



**Rectorate of the University of Cologne**  
**Rector of the University of Cologne**

**DISCLAIMER: THIS TRANSLATION OF 'Richtlinie über die Hygiene- und Schutzmaßnahmen im Corona-Betrieb der Universität im Wintersemester 2020/2021 (Hygiene- und Schutzrichtlinie)' PUBLISHED IN '[Amtliche Mitteilungen 114/2020](#)' IS NOT LEGALLY BINDING.**

Cologne, 30 September 2020

## **Directive on Hygiene and Protection Measures to Maintain the University's Operations under Conditions of Coronavirus in the Winter Semester 2020/2021 (Hygiene and Protection Directive)**

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## Preamble

(1) With this Directive, the University of Cologne is pursuing the goal of containing the spread of the corona pandemic for the protection of all, and ensuring a high level of safety for its faculty, students, and staff. If necessary, the university headship will react at short notice and make changes to this Directive.

(2) The possibilities for physical presence on campus are limited by the necessity to safeguard against infection. In particular, the minimum safety distance requirements and the ventilation requirements mean that room capacities for teaching, examinations, and student work, but also for scientific and administrative activities on campus during the winter semester, are only available to a limited extent. Until the end of the winter semester's lecture period on 31 March 2021, these rooms are reserved for face-to-face examinations, classroom teaching, compulsory courses, and any other unavoidable events requiring physical presence.

(3) The following Directive is intended to ensure that necessary events at the University can at least take place safely and reliably to this limited extent.

### Section 1 Scope of application

(1) This Directive supplements and specifies the corona protection regulations of the state of North Rhine-Westphalia. It applies

1. in all buildings and rooms used by the University
2. for events of any kind and the University's official business
3. for all faculty, students, and staff, persons otherwise active at the University, and visitors
4. for the employees of other institutions (e.g. affiliated institutions), if their activities cannot be separated from the University's activities in terms of space or organization.

(2) The regulations of the Faculty of Medicine and/or Cologne University Hospital shall apply to clinical staff working in health care and/or students employed therein. For University employees working on the University Hospital premises – e.g. in buildings used by employees of the Clinic and the University – the regulations of the University apply, in particular those concerning work safety and risk assessment for labs as well as for business trips and their approval. The regulations of Cologne University Hospital apply exclusively to the following circumstances in the cases of subsection 2 no. 2:

1. measures taken in cases of confirmed corona infection (especially contact management)
2. house bans after entry from a high-risk area or in cases of contact
3. conducting meetings/sessions

(3) Face-to-face events and presence on campus are only permitted if the protective regulations and requirements for rooms detailed in Part I of this Directive (Sections 2 through 10) are met. All requirements must be met unless otherwise specified in this

Directive. For special forms of presence on campus, Part II of this Directive contains provisions which shall apply in addition to the provisions of Part I of this Directive. However, the provisions in Part II may also depart from provisions in Part I and override them.

(4) Deviations from the provisions of Part I (Sections 2 through 10) and Part II of this Directive (Sections 11 through 18) require approval in the procedure pursuant to Section 19.

## **Part I – General Hygiene and Infection Protection**

### **Section 2 Principles**

(1) Faculty, students, staff, and persons otherwise active at the University as well as visitors should observe the general hygiene rules recommended by the Robert Koch Institute (RKI) (in particular good hand hygiene, coughing/sneezing etiquette).

(2) Persons with an acutely infectious disease or with symptoms typical of SARS-CoV-2 that occurred in the last 48 hours – such as coughing (productive, dry) or sore throat, fever, diarrhoea and especially sudden loss of smell and/or taste – are not allowed to come to the University (grounds and buildings). The Rector's householder's rights may be exercised to ban persons with a confirmed or suspected corona infection from coming to the University (grounds and buildings). Further details are regulated in Section 8, subsections 1 and 2.

(3) The concerns of persons who may be affected by a severe course of SARS-CoV-2 infection shall be taken into account appropriately and on a case-by-case basis. The University will publish further details on its central corona information website. According to the RKI's assessment of risk groups, risk assessment can only be carried out individually. In case of doubt, a medical consultation is therefore required for the individual assessment of risk factors, confirmed in the form of a medical certificate issued by a specialist or general practitioner. This certificate is to be presented to the responsible supervisor or, alternatively, to the Personnel Management Department upon request. The medical certificate certifies that the employee is 'a person at higher risk of a severe course of SARS-CoV-2 infection.' The exact diagnosis should not be stated. The same applies if the person lives in a domestic community with a high-risk person or has regular contact with such a person, e.g. because he/she cares for her/him.

(4) The University will publish more detailed regulations regarding this Directive on its central corona information website (<https://portal.uni-koeln.de/en/coronavirus>).

### **Section 3 Mouth-and-nose covers (MNCs)**

(1) In all buildings used by the University, a textile mouth-and-nose cover (MNC) shall be worn to close off the mouth and nose area, unless otherwise specified in Part II (Sections 11 through 18) of this Directive. This also applies during face-to-face

examinations, classroom teaching events, in the case of public traffic, and other physical presence on campus. The University strongly urges everyone to wear the MNC on the outdoor premises as well.

(2) If a person proves by submitting a medical certificate that he or she is unable to wear MNCs for medical reasons, the University shall take or arrange for other measures that provide equivalent protection against infection by and from that person. If such other measures are not possible with reasonable effort, the person is alternatively permitted to wear a visor that completely covers the face.

(3) The obligation to wear an MNC does not apply if a person is alone in a room.

#### **Section 4 Minimum safety distance**

(1) In all rooms and buildings of the University, all persons must maintain a minimum distance of 1.50 m to other persons unless otherwise specified in Sections 11 and 12.

(2) The minimum safety distance may be temporarily reduced when encountering others in public traffic or necessary activities which cannot be carried out without falling below this distance.

#### **Section 5 Ventilation**

(1) All rooms must be ventilated regularly and sufficiently by their users.

(2) Rooms which are used by no more than 20 persons at a time shall have permanent technical ventilation with filters, or a high fresh air supply. If this is not the case, these rooms must allow for the following window ventilation:

- a) it must be possible to fully open window casements; in rooms regularly used by only one person, tilting the window to ventilate is sufficient.
- b) The rooms must be ventilated by opening windows at the beginning of activities and then at regular intervals. The recommended intervals are 60 minutes maximum in offices and 20 minutes maximum in meeting rooms.
- c) A ventilation period of 3 to 10 minutes is recommended.
- d) Meeting and examination/lecture rooms must be ventilated additionally before use, especially if other persons used the room before.

Lecturers, examiners and chairpersons of committees and other meetings shall ensure window ventilation if there is no permanent technical ventilation.

(3) Meetings with 21 or more persons may only be held in rooms where continuous technical ventilation with a high level of outside air supply is possible. The rooms are primarily used for face-to-face teaching and examinations. Division 5 (Facility and Property Management) has identified these rooms and designated them for the Faculties and the Centre for Teacher Education (ZfL) to carry out classroom teaching and face-to-face examinations in the winter semester 2020/21. Room requests for other purposes can only be granted in these rooms if they are not occupied by classroom teaching or face-to-face examinations. Division 5 allocates all rooms.

## **Section 6 Avoiding group gatherings and public traffic encounters**

(1) The gathering of crowds of people in and in front of buildings can in many cases be avoided by planning ahead. People should be guided to examination and teaching rooms, issuing desks, student workplaces (and similar places with public traffic) through the building to their destination and back out of the building with markings in a one-way street system. Entrances and exits should not be identical. If queues or crowds of people are expected (also at the exits), distance markings must be placed on the floor at the authorization of the responsible persons. In the case of centrally allocated teaching rooms and all public areas in and directly in front of University buildings, Division 5 shall ensure this.

(2) Employees working at issuing desks or similar areas in which the prescribed minimum safety distance cannot be continuously maintained shall be protected by partitions in consultation with Division 5.

(3) Student workplaces may only be used in compliance with Part I (Sections 2 through 10) of this Directive.

## **Section 7 Cleaning**

(1) Workplaces and work equipment (e.g. pens, keyboards, telephones, headsets, levers/gears) should not be used by several persons, if possible. Organizational procedures must be examined to ensure this in everyday operations. If it is not possible to implement such measures, they must be cleaned by the subsequent user before being used by another person.

(2) If workplaces (in particular teaching and examination places), work equipment, or other objects are used jointly so that wetting of the usual contact surfaces with saliva droplets is possible, the use by another person shall take place at the earliest on the following day or after cleaning with a commercial household cleaner. Users may participate in cleaning.

(3) Teaching and examination rooms shall be cleaned centrally at least once a working day. In addition, cleaning agents are provided to enable the cleaning of the individual workstations by users. The University will provide further details on its central corona information website.

(4) Compliance with subsections 1 through 3 shall be in the responsibility of employees and users. The university headship, room managers and, in the case of events, the event managers shall regularly urge all users to comply. They shall inform Division 5 in the event of irregularities.

## **Section 8 Dealing with confirmed and suspected cases of corona-infection, house bans**

(1) House bans to reduce the risk of infection:

- a) Persons (faculty, students, staff, persons working elsewhere at the University, and visitors) who are **infected with SARS-CoV-2** may not

enter the University of Cologne (premises and buildings). They are banned from the premises and buildings as a matter of due diligence for the protection of third parties.

- b) Persons who have been or are still in **close contact (Category I of the RKI) with persons suffering from SARS-CoV-2**, e.g. because they are caring for them, are also banned from the University of Cologne (grounds and buildings) for the duration of the close contact and for 14 days beyond it. A detailed definition of persons with 'close contact' (Category I) according to RKI is available here: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontakt\\_person/Management.html#doc13516162bodyText2](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontakt_person/Management.html#doc13516162bodyText2)
- c) Persons who enter from **international high-risk areas** according to the Robert Koch Institute are not allowed to enter the University of Cologne for 14 days after entry, regardless of the duration of their stay and whether they show symptoms. They are banned from the University of Cologne (grounds and buildings).

In principle, it is not possible to be exempted from the house ban by presenting a negative SARS-CoV-2 test. Exceptions to the house ban according to subsections 1 b) and c) can be made, exclusively and for one time only, for

- a) students taking study-related examinations,
- b) prospective professors accepting an invitation from an appointment committee,
- c) other job applicants upon invitation of a selection committee, if the selection procedure requires personal appearance.

These persons must, however, present a negative corona test issued to them personally to the responsible examination office or the chairperson of the appointment or selection committee in English or German. The test must meet the requirements for recognition as a molecular biological test for SARS-CoV-2b (in particular: PCR method from an EU country or a country designated on the RKI site). In case of subsection 1c), the test must not be older than 48 hours at the time of entry into the Federal Republic of Germany.

(2) In case of a suspected corona-infection or uncertainty, the person in question should immediately contact a physician and should not come to the University until clarification. Employees who are medically fit to do so should work from home during this time. Supervisors will ensure that this is possible, if the employee's tasks are suited to being carried out from home.

(3) The following applies to reporting a case of corona-infection:

- a) All persons with a positive corona diagnosis up to two weeks after having been at the University are requested to inform the University immediately via the information office of the crisis management team ([info-praevention@verw.uni-koeln.de](mailto:info-praevention@verw.uni-koeln.de)). Employees are also requested to inform their supervisor and the Personnel Management Department and to name all contact persons.

- b) Students are requested to pass on this information to the respective lecturers or examiners and to the information office of the crisis management team (info-praevention@verw.uni-koeln.de).

(4) The following applies to further procedures and traceability:

- a) Managers, lecturers, or examiners who learn of an infection in their area of responsibility shall immediately inform their respective supervisors as well as the information office of the crisis management team at info-praevention@verw.uni-koeln.de.
- b) Further steps are coordinated by the office of the crisis unit.
- c) If cases of infection occur at the University, the Public Health Authorities will decide on the measures to be taken. In addition, the University provides for the following further measures:
- In the event of an infection during a classroom teaching event or a face-to-face examination, a first consultation between the university headship and the affected areas will take place. A decision on further measures, such as necessary room disinfection, will be taken on that occasion. Subsequently, persons who have been in a room with the infected person are informed by the responsible Faculty or central institution about the occurrence of the infection.
  - In the case of an infection among faculty and staff, the employees of the area in question are informed by their supervisor or the Personnel Management Department. All persons who have been in contact with the infected person and who have not been placed in quarantine by the authorities are urgently requested not to come to the University for 14 days and to minimize contacts as far as possible. They have to work from home during this time. The supervisor will ensure that this is possible, provided that the tasks are suited to being fulfilled from home.

(5) In cases of officially ordered quarantine, employees are required to report this to their personnel manager to allow the University to assert claims for compensation in accordance with the Infection Protection Act.

## **Section 9 Contact Tracing**

(1) The regulations on contact tracing in accordance with Section 2a of the Corona Protection Ordinance (Coronaschutzverordnung) must be observed for all cases of personal presence at the University. This includes in particular the correct provision of contact data required for infection tracing (name, address, private [and work, if applicable] phone number). The University guarantees the widest possible digital recording of attendance for classroom teaching and face-to-face examinations in compliance with the legal provisions, as well as digital recording of the above-mentioned contact data of students and employees. The University will provide more details on its central corona information website.

(2) If several persons meet outside of events, committee meetings, or gatherings, they shall ensure on their own responsibility for four weeks after the meeting that, in the

event of an infection with SARS-CoV-2, all persons can be named with contact data to the Public Health Authorities. This shall not apply if anonymity or confidentiality is legally provided for the meeting.

(3) Electronic data storage is only permitted with the consent of the persons concerned.

(4) In addition, the University strongly urges all faculty, students, and staff to use the Corona-Warn-App of the Federal Government.

## **Section 10 Advice**

Staff Unit 02.2 (Occupational Safety and Environmental Protection) advises on questions of occupational safety, the company medical service on questions of occupational medicine. The Personnel Management Department provides advice on questions of labour and employment law. For further information or other concerns, please contact the responsible advisory units.

# **Part II – Special Hygiene and Infection Protection**

## **Section 11 Face-to-face examinations**

(1) In the case of face-to-face examinations, the provisions laid out in Part I (Sections 2 through 10) of this Directive shall be observed unless other provisions apply. Special regulations regarding examinations based on the Corona Epidemic University Ordinance and University decisions based on it remain unaffected.

(2) For all examinations, the responsible examination offices/deans/lecturers shall examine whether they can be replaced by e-examinations or by alternative examination formats, irrespective of the number of candidates. Only those examinations may be held face to face for which alternatives are not possible.

(3) All face-to-face examinations may only be conducted in certified rooms. Centrally allocated rooms are certified by Division 5, de-centrally allocated rooms can be certified by the Faculties in consultation with Division 5. For examinations with a maximum of 20 candidates (plus examiner/supervisor), the rooms are prepared by the Faculties, for examinations with 21 or more candidates (plus examiner/supervisor) by Division 5.

(4) For each face-to-face examination, the examiner must prepare and file a 'Corona Risk Assessment.' Further details are regulated by the deans or the managers of the central institutions that carry out face-to-face examinations.

(5) Contact tracing in the form of special traceability in accordance with Section 2a of the Corona Protection Ordinance (CoronaSchVO NRW) must be ensured for each face-to-face examination. This is the case if a seating plan is prepared in addition to the recording of contact data and documents specifying which candidates sat where. The University will provide further details on its central corona information website.

(6) In the case of face-to-face examinations with a maximum of 20 candidates, the minimum distance between the seats may be less than 1.50 m, departing from Section 4, subsection 1.

(7) Candidates must be informed of the examination date at least two weeks before the examination.

(8) Spectators are excluded from examinations.

## **Section 12 Classroom teaching**

(1) In the case of classroom teaching, the provisions of Part I (Sections 2 through 10) of this Directive shall be observed unless otherwise provided for in Part II (Sections 11 through 18). Special regulations for teaching from the Corona Epidemic University Ordinance and the University decisions based on it remain unaffected.

(2) Priority shall be given to the following when planning events:

- a) practical courses which require special work rooms or work equipment and cannot be replaced by alternative formats. For these practical courses, priority shall be given to:
  - aa) final theses (doctorates, MA/BA theses, examination theses)
  - bb) internships and practical courses in small groups ( $\leq 10$  plus supervisor[s])
  - cc) beginners' internships and other practical courses with  $>10$  participants (plus supervisor[s])
- b) lectures and seminars in the introductory phase: Offers for first- and second-semester students in Bachelor's and Master's programmes as well as state examination programmes
- c) lectures and seminars in the examination phases
- d) lectures and seminars in Master's programmes
- e) all other courses

(3) Classroom events must be designed in such a way that they can be converted to a virtual teaching format at short notice if necessary due to corona developments.

(4) No more than 50 persons, including lecturer(s), may participate in a classroom event.

(5) Classroom events may only be held in certified rooms. Centrally allocated rooms are certified by Division 5, de-centrally allocated rooms can be certified by the Faculties after consultation with Division 5.

(6) For each classroom event, the lecturer must prepare and file a 'Corona Risk Assessment.' Further details are regulated by the deans or the managers of the central institutions that offer classroom teaching.

(7) Departing from Section 3, subsection 1, no. 2, lecturers are not required to wear an MNC in the rooms centrally allocated by Division 5 if they can keep a distance of 5 m to students, use a microphone or headset, and are separated by a clear partition

mounted on the lectern. They are requested to clean the lectern and the partition after the lecture or seminar.

(8) Contact tracing in the form of simple traceability in accordance with Section 2a of the Corona Protection Ordinance (CoronaSchVO NRW) must be ensured for each classroom teaching event. This includes in particular the correct recording of contact data necessary for infection tracing (name, address, private [and work, if applicable] phone number). The University will provide more details on its central corona information website.

(9) Departing from Section 4, subsection 1, the minimum safety distance may be reduced when seating a maximum of 20 participants for a face-to-face lecture or seminar if special traceability is ensured in accordance with Section 2a of the Corona Protection Ordinance NRW. This is the case if a seating plan is prepared in addition to the recording of contact data, showing which student sat where. The University will provide more details on its central corona information website.

(10) In the case of practical courses involving laboratory activities, in particular those involving hazardous substances, bio-substances, genetically engineered organisms, and radioactive substances, the protective measures against the corona virus SARS-CoV-2 shall not conflict with otherwise necessary and customary protective measures. In the standard version of the 'Corona Risk Assessment,' MNCs are not required in the laboratory, provided that the minimum distance is maintained, the rooms are sufficiently technically ventilated and the possibility of exposure to hazardous or bio- and other substances is excluded. If, when preparing the risk assessment, the head of the working group comes to the conclusion that the risk of infection without MNCs is higher than that posed by the substances used, suitable MNCs can also be worn in labs. The template for the necessary Risk Assessment is available on the website of Staff Unit 02.2:

[https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite\\_corona\\_virus/ergaenzende\\_gefaehrdu\\_ngsbeurteilung\\_corona\\_virus/index\\_ger](https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite_corona_virus/ergaenzende_gefaehrdu_ngsbeurteilung_corona_virus/index_ger).

(11) Excursions/field trips are classroom teaching events outside the University, usually in public spaces. Only those excursions are permitted which are obligatory according to the examination regulations and which do not lead to a country listed as an RKI high-risk area at the time of departure. For all phases of an excursion, the corona rules issued under the laws of the (federal) states visited apply. This concerns, for example, the permitted group size in public spaces, the rules in public transport, museums, restaurants, hostels, etc. Excursions require authorization by the dean on the basis of a 'Corona Risk Assessment'. The decision must be documented and cannot be delegated. Employees require a business trip authorization in accordance with the provisions in Section 17. Contact tracing (simple traceability in accordance with Section 2a of the Corona Protection Ordinance NRW) must be ensured. The University will provide more details on its central corona information website.

### **Section 13 Libraries**

(1) The operation of the University and City Library (USB) as well as the decentral Faculty, department, and institute libraries shall be carried out in accordance with Section 6 subsection 3 of the Corona Protection Ordinance (CoronaSchVO NRW) and

in compliance with the provisions laid out in Part I (Sections 2 through 10) of this Directive. The operation of libraries beyond mere lending of media requires the authorization of the Rectorate for the USB, and of the dean or the manager of the central institutions for other libraries. The decision has to be made on the basis of a 'Corona Risk Assessment.' It has to be documented and cannot be delegated.

(2) The possibilities for using the decentral libraries are available on a special website created by the USB and other libraries of the Faculties and central institutions, so that students can easily get an overview of, among other things, the respective modalities and security measures to be observed.

## **Section 14 Working on campus in offices, workshops, and labs**

(1) Home office is the rule until further notice, unless this is contrary to official interests. Physical presence to work at the University is permitted to the extent that it is required for official purposes and if compliance with this Directive is ensured. Working on campus is also possible at the request of employees after consultation with their supervisor and if compliance with the Hygiene and Protection Directive is ensured.

(2) In the design of workplaces and the scheduling of working hours, the performance of official duties and the protection of faculty, students, and staff as well as the general public from the threats posed by the corona pandemic – adapted to the current situation – must be reconciled. Each organizational unit shall ensure that the applying rules of this Directive are observed. Supervisors and employees are jointly obliged to comply. Supervisors make the decision on who may come to the office at what time, document the decision and the reasons for it in writing, prepare a supplementary 'Corona Risk Assessment' for workplaces and work areas, and instruct employees. Support is provided by Staff Unit 02.2. A copy of the documentation of decisions and the 'Corona Risk Assessment' must also be given to the superior department (dean, manager of the central institution, or Chancellor).

(3) Employees should be offered individual offices for their work. In all work rooms where the use of space by more than one person cannot be avoided (especially offices and workshops), an area of at least 12.5 m<sup>2</sup> must be available for each person. This does not apply to teaching and examination events, committee meetings and other gatherings, or scientific laboratories. If the room is permanently used by more than one person, the distance between the persons must be greater than the minimum safety distance.

(4) Supervisors are requested to plan employees' attendance times and occupancy times for rooms in advance and to ensure that there are no overlaps. The presence of employees must be recorded with the information according to Section 9 subsection 1 no. 2 (simple traceability), even if individual offices predominate.

(5) In all laboratory activities, in particular those involving hazardous substances, bio-substances, genetically engineered organisms, and radioactive substances, the protective measures against the corona virus SARS-CoV-2 shall not conflict with otherwise necessary and customary protective measures.

In the standard version of the 'Corona Risk Assessment,' MNCs are not required in the laboratory, provided that the minimum distance is maintained, the rooms are sufficiently technically ventilated and the possibility of exposure to hazardous or bio-

and other substances is excluded. If, when preparing the risk assessment, the head of the working group comes to the conclusion that the risk of infection without MNCs is higher than that posed by the substances used, suitable MNCs can also be worn in labs. The template for the necessary Risk Assessment is available on the website of Staff Unit 02.2: [https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite\\_corona\\_virus/ergaenzende\\_gefaehrduungsbeurteilung\\_corona\\_virus/index\\_ger](https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite_corona_virus/ergaenzende_gefaehrduungsbeurteilung_corona_virus/index_ger).

In cases of doubt, please consult Staff Unit 02.2. If necessary, Unit 02.2 and/or the company medical service will check compliance with the regulations on a random basis.

(6) Training situations that require presence (e.g. in workshops) shall be designed in compliance with this Directive in such a way that the joint presence of the instructor and the trainee is possible.

## **Section 15 Committee meetings and other gatherings**

(1) The bodies prescribed by law or established in regulations (e.g. Senate, Rectorate, University Council, Faculty Council, commissions, staff councils) may meet face to face if the provisions of this Directive are complied with. The Rectorate strongly advises that meetings should only be held face to face if there are compelling reasons for doing so and an alternative virtual or telephone format is not possible.

(2) For all other meetings and assemblies, including inspections and job interviews (incl. appeals), compelling reasons and the absence of alternative formats are a prerequisite for face-to-face gatherings. In all other respects, subsection 1 shall apply, and the University will publish further details on its central corona information website.

(3) The decision to hold a meeting face to face is made by the chairperson after consultation with the convening participants. The interests of members of risk groups must also be taken into account (see Section 2, subsection 3). The chairperson must ensure contact tracing in the form of simple traceability in accordance with Section 2a of the Corona Protection Ordinance (CoronaSchVO NRW) and the availability of the contact list for four weeks.

## **Section 16 External events**

For participation in events organized by third parties and held outside university premises, the organizer's hygiene rules shall apply.

## **Section 17 Business trips**

(1) Business trips and excursions within Germany are subject to authorization. Applications must be submitted to the dean via the responsible supervisor, to the responsible manager of the central institutions, or to the Chancellor in the central administration.

(2) Business trips abroad are not being authorized at present. Exceptions are only possible in individual cases after an unavoidable necessity has been demonstrated, and if the destination is not a high-risk area designated by the RKI upon departure. Applications must also be submitted to the dean, to the responsible manager of the central institutions, or to the Chancellor in the central administration.

(3) Business trips to a country/region which is an RKI high-risk area at the time of departure are inadmissible. Already granted authorizations for such trips are revoked.

## **Section 18 Use of vehicles, buses and vans**

For the use of vehicles, especially buses and minibuses from the University's vehicle fleet (or of rented vehicles), the provisions of the 'Annex to the CoronaSchVO NRW, No. IX. Rides in coaches' apply.

The seating capacity of the University's vehicle fleet are bindingly determined by Department 54 in such a way that the minimum distance of 1.5 m between the seats can be maintained. The same shall apply to rented vehicles. If the minimum distance cannot be maintained for a short period of time (e.g. when getting on and off the vehicle, when leaving the seat), an MNC must be worn. If, in exceptional cases, the minimum distance rule cannot be observed for the entire duration of the journey, all passengers must wear MNCs. Since the wearing of an MNC is not possible for the driver due to traffic law requirements, the passengers who do not observe the distance rule must wear FFP2 half masks without an exhalation valve for the entire duration of the journey in accordance with the SARS-CoV-2 occupational safety regulations.

## **Part III – Procedures for Planned Measures that depart from this Directive**

### **Section 19 Procedures for planned measures that depart from this Directive**

(1) Activities on campus

- (a) that are not covered by Part II (Sections 11 through 18) of this Directive; or
- b) that are covered in Part II (Sections 11 through 18) of this Directive, but depart from the requirements therein

require the approval of the dean, the Chancellor and otherwise of the Rectorate (decision-making office) after preliminary examination by Staff Unit 02.2. The decision must be documented and cannot be delegated. If the decision is likely to be of relevance to the University as a whole, the matter must be submitted to the Rectorate for decision. The application must be accompanied by a 'Corona Risk Assessment', a hygiene concept, and a room utilization sketch.

(2) Unit 02.2 shall, if necessary, consult Unit 02.1 (Legal Office), Division 5 and/or the company medical service. Unit 02.2 should clarify any ambiguities with the applicant during the assessment.

(3) The procedure under subsections 1 and 2 shall be carried out as follows:

1. preliminary examination of Unit 02.2:
  - a) Unit 02.2 shall check whether the measure is subject to approval according to subsection 1. If this is not the case, it informs the applicant and the measure can be carried out.
  - b) If the measure according to subsection 1 is subject to approval, Unit 02.2 checks to what extent it complies with the requirements of this Directive and whether it is acceptable from the point of view of occupational health and safety. In doing so, Unit 02.2 shall take into account in particular
    - special spatial features (ventilation, entrances and exits, distances) and
    - activity-related infection risks or other risks (e.g. singing, temporary reduction of minimum safety distance, etc.).

Unit 02.2 makes a recommendation regarding the measure on the basis of the assessment and forwards the process to the unit authorized to make decisions in accordance with subsection 1.

2. On the basis of the recommendation of Unit 02.2, the unit authorized to make decisions according to subsection 1 decides after involving the staff councils. In doing so, it checks whether the decision is likely to be relevant for the entire University. If the decision is likely to be relevant for the entire University, it shall make a recommendation and forward the process to the Rectorate.
3. The Rectorate, with the involvement of the staff councils, shall decide on the approval of the activity with relevance for the entire University on the basis of these recommendations.
4. The representative of persons with special needs must be involved before a decision is announced in accordance with nos. 2 and 3.

(4) In justified cases, especially in cases of urgency, exceptions to this Directive may be approved directly by the Rector or Chancellor.

## **Part IV – Concluding Provisions**

### **Section 20 Term of validity**

This guideline comes into force on 1 October 2020 and is valid until 31 March 2021.