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| 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 resulting from the SARS-CoV-2 epidemic. 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 assessment of the additional factors of mental stress during the SARS-CoV-2 epidemic has been newly included. For this purpose, two pages have been added to the RA regarding infection prevention and control, which have to be completed.

An ‘Internal action plan – Protective measures and workplace design for working during the SARS-CoV-2 epidemic’ 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)** |
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|  | **Avoiding contact** |
|  | Presence on campus (including visitors) is limited as far as possible.  Examples: Using the option to work from home in an optimised way for analysis and documentation tasks, etc.; accepting and issuing documents in digital form or by post  Note: This is a basic requirement for allowing further measures for reducing contact to be realised.  *Description of the implementation:* |
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|  | Work is organised in such a way that only the same persons are present at the same time wherever possible, with individuals not being allowed to switch groups.  Examples: Forming teams/groups; no contact between teams working in parallel; different break times  Note: This serves to ensure that only one group will be unavailable if an infection is detected.  *Description of the implementation (including documentation of the composition of the groups):* |
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|  | One- and two-person offices are only used by one person at a time.  Examples: Alternating on a daily basis or after a certain number of hours  *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):* |
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|  | In offices for more than two persons, the workstations are only used to an extent that allows the minimum distance of 1.5 metres to be kept between all persons present **at all times**.  Examples: Arranging/assigning workstations diagonally across from one another; alternating staff on a daily basis or after a certain number of hours  *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):* |
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|  | In laboratories and workshops, the workplaces are only used to an extent that allows the minimum distance of 1.5 metres to be kept between all persons present **at all times**.  Examples: One person per laboratory aisle; establishing handover areas for substances/objects to be processed; distance markings  *Description of the implementation:* |
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|  | Shared spaces are used in such a way that the minimum distance of 1.5 metres is ensured **at all times**.  Examples: Copy rooms, kitchenettes, break rooms, meeting rooms; use by one person at a time; reducing the number of available seats  *Description of the implementation:* |
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|  | Work situations where contact between multiple persons (including visitors and contractors) is absolutely necessary are organised and carried out in such a way that the minimum distance of 1.5 metres is ensured **at all times**.  Examples: Reducing the number of seats available in meeting rooms; using larger seminar rooms for meetings; using video and telephone conferencing systems for meetings and consultation services; establishing handover areas for exchanging documents; assigning appointments; access regulations; distance markings where queues may form  *Description of the implementation (including how reasons for the necessity are to be documented):* |
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|  | If, in **exceptional cases**, the minimum distance of 1.5 metres cannot be kept, priority is to be given to installing barriers (sneeze guards).  Examples: Operating machinery or equipment together; contact with visitors  *Description of the implementation (including reasons for the exception):* |
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|  | **Hygiene measures** |
|  | If, in **exceptional cases**, the minimum distance of 1.5 metres cannot be kept and barriers (sneeze guards) cannot be installed, personal protective equipment (PPE) must be worn.  Examples: Handling loads together; teamwork for assembling or disassembling equipment; invigilating exams; instructing staff from contractors  Note: In such cases, either all persons involved have to wear surgical masks or one person who is in contact with multiple persons successively must wear an FFP2 (or higher) category respiratory protection mask without a valve.  *Description of the implementation (including reasons for the exception and documentation of the persons working together):* |
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|  | 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 regulations must be put in place.  Examples: Devices, tools, telephones, keyboards, mice, tableware; providing cleaning agents  Note: Disinfection is not mandatory but may be helpful if a large number of people use the equipment or if it is frequently passed on.  *Description of the implementation:* |
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|  | Cleaning of changing rooms, showers and washing facilities that are required due to the nature of work activities will be coordinated with the Facility Management Department.  Examples: Limitation to the number required for current operations, cleaning intervals  *Description of the implementation:* |
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|  | Work clothing and personal protective equipment (PPE) is stored separately from everyday clothes and for each person individually. Cleaning arrangements are in place.  Examples: Personally assigned lockers with compartments; potentially using free lockers; sufficiently spaced hook racks  *Description of the implementation:* |
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|  | Jointly used rooms are thoroughly ventilated on a regular basis.  Examples: 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  *Description of the implementation:* |
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|  | **Information and instruction** |
|  | The essential regulations are communicated throughout the unit.  Examples: Posting notices; labelling, e-mails  *Description of the implementation:* |
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|  | Staff is to be informed that they have access to preventive occupational health care and that the needs of members of high-risk groups will be specifically considered as required, in consultation with the Human Resources Department if necessary.  Example: Exemption from activities where the minimum distance cannot be kept or which involve handling of infectious material  Notes: Consultation with the university’s Occupational Health Service; line managers can serve as the first point of contact regarding pragmatic solutions. Alternatives are to be presented in cases where health-related or personal data is to be treated as particularly confidential. Such factors can only be taken into consideration if one of the mentioned approaches is used.  *Description of the implementation (personal data may be documented on a separate sheet if required):* |
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|  | Staff is to be informed about the introduced measures of prevention and occupational safety and health on the basis of this supplementary RA and the relevant announcements and instructed on the rules of conduct regarding general hygiene measures. This must be documented.  Examples: Pointing out additions and modifications in particular; record of instruction  *Description of the implementation:* |
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| **NEW**  **Warnung** | **Factors of mental stress** *Notes: Please check whether the scenarios described apply to your unit. Consult with the members of your team regarding the assessment. If a scenario does not apply, please take* the necessary steps *to change this. If you need assistance please contact the Work Psyvhology Specialists (Maren Reymers, Tanja Dayß).* |
|  | The available **means of communication and information** are appropriate for the current situation in your unit.  Example: Clear information processes and regular communication between line managers and staff are ensured. |
|  | Description of the implementation: |
|  | Staff have clearly been **assigned tasks** to fulfil and areas of responsibility (idle time is avoided).  Example: Tasks have been clearly communicated, objectives have been defined and a list of priorities is available. |
|  | Description of the implementation: |
|  | Staff has 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.  Examples: Monitor, keyboard, PC/laptop, programmes, online access |
|  | Description of the implementation: |
|  | Required and suitable **means of communication** are available to staff.  Example: Software for video or telephone conferencing |
|  | Description of the implementation: |
|  | The members of your team are **qualified** to use new media and means of communication.  Examples: Video conferencing, file sharing software or platform, virtual blackboards, etc. |
|  | Description of the implementation: |
|  | Staff is not **overwhelmed** by the change of format for meetings, training, etc. from face-to-face to virtual environments.  Example: Greater attention required for telephone conferences or online seminars |
|  | Description of the implementation: |
|  | **Social interaction and support** between colleagues or between staff and line managers also takes place under the current circumstances and social isolation is prevented.  Example: Regular communication between line managers and staff is ensured |
|  | Description of the implementation: |
|  | 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.  Examples: Transparent arrangements regarding availability, especially when working from home. Consideration for additional stress factors, e.g. due to family responsibilities. |
|  | Description of the implementation: |
|  | **Counselling and support** **services** are available and staff are aware of them.  Examples: Dealing with anxiety, (further) training opportunities, the Social Officers, services provided by the German Social Accident Insurances |
|  | Description of the implementation: |
|  | All required **infection prevention and control measures** have been implemented and communicated to staff by the line manager.  Example: Instruction |
|  | Description of the implementation: |
|  | Staff **feel safe** in their workplace.  Examples: 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.  Note: 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. |
|  | Description of the implementation: |
|  | **Further measures** |
|  | *Description of the implementation:* |
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Further information and documents (documentation templates and support material):

* [Contact documentation form](https://www.uni-due.de/imperia/md/content/zentralverwaltung/kontaktdokumentation-corona.pdf) ([MS Word file](https://www.uni-due.de/imperia/md/content/zentralverwaltung/kontaktdokumentation-corona.docx))
* [Contact information for the carpenter’s workshop (Technical Facility Management)](https://www.uni-due.de/verwaltung/organisation/gbm_holzwerkstatt.php) for barriers (sneeze guards)
* [Contact information for the stockroom (Technical Facility Management)](https://www.uni-due.de/zentrallager/) for cleaning agents, disinfectants and PPE
* [Contact information for the University Print Shop](https://www.uni-due.de/udz/) for (adhesive) labels
* [Hygiene plan](https://www.uni-due.de/imperia/md/content/zentralverwaltung/hygieneplan-corona.pdf)([MS Word file](https://www.uni-due.de/imperia/md/content/zentralverwaltung/hygieneplan-corona.docx))
* [Instruction on infection prevention and control for staff](https://www.uni-due.de/imperia/md/content/zentralverwaltung/unterweisung-corona-beschaeftigte.pdf) – Guidelines ([MS Word file](https://www.uni-due.de/imperia/md/content/zentralverwaltung/unterweisung-corona-beschaeftigte.docx))
* [Instruction on infection prevention and control for contractors and guests](https://www.uni-due.de/imperia/md/content/zentralverwaltung/merkblatt-praesenzpruefung-studierende-englisch.pdf) – Guidelines ([MS Word file](https://www.uni-due.de/imperia/md/content/zentralverwaltung/unterweisung-corona-gaeste.docx))
* [Record of instruction](https://www.uni-due.de/imperia/md/content/arbeitssicherheit/ude_unterweisungsnachweis.pdf)