University and the staff council regarding working from home for academic and artistic staff is being prepared. Until this agreement has been approved, the following applies: flexible work is also standard for academic staff in many areas and can be continued upon consultation with the line managers.

Work-related travel

As a rule, domestic and international work-related travel is permitted. Entry restrictions, quarantine measures and restrictions to public life are still to be expected in international (air) travel in some countries. Please look up the applicable travel and safety information from the [Federal Foreign Office](#) and the regulations of the [country to be visited](#) when requesting permission for work-related travel, immediately before leaving and during the trip. The [Coronavirus Entry Ordinance](#) is to be observed when returning to Germany.

Deletion of data

Where this has not yet been done, all data collected from staff relating to 3G access checks or their vaccination status must be deleted.

Supplementary risk assessment regarding infection prevention and control

Arbeitsicherheit



Unit	
Created by	
Head of unit	
Date, signature of the head of unit	

This risk assessment (RA) is a supplement to the existing risk assessments and must be filed alongside these existing documents, e.g. in the 'Arbeitsschutz' binder (occupational safety and health, 'red binder'). This RA focuses on the additional risks (including additional mental stress) resulting from the SARS-CoV-2 pandemic and has repeatedly been adapted to the current situation. Thus, the measures stipulated in the existing RAs continue to apply unless this RA explicitly states otherwise. When defining additional protective measures, the usual hierarchy of controls ('S-T-O-P' principle) is to be adhered to. Consequently, measures relating to contact avoidance and hygiene are to be given priority, with personal protective measures to follow after. The order in which the items are explained in this document serves to underline this approach.

An 'Internal action plan – Protective measures and workplace design for working during the SARS-CoV-2 pandemic' has been published for areas in general use at UDE. The protective measures specified in that document are applicable to all areas in general use at UDE. Measures for spaces that have been assigned to individual organisational units for independent management and use are to be defined in this supplementary RA. For office settings, one comprehensive supplementary RA will usually be sufficient. Similar to existing RAs, it may be useful or even required to define different partial RAs depending on the job profiles. A list of further documentation templates and support material including links is provided at the end of this document.

Implementation of the measures (for both UDE and the unit) is a prerequisite for working on campus. If the scope of activities is to be extended, the measures must be revised.

Fulfilled	Protective measure (examples/notes)
<input type="checkbox"/>	<p>Immunisation and testing (especially in situations when infections are spreading rapidly – 'hotspot')</p> <p>If the relevant location has been declared a 'hotspot', all individuals comply with the obligation to get tested or present proof of immunisation in accordance with the relevant stipulations.</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Self-test kits are made available to staff who work on campus.</p> <p><u>Notes:</u> staff have been instructed that University management strongly recommends regular testing. Tests are helpful especially in case of gatherings/meetings. For valuation look at the attachment. Self-test kits can be ordered from the stock kept by the Procurement Department for free. Public test centres can also continue to be used.</p> <p><i>Description of the implementation:</i></p>

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Arbeitssicherheit



Fulfilled	Protective measure (examples/notes)
	Reducing contact
<input type="checkbox"/>	<p>It has been assessed whether presence on campus (including visitors, contractors and guests) can be limited.</p> <p><u>Examples:</u> using the agreement between the staff councils and the University on mobile working (work from home) for analysis and documentation tasks, etc.; accepting and issuing documents in digital form or by post</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>It has been assessed whether the use of rooms (including offices, laboratories, workshops, shared facilities) by more than one person at a time can be avoided or reduced. If this requirement cannot be met due to the nature of the tasks to be fulfilled, an equivalent level of protection for staff must be ensured (ventilation, barriers or, as a last resort, medical face masks (surgical masks)).</p> <p><u>Examples:</u> optimised use of the 'work from home' agreement; alternating on a daily basis or after a certain number of hours</p> <p><i>Description of the implementation (plan for the use of the relevant rooms (potentially including a schedule), for example; reference to the staff schedule if applicable):</i></p>
	Hygiene measures
<input type="checkbox"/>	<p>If the minimum distance of 1.5 metres cannot be kept and barriers (sneeze guards) cannot be installed, personal protective equipment (PPE) must be worn. For valuation look at the attachment.</p> <p><u>Examples:</u> handling loads together; teamwork for assembling or disassembling equipment; invigilating exams; instructing staff from contractors</p> <p><u>Note:</u> in most cases, medical face masks for all individuals present are sufficient.</p> <p><i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Equipment, material and surfaces are to be used by a single person only wherever possible. If equipment, material or surfaces are shared between multiple persons, cleaning arrangements must be agreed.</p> <p><u>Examples:</u> devices, tools, telephones, keyboards, mice, tableware; providing cleaning agents</p> <p><u>Note:</u> disinfection is not mandatory but may be helpful if a large number of people use the equipment or if it is frequently passed on.</p> <p><i>Description of the implementation:</i></p>

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Fulfilled	Protective measure (examples/notes)
<input type="checkbox"/>	<p>Jointly used rooms are thoroughly ventilated on a regular basis. <u>Examples:</u> airing rooms by opening the windows wide for short periods of time and potentially also opening windows/doors on opposite walls; coordinating with the Technical Facility Management unit for forced ventilation <i>Description of the implementation:</i></p>
Information and instruction	
<input type="checkbox"/>	<p>The essential regulations are communicated throughout the unit. <u>Examples:</u> posting notices; labelling, emails <i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff are informed about the risks of a Covid-19 infection and the existing opportunities to get vaccinated. <u>Notes:</u> consultation with the University's Occupational Health Service; staff are to be given leave to attend vaccination services <i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff are informed that they have access to preventive occupational health care. Individuals who are at a higher risk for a severe course of Covid-19 and who cannot be vaccinated for medical reasons must be specifically protected upon presenting a doctor's note. In such cases, a separate assessment is to be carried out and measures are to be agreed with the Personnel Division. <u>Example:</u> exemption from activities where the minimum distance cannot be kept or which involve handling of infectious material <u>Notes:</u> consultation with the University's Occupational Health Service <i>Description of the implementation (personal data may be documented on a separate sheet if required):</i></p>
<input type="checkbox"/>	<p>Staff are instructed about the introduced measures of prevention and occupational safety and health on the basis of this supplementary RA and the relevant announcements and informed that the rules of conduct regarding general hygiene measures ('AHA + L' rules) continue to be applicable. This must be documented. <u>Examples:</u> pointing out additions and modifications in particular; record of instruction <i>Description of the implementation:</i></p>

Supplementary risk assessment regarding infection prevention and control

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Fulfilled	Protective measure (examples/notes)
	<p>Factors of mental stress <i>Note: please check whether the situations described apply to your unit. Consult with your staff regarding the assessment. If a situation does not apply, please take steps to change this. If you need assistance, please contact the Work Psychology Specialists (Maren Reymers, Tanja Dayß).</i></p>
<input type="checkbox"/>	<p>The available means of communication and information are appropriate for the current situation in your unit; necessary and suitable means of communication are available and staff are qualified to use them. Social interaction and support between colleagues or between staff and line managers also takes place under the current circumstances and social isolation is prevented. <i>Examples:</i> clear information processes and regular communication between line managers and staff are ensured; software for video or telephone conferencing; file sharing software or platform, virtual blackboards, etc. <i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff have clearly been assigned tasks to fulfil and areas of responsibility (idle time is avoided). Staff have been provided with the required and suitable equipment in order to fulfil the tasks they have been assigned properly and without any risk of harm or detriment. <i>Examples:</i> tasks have been clearly communicated, objectives have been defined and a list of priorities is available. Monitor, keyboard, PC/laptop, programmes, online access <i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff are not overwhelmed by the change of format for meetings, training, etc. from face-to-face to virtual environments. There is a clear line between working time and personal time and there are clear arrangements regarding extended availability. Long working hours and overtime are prevented. Counselling and support services are available and staff are aware of them. <i>Examples:</i> greater attention required for telephone conferences or online seminars; transparent arrangements regarding availability, especially when working from home. Consideration for additional stress factors, e.g. due to family responsibilities. Dealing with anxiety, (further) training opportunities, the Social Officers, services provided by the German Social Accident Insurances <i>Description of the implementation:</i></p>
<input type="checkbox"/>	<p>Staff feel safe in their workplace. <i>Examples:</i> the risk of infection is not perceived to be higher than in the individuals' personal life. There are no conflicts with individuals who do not comply with the protective measures. <i>Note:</i> during the SARS CoV-2 pandemic, there is a general risk for everyone that they may contract coronavirus. This question is explicitly aimed at finding out whether staff feel they are at a higher risk at work than in their personal lives. <i>Description of the implementation:</i></p>

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Fulfilled	Protective measure (examples/notes)
	Further measures
<input type="checkbox"/>	<i>Description of the implementation:</i>

Further information and documents (documentation templates and support material):

- [Contact information for the carpenter's workshop \(Technical Facility Management\)](#) for barriers (sneeze guards)
- [Contact information for the stockroom of the Procurement Department](#) for cleaning agents, disinfectants and PPE
- [Contact information for the University Print Shop](#) for (adhesive) labels
- [Instruction on infection prevention and control for staff](#) – Guidelines ([MS Word file](#))
- [Instruction on infection prevention and control for contractors and guests](#) – Guidelines ([MS Word file](#))
- [Record of instruction](#)

Attachment: RA assessment regarding face masks/tests



	≥ 1.5 m well ventilated	≥ 1.5 m poorly ventilated	< 1.5 m well ventilated	< 1.5 m poorly ventilated
< 10 min.	no regulations	no regulations	face mask recommended	face masks obligatory
≥ 10 min. staff only small group	no regulations	face mask recommended	face mask recommended	face masks obligatory
≥ 10 min. staff only large group	no regulations	face mask recommended	face mask recommended	face masks obligatory
≥ 10 min. staff and students small group	no regulations	face mask recommended	face mask recommended	face masks obligatory
≥ 10 min. staff and students large group	no regulations	face mask recommended	face masks obligatory	face masks obligatory

	< 1 day/week	1 day/week	Several days/week	Daily
Same individuals different rooms	no regulations	no regulations	weekly test recommended	weekly test recommended
Same individuals same room	no regulations	weekly test recommended	weekly test recommended	multiple tests per week recommended
Alternating individuals	no regulations	weekly test recommended	weekly test recommended	multiple tests per week recommended
Changing individual groups	no regulations	weekly test recommended	weekly test recommended	multiple tests per week recommended
Alternating groups	no regulations	weekly test recommended	multiple tests per week recommended	multiple tests per week recommended

CORONAVIRUS

General Protective Measures



Stay at home if you have **typical corona symptoms** such as a high temperature and/or cough.



Keep at least **1.5 m protective distance** to others!



Wear **mask** if the protective distance is not reached.



Wash your hands regularly and thoroughly with **soap and water for 20 seconds**, especially after going to the toilet and before consuming any food.



Do not touch your face with your hands.



Do not shake hands.



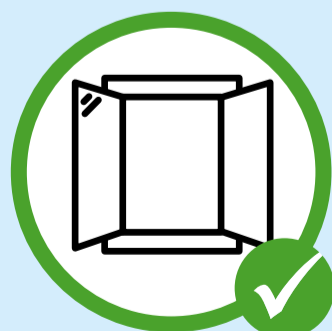
Avoid face-to-face meetings; alternatively, use telephone and video conferences.



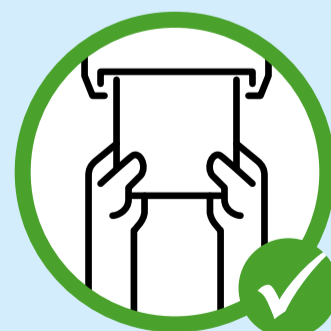
Avoid crowds of people.



Cough and sneeze into the inside of your elbow or handkerchief, not into your hand.



Ventilate interiors regularly.



Separate use of hygiene articles and towels.



Clean skin and hand contact surfaces regularly.