



## Rectorate of the University of Cologne

Cologne, 12 August 2020

Changes compared to the version of 15 July:

Under III.2, changes were made regarding the provision of a limited number of work and study places in libraries. These places can be made available if the hygiene and infection protection regulations are observed.

### Regulations for events and working on campus

#### I. General considerations

The University of Cologne (UoC) continues to support the effort to slow down the spread of the corona pandemic for the protection of all, and to ensure the greatest possible safety for its students, faculty, and staff. **To this end, physical presence and personal contacts on campus should continue to be minimized.** This will be achieved by working from home and online teaching. However, organizing events and working on campus is possible in certain areas. These areas, the guidelines for organizing face-to-face events and working on campus, and the infection protection measures that have to be observed are specified below:

- 1) The entire summer semester 2020 will take place by means of online teaching. Depending on the course of the corona pandemic and the spatial capacities of the UoC, it may be possible to offer additional classroom teaching later in the semester. However, online teaching will not be replaced by classroom teaching in the 2020 summer semester. The aim is to protect faculty, students, and staff, and to provide planning security (e.g. for international students or students with children who cannot take part in classroom teaching due to travel restrictions or lack of childcare).
- 2) At the same time, the University of Cologne is preparing for a cautious easing of measures and a gradual, limited resumption of face-to-face events and working on campus. For the time being, this will be limited to those events that cannot be replaced by digital formats. On the basis of the agreements between the German federal and state governments (16 April 2020) and the requirements of the general ruling of the Ministry of Labour, Health and Social Affairs (MAGS) NRW, for the time being the University of Cologne will address these areas:
  - (a) examinations
  - (b) lending facilities in libraries
  - (c) practical courses

For all other areas, the measures described on the corona information page for avoiding contacts still apply (especially digital teaching, working from home as a rule, consultation services by e-mail or phone, etc.).

- 3) In order to reserve room capacities for examinations and teaching as well as other necessary events, all other face-to-face events (especially those with external participants, e.g. conferences, meetings and the like) planned to take place in lecture halls and auditoriums of the UoC are cancelled until the end of September.
- 4) Hygiene and infection prevention measures as well as the applying regulations of the state legal ordinance and the Corona Protection Ordinance (CoronaSchVO) must be observed for all planned face-to-face events and working in the presence of others. The following regulations were drawn up for the UoC in consultation with the Faculty of Medicine, Cologne University Hospital (Hygiene Department), the company medical service, and the Staff Unit for Occupational Safety, taking into consideration the SARS-CoV-2 occupational safety standards of the Federal Ministry of Labour and Social Affairs (BMAS) and the general ruling of the Ministry for Labour, Health and Social Affairs of North Rhine-Westphalia.

**For the time being, these regulations apply until the end of the summer semester on 30 September 2020.** A further easing of the restrictions may be possible earlier, depending on the course of the corona pandemic and the legal regulations. They may also be extended, if necessary.

In the following sections, the regulations are detailed and explained.

## II. Hygiene and infection protection regulations

Face-to-face events and working on campus are only permitted if the following protective regulations and spatial requirements can be guaranteed.

Instructions regarding minimum safety distance, hygiene, and the guidelines of the Robert Koch Institute will be posted in the entrance areas of all UoC buildings.

### Mouth-and-nose covers:

- Mouth-and-nose covers must be worn in all buildings of the UoC. They may only be removed if a person is alone in a room. The university strongly recommends that everyone should wear a mouth-and-nose cover on the entire campus (also outside of buildings).
- This regulation applies from 4 May 2020 in order to give the university and its members the necessary time to prepare for this regulation. Until then, the university urgently recommends that all people on campus wear a mouth-and-nose cover.
- Mouth-and-nose cover refers to a simple type of covering. This can be homemade or consist of a scarf or cloth (so-called everyday masks). Face visors may only be worn in addition to, not instead of a close-fitting mouth-and-nose cover. This measure is not intended to deprive patients of clinical protective masks.
- Wearing a mouth-and-nose cover does not replace other protective measures such as hand hygiene and minimum safety distance rules.

### Safety distance rules:

- For face-to-face events, a minimum distance of at least 1.50 to 2 metres must be maintained between participants.
- Furthermore, employees who cannot work from home must, in general, be offered an individual office or laboratory. If the use of a room by more than one person cannot be avoided, an area of at least 12.5 square metres (m<sup>2</sup>) must be available for each person. In addition, the above-mentioned minimum safety distance must be guaranteed. If the room is permanently used by more than one person, the safety distance should be greater than the minimum distance. This does not apply to laboratories. However, the minimum safety distance must also be maintained throughout. This must be ensured by taking appropriate measures such as limiting the number of people, taking into account the spatial situation, and following organizational procedures.
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- To avoid overlaps, attendance times and the use of rooms should be scheduled for specific persons and times, if possible (e.g. through shift work).
- Maximum room capacities for teaching (auditoriums and lecture halls) are defined by Division 5 according to the requirements specified here, and must be strictly observed. Once defined, the pertaining information will be provided.

### Airing:

- Rooms must be aired regularly, if possible, to exchange the room air and to reduce the number of fine droplets possibly containing pathogens in the air.
- Events with more than 20 persons may only be held in rooms where permanent ventilation is possible. These rooms have been identified by Division 5. This information will be made available to the Faculties.

**Avoiding personal encounters:**

- The gathering of crowds in and in front of buildings must be avoided as far as possible by appropriate planning.
- If queues are expected to form, markings ensuring safety distance must be placed on the floor.
- Based on the 'ticket system' developed by the Regional Computing Centre Cologne (RRZK) for the Student Application and Registration Office (Studierendensekretariat), the RRZK can develop a similar system for the current situation. If the Faculties want to use this system to organize lending in their department and institute libraries, they should contact the RRZK.
- Employees who work in situations where the prescribed minimum safety distance cannot be maintained at all times are protected by transparent partitions.
- Employees (including student and teaching assistants and the like) may wear disposable gloves when working in situations where they and other persons touch the same objects in quick succession. This is not mandatory. Things like keyboards may be cleaned regularly with household cleaning agents.

**Disinfection/sanitary facilities:**

- Soap dispensers and paper towels must be available in all sanitary facilities. Normal soap is sufficient. All accessible sanitary facilities are to be cleaned regularly according to the recommendations of the Robert Koch Institute. Hand disinfectant should be provided in appropriate quantities.
- Door handles and handrails are cleaned regularly.

**Hazard assessments:** A hazard assessment must be carried out for all workplaces. All agreed measures must be documented. Staff Unit 02.2 Occupational and Environmental Protections can provide support.

**Distribution of means of protection:**

- A contingent of mouth-and-nose covers and disposable gloves for employees is being purchased by the Procurement Department. Contingents will be allocated to the Faculties, the administration divisions, and the central units. This distribution to individual employees will take place via the heads/directors of the units according to the following prioritization:
  - The mouth-and-nose covers (2 per staff member) will be made available to those employees who do not carry out their work from home. Those employees will be equipped first who work in situations that are open to the public or who spend long periods of time in offices/laboratories with other people.
  - Disposable gloves can be made available to employees who work in situations where they and other people touch the same objects in short succession (e.g. book distribution).
  - Instructions on the correct use of mouth-and-nose covers and disposable gloves will be provided on the UoC's central corona virus information website.
- Further face masks as well as disposable gloves and disinfectant can be requested via the materials storage (Materialausgabe) of Division 5, Department 54.

- Requests for transparent partitions to protect employees can be made to Division 5, Department 53.
- Students are requested to wear their own mouth-and-nose covers. The website provides links to information and advice on the procurement or manufacture of mouth-and-nose covers. During exams, a limited number of covers will be made available to students who come without such protection and would otherwise not be able to take the exam (disposable masks).

**Contact Tracing:**

- The legal regulations ensuring contact tracing according to Section 2a of the Corona Protection Ordinance (Coronaschutzverordnung) must be observed. In cases where neither the 'simple contact tracing' according to Section 2a subsection 1 (see no. 3.1, 4, 6) nor the 'special contact tracing' according to Section 2a subsection 2 of the Corona Protection Ordinance (Coronaschutzverordnung) is expressly demanded by law, all persons (students, staff, guests) must ensure that the names and contact data of all persons present can be reported to the public health authorities for a time period of four weeks in the event of infection with the coronavirus SARS-CoV-2 in accordance with Section 2a subsection 4 of the Corona Protection Ordinance (Coronaschutzverordnung). This does not apply if anonymity is provided by law for the meeting (see also no. 5). Electronic data storage is only permitted with the consent of the persons concerned.

### III. Concrete implementation guidelines

#### 1. Attendance examinations

For all planned attendance examinations (regardless of the number of attendants), the examination offices / Deans' offices / Faculty must check whether they can be replaced by online examinations (advice on this is available from CCE) or by alternative examination formats. **Only those examinations will be held in attendance where this is not possible.** Since the UoC's spatial capacities are very limited (approximately 20 per cent of the usual room capacities) when infection prevention measures must be fulfilled, the following priorities apply:

- a. First priority is given to examinations that have to be made up for or repeated from the winter semester 2019/20.
- b. Regular examinations (e.g. mid-term examinations) from the summer semester 2020 will follow.

No auditors or other audiences may attend examinations.

#### 1.1 Hygiene and protection requirements when conducting attendance examinations

When conducting attendance examinations, the following regulations and instructions must be observed in addition to the hygiene and infection protection regulations outlined above:

##### Rooms:

- Attendance examinations can only be held in the rooms designated by Division 5. Division 5 (Department 54) prepares the rooms for examinations with 20 or more participants. Examinations with less than 20 participants will take place in rooms that have been certified by the Faculties together with Division 5, and are prepared for the examinations by the Faculties.
- Examinations with 20 or more participants can only take place after they have been authorized by the Vice-Rectorate for Teaching and Studies and Division 5. The Vice-Rectorate for Teaching and Studies must be informed of these examinations. Then, Division 5 will allocate a room and a timeslot for the examination. Examinations with a particularly high number of participants are, if necessary, distributed over several rooms and/or conducted in smaller groups one after the other. In room planning, examinations with a high number of participants are given priority in order to simplify logistics. For examinations with less than 20 participants, the Faculties should directly contact Division 5 (Department 54).

##### Mouth-and-nose covers:

- The obligation to wear a mouth-and-nose cover applies to both students and supervisory staff for the entire duration of the examination. Compliance with this regulation will be checked by the building management upon entering the building. During the examination, the supervisory staff must ensure that this regulation is observed. If necessary, the mouth-and-nose cover may be briefly removed to eat or drink, provided that the minimum safety distance is observed. This should be limited to a minimum period of time.

##### Disinfection:

- Mobile disinfectant dispensers will be placed in front of the building and the auditorium / lecture halls / seminar rooms: Hands must be disinfected before entering the building

and the auditorium / lecture hall / seminar room. A notice provides information on the correct use of the disinfectant.

- Regular disinfection of the tables in the rooms where examinations take place shall be ensured by Division 5.

#### **Avoiding personal encounters:**

- Persons are guided through the building to the lecture hall with markings in a 'one-way street system', and out of the building after the examination. Wherever possible, there should be separate entrances and exits.
- ID checks before the start of the examination: Transparent partitions are erected for this purpose, so that employees and students have the greatest possible protection against infection even if they cannot at all times maintain the prescribed minimum safety distance. Even where a transparent partition is in place, employees additionally wear a mouth-and-nose cover.
- In front of buildings, notices and markings will be posted to indicate compliance with the minimum safety distance.
- Notices will be posted at washroom facilities that only a maximum number of people may be in the washroom, and that the safety distance must be observed. The maximum number of persons is determined by the floor space of the washroom facilities. Notices above the washbasin provide information on how to wash/clean your hands effectively with soap. Mobile disinfectant dispensers are provided in front of the washroom facilities. Conventional cleaning agents are sufficient for the regular cleaning of the washroom facilities.
- Notices are posted at the lifts specifying the maximum number of people in the lift in accordance with the safety distance regulations. The minimum distance must be observed at all times when using lifts. The use of lifts should be reserved for physically impaired persons.

#### **Minimum safety distance:**

- In auditoriums / lecture halls / seminar rooms, a minimum safety distance of 1.50 to 2 metres must be maintained between seated persons. If possible, seats are allocated so that a person can leave the row of seats without encountering another person.
- The places where students may sit are marked.

#### **Data for identification and contact tracing (simple contact tracing according to Section 2a of the Corona Protection Ordinance NRW):**

- For all attendance examinations, all persons present (students and lecturers) are required to record and store the necessary data for possible infection tracing (name, address, private and, if applicable, also work phone number, exam, date and exact time of attendance). The data will be collected upon registration for the exam and/or in a separate request. Electronic data storage is only permitted with the consent of the persons concerned. These data must be kept confidentially for four weeks by the person conducting the examination or the responsible lecturer, and then destroyed.

#### **1.2 Scheduling:**

- The rooms for the examinations can be booked from the beginning of May.

- Students must be informed of the examination date at least 2 weeks before the examination.

## 2. Libraries

The libraries can organize a **lending service** within the scope of their possibilities. The scanning service (taking into account copyright regulations) is preferred for security reasons. **The hygiene and infection protection regulations outlined above must be observed.**

To a limited extent, work and study places can also be made available, provided that all hygiene and infection prevention measures, especially the minimum safety distances, are observed. This requires a restriction of the number of places available and a restriction of access

**In any places with public traffic, the official contact tracing regulations in accordance with Section 2a and Section 6 subsection 3 of the Corona Protection Ordinance (Coronaschutzverordnung) must be observed.**

### 2.1 University and City Library (USB)

The USB will start lending in week 18 (April 27). The library uses its entrance control system to prevent too many people from entering the library at the same time. Since 13 July 2020, users may also view a work with media they ordered in Lesesaal I and Lesesaal Historische Sammlung (ground floor). The USB is currently developing a concept to reopen work and study stations in other reading rooms as well. Taking hygiene and infection prevention measures into account, about 150 places can be used as again. The reopening of these work and study spaces is expected for the first half of August.

### 2.2 Faculty and department libraries

The Faculties determine which institute and department libraries can offer a lending service and report this to the UoC's crisis management team. In particular, libraries must ensure that the lending service does not lead to large crowds of users in front of the libraries or at building entrances. If necessary, lending must be prioritized for doctoral students and students writing their theses. Requests for protective equipment (e.g. transparent partitions) should be reported to Division 5. The Deans' offices are responsible for ensuring compliance with all regulations. To give students a simple overview, the possibilities for borrowing books from institute and department libraries are available on the USB website. The Faculties report to the USB which of the institute and department libraries are offering a lending service and where information is available on the modalities and the applying security measures (Report to: webredaktion@ub.uni-koeln.de).

### 2.3 Scheduling

Lending services can begin from week 18 (week of 27 April). However, appropriate protective measures for employees (see regulations under I) must be ensured.

## 3. Teaching

**With the exception of the cases listed below, no face-to-face teaching events can be held at the UoC until the end of the lecture period of the summer semester. The entire summer semester will take place online for the protection of students, faculty, and staff.**

Once examinations are being carried out safely, the university may consider also resuming some (additional) classroom teaching. No more than 50 participants may take part in classroom teaching events (no. 3.2. of the general ruling of the Ministry of Labour, Health, and Social Affairs of North Rhine-Westphalia).

### 3.1 Practical courses

Practical events requiring special laboratory or work rooms can be carried out on campus, provided that hygiene and protection measures are observed.

This applies in particular to the practical laboratory courses of the Faculty of Mathematics and Natural Sciences. The Faculties shall develop the necessary concepts (risk assessments) for this purpose, **taking into account the hygiene and infection protection rules listed under II.**

For all laboratory activities, especially those involving hazardous substances, bio-substances, genetic engineering and radioactivity, care must be taken to ensure that the protective measures against the coronavirus SARS-CoV-2 do not conflict with other necessary and customary protective measures. In particular, mouth-and-nose covers or other masks for protection against SARS-CoV-2 must not be worn when working with chemicals, bio-substances/genetically modified organisms and in the radiation protection area. This means, among other things, that in these cases the safety distance must be strictly maintained (even if it cannot be maintained at all times), especially in work rooms with insufficient ventilation. To clarify open questions, please consult the ‚Gefährdungsbeurteilung für den Schutz gegen die Ausbreitung von Krankheitserregern und die Aufrechterhaltung des Interimsbetriebs der Hochschulen, gültig für die Feststellung einer epidemischen Lage von nationaler Tragweite (§ 5 Abs. 1 IfSG): aktuell Coronavirus SARS-CoV-2‘ on the website of Staff Unit 02.2, which also applies with regard to insurance coverage. In cases of doubt, please consult Staff Unit 02.2. Occupational Safety and Environmental Protection.

In addition, the concepts developed by the Faculties must be submitted to Staff Unit 02.2 Occupational Safety and Environmental Protection. Staff Unit 02.2 will check compliance with the regulations on a random basis.

The following should be prioritized in planning:

- (a) final theses (doctorates, MA/BA theses)
- (b) practical courses and tutorials in small groups ( $\leq 10$ )
- (c) beginners' practical courses and further practice events with  $> 10$  participants.

Data for identification and contact tracing (simple contact tracing according to Section 2a of the Corona Protection Ordinance NRW): For all classroom teaching and practical courses, all persons present (students and lecturers) are required to record and store the necessary data for possible infection tracing (name, address, private and, if applicable, also work phone number, exam, date and exact time of attendance). The data will be collected upon registration for the exam and/or in a separate request. Electronic data storage is only permitted with the consent of the persons concerned. These data must be kept confidentially for four weeks by the person conducting the examination or the responsible lecturer, and then destroyed.

### **3.2 Scheduling**

Laboratory practical courses can take place with immediate effect if the above-mentioned hygiene and infection prevention regulations are ensured.

## **4. Research work in laboratories**

Research work in laboratories is possible if the hygiene and protection measures listed under II can be ensured throughout. This applies in particular for the minimum safety distance, which must be maintained. This must be ensured by taking appropriate measures such as limiting the number of people, taking into account the spatial situation, and following organizational procedures.

The Faculties shall develop the necessary concepts. In particular, they must ensure that:

- (a) staff are informed about the applying regulations,
- (b) the safety of laboratory work is not jeopardised by the measures.

Here too, the following applies: For all laboratory activities, especially those involving hazardous substances, bio-substances, genetic engineering and radioactivity, care must be taken to ensure that the protective measures against the coronavirus SARS-CoV-2 do not conflict with other necessary and customary protective measures. In particular, mouth-and-nose covers or other masks for protection against SARS-CoV-2 must not be worn when working with chemicals, bio-substances/genetically modified organisms and in the radiation protection area. This means, among other things, that in these cases the safety distance must be strictly maintained (even if it cannot be maintained at all times), especially in work rooms with insufficient ventilation. To clarify open questions, please consult the ‚Gefährdungsbeurteilung für den Schutz gegen die Ausbreitung von Krankheitserregern und die Aufrechterhaltung des Interimsbetriebs der Hochschulen, gültig für die Feststellung einer epidemischen Lage von nationaler Tragweite (§ 5 Abs. 1 IfSG): aktuell Coronavirus SARS-CoV-2‘ on the website of Staff Unit 02.2, which also applies with regard to insurance coverage. In cases of doubt, please consult Staff Unit 02.2. Occupational Safety and Environmental Protection.

In addition, the concepts developed by the Faculties must be submitted to Staff Unit 02.2 Occupational Safety and Environmental Protection. Staff Unit 02.2 will check compliance with the regulations on a random basis.

The company doctor can be consulted for all medical concerns.

Data for identification and contact tracing (simple contact tracing according to Section 2a of the Corona Protection Ordinance NRW): For all classroom teaching and practical courses, all persons present (students and lecturers) are required to record and store the necessary data for possible infection tracing (name, address, private and, if applicable, also work phone number, exam, date and exact time of attendance). The data will be collected upon registration for the exam and/or in a separate request. Electronic storage of this information is only permitted if the involved persons agree to it. These data must be kept confidentially for four weeks by the person conducting the examination or the responsible lecturer, and then destroyed.

#### **5. Other work requiring physical presence on campus (office, workshops and the like)**

Working on campus is still only possible if absolutely necessary, and must be justified by important official reasons. Working from home remains the rule until further notice. The hygiene and protective measures listed under II must be observed. Employees and supervisors are jointly responsible for compliance. Supervisors decide on who may come to the University to work and why. These decisions must be documented in writing. In addition, it is necessary for the supervisor to carry out a supplementary risk assessment for the respective workplaces and work areas. A template for the supplementary risk assessment is available here [LINK: [https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite\\_corona\\_virus/index\\_ger.html](https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite_corona_virus/index_ger.html)]. Staff Unit 02.2 Occupational Safety and Environmental Protection provides the necessary support. Supervisors must also submit a copy of the documentation on their decision and the risk assessment to their superior (Dean's offices or heads of Central Units).

Identification and contact tracing: If several persons meet, e.g. at work, outside of committee meetings or other gatherings, they must ensure themselves that the names and contact data of all persons present can be reported to the public health authorities for a time period of four weeks in the event of infection with the coronavirus SARS-CoV-2. This does not apply if anonymity is provided by law for the meeting. In appropriate cases, the organizational units

may organize this centrally. In case of doubt, personal lists must be kept. Electronic data storage is only permitted with the consent of the persons concerned.

## **6. Committee meetings and other meetings**

The committees prescribed by law or laid down in regulations (e.g. Senate, Faculty Council, Rectorate, Commissions, Staff Councils) may meet face to face – if the UoC's hygiene and infection prevention measures listed under II are observed and attendance is recorded for the purpose of contact tracing. The Rectorate strongly advises that committees should only meet in person if this is absolutely necessary and alternatives such as video or phone conferences are not possible.

For all other meetings and assemblies, compelling reasons and the absence of alternative formats are a prerequisite for face-to-face meetings (and must therefore be proven upon request); otherwise the above applies.

In both cases, avoidable risks such as the participation of individuals belonging to a high-risk group must be considered.

Data for identification and contact tracing (simple contact tracing according to Section 2a of the Corona Protection Ordinance NRW): For all committee meetings and other gatherings, all persons present (students and lecturers) are required to record and store the necessary data for possible infection tracing (name, address, private and, if applicable, also work phone number, exam, date and exact time of attendance). The data will be collected upon registration for the exam and/or in a separate request. Electronic storage of this information is only permitted if the involved persons agree to it. These data must be kept confidentially for four weeks by the person conducting the examination or the responsible lecturer, and then destroyed.

## **7. Training**

Training situations that require physical presence (e.g. in workshops) should be designed in such a way that the pertaining hygiene and infection prevention regulations are ensured so that trainer and trainee can both work in a safe setting. The regulation in no. 5 and no. 6 on contact tracing apply here as well.

## **8. Miscellaneous**

Areas/facilities which are not covered under points 1 through 7, but which consider the personal presence of staff indispensable in their areas, should contact the crisis management team of the UoC and provide

- the reason why personal presence of staff is necessary,
- a concept of how the above-listed protection regulations are complied with.

### **Links:**

The Ordinance on Safeguarding against New Infections with the Coronavirus SARS-CoV-2, short: Corona Protection Ordinance (Verordnung zum Schutz vor Neuinfizierung mit dem Coronavirus SARS-CoV-2 Coronaschutzverordnung; CoronaSchVO) and the General Ruling on Conducting Practice Events and Examinations at the Universities in North Rhine-Westphalia (Allgemeinverfügung zur Durchführung von Lehr-und Praxisveranstaltungen sowie Prüfungen an den Hochschulen im Land Nordrhein-Westfalen) are available here in their latest versions:

<https://www.mags.nrw/erlasse-des-nrw-gesundheitsministeriums-zur-bekaempfung-der-corona-pandemie>

**Hazard assessment:**

[https://verwaltung.uni-koeln.de/stabsstelle02.2/content/e182362/e187273/GBU\\_Corona\\_AGUM.docx](https://verwaltung.uni-koeln.de/stabsstelle02.2/content/e182362/e187273/GBU_Corona_AGUM.docx)

**Contacts:**

**Reporting of examinations with more than 20 participants:**

**Vice-Rectorate for Teaching and Studies:**

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**Room certification and distribution of protective materials**

**Division 5 Building and Property Management**

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