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Preliminary remarks

The measures described below aim to reduce the risk of transmission and prevent infections by making our environment and conduct more hygiene-oriented. The personal conduct of all members of the University helps us to prevent others and ourselves from becoming infected with SARS-CoV-2 and thus also helps to contain the current pandemic. For this reason, the active participation of all members of the University - students, academic staff, lecturers, and administrative and technical staff – is indispensable for success.

A special responsibility in this regard lies with the University's managers. They are responsible for active communication in accordance with the principle "health first" and for ensuring that the special infection prevention measures and related instructions are explained and implemented in a comprehensible manner. In the present handbook, the contents of the following regulations were taken into account:

- the Bavarian Infection Protection Measures Ordinance (BayIfSMV) (https://www.stmgp.bayern.de/coronavirus/rechtsgrundlagen/),
- the Entry Quarantine Regulation (www.gesetze-bayern.de/Content/Document/BayEQV/true?AspxAutoDetectCookieSupport=1),
- the Protection and Hygiene Strategy of the University of Bayreuth (www.uni-bayreuth.de/en/university/press/corona/occupational-health-safety-requirements/), which is based on the framework hygiene strategy for universities dated 17.09.2020 (http://www.unibayern.de/Aktuelles/Corona-Pandemie-%22Rahmenhygienericontzent-Universitaeten%22--Stand-01022021-1621/), which was developed in cooperation with the Bavarian State Ministries of Science and Art and of Health and Care.

The regulations in the present handbook are considered the minimum standard at the University of Bayreuth. They take precedence over the general framework hygiene strategy published by Universität Bayern e.V. as more specific regulations. Stricter, higher-ranking regulations, for example in statutory occupational safety regulations or state infection protection regulations, are of course given priority and must be observed in each case.

The Coronavirus Handbook is regularly adapted to the current legal regulations, official requirements, and recommendations, and the resulting changes in the coronavirus measures taken by the University. The provisions found in the current version of the document are to be followed.
1 Responsibilities

All members of the University including all professors, academic staff, civil servants, public employees, and students are responsible for ensuring that the regulations are actually observed in the area for which they are responsible. This applies in particular to supervisors, anyone chairing meetings, examiners, and teaching staff. The University randomly monitors compliance with the infection prevention regulations. Should the random checks reveal a need for follow-up action, the University Governing Board reserves the right to take further steps within the scope of its site regulations.

Instructors must ensure that social distancing and hygiene regulations are adhered to in the lecture halls and other rooms used for teaching, that masks are worn, and that they are participating in the strategy of contact data recording.

2 SARS-CoV-2: Illness and modes of transmission

The novel coronavirus SARS-CoV-2 is easily transmitted from person to person. Infection with SARS-CoV-2 can cause the respiratory disease Covid-19. This can also lead to severe illness and even death. Furthermore, it can be assumed that a considerable proportion of those infected with SARS-CoV-2 will not show symptoms or only mild symptoms resembling a cold. It is important to note that even people who exhibit a mild progression of the disease can be contagious. Transmission can also take place a few days prior to the onset of symptoms.

According to the current state of knowledge, the virus can spread via the respiratory route (droplet and aerosol). Transmission occurs mainly when there is close proximity to a person who is releasing viruses, for example at or below normal talking distance. It has been shown that the virus is transmitted very efficiently from person to person by droplet and aerosol, especially in closed spaces, and spreads through the population.

It should be noted that prolonged exposure to small, poorly ventilated, or unventilated rooms increases the probability of transmission by aerosol even over a distance greater than two metres. Due to the accumulation and distribution of aerosols, under these conditions, maintaining the minimum distance may no longer be sufficient. An effective exchange of air can reduce the aerosol concentration in a room. Wearing mouth-and-nose coverings also reduces the number of viruses released into the air.

Transmission via contaminated surfaces and hands is also possible, although to a lesser extent.

The risk of infection increases with the number and duration of unprotected encounters with persons infected with the coronavirus.
3 Hygiene measures and regulations

3.1 General measures

3.1.1 Social distancing requirement

The minimum distance of 1.5 metres must be maintained wherever possible. If the minimum distance cannot be reliably maintained - for example in hallways and meeting areas in university buildings - a mouth-and-nose covering must always be worn (see 3.1.2). This includes, for example, all foyers, corridors, hallways, stairwells, lifts, kitchens, and lavatories.

In contrast to the regulations that apply in restaurants, the social distancing requirement at the University also applies to members of the same household.

Whenever it is not possible to maintain the minimum distance (e.g. through measures of work organization), alternative protective measures should be taken, such as transparent partitions (e.g. made of Plexiglas) for public access (e.g. at information and lending desks) and, if possible, also separating workplaces where the minimum distance is not ensured (see 3.2.4).

3.1.2 Wearing mouth-and-nose coverings

Requirement to wear a mask

In order to guarantee the health protection of all members of the University, the University Governing Board has decided to make masks compulsory. Masks are compulsory on the campus of the University of Bayreuth and its satellite campuses. Persons who are alone in a room or who are outdoors alone (i.e. on the move) are exempt. This applies both to University employees and external visitors. Other occupational health and safety regulations (e.g. in laboratories) remain unaffected.

The mouth-and-nose covering may be removed briefly to consume food and beverages or to smoke.

The extended obligation to wear a mask accordingly also applies to each individual person at a fixed seat during teaching and examination activities and in meetings.

In the case of state examinations (oral or written), different regulations may apply to the obligation to wear a mask for examinees.

Please note that the obligation to wear a mask now also applies to lecturers and also within the offices when several people are present at the same time.

Excluded from the extended obligation are persons who for medical reasons cannot wear a mouth-and-nose covering. This must be proven by a medical certificate, which must always be carried with them.
Obligation to wear a mask during examinations

The University of Bayreuth recommends that all examinees wear an FFP2 mask for their own protection and for the protection of others present. However, examinees are asked to choose a mouth-and-nose covering that they can wear for the entire duration of the examination. Depending on the type of mask, they should remember to take several masks with them when preparing for the examination so that they can change masks if it should become damp.

When choosing the type of mouth-and-nose covering, basic occupational safety standards, such as those applicable in laboratories, must be observed. In laboratories which comply with the "Laboratory Guideline" / DGUV 213-850, it is not necessary to wear a mask if the minimum distance between persons is permanently maintained. Corresponding stipulations must be noted in the risk assessment. The number of persons per laboratory is to be reduced to a minimum as far as possible from a work health and safety point of view.

Further guidance on protective measures in workplace design can be found in 3.2.4.

This shall apply as long as, according to the findings of the RKI or the LGL, the number of new infections exceeds 35 per 100,000 inhabitants in Bayreuth within 7 days or was exceeded less than 6 days ago. Decisive is the announcement of the administrative districts and district-free cities on the website of the State Ministry of Health and Care at www.stmgp.bayern.de.

Obtaining mouth-and-nose protection

The University of Bayreuth keeps a contingent of textile mouth-and-nose protection for all employees. Orders can be placed by sending an e-mail to the head of Procurement, Horst Schilling (horst.schilling@uni-bayreuth.de).

Students and guests must bring their own mouth-and-nose coverings.

3.1.3 Hand hygiene

Everyone is required to contribute to reducing the risk of infection by washing their hands regularly: Wash hands with gentle liquid soap for 20 to 30 seconds. Proper hand disinfection is usually only necessary and useful if thorough hand washing is not possible. Hand washing agents as well as disposable paper towels, or alternatively hand disinfectants, are available in sufficient quantities in the lavatories and laboratory rooms.

As the University has sufficient sanitary facilities (in accordance with the Workplace Regulations), everyone can and should wash their hands before entering a lecture hall, seminar room, or other room.

For the additional protection of the members of the University of Bayreuth, Buildings & Grounds Maintenance has installed disinfectant dispensers in highly frequented areas. Buildings & Grounds Maintenance regularly checks the fill level of the dispensers and refills them if necessary. Should users find an empty disinfectant dispenser, they can contact service.zt@uni-bayreuth.de.

3.1.4 Etiquette when coughing and sneezing

Coughing and sneezing into the crook of your arm is one of the most important preventive measures. When coughing or sneezing, the greatest possible distance from other people should be maintained. It is best to turn away from others.
3.1.5 Conduct in cases of coronavirus (and suspected cases)

**Notification requirements**

- Employees who are proven to be infected with the coronavirus must inform their supervisors and Human Resources by e-mail (gesundheit@uni-bayreuth.de) or by phone (0921/55-5222).

- Students who have tested positive for coronavirus should contact us at StudiCare@uni-bayreuth.de or by phone (0921/55-5238).

**Conduct in cases of coronavirus (and suspected cases)**

As a rule, the public health department initiates the measures required under general law.

If a person tests positive for coronavirus, the public health department will take the necessary measures as soon as they are informed. Persons infected with coronavirus are then no longer allowed to enter the university campus until the public health authorities have officially given the “all-clear” signal.

Persons who

1. are classified by the public health department as contact persons of category I according to the RKI definition ([www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html#doc13516162 bodyText3](http://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html#doc13516162 bodyText3)), i.e. have had contact with a person infected with coronavirus for at least 15 minutes, are subject to state regulations. For this reason, such persons are not allowed to enter the University during the prescribed 14-day quarantine.

2. had any other contact with a person infected with coronavirus, i.e. if you are not classified as category I, it is recommended that you consult your supervisor to find out whether it is possible to work via home office as a preventive measure. It would be desirable in such cases to be tested five days following the last contact with a person infected with coronavirus. If the test is turns out to be negative, there are no further restrictions. With regard to the test, the conditions set out below apply.

3. have symptoms that may indicate Covid-19, such as respiratory symptoms of any severity (e.g. cough), unspecific general symptoms, and problems smelling or tasting, are not allowed to enter the University for a period of at least five days.

4. according to the currently valid entry quarantine regulations (EQV), are obligated to remain in domestic quarantine for 14 days ([www.gesetze-bayern.de/Content/Document/BayEQV/true](http://www.gesetze-bayern.de/Content/Document/BayEQV/true)), may not enter the university.

Excluded from the prohibition on entering the university grounds are those persons who visit the university grounds in order to attend a pre-arranged appointment for the purpose of testing at the Coronavirus Testing Station on the campus of the University of Bayreuth.

In cases of No. 3 and No. 4, persons who have a medical certificate in German or English confirming that there is no evidence of infection with the coronavirus SARS-CoV-2 and who present it to the University are exempt from the ban.
on entry. Employees are to inform their supervisors of the corresponding test results; students are to present the test results to the lecturers of their in-person courses and at the loan desk when entering the library.

The medical certificate must be based on a molecular biological test for the presence of infection with the coronavirus SARS-CoV-2 carried out in a Member State of the European Union or in any other country which the RKI has included in a list of countries with a sufficient standard of quality for this purpose and carried out no more than 48 hours before presentation to the University. Please note that a so-called "antibody test" is not sufficient.

Employees who are quarantined domestically and therefore cannot or may not enter the campus must, as a matter of principle or as far as possible, work from home or remotely, provided they are fit for work. A leave of absence is only granted if there is no possibility of working from home or remotely.

If a person from one's household or another close contact person is still waiting for his or her test results, members of the University of Bayreuth should "self-quarantine" as a precaution in coordination with their supervisors; in coordination with their supervisors wherever possible, work should then be carried out via home office in coordination with one's supervisor(s).

As far as possible, contact persons of "suspected cases" should also work via home office after consultation with their supervisor(s) until the situation is clarified.

3.1.6 Enforcement of measures

In the event of violations of the applicable infection prevention measures, in particular the requirement to keep a safe distance and wear masks, members of the University of Bayreuth are required to inform such persons of their misconduct and to ask them to leave the campus if they are not reasonable. If support is necessary, the security service can be called in. The security personnel can be reached around the clock via the control room (0921/55-2117) or via the emergency number (0921/55-3333).

In the event of violations during courses, the responsible person may stop the course in extreme emergencies, i.e. if the situation cannot be controlled. In any case, please record the incident in writing and report it to the University Governing Board via praesenzveranstaltungen@uni-bayreuth.de, stating the parties involved and providing a description of the incident.

3.2 Special technical and organizational measures

3.2.1 Contact data collection

The participation of everyone in the collection of contact data is obligatory and is a prerequisite for attending in-person courses and examinations.

a) Procedure of data collection

The University of Bayreuth’s contact data collection combines booking in advance and recording attendance on site.
**Booking in advance**

Booking in advance is required in the following cases:

1. Registration for courses: In order to enable registration for courses, lecturers must activate the registration function for their courses via CAMPUSonline. The assignment of students to a respective course or to individual groups within the courses can then be carried out either manually by the lecturers or by the students themselves via cmlife. You can find detailed instructions under: [www.cm.uni-bayreuth.de/de/Materialien/index.html](http://www.cm.uni-bayreuth.de/de/Materialien/index.html) (section " Lehrende" → “Handreichung zur Planung von Präsenz- und Online-Lehre mit CAMPUSonline und cmlife im Wintersemester 2020/2021”)

2. Reserving workstations in the library of law and economics: For students, booking is carried out via cmlife.

**Recording attendance on site**

**How is the data collected on site?**

On-site presence is recorded uniformly across the campus via UniNow. The UniNow system offers the following possibilities for data collection:

- via the University of Bayreuth’s campus app "UniNow"
- without the app using a smartphone’s browser/ QR code scanner
- via laptop/browser by way of a specific URL provided in the room

Persons who are not able to book in on site (e.g. because they do not have an internet-enabled mobile device) or who have forgotten to make a booking are asked to enter their contact details afterwards. The data can be entered subsequently via this URL: [www.uni-bayreuth.de/checkin](http://www.uni-bayreuth.de/checkin). All buildings/rooms can be searched for here and the period of attendance can be specified.

When you make your first booking, you must enter the data to be recorded. "Checking in" to a room or a workplace is carried out independently and on one’s own responsibility when entering the room. "Checking out" is either carried out by independently checking out when leaving the room or is done automatically the next time you check in.

**Where is on-site data collection necessary?**

On-site collection is necessary in the following cases:

- When using seminar rooms, lecture halls, PC pools, meeting rooms, sport rooms (in addition to booking in advance in the case of courses).
- For in-person examinations.

**b) Collected data**

The following information is collected as part of contact data collection:
c) Data storage

The data records in the UniNow system are stored outside the learning management systems and are not available for checking attendance in courses. The data is not linked or used to create movement profiles. The data stored outside the university systems is encrypted and secured by contract data processing. A decryption of the UniNow data and the data collected on the basis of the CampusCard card number can only be carried out by defined persons at ITS.

Contact data collection at the workplace (voluntary)

For better traceability of contacts at the workplace, a form unter www.uni-bayreuth.de/de/Uni_Bayreuth/Startseite_2015/pool/dokumente/corona/vorlage-dokumentation-kontakte-16-10-2020_barrierearm.docx in this handbook is available for the voluntary documentation of contact to persons (especially also to persons from outside of one’s own department), with which their contact data can be recorded. On request of the public health department, the data can be passed on to the public health department. The data should be kept protected from access by third parties.

“Corona-Warn-App”

All members of the University are additionally recommended to use the Corona-Warn-App provided by the Robert Koch Institute while on the university premises.

3.2.2 Ventilation

Ventilation of rooms shall be carried out in accordance with the following specifications of the Cleaning and Ventilation Strategy of the University of Bayreuth (www.uni-bayreuth.de/de/universitaet/presse/corona/reinigung-lueftung-konzept-ubt/). Information about the ventilation requirements is posted in lecture halls and seminar rooms.

Rooms without a ventilation and air conditioning system

All rooms must be ventilated regularly. Rooms without a ventilation and air conditioning system (e.g. offices, meeting rooms and, in some cases, seminar rooms) must be ventilated at the beginning of the activity and at regular intervals thereafter by means of short and intensive ventilation (open windows, preferably by cross-ventilation). Ventilation should be repeated every 45 minutes for about 5 minutes. Ventilating by tilting the windows is not sufficient. In meeting rooms, a denser occupancy is assumed, so that ventilation should be repeated every 20 minutes.

The relevant user must ensure compliance with the ventilation specifications.

Rooms with ventilation and air conditioning systems
In rooms with ventilation and air conditioning systems (e.g. lecture halls, seminar rooms, laboratories), which have an active ventilation and air conditioning system, Buildings & Grounds Maintenance controls the systems so that a supply of fresh air is ensured. Individually ventilating these rooms is not usually necessary.

**Air circulation units**

The use of circulation units (e.g. circulating air cooling units, fans, heaters) should be avoided whenever possible. The operation of such equipment must be avoided if more than one person is present in the room.

### 3.2.3 Cleaning

Lavatories are cleaned regularly, but at least once a day.

Work equipment which is typically used in practical courses and examinations and which is used by several persons in quick succession must be cleaned by the users. Otherwise, suitable protective clothing (e.g. gloves) must be worn when using them. These measures are to be carried out by the users of the rooms. *Update 03.11.2020:* Sports equipment is excluded from this regulation.

Work tables, work equipment, operating elements, and surfaces in practical training rooms must be cleaned before use by the relevant users.

Laboratories are cleaned in the same way as offices. As before the pandemic, work surfaces in laboratories are not cleaned by the cleaning personnel for safety reasons.

### 3.2.4 Workstation design (for staff members)

Workstations of employees and student workplaces (also in courses) are to be designed in such a way that there the minimum distance to other persons is maintained.

In consultation with one's supervisor(s), office work is to be carried out via home office, insofar as this is possible in terms of content, organization, and technology. Home office/ working remotely should generally be made possible for employees at their request, provided that the technical possibilities exist and orderly operations permit this. Where appropriate, individual days in home office can also be combined with individual days on site.

The Family-Friendly University Officer and Consultant offer assistance in possible hardship situations that may arise, for example due to a lack of childcare, and offer help in finding individual solutions.

If necessary and possible, the occupancy rate of workspaces shall be reduced by forming teams which alternate between working on-site and via home office. When teams are formed, care must be taken to ensure that, as far as possible, the same people always belong to the same team.

Multiple occupancy of rooms should be avoided. If this is not possible, there should be as much distance as possible between workstations. If the simultaneous use of rooms by several persons is necessary, the minimum area for each person present in the room may not be less than 10 m², provided that the activities to be carried out permit this. If the activities to be carried out do not permit this, equivalent protection of the employees must be ensured by other suitable protective measures, in particular by means of ventilation and suitable separations between the persons.
present when there are visitors (cf. §2 (5) Corona-ArbSchV). If the above-mentioned requirements for room occupancy cannot be met, the affected employees must wear medical masks or FFP2 masks (procurement: cf. section 3.1.2; cf. §3 (1) no. 1 Corona-ArbSchV).

Transparent partitions must be installed at workplaces open to the public (e.g. information counters, consultation areas). These are obtained by way of the Procurement Office/ Accounting.

If possible, work equipment should always be used by one and the same person. If this cannot be ensured, special attention must be paid to hand hygiene.

**Childcare/**home-schooling**

If a child is temporarily barred from attending the childcare facility/school due to symptoms of illness such as fever, the general regulations on temporary leave of absence for childcare apply.

If children are (in part) not allowed to attend their childcare facility/school (e.g. quarantine, closure of the facility, partial care due to exceeding incidence values, or similar), one parent may, in consultation with their supervisor(s), switch to teleworking/working from home indefinitely, if possible.

If this is not possible, a subsidiary leave of absence from work of the required extent will be granted.

**Risk assessment**

The SARS-CoV-2 occupational safety standard of the Federal Ministry of Labour and Social Affairs requires that a risk assessment be carried out for all areas of the University of Bayreuth in view of the special situation that exists with the existing pandemic. The risk assessment form ("Gefährdungsbeurteilung", [www.sicherheitswesen.uni-bayreuth.de/de/News/2020/NEU--Gefaehrdungsbeurteilung-Bogen-2_2---SARS-CoV-2---Arbeitschutzstandards/index.html](http://www.sicherheitswesen.uni-bayreuth.de/de/News/2020/NEU--Gefaehrdungsbeurteilung-Bogen-2_2---SARS-CoV-2---Arbeitschutzstandards/index.html)) can be used to check the concrete implementation of the occupational health and safety standards "on site". The risk assessment is intended to help the person who is responsible to systematically assess the relevant areas and to define protective measures in order to implement them promptly.

The original of the completed risk assessment form is to be kept by the research group or institute. A copy is to be forwarded to Sl@uni-bayreuth.de.

**3.2.5 Protection of risk groups**

Members of groups with an increased risk of severe illness (risk groups according to the Robert Koch Institute: [www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19.html](http://www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19.html)) are recommended to take the necessary measures for self-protection in coordination with their attending physicians. The University Medical Officer also offers advice in this connection. Additional information is available here: [www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin/index.html](http://www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin/index.html).

Members of risk groups involved in teaching can offer courses without physical presence as pure online courses, as long as the qualification goals of the course can be achieved in this way. The same applies to persons who are exempt from wearing a mouth-and-nose covering for health reasons.
Regulations for pregnant women

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 severe illness. However, the possibilities of treatment in the case of severe illness 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 circumstance represents an irresponsible threat.

If at all possible, pregnant women should, as a rule, work via home office. If for some reason that is actually impossible, activities involving contact with people or with the public are generally not permitted for pregnant women. An exception can only be made if a concrete risk assessment is carried out with regard to the existing pregnancy. This risk assessment must also take into account the route to and from work. If in doubt, please contact the Safety Advisor (www.sicherheitswesen.uni-bayreuth.de/de/kontakt/) or the University Medical Officer (www.sicherheitswesen.uni-bayreuth.de/de/arbeitsmedizin/).

Insofar as increased personal contact with a pregnant woman in connection with her professional activities cannot be ruled out, the University of Bayreuth must issue an organizational employment ban for pregnant women. Employees who are affected should contact the University Medical Officer and Human Resources to assess their individual risk potential.

In general, the regulations for the protection of pregnant women must be applied very strictly as a precautionary measure. Up-to-date information can be found on the website of the Bavarian Ministry of Labor and Social Affairs: www.stmas.bayern.de/coronavirus-info/corona-mutterschutz.php.

Regulations for nursing mothers

According to the Bavarian State Ministry for Family, Labour and Social Affairs, however, there is no need to issue an organizational employment ban for nursing women. However, there is an obligation to release a woman for breastfeeding outside the University as soon as a Covid-19 illness or a medically justified suspected case occurs in her area of work (department/research group/building).

If possible, the main option for nursing mothers is to work remotely or via home office. Such a model can avoid time off work for breastfeeding and the circumstances associated with it for a woman.

3.2.6 Social rooms, break rooms, kitchens

When using social rooms, break rooms, or kitchens and the generally used objects located in them (e.g. coffee machines, microwave ovens, etc.), proper hand hygiene must be ensured.

In these rooms, the rules of social distancing are to be observed; rooms are to be used individually or with a time delay if possible (staggering of working and break times, removal of chairs, etc.). All users must pay attention to special hygiene in these rooms.

3.2.7 Food services: Catering and buffets, visiting the canteen

In order to reduce the number of close contacts as much as possible, catering and buffets are not permitted.
In addition to the general infection protection regulations, the relevant infection protection regulations from the Food Services Hygiene Strategy (www.verkuendung-bayern.de/baymbl/2020-270/) apply to food services. This includes both the use of catering services and preparation (e.g. during an event organized within the scope of university operations). When allocating rooms, priority shall always be given to the research, teaching, and administrative operations of the University.

For reasons of infection protection, self-serve buffets should be avoided. Attended buffets are only possible if packaged food and drinks are served. In order to handle the distribution of food and beverages as safely as possible, it is recommended that a defined person be entrusted with serving.

The generally applicable rules of social distancing and hygiene, including the obligation to wear masks (e.g. in foyers), must also be observed during breaks in events.

The specific regulations for the use of the canteens and cafeterias run by Studentenwerk Oberfranken on site must be followed in any case.

### 3.2.8 Using lifts (elevators)

The use of lifts should be avoided if possible. If a person depends on the lifts for health reasons, the lift should only be used one at a time.

### 3.2.9 Travel for business and training purposes

Business and training trips are only permitted if they are urgently needed. Priority will be given to the use of video and telephone conferences. If business and training trips are urgently needed, the person concerned is encouraged to inform himself/herself about the epidemiological situation and developments at the destination and to familiarize himself/herself with the hygiene and protection regulations applicable there. The latest travel warnings of the German Foreign Office (www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762) and the relevant entry/return travel or quarantine conditions should also be taken into account.

**Procedure for cancelled events or planned and already approved travel for business and training purposes, if travel expenses have been incurred**

Immediately after becoming aware of the cancellation, all possible steps must be taken to keep the costs incurred as low as possible; obligations already entered into must be cancelled as far as possible. This applies accordingly in the event of premature termination of business and training trips.

According to the EU regulation on air passenger rights, the airline is obligated to refund the airfare. Any vouchers that are offered do not have to be accepted.

In the Travel & Subsistence Form, the services that cannot be cancelled or the cancellation costs incurred must be listed and substantiated by invoices or the cancellation conditions must be enclosed with the Travel & Subsistence Form. Any refunds received must be declared and supported by appropriate evidence. The Travel & Subsistence Form must be submitted to Division III/3 together with the authorization and the official letter of cancellation of the event or a screenshot of the relevant website.
The assertion of cancellation costs is subject to a preclusive period of six months.

3.2.10 Use of official cars

When travelling in an official car (e.g. university bus/ coach), passengers may only sit in the back seats. Only one passenger per rear seat should be transported by the driver and “staggered seating” should be maintained. Under these circumstances, wearing a mouth-nose covering is not mandatory for driver and passenger, but it is recommended. Otherwise, the obligation to wear a mask applies to all passengers.

3.3 Additional regulations for in-person operations

3.3.1 General regulations for all employees

(excerpt from mask protection concept for public authorities as of 04.02.2021)

Working in an individual office

If one person is alone in an office, there is no need to wear a face mask (mouth-and-nose protection or FFP2 mask).

Use of communal and circulation spaces

When using communal and circulation spaces within the building, including stairs, doors, lifts, corridors, and sanitary rooms, it must be ensured that the minimum physical distance of 1.5 metres is maintained. Crowds of people are to be avoided. A mouth and nose covering must always be worn in communal and circulation spaces (e.g. in lifts, corridors, canteens, and entrances).

Use of lifts

The use of lifts should be avoided wherever possible. Where the use of lifts is unavoidable, minimum physical distancing of 1.5 metres between persons must be observed. Rates of occupancy rate must be limited to the absolutely necessary amount, and then combined with the obligation to wear a face mask. A face mask must always be worn in lifts.

Work in offices with multiple occupancy (2 or more people)

Multiple occupancy of rooms must be avoided. If this is not possible, the distance between workplaces should be as large as possible and the minimum space of 10 square metres per person in the room should not be undercut. If this is not possible, appropriate ventilation measures as well as partitions between work stations must be ensured. Otherwise, the employees concerned must wear face masks.

Necessary meetings with several persons (2 persons and more)

Meetings are to be limited to events that cannot be postponed and technical options such as video or telephone conferences are to be preferred. If meetings are absolutely necessary, the minimum distance of 1.5 metres must be
maintained and sufficient ventilation must be ensured. If the meeting room is occupied by more than one person per 10 square metres, mouth-and-nose protection must be worn.

Persons at risk

For groups of persons designated to be at high risk of suffering a severe course of disease as defined by the Robert Koch Institute (RKI), any necessary measures must be examined on a case-by-case basis. Reference is made to the RKI information on COVID-19 (https://www.rki.de/EN/Content/infections/epidemiology/outbreaks/COVID-19/COVID19.html) as well as the occupational health recommendation on how to deal with persons in need of special protection due to the SARS-CoV-2 epidemic (https://www.bmas.de/DE/Service/Medien/Publikationen/arbeitsmedizinische-empfehlung-umgang-mit-schutzbeduerftigen.html - website in German language).

3.3.2 Committee work and administrative operations

Meetings of the university bodies provided for by law (e.g. appointment committees, faculty council meetings, Senate meetings) are permitted as in-person meetings, subject to the applicable protection and hygiene measures. In principle, it is also permitted to carry out committee work digitally.

A person is also considered to be present if he or she participates via video conference. It must be ensured that all participants can see and hear each other. All participants should therefore be provided with a telephone number and e-mail address in advance of the meeting, so that connection problems or failures can be communicated immediately to the person chairing the meeting.

Participants must ensure and explicitly affirm that no non-members are present. Minutes of meeting must also be carefully taken.

In particular, before (or with) each vote, members must declare for the minutes that they were able to follow the discussion. Non-secret voting must be conducted in such a way that all members can register who voted and how. When recording the voting results, the votes of the individual participants should therefore be read aloud or otherwise made transparent. Unfortunately, secret ballots are currently not possible in digital form, and can thus only be cast by sending a ballot paper by post. In the case of both non-secret (at the meeting) and secret ballots (afterwards), the decision must be taken on the basis of the deliberations. A "combination" with a circular procedure in such a way that all members (including those not involved in the video conference) participate in the decision is not lawful. However, it is possible to conduct a circular procedure instead of a meeting, as described in the University’s constitution. (Paragraph taken from letter of Bavarian Ministry of Science and Art "Board resolutions and university elections during the Covid-19 pandemic" dated 30 April 2020)

At all events and meetings, i.e. also at committee meetings, the traceability of all persons present must be ensured, e.g. through traceability in the minutes or other means of contact data collection mentioned in the section 3.2.1. The data must be made available to the relevant health authorities on request.

Appointment lectures

In principle, in-person appointment lectures are possible. The rooms used for this purpose must be suitable for complying with the applicable hygiene rules. If no room can be found which offers space for all committee members
plus other guests belonging to the University, live-streaming can be offered in parallel by pre-registration. The link is provided to the registered persons with the instruction not to forward it to anyone who does not belong to the University to ensure that no unauthorized persons participate. The agreement of the lecturers must be obtained in advance. No recordings may be made.

If (at least) one of the persons invited to give a lecture cannot come to the University in person (e.g. due to entry or exit restrictions, quarantine obligations) and therefore only has the opportunity to give a lecture via video conference, all lectures must be held in digital form in order to ensure comparability and equal opportunities for all applicants.

Technical support is provided by ITS/Media Technology (Dr. Günther Neubauer).

If possible, meetings are to be held as video or telephone conferences using technical systems wherever possible. In-person meetings are to be avoided wherever possible.

Exceptions to this rule are only permissible if, from the point of view of the organiser, a meeting cannot be postponed and cannot be conducted using technical aids, for example as a video or telephone conference. The decision on this is the responsibility of the organiser of the meeting.

### 3.3.3 In-person teaching

In-person teaching is prohibited. Exceptions are examinations, laboratory activities, internships, practical (including sports) and artistic training phases.

**Responsibilities of lecturers**

The responsibility applies to the run-up to the course (organization of entrance, including special instructions on social distancing and the obligation to wear a mask), holding the course, and the end of the course (leaving the room used for teaching). During breaks or after leaving the premises, the responsibility of the teaching staff ends. However, the teaching staff is required to inform the students about the observance of the social distancing requirement and hygiene measures at the end of the course. Furthermore, lecturers are responsible for the appropriate ventilation of rooms if no ventilation and air-conditioning system is available. See 3.2.2.

In general, it is not conceivable to take measures under employment law unless the Bavarian Infection Protection Measures Ordinance (BayIfSMV) is deliberately violated. A violation of the social distancing regulation does not currently constitute an administrative offence punishable by a fine.

The lecturer must work towards compliance with the minimum distance and the obligation to wear masks during in-person courses and monitor compliance with these requirements. If the students violate the requirement for social distancing or masks despite repeated reminders from the lecturer, the relevant lecturer must expel the students from the room and exclude them from the rest of the course.

The lecturer then prepares a note containing: last name, first name, and enrolment number of the student and the reason for expelling him/her and send it to praesenzveranstaltungen@uni-bayreuth.de.

In addition, the regulations of section 3.1.6 (Enforcement of measures) must be observed.
3.3.4 In-person teaching outside the university premises

One is obligated to notify the University of in-person courses and examinations that are to take place outside the university premises (e.g. excursions).

In-person courses that require such notification must be reported to the **Dean's Office of the organizing faculty** at least one week in advance, stating the following information:

1. Time or period
2. Location
3. Expected number of participants
4. Contact person

Notifications must be kept by the Offices of the Deans for a period of four weeks after the end of the course and can be destroyed afterwards.

A list of university properties can be found here: [www.uni-bayreuth.de/de/Uni_Bayreuth/Startseite_2015/pool/dokumente/corona/20201019-aussenliegenschaften-gebaeudeteile_barrierearm.pdf](http://www.uni-bayreuth.de/de/Uni_Bayreuth/Startseite_2015/pool/dokumente/corona/20201019-aussenliegenschaften-gebaeudeteile_barrierearm.pdf)

Please note: This is merely a duty of disclosure. Explicit approval is not required.

3.3.5 Other in-person events at the University of Bayreuth

Events, meetings and gatherings

The relevant infection protection regulations for events, meetings, and gatherings also apply to the public areas and buildings on the university campus. When allocating rooms, priority shall always be given to the research, teaching, and administrative operations of the University. The following paragraphs contain additional details on the obligation to obtain permission for certain events.

Conferences, congresses and similar events

**Meetings, congresses, and in-person events are not permitted.**

After the lifting of the contact restrictions, which came into force on 02.11.2020 and were extended several times, the following applies:

As soon as the University of Bayreuth or one of its institutes acts as the organizer of an in-person (or partially in-person) conference, congress, or similar event, there is an obligation to obtain permission for the event in question. This applies regardless of whether or not the event is held on the University’s premises.

Permission must be requested at least four weeks in advance ([praesenzveranstaltungen@uni-bayreuth.de](mailto:praesenzveranstaltungen@uni-bayreuth.de)), stating the following information:
1. Time or period
2. Location
3. Expected number of participants
4. Contact person
5. Protection and hygiene strategy for the event

The Safety Advisor is responsible for the professional assessment of whether an event is eligible for approval; the final decision is made by the University Governing Board. The University Governing Board may also grant permission subject to the fulfilment of certain conditions (e.g. rectification of the protection and hygiene strategy). Holding conferences, congresses, or similar events in-person (or partially in-person) is not permitted without the permission of the University Governing Board.

Should the relevant regulations on infection protection have changed between the time of approval and the start of the event, the organizer must contact the University Governing Board again via praesenzveranstaltungen@uni-bayreuth.de at least two weeks before the start of the event in order to check the feasibility.

Requests for permission must be kept in the mailbox praesenzveranstaltungen@uni-bayreuth.de for a period of four weeks after the end of the event and can be deleted afterwards.

When allocating rooms, priority shall always be given to the research, teaching, and administrative operations of the University.

In-person sports events

For sports, the relevant infection control regulations and the requirements of the General Hygiene Strategy - Sport (https://www.verkuendung-bayern.de/baymbl/2020-534), and for practical sport courses additionally the general regulations for in-person teaching apply.

When allocating sports facilities, priority shall always be given to the research, teaching, testing, and administrative operations of the University.

General University Sport has been discontinued until further notice.

Music, in-person artistic/musical events, cultural events and rehearsals

Artistic-musical courses may still take place during the current contact restriction period. Musical activities not associated with university teaching are prohibited.

If permissible, for music, in-person artistic/musical events, cultural events, and rehearsals, the relevant infection protection regulations and the specifications of the Hygiene Strategy for Cultural Events and Rehearsals
apply; for in-person artistic/musical events, the general regulations for in-person teaching also apply.

When allocating rooms, priority shall always be given to the research, teaching, testing, and administrative operations of the University.

In the case of in-person artistic/musical courses, there is no obligation to wear masks even if the incidence value of 35 is exceeded.

Religious services, meetings of religious communities

The relevant infection protection regulations at the federal, state, and local level for religious services and meetings of religious communities also apply to facilities designed for this purpose on university premises.

3.3.6 Office visits and services

Office visits which are not essential for the on-site operations of the University (research, teaching, and administrative operations), are to be reduced as far as possible. If possible, they should be replaced by phone, postal, or e-mail communication. This applies, in particular, to office hours, enrolment, applications, and submitting a thesis.

For services offered by the University that do require personal contact, organizational measures should be taken to avoid crowds. Appointments, for example, must be timed in such a way that waiting times or crowds of people in waiting areas are avoided.

The outdoor area of the Ecological-Botanical Garden is open for visitors. The greenhouses remain closed until further notice.

3.3.7 Cultural sites

The relevant infection control regulations for cultural sites (www.verkuendung-bayern.de/baymbl/2020-562/) shall also apply to university cultural sites and cultural sites in properties managed by the universities (e.g. museums, exhibitions, memorials, zoos, and the Botanical Garden).

When allocating rooms, priority shall always be given to the research, teaching, testing, and administrative operations of the University.

4 Effective date

This handbook shall take effect on 22.10.2020. The handbook will be regularly updated and adapted to the applicable infection protection regulations.