

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

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Preface

With the measures adopted by the federal and state governments in mid-December 2020, the exponential growth of Covid 19 cases has been halted and the 7-day incidence has been reduced nationwide and in Baden-Württemberg. However, the burden on the healthcare system is still very high. In addition, new virus mutants have also been detected in Germany, which are presumably even more easily transmissible and show an increased reproductive number. The further spread of the coronavirus can only be successfully contained if hygiene and rules of 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 company infection protection measures and related instructions are explained, implemented and controlled in a comprehensible manner.

The implementation of and compliance with the protective measures listed below is the responsibility of the **respective authorities** 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 § 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. Central hygiene measures

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 m 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 due to air movement is very low.

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 progression with severe pneumonia, lung failure and death. Frequently mentioned symptoms are cough, fever, runny nose, impaired sense of taste and/or smell and pneumonia.

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html.

An overview of the most important hygiene measures

Social distancing: Maintain a minimum distance of 1.5 m from other persons; wearing a mouth-and-nose covering does not in principle lead to a suspension of the minimum distance requirement and other hygiene rules.

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

Wear medical face masks

Wear medical face masks – including in access and entrance areas in front of buildings.

Ventilation: air out the room regularly, even during the cold winter months.

Regulation of room usage: Regulation of the maximum occupancy in compliance with the distance rule and consistent compliance with the occupancy.

Third-party events: The University buildings may only be used for University purposes; no third-party events are allowed.

Ban on entry and participation: for people who

- are or have been in contact with a person infected with the coronavirus, if 10 days have not yet passed since the last contact
- show typical symptoms of infection with the corona virus, namely fever, dry cough, impaired sense of taste or smell, or
- do not wear a mouth-and-nose covering.

Entry for persons not affiliated with the University: Limited access for non-affiliated persons to the utmost minimum.

Data collection for contact tracing: Capture contact information for rapid detection and containment of infection chains.

2. Special technical and organizational measures

2.1 Room occupancy

- The use of work rooms by several persons shall be reduced to the minimum necessary for operation. In all work rooms that are not used exclusively by one person, the room area must **not be less than 10 square meters for each person present in the room**. If the activities to be performed do not permit this, equivalent protection must be ensured by other suitable protective measures, in particular by ventilation measures and suitable partitions between the persons present. Special regulations apply to lecture halls, seminar rooms and practical training rooms (see Section 11). The regulations on distance requirements remain unaffected. Deviations from the above-mentioned room area require the prior approval of the Safety Office, Environment Office and Sustainability Office and must be documented.
- In addition, the room occupancy in all workrooms (office, workshop, laboratory, etc.) and seminar rooms, lecture halls must be determined in such a way that there is a **minimum distance of 1.5 meters per person present in all directions from other persons**.
- In breakrooms and gathering areas, a **minimum distance of 2.5 meters between people** must be maintained.
- This can be achieved, for example, by blocking off individual workstations, moving work tables apart or reversible markings on floors or surfaces.
- The maximum room occupancy is to be determined by the person(s) responsible 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 safety, health and environmental protection dated April 13, 2005, as well as the management of individual events, and is to be announced clearly visible with a sign at the entrance doors

(a template for this is available on the University's Corona website under "Employees").

- For centrally managed rooms, Department 4 (Construction and Technology) is responsible for determining the occupancy figures, marking the maximum occupancy and the corresponding furnishings.
- The distance requirement also applies without restriction to outdoor activities.
- In the case of office work or comparable activities, employees must be offered by the person responsible in the individual management areas to carry out these activities in their homes if there are no compelling operational reasons to the contrary. This must be documented.
- The respective applicable rules for telework and home-based work must be observed.
- Employees are to be divided into work groups that are as small as possible. Personal contact between the individual work groups in the course of operations and changes to this division are to be reduced to the minimum necessary for operations. The above measures are the responsibility of the authority in the individual management areas.
- As far as possible, rooms that are not occupied by part-time jobs or vacations are to be used temporarily by others. The temporary use of another workplace must be agreed with the employees in advance.
- Work equipment should 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). Procurement is to be made at the cost of the

institution via the usual University ordering system. If these measures of work organization are not possible, alternative protective measures must be taken. These measures may not be used for falling below the minimum distance between permanent jobs.

- Markings with a minimum distance of 1.5 meters must be placed on the floor at all places where lines may form as an orientation aid. These are available from the Department of Building Management, Procurement, Sustainable Operations (Department 4).
- In rooms with at least two entrances and where there is an increased fluctuation of people, one entrance must be marked as the entrance and one as the exit. In case of emergency (e.g. fire alarm) all escape routes must be used and this restriction is temporarily suspended.

2.2 Bathroom facilities, social rooms, break rooms and kitchenettes

- In bathroom facilities, gathering areas and break rooms, the social distancing rules must be observed (minimum distance of 2.5 meters from other persons), and rooms must be used individually or at different times if possible (staggering of working and break times, removal of chairs, etc.). All users must pay particular attention to hygiene in these rooms.

In gathering 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 and break rooms as well as kitchenettes and generally used objects 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 cross-ventilation or ventilation.
- Rooms that are used **regularly** as
 - Individual offices must be **sufficiently** ventilated through wide open windows for at least 3 minutes every 60 minutes;
 - Shared rooms must be **sufficiently** ventilated through wide open windows for at least 3 minutes every 20 minutes.
- 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.
- Tilting windows is insufficient because the air exchange is not adequate using this method.
- Temporary cooling of the room and short-term drafts do not represent an unreasonable burden according to occupational health matters and must be accepted. Clothing must be adapted to the situation 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 in which additional manual ventilation by opening the windows is indispensable are marked accordingly at the entrance.

2.4 Minimum distance during gatherings and events in rooms

- The minimum distance requirement also applies to University events that can be held in an admissible manner (in particular, meetings of University bodies).
- For internal meetings with several persons as well as job interviews (meetings) digital formats should be used preferably. If such meetings are held in person, a minimum distance of 1.5 meters must be maintained between the participants. No more than 10 persons should attend such meetings.
- University events with more than 100 participants are prohibited.
- Regular and sufficient ventilation of the rooms (see 2.3) must be ensured.

2.5 Third-party use of University buildings and holding third-party events

- University buildings may only be used for university purposes. Third-party events are not permitted.

2.6 Conducting apéritifs, catering, buffets

- Apéritifs, caterings, buffets etc. should be avoided in order to avoid infection.
- The execution of projects can be approved by the Safety Department upon presentation of an individual hygiene concept only for justified exceptions, which may have exclusively official reasons. For this purpose, an application must be submitted to the Safety Department at least one week before the event takes place (the application form with hygiene requirements can be found on the Corona website of the University under "Employees" from October 23, 2020).

Any kind of company events of a social nature, e.g. Christmas parties, company outings, birthdays, etc., are prohibited. This also applies to company events outside of University buildings.

- During the period from January 27 to March 15, 2021, putting on aperitifs, catering, buffets, etc. is not permitted. Events as well as business events of a social nature are not permitted.

2.7 Passenger elevator use

- Passenger elevators may only be used individually if the minimum distance of 1.5 meters cannot be safely maintained in the elevator.

2.8 Travel with service vehicles or vehicles registered as such

- In the case of necessary business travel, the simultaneous use of vehicles by several persons should be avoided as far as possible.
- If this is not possible for compelling business or legal reasons, the group of persons who use a vehicle jointly shall be restricted, e.g. by assigning a vehicle to a specified team. The names of all persons who have been in a vehicle together during travel shall be documented in the driver's logbook.
- For business trips with several people, it is mandatory to wear a mouth-and-nose covering. If the trip lasts longer than 15 minutes, an FFP2 mask must be worn. Before the first use, instruction in the correct use of this personal protective equipment is required. The maximum occupancy should be selected depending on the travel time. In general, for longer trips a limitation of one person per row of seats is recommended. This also applies to bus travel.

- In the case of transport and delivery services, options for the use of bathroom facilities must be provided for when planning the tour.
- 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 Safety Department (sicherheit@uni-freiburg.de) for a fee.

2.9 Business travel

- Business travel **to foreign countries** is only permitted if
 1. at the time of the start of the business trip, the state or region outside Germany that is to be the destination of the business trip is not designated as a risk area according to the Robert Koch Institute,
 2. there is no entry ban or quarantine obligation at the time of commencement of the business trip,
 3. if the applicant belongs to a risk group, the applicant obtains medical advice before the start of the business trip and, if necessary, postpones his or her travel plans.
- Business trips **within Germany** are only permitted if
 - at the time of the start of the business trip, the destination is located in a city or district which, according to the Robert Koch Institute, has a number of newly infected persons in relation to the population of no more than 50 cases per 100,000 inhabitants cumulatively over the last seven days, and
 - there are no local restrictions on residence or accommodation at the time of the start of the business trip. The Corona regulations of the federal states must be observed.

- If one of the above-mentioned requirements for business trips abroad or within Germany are not met before the start of the business trip, an already approved business trip may not be carried out.
- 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 a corresponding 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 Corona University website 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 Access to University buildings for non-university persons

- The University buildings are to be used exclusively for the purposes of the University in accordance with § 5 para. 1 Corona Ordinance study operations and the arts.

- 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.
- A complete opening of the University buildings is currently not possible due to health care and compliance with the hygiene regulations. This also applies to the display greenhouses, but not to the outdoor area of the Botanical Garden.
- 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 in use are properly closed.

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. If they are missing or used up, this must be reported to Department 4.
- Personal items such as a mouth-and-nose covering, drink cups or bottles or food must always be clearly assigned and stored in such a way that they cannot be used by others.

4. Mouth-and-nose coverings - Medical face masks

- Wearing a mouth-and-nose covering has proven to be a particularly effective measure during the pandemic. Given the viral mutations, this hygiene measure is even more important. The quality of non-medical everyday masks is

not always sufficient here. Consequently, switching to medical face masks is essential.

- A medical face mask must be worn by everyone from the moment they enter the university buildings on circulation areas within the buildings, in particular doorways and other entrance areas, passageways, corridors, stairwells and bathroom facilities.
- It is also mandatory to wear a medical face mask in queuing and waiting areas as well as in the access and entrance areas in front of the buildings.
- Employees may remove the medical face mask after reaching the workplace in University buildings while working, provided that the minimum distance of 1.5 meters from other persons can be safely maintained; this does not apply if there is public traffic at the same time. This does not affect the regulations on room occupancy and ventilation. If the requirements for room occupancy (minimum area of 10 square meters for each person in the room or other equally suitable protective measures) cannot be met, the obligation of the employee to wear a medical face mask to be provided by the respective facility shall continue to apply. The same applies if hazards from increased aerosol emissions are to be expected during the activities performed. If students and doctoral candidates use laboratory workplaces outside of lectures, the regulation applicable to employees applies accordingly.
- A medical face mask is to be worn by each student at all events in which students are present, in particular at their seats.
- During all written and oral examinations, everyone is required to wear a medical face mask. This also applies if there are fewer than ten students present.
- Exceptions apply for events concerning sports activities for the course of study in sport and sports science along

with the recreational sports program (see point 11.3.5 for comparison)

- Likewise, the obligation to wear a medical face mask applies to gatherings of students for independent study in libraries, computer center rooms, classrooms or other locations on campus.
- For other University events, especially meetings of University bodies, a medical face mask must be worn on circulation areas in the rooms where the event takes place.
- Persons are exempt from the obligation to wear a medical face mask if they are unable or cannot reasonably be expected to do so for health or other compelling reasons. A medical certificate must be presented to substantiate the health reasons. This certificate must be carried at all times and shown on request.

Employees must also present the medical certificate to the person responsible for the area and the coordination office (koordinierungsstelle@zv.uni-freiburg.de) without being asked. This can be done in electronic form.

Students must present the medical certificate to the coordination office (koordinierungsstelle@zv.uni-freiburg.de) without being asked.

- Wearing a mouth-and-nose covering in accordance with these hygiene regulations as well as the Corona regulations of the country, as far as these regulations apply to the University and its employees, in the currently valid version, is part of the official duties. This applies accordingly to general decrees of the city of Freiburg. An intentional or negligent breach of the regulations for wearing a mouth-and-nose covering in accordance with the Corona Ordinance or Corona Ordinance study operations and the arts constitutes an administrative offense and may also lead to consequences under labor or disciplinary law. Please note the bulletin no. 10/2020,

“SARS-CoV-2-Virus: Obligation to wear a mouth-and-nose covering.”

- Wearing face visors without a mouth-and-nose covering is **not** considered an equivalent protective measure.
- Masks with exhalation valves do not provide protection from 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 face masks by the respective institution without delay until 15 March 2021. At least one new medical face mask must be provided every working day for activities at the university; a cost assumption or contribution by the employees is not permissible.

Masks for official purposes can be ordered from the “Zentrale Materiallager”. The costs will be charged to the institutions by transfer.

- The use of a personal medical face mask or a personal FFP2 mask or a comparable mask is expressly permitted.
- Students must carry their own medical face 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 MNB or masks is made by the responsible persons in the institutions after an appropriate risk assessment.

5. Data collection

- For every course and other event, regardless of the number of persons, data collection is required (first and last name, address, date and period of attendance and, if available, telephone number). If this data is already available, it should not be collected again. Students, doctoral candidates and guest students are therefore requested to enter their current contact data in the form of first and last name, address and telephone number in the student administration system HISinOne. For events with booking procedures via HISinOne, date and period of attendance are recorded by the responsible persons via attendance lists generated by the system ([description](#)). For other events or activities without booking procedure, without current attendance lists from the campus management system HI-SinOne and/or persons who have not stored contact data in HISinOne according to § 6 Corona Ordinance, all contact data must be entered as required using [the form for data collection according to § 6 Corona Ordinance](#). Depending on the occasion and/or type of event, the management of the respective facilities, event managers and/or the responsible instructor are responsible for the event.
- In addition, data collection is required in practice, learning and work rooms used by students outside of courses for purposes of study, in student secretariats and other advisory services and administrative facilities with visiting or customer traffic and in libraries.

No data collection is required for the collection of ordered media or for the return of media in University libraries.

- The forms and instructions for use are available on the Corona website of the University under [“Official Notices and Internal Communications.”](#)
- For courses and exams, the seat must always be documented as well. This can be done, for example, by entering the seat number in the attendance list, the form

for data collection or a sketched seating plan (prepared in advance).

- The attendance lists and forms with contact data are to be stored securely for a period of four weeks and then deleted and 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.
- Persons who refuse to have their contact data collected must be excluded from participating in the event, using or visiting the facility.

6. Requirements and requests for information

- For the purpose of taking protective measures for members of the University, employees suffering from COVID-19 must immediately report symptoms or a positive corona test result to the University electronically (koordinierungsstelle@zv.uni-freiburg.de). Initial information can also be given over the telephone (Stabsstelle Sicherheit 0761-203 9031).
- The same applies to employees who have had contact within the past 10 days with a person confirmed to be suffering from COVID-19 or if a member of the family lives in the same household and suffers from or is suspected of suffering from the coronavirus and there is a risk of infection according to medical opinion.
- Students are asked to inform the University about the occurrence of typical symptoms of an infection with the coronavirus, namely fever, dry cough, impaired sense of taste or smell or a positive corona test result (koordinierungsstelle@zv.uni-freiburg.de). Information on data protection can be found on the Corona website under "Official notices" and "Studies and teaching."

- The collection of SARS-CoV-2 specific symptoms such as fever measurements etc. is not permitted.
- The data collected by the University in accordance with § 6 Corona Ordinance is stored solely for the purpose of tracing possible infection chains 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 availability data and that their presence at the workplace can be tracked if necessary.
- With regard to the effective tracing of possible infection paths, 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. The sole reference 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

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risk of developing a severe progression of COVID-19 must be given special protection. For this purpose, the individually necessary protective measures are to be taken.

- Employees who belong to a group of persons with a higher risk of a severe progression of COVID-19 must prove to the office on request that they belong to the risk group and the risk increase due to the form of work performance by means of a specialist medical certificate.
- Employees for whom, based on a medical certificate, the treatment of an illness with COVID-19 is not possible or only possible to a limited extent due to personal conditions or there is an increased risk of a serious progression of COVID-19, may not be used for activities with increased personal contact and not for activities where the distance of 1.5 meters cannot be maintained.
- Before releasing an employee with an increased risk, the institution concerned must examine the possibilities of telework or work reorganization with the involvement of the employee(s) in order to enable low-risk work performance.
- Both the employees concerned and their superiors can be given advice and recommendations by the company medical service or the safety department.
- For their own protection, students who belong to a group of people at higher risk of developing a serious progression of COVID-19 should not participate in face-to-face meetings in which the necessary distance cannot be guaranteed, in accordance with the recommendations for contact reduction by the Robert Koch Institute.
- Every instructor must take into account the fact that he/she must include absent students (international students who cannot enter the country, pregnant women, students in quarantine or from risk groups, etc.) in his/her

classroom teaching. Please refer to the information on the [University's Corona website on studying and teaching](#) under the question "How can I integrate absent students into my classroom teaching (hybrid instruction)?"

9. Maternity protection

- According to the current state of knowledge, pregnant women do not in principle have a higher risk of infection than the general population and are not at increased risk of a severe progression of the disease. However, the possibilities of treatment in the case of a severe progression in pregnant women are significantly limited compared to the general population. For example, it is often not possible to use medication and treatment measures without endangering the unborn child. According to the Maternity Protection Act, this represents an **unjustifiable hazard**.
- Pregnant women who are exposed to increased personal contact (e.g. offices with multiple occupancy, public transport, classroom teaching events, presence 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 respiratory masks is generally not a suitable protective measure; this represents a burden for pregnant women which is only possible occasionally and for a short time.
- A continuation of the activity of a pregnant woman is only possible if protective measures based on a risk assessment ensure that the pregnant woman is not exposed to a higher risk of infection. This requires an individual risk assessment by the institution, involving the pregnant woman and the Safety Department. If the risk assessment reveals an increased risk of infection, this must be classified as an irresponsible risk for preventive

reasons in the sense of the Maternity Protection Act. This also applies without restriction to pregnant students.

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

10. Ban on entry and participation

- Persons who
 - are or have been in contact with a person infected with Coronavirus, if less than 10 days have passed since contact, or
 - show the typical symptoms of a Coronavirus infection, namely fever, dry cough, impaired sense of taste or smell or
 - who do not wear a mouth-and-nose covering according to point 4.

are prohibited from entering all University buildings and from participating in all University events.

- Persons who are in quarantine due to an official order are not allowed to enter or participate.
- A deliberate or negligent violation of the access ban constitutes an administrative offence according to § 19 No. 5 Corona Ordinance.
- Persons with cold symptoms or symptoms of illness of unclear origin are strongly recommended to stay at home. Such an incapacity to work/incapacity to work must be reported immediately, i.e. usually by telephone by 9am on the first day of illness, stating the expected duration.
- If students cannot attend a course with compulsory attendance or a test or examination due to the SARS-CoV-2-related ban on entry and participation, the

regulations of the examination law apply, in particular the regulations on withdrawal and compulsory attendance, i.e. if one cannot attend due to the ban, a withdrawal is necessary for compulsory courses in attendance and a formal withdrawal from the attempt in the case of examinations.

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

11. Special regulations for on-site courses and examinations

- In addition to the general regulations, the following requirements must also be observed for the events mentioned below. If the result of the risk assessment should make further protective measures necessary, the courses and practical sessions are only possible if these additional protective measures are observed.

11.1 Implementation of on-site courses and examinations

- On-site courses and examinations must take place in a sufficiently large room. The maximum occupancy and seating arrangements shall be determined taking into account the required minimum distance of 1.5 m in all directions.
- Seats that can be occupied shall be clearly marked and numbered and documented in a clearly arranged seating plan. The Central Lecture Hall Assignment Office will number the seats for the lecture halls falling within its area of responsibility. The faculty is responsible for rooms that are not centrally administered. The numbering should be applied once and then not be changed again.
- Examinations and documents are to be laid out on the tables in advance. The examination documents are to be

handed in after the examination or left on the table so that the supervisor can collect them after the examinee leaves the room.

- Only registered participants may be admitted to seminar rooms, lecture halls and practical training rooms, which must be checked by the instructor.
- The places have to be filled from the back to the front in case of entrance doors in the front area and from the front to the back in case of entrance doors in the back area.
- Medical face masks or alternatively FF2 masks or comparable masks must be worn during the entire event.
- For the purpose of tracing chains of infection, the seat must always be documented during courses and exams. This can be done, for example, by entering the seat number in the attendance list, the data collection form or a (previously) drawn up sketched seating plan (see 5. Data collection above).
- Candidates may not assemble in front of the examination room either before or after the examination.
- These regulations for face-to-face examinations apply accordingly to the execution of written university admission procedures, entrance examinations and selection procedures, including studyability tests.

11.2 Implementation of practical training courses with field exercises and excursions

- A maximum of 30 people (including instructors/tutors) may participate in a field exercise or excursion.
- Arrival and departure should be arranged individually. Car pools in cars are to be avoided. The measures according to section 2.7 are to be observed.
- In the case of an event lasting several days with overnight accommodation, a room for individual use must be

available for each participant. The overnight stay of several persons in one room is only possible if they live in one household.

11.3 Implementationation of practical training courses in the field of Sport/Sport Science and courses for general University athletics

11.3.1 Classes in gymnasiums, sports centers and utility rooms

- Courses with training and practice units may be held in groups of up to 30 people, provided that the minimum distance can be maintained **at all times**. In three-field sports halls, three groups may train simultaneously. The individual thirds of the hall must be separated by a separating curtain, markings or in some other way.
- Direct physical contact is prohibited. This is only allowed within the safety position. The person performing the safety position must wear a mouth-and-nose covering.
- Courses with training and practice units where the minimum distance of 1.5 meters cannot be maintained in normal sports, games and practice situations are not permitted.
- Stationary weight training equipment must be placed in a 10 sqm area. More than one piece of equipment can be placed in this area. However, it is imperative to note that only one person is allowed to train in the 10 sqm training area. A distance of 1.5 meters must be maintained when changing the device.
- High-intensity endurance training is prohibited in closed rooms. High-intensity endurance training includes sports activities in the anaerobic threshold range and above. This applies in particular to (equipment-based) fitness training.

- All given possibilities for ventilation of all closed rooms must be used. A break of at least 30 minutes must be observed between two events; during this time the premises must be ventilated.
- Training equipment must be cleaned with a tenside-based cleaning agent before changing users. Hand-held devices that are used near the mouth and nose must be thoroughly cleaned or disinfected before changing users.

11.3.2 Classes in indoor swimming facilities

- The water surface used must be designed so that at least 10 square meters of water surface are available per person. The lanes are to be separated with lines. Each lane on a length of 50 m may be used by a maximum of ten persons at the same time. For a 25-meter-long lane, these numbers of persons are divided equally.
- Teaching and training units may only be carried out individually or in groups of a maximum of 20 persons.
- Care must be taken that no swimming or passing takes place.
- A distance of at least 1.5 m must be maintained between all persons present during the entire bathing season.
- Entrances and exits from the pools must be separated from each other; if this is not possible, it must be ensured by other means that the minimum distance can be maintained when entering and leaving the pools.

11.3.3 Outdoor classes

- Courses with training and exercise units may be held in groups of up to 30 people, provided that the minimum distance can be maintained **at all times**.

- Courses with training and exercise units where the minimum distance of 1.5 m cannot be maintained in normal sports, games and exercise situations are not permitted.
- During **sprint training** in a straight line, one lane must be left free between the participants. Relay training is generally prohibited.
- During the **running training** a distance of 15 meters must be kept for safety reasons for persons permanently running behind each other. When overtaking, one lane must be left free (lateral distance then min. 1.5 meters). Group runs without keeping a safety distance in front of, behind and beside the runners are only allowed in testing situations.
- Training equipment in **throwing disciplines** (balls/disks/spikes etc.) must be assigned to each individual in the training unit or thoroughly cleaned or disinfected before changing users.

11.3.4 Individual hygiene measures

- While in the sanitation facilities such as 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.

11.3.5 Medical face masks

- A Medical face mask is not required during training.

12. Date of effect

These hygiene regulations shall apply starting January 29, 2021. At the same time, the General SARS-CoV-2 Hygiene Regulations from the University of Freiburg dated December 1, 2020 shall no longer apply.

Freiburg, January 28, 2021

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Rector