

**Protection against the infection with SARS-CoV-2 for more safety and health at work:
Rules of conduct and measures**

The main topics of the SARS-CoV-2 Occupational Health and Safety Standards of the Federal Ministry of Labour and Social Affairs are concretised also by the SARS-CoV-2 Occupational Health and Safety Rules in the version dated August 20, 2020 (annex 1). These measures pursue the goal of protecting the population, safeguarding health and, at the same time, establishing in the midterm a lasting state of flat infection curves by interrupting the chains of infection. In order to further concretise the Occupational Health and Safety Standards, the Bavarian State Ministry for Health and Care as well as the Bavarian State Ministry for Family, Labour and Social Affairs have developed minimum recommendations on the wearing of masks (annex 2, dated October 20, 2020). In compliance with these regulations and taking into account service and labour law measures in connection with the corona pandemic as well as the amendments of the 8th Bavarian Ordinance on Infection Protection Measures of October 30, 2020, the following regulations are particularly emphasised for the operational concept of measures of the Julius-Maximilians-Universität Würzburg:

As of: November 11, 2020

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A.

In any situation of university operations, the general rules of conduct to prevent the transmission of an infection apply. Please also note the additional measures described under the following letters, especially the wearing of a mask:

- Employees with symptoms of an acute, communicable disease are not allowed to appear for service. This applies especially to the following symptoms typical for COVID-19: fever, cough, shortness of breath, loss of sense of taste/smell, sore throat, cold and aching limbs.
- In case of slight, newly occurring symptoms (such as a cold without fever and occasional coughing), employees may only appear for service, if no fever has developed after at least 24 hours (from the occurrence of the symptoms). In these cases, tele- or homeworking has to be performed during this time, as far as possible.
- Work on site must be organised such (e.g. by using free room capacities) that multiple occupancy of rooms is avoided or sufficient protective measures are taken (advice via gesundheitsschutz.corona@uni-wuerzburg.de).
- Home office should generally be made possible, provided that the technical possibilities exist and an orderly service allows for it.
- Where two or more persons come together, a minimum distance of 1.5 m must be maintained between them.

- Where the minimum distance of 1.5 m between two persons cannot be maintained permanently by measures of work organisation, alternative protective measures must be given to reduce close contacts:
 - Transparent partitions (e.g. made of plexiglass or foil) are to be installed for public traffic (e.g. at information and lending desks) and, if possible, also to separate work places with no given safety distance.
 - If neither minimum distance nor separation by barriers is possible, mouth and nose protection must be worn by all persons present.
- Cough and sneeze etiquette must be strictly observed (hide mouth and nose in the crook of your arm or use a handkerchief).
- Hand hygiene must be maintained by frequent hand washing with soap for 20-30 seconds, if not available by hand disinfection.
- Contact with eyes, nose and mouth should be avoided.

B.

Obligation to wear masks

Wearing a mask is mandatory

- **especially in traffic and meeting areas in all service buildings as well as during on-site events, at workplaces in the university library and during meetings and assemblies, regardless of whether the minimum distance of 1.5 m can be maintained. This also applies to lecturers and supervisors at on-site events.**
- **when working in offices with multiple occupancy, in anterooms and in the transport service, if the minimum distance of 1.5 m cannot be reliably maintained; this also applies, if partitions are installed.**
- **also for visitors until they reach their destination in the service building** (meeting room, etc.).

More specific regulations in accordance with the Bavarian Ordinance on Infection Protection Measures in its currently valid version (e.g. for sports, music and examinations) remain unaffected by these regulations. The same applies to tightening regulations which are further stipulated in the event of a locally increased risk of infection.

Workplace design: ensuring sufficient safety distances

Among the safety measures to avoid infection the distance rule (distance to the next person of at least 1.5 m) ranks first. The distance between the surfaces of the body is decisive here. When planning/dimensioning seat spacing, a distance of at least 2 m (body centre to body centre) should be taken as a basis. A larger distance is recommended in the case of longer contact (over 2 m).

Employees and visitors must be made aware of this distance rule by posting signs or by other suitable means. Rooms, work areas and workplaces must be set up such that work can be carried out with sufficient distance and overlapping of paths can be avoided. In the case of public traffic, transparent partitions are to be installed at counters or transfer stations as far as possible; the public traffic itself is to be reduced as far as possible (see below).

Routing for keeping distances, e.g. in waiting areas and at an entrance or exit, shall be marked by mobile barriers/partitions, band barriers or route markings with directional arrows glued to the floor. Encounters and crossings of the routing are to be avoided wherever possible; one-way streets or traffic circles are ideal, preferably with separate entrances and exits.

The use of traffic routes (e.g. stairs, doors, lifts) must be adapted such that sufficient distance can be maintained. Where experience has shown that crowds of people accumulate (library, registry, post offices, tool and material dispensaries, lifts etc.), protective distances should be marked on the standing areas, e.g. with adhesive tape.

Signs and instructions for conduct should be available in English as well.

Rest areas

In rest areas, sufficient distance must be ensured as specified by the equipment and by markings. If distances and overlap-free paths cannot be ensured, the closure of the facility in question must be considered.

Smaller rest areas (e.g. kitchenettes) in which the minimum distance of 1.5 m cannot be reliably maintained may not be used jointly but only one after the other and with a mouth and nose protection, especially in the case of interior rooms with restricted ventilation options. Those who spend breaks outdoors avoid such risks and do one thing more for their health.

Shared devices (coffee machine, refrigerator door handle etc.) must be cleaned several times a day; users must draw up a cleaning plan for this.

Ventilation

Regular air exchange must be ensured in all rooms of the university. The binding recommendation for the time interval for ventilation applies, e.g. for offices after 60 minutes and for meeting rooms after 20 minutes. The following reference values are to be assumed for the minimum duration of shock ventilation: summer up to 10 minutes, spring/autumn 5 minutes, winter 3 minutes. The regulations for event rooms of the university can be found in the ventilation concept (<https://www.uni-wuerzburg.de/en/novel-coronavirus/forms>).

Home office

A workplace is considered to be functional, if access to business e-mails from the Internet is possible via webmail and if it is possible to be reached by telephone by forwarding business calls to private mobile devices.

In order to guarantee the processing of non-digitally incoming work documents, a temporary presence, which is carried out in compliance with the protection and hygiene concepts, can be part of the adequate solution.

Home office is not a monitor-based workplace permanently installed by the employer in the employees' private sphere. The workplace ordinance is hence not applicable. Nevertheless, employees should, especially in their own interest, pay attention to the ergonomic design of the workplace for telework.

Teaching and research

Based on the resolution of the Bavarian State Government of July 28, 2020 to resume classroom teaching, classroom teaching will again be offered at the Julius-Maximilians-Universität Würzburg in the winter semester 2020/21. The protection and hygiene concepts of the Julius-Maximilians-Universität have to be strictly observed when conducting classroom teaching (<https://www.uni-wuerzburg.de/en/novel-coronavirus/forms>). In general, research may only be carried out on the premises of the university, if this is necessary. Literary work, evaluations, preparations for publications and office work are to be carried out in home office wherever possible. Research that requires corresponding university facilities (e.g. test setups, presence materials) may only be carried out in compliance with the corresponding protection and hygiene concept (<https://www.uni-wuerzburg.de/en/novel-coronavirus/forms>).

In accordance with §15 of the 8th Bavarian Ordinance on Infection Protection Measures of October 30, 2020, conferences, congresses, trade fairs and comparable events are prohibited and cannot be held at present. At present, therefore, only a virtual exchange is possible.

Business trips and meetings

Business trips to Germany and abroad may only be approved, if they are urgently necessary. When travelling abroad, the respective quarantine regulations must be observed. If possible, video and telephone conferences are to be held. Meetings are to be limited to what is necessary for the performance of a work task. Video and telephone conferences are to be held here as well whenever possible.

When holding meetings in the course of direct business operations, e.g. meetings, committees and boards, the rules of conduct for infection control (see above) must be observed. In particular, compliance with the distance rule must be ensured in the meeting room. If the 7-day incidence exceeds the value of 35 new infections per 100,000 inhabitants, meetings are to be limited to events that cannot be postponed and technical possibilities such as video or telephone conferences have to be preferred. Courses are excluded from this regulation.

Participants in permitted meetings and gatherings must be recorded by name in order to facilitate the traceability of contact persons in the case of a corona infection.

In general, permitted meetings and gatherings should be separated as far apart as possible in terms of time and space so that there is no mixing of participants of different events or crowding at the beginning or end of the meeting or gathering.

Public traffic and external contacts

Public traffic is to be reduced as much as possible. If possible, it should be replaced by telephone, postal or electronic (e.g. e-mail) communication. This applies in particular to consultation hours, enrolments, applications, submission of papers etc.

If personal attendance is nevertheless absolutely necessary, it should only take place by prior appointment to avoid crowds. The appointments should be scheduled such that waiting times or crowds of people are avoided.

In case of contact with other persons *outside of the permanent establishment*, the distance of at least 1.5 m between the persons must be maintained as far as possible. A mouth and nose protection must be worn, if the minimum distance cannot be reliably maintained. The working procedures of these activities must be checked to ensure that isolated work is possible, if this does not cause additional hazards. Otherwise, the smallest possible fixed teams (e.g. 2-3 persons) must be provided in order to

reduce changing contacts within the employees during travel and work assignments outside the permanent establishment. In addition, facilities for frequent hand hygiene must be provided near the workplaces for these activities, e.g. by carrying along spray bottles or dropper bottles with hand disinfectants.

Transports and journeys

The simultaneous use of vehicles by several employees is to be avoided as far as possible; the group of persons who use a vehicle together – simultaneously or consecutively – is to be limited as far as possible. Journeys for material procurement or delivery are to be reduced, if possible; route planning is to be optimised accordingly. A mouth and nose protection has to be worn, if the minimum distance cannot be reliably maintained. This applies regardless of an increased risk of infection.

When travelling in a company car, passengers may only sit in the back seats. Only one passenger per back seat sitting offset may be transported. A mouth and nose protection must be worn, if the minimum distance cannot be reliably maintained. This applies regardless of an increased risk of infection.

Wearing a mouth and nose cover must not impair visibility. According to §23 Abs. 4 of the Traffic Regulations (StVO), a motor vehicle driver may not cover or obscure his/her face in such a way that he/she is no longer recognisable. Wearing a mouth and nose cover does cover the nose and mouth area but still allows the eyes to be seen.

In company cars, products for cleaning and, if necessary, disinfecting the hands must be carried along as well as surface disinfectants or cloths for disinfecting the steering wheel, fittings, keyboards etc. The garbage that inevitably arises in this process must be collected in bags and disposed of in the residual waste.

Work equipment/tools

Tools and work equipment, including keyboards, telephones and computer mice, are to be used on a personal basis wherever possible. Where this is not possible, regular cleaning is to be provided, especially before handing over to other persons. Otherwise, suitable protective gloves must be worn when using the tools, provided that this does not cause additional hazards (e.g. seizure by rotating parts). In this context, restrictions of the wearing time and the individual disposition of the employees (e.g. allergies) must also be taken into account.

Use, cleaning and recycling of work clothing and personal protective equipment (PPE)

Particularly strict attention must be paid to the exclusive personal use of any personal protective equipment (PPE) and work clothing. The person-related storage of work clothing and PPE separately from everyday clothing must be ensured. It must also be ensured that work clothing is cleaned regularly.

Organisation of working time and breaks

Occupancy densities of working areas and shared facilities shall be reduced by measures for time equalisation (staggered working times and breaks, shift operation, if necessary).

When drawing up shift schedules, care shall be taken to assign the same persons to common shifts (team formation) in order to further reduce internal personal contacts. At the beginning and end of work time, suitable organisational measures must be taken to avoid close contact between several employees.

Access of external persons to work and campus areas

Access by external persons must be kept to a minimum. Contact details of external persons as well as the time of entering and leaving the premises must be documented. At the entrances to the university buildings, attention shall be drawn to protection and hygiene regulations.

Mouth and nose protection and personal protective equipment (PPE)

An important measure to reduce the risk of infection is the wearing of a mouth and nose protection. Notwithstanding the situations and obligations to wear a mouth and nose protection addressed under A. and B., the attached mask protection concept for authorities (annex 2) describes work situations in which the wearing of a mask is required. These minimum recommendations must be observed.

In particularly hazardous working areas, the wearing of additional PPE (gloves, smock, safety goggles or face shield) may be required.

Respiratory protection masks are mainly used as disposable material, especially if they are used to protect against infections. They should only be worn for as long as necessary and changed at the latest when they are soaked through by the air exhaled. Respiratory protection masks include mouth and nose protection (MNS cover/mask, 'surgical mask', 'surgical mask') as well as particle filtering masks, e.g. the frequently used FFP2 mask. FFP2 masks protect the wearer from infection, while the MNS mask retains aerosols in the exhaled air of the wearer, thus protecting the other person in particular. When removing the mask, it is important to avoid touching the outside of the filter flow, as this could lead to contamination.

Maternity leave

For pregnant women, special protective regulations have been enacted in the Maternity Protection Act, which must also be observed, if there is a risk of infection.

The in-house medical service is available for further advice (e-mail: betriebsarzt@uni-wuerzburg.de, homepage: <https://www.uni-wuerzburg.de/betriebsarzt>).

Employees with increased health risks

Necessary measures for employees for whom infection with the coronavirus represents an increased health risk (e.g. leukaemia, diabetes, lung diseases etc.) must, for reasons of care, be coordinated in consultation with the physician in charge (e.g. no public access, no service centre, teleworking and working from home etc.). If the measures deemed necessary by the physician cannot be implemented, the physician has to decide whether the employee is still able to work.

Occupational medical precautions and protection of particularly endangered persons

Employees can seek individual advice from the company physician, also on special risks due to a previous illness or individual disposition. It must also be possible to address fears and psychological stress (e-mail: Betriebsarzt@uni-wuerzburg.de, homepage: <https://www.uni-wuerzburg.de/betriebsarzt>).

Instructions for action in suspected cases

The university has established company regulations for the rapid clarification of suspected cases of SARS CoV-2 disease (<https://www.uni-wuerzburg.de/en/novel-coronavirus>). In particular, fever, cough and shortness of breath can be signs of infection with the coronavirus. Employees with such symptoms are requested to contact their family doctor or the medical on-call service (tel. 116 117) immediately by telephone for clarification. In addition to contacting a physician, the responsible public health department may also be able to help or, depending on the physician's diagnosis, must be informed additionally.

In addition, employees of the university but not their household members can contact the Institute for Hygiene and Microbiology (IHM), which operates a corona test track in building D20 on the premises of and together with the university hospital (UKW), for a test,

- if there is a clear official reference, e.g. upcoming courses,
- and
- with a clear indication, e.g. those who (i) have relevant signs of COVID-19 infection, (ii) have received notification via the CoronaApp or (iii) have been in a risk area for the past two weeks.

Persons who show the described indications can contact the IHM, regularly on the advice of the staff unit AU or the company doctor and – until external appointments can be made – by *calling 81426 (university network)*.

This **number is open Mon-Fri from 8.00-12.00 a.m.** It is important that the calling party is a member of the university staff and states his/her business telephone number.

The special regulations regarding travel returnees from abroad and COVID-19 contact cases must be observed.

D.

Consulting and active communication

<https://www.uni-wuerzburg.de/corona/#c258631>

<https://www.uni-wuerzburg.de/betriebsarzt/startseite>

For occupational medical questions regarding COVID-19:

+49 931 20181591 (on workdays from 8.00 a.m.), betriebsarzt@ukw.de

Contact and advice by e-mail: gesundheitschutz.corona@uni-wuerzburg.de