

HYGIENE AND PROTECTION PLAN OF TH LÜBECK

as of 17.01.2021

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1. SITUATION, BASIS

The Hygiene and Protection Plan is based on current regulations regarding universities (e.g. Hochschulen-Coronaverordnung) and applies them to TH Lübeck. It is regularly updated to meet the latest regulations. **Changes are marked red.**

Longer-term planning is possible with the **Perspective Plan** of the respective semester. The regulations laid down in the perspective plan are subject to the Hygiene and Protection Plan. It applies without restriction and is the legally binding document.

The general framework for working at TH Lübeck is laid down in the **Dienstrechtliche Rahmenbedingungen** (Service Regulations).

The hygiene and protection plan is coordinated with the local public health department. It describes the regulations and measures that must be observed at TH Lübeck.

The basis for the hygiene and protection plan are the following general rulings, decrees, regulations and directives, where applicable in the respective valid version.

- Landesverordnung über Maßnahmen zur Bekämpfung der Ausbreitung des neuartigen Coronavirus SARS-CoV-2 in Schleswig-Holstein
- Landesverordnung zur Änderung der Landesverordnung zu Quarantänemaßnahmen für Ein- und Rückreisende zur Bekämpfung des Coronavirus des Landes Schleswig-Holstein
- Landesverordnung über besondere Maßnahmen zur Verhinderung der Ausbreitung des Coronavirus SARS-CoV-2 an Hochschulen
- Leitfaden zur Erstellung von Hygienekonzepten in allen staatlichen und staatlich anerkannten Hochschulendes Landes (Ministerium für Bildung, Wissenschaft und Kultur des Landes Schleswig-Holstein, 20.05.2020)

2. PRINCIPLES

1. Our common goal is to ensure that our students can successfully complete their studies even under the constraints of the Corona pandemic.
2. We provide our students and staff with a safe environment during the Corona pandemic with the best possible health protection.
3. Studying and teaching (including examinations), work and academic life are subject to infection control and may need to be adjusted to meet the requirements of the hygiene and protection plan.
4. Our goal is to offer attendance classes throughout the winter semester of 2021/22.
5. Proof of a complete vaccination, recovery or an up-to-date negative test (= 3G, implementation at TH Lübeck) is compulsory for the participation in courses and examinations as well as working at TH Lübeck.

3. GENERAL REGULATIONS

All activities at TH Lübeck are subject to the following requirements:

3.1 GENERAL HYGIENE AND PROTECTIVE MEASURES

Minimum distance regulations: Compliance with the minimum distance regulation during courses, examinations and practical training is strongly recommended.

Compliance with the minimum distance rule during working hours at TH Lübeck is strongly recommended. Whether compliance with the minimum distance rule becomes mandatory depends on proof of compliance with 2G (vaccinated / recovered) and wearing a MNC (see chapter 4.5.2).

For all indoor non-teaching activities and events (such as meetings or application procedures), a minimum distance of 1.5 meters between participants is mandatory.

The *general infection protection* (see recommendations of Robert-Koch Institutes) such as regular hand washing and general coughing and sneezing etiquette apply. Thorough hand washing has priority over disinfection measures.

Gatherings in the buildings and on the campus must be avoided. While waiting in front of buildings and in smoking areas, a minimum distance of 1.5 m to the next person must be maintained.

The stay on the university grounds and in the buildings should be limited to the bare minimum. Students must leave the lecture rooms, buildings and premises as soon as possible after the end their courses; employees must leave at the end of their workday. Communication areas (if open) may only be used for short periods of time and on your own responsibility. During that time, an adequate mouth-nose cover must be worn, the minimum distance to others must be observed and a personal contact list must be kept.

Operating instructions. These requirements are part of operating instructions, that are posted bilingually (German and English) at the entrance to all buildings. Further instructions on the rules of conduct and proper hand hygiene can be found in the sanitary facilities.

Infection with Corona. If a person has a confirmed infection with the Corona virus, he/she must immediately report to the Public Health Department and TH Lübeck (for employees: personal@th-luebeck.de, for students: corona-meldung@th-luebeck.de). Infected people are prohibited from entering the premises and buildings of TH Lübeck.

Walking paths. Separately designated entrances and exits in buildings, marked walking paths and seating/standing locations must be observed

Activities not related to teaching. These should take place digitally if possible; activities with 15 or more participants must use hybrid or digital alternatives.

3.2 3G REGULATION

The 3G regulation applies to all; proof of compliance is a prerequisite for attending courses, examinations and working on campus.

Work: If all employees in a team /area have a 2G status (vaccinated or recovered), the organization of work can be adjusted accordingly (The following rules may be dropped: less than 10 square meters per person, minimum distance regulation , the obligation to wear masks and the double occupancy of offices becomes possible).

Externals: 3G compliance and verification is mandatory for externals.

Teaching: 3G is mandatory for all participants (including lecturers) in courses, including examinations and practical training. Unless all participants adhere to 3G, further protective measures may apply (minimum distance rule, MNC, please refer to the overviews in the appendix).

Violations: Students who violate these regulations (e.g. cannot provide a valid GGG certificate) will not be allowed to attend courses and examinations and will be expelled from the buildings of TH Lübeck. In particularly serious cases, a prolonged access ban can be imposed.

3.3 MOUTH AND NOSE COVER

A mouth and nose cover (MNC) **with at least FFP2 standard** must be worn at all times within the buildings, at work and operating sites.

Exempt are:

- Lecturers during courses and examinations, as long as they maintain a minimum distance of 1,5m to others at all times;
- Workplaces with a fixed standing or sitting position, provided that the minimum distance of 1.5m is maintained at all times or that suitable physical barriers reduce the spread of viruses.
- Activities that include heavy physical work.
- During meals.

All members of the university who wish to stay on campus must bring an adequate mouth-and-nose cover (MNC) **with at least FFP2 standard**. The MNC must meet the requirements of § 2 a para. 1a of the State Regulation for Combating the Coronavirus SARS-CoV-2, i.e. a medical mask (a surgical mask) or a mask without an exhalation valve that fulfills the FFP2, FFP3, N95, KN95, P2, DS2 or KF94 standard.

Exemptions: Students who, for medical reasons and certified by a doctor, are unable to wear an MNC may be exempt from the obligation to wear a mask. After presenting their medical proof at the Student Service Center these students will receive a written confirmation that allows them to enter the rooms of TH Lübeck without an MNC. This document must be carried on campus. Students who cannot wear an adequate MNC encouraged to protect themselves and others by other means, such as vaccination.

3.4 ACCESS BAN AND RECOMMENDATIONS

Working on campus only with 3G. Only those who have proven their compliance with 3G (vaccinated, recovered, tested) may work on campus. Otherwise, a strict access ban applies.

Mask Mandate. People who are unable to wear a mask due to physical, mental, or psychological impairment, as certified by a doctor, are prohibited from entering the buildings of TH Lübeck. Only students and employees may be exempt from this regulation (see 3.3). Only with a qualified mouth-nose cover are they allowed to enter the buildings.

Respiratory Symptoms. Vaccinated and recovered people with symptoms of a respiratory illness (according to RKI, primarily fever, cough, persistent hoarseness, sore throat, shortness of breath, or muscle / joint pain) are strongly advised not to enter the campus.

People who are neither vaccinated or recovered must be symptom-free for at least 24 hours before entering the campus. Regular self-tests are recommended

Quarantine and Travel-Returnees. People and travel returnees, who have to stay in quarantine, are prohibited from entering the premises and buildings of TH Lübeck. The access ban is displayed on bilingual signs on all buildings of TH Lübeck.

3.5 EXECUTION OF EVENTS / COURSES

Walking Paths. Walking paths in a one-way street system, i.e. only one walking direction per corridor side and a minimum distance of 1.5 m between them are marked in all buildings.

Minimum Distance. The "minimum distance of 1.5 m" rule applies to the rooms as well; the size of the rooms has to be sufficient to ensure that this rule can be observed. Exemptions from the distance regulation can only be made for courses, including examinations and practical training courses (see chapters 4.1 and 4.2).

Sanitary Facilities. During organization, the proximity to sanitary facilities is taken into account.

Bathrooms. Organizational arrangements in the sanitary facilities ensure that they are entered individually and in accordance with the minimum distance rules. Signs indicate the maximum number of people who may occupy the facilities at any one time. As a rule of thumb: it is half the number of the existing washbasins or one person, if there is only one sink.

Implementation. The university takes technical, organizational, and personnel measures to ensure that the course formats can be carried out as recommended during on-site operations / presence teaching.

4. SPECIAL REGULATIONS

4.1 FOR THE EXECUTION OF ATTENDANCE CLASSES (Incl. Practical Training Courses)

Starting 20.09.2021 courses and laboratory work by students may be held digitally or in presence.

Access requirement to courses and other teaching formats is the proof of compliance with 3G (Hochschulen Corona-Verordnung).

Students who violate these regulations (e.g. cannot provide a valid GGG certificate) will not be allowed to attend courses and examinations and will be expelled from the buildings of TH Lübeck. In particularly serious cases, a prolonged access ban can be imposed.

Distance regulation. A minimum distance of 1.5m (or 75cm for checkerboard seating) during courses as well as examinations and practical training are strongly recommended.

Mask Mandate. A qualified Mouth and Nose Cover (MNC) must be worn inside closed rooms. An exemption is made for students who are unable to wear MNC for medical reasons (see chapter 3.3)

The following continues to apply:

- General Requirements (see chapter 3) apply without restriction.
- All instructors / lecturers received the *Allgemeine Arbeitssicherheitsunterweisung Corona 19* (Covid 19 General Occupational Safety Instruction)

4.1.1 CODE OF CONDUCT ON THE UNIVERSITY GROUNDS AND ITS PREMISES

Minimum Distance. A "one-way street system" with separate walking directions at 1.5 m distance and separate entrances and exits is introduced; the paths are marked. In all instances it is necessary to channel the flow of people and minimize contact. If there are no separate entrances and exits, measures such as minimum distance regulations, hand hygiene, and the cough-sneeze etiquette must be observed.

A minimum distance of 1.5 m must be maintained in and in front of (waiting area) the rooms (markings, barriers, channeling).

Hand Hygiene. Wash your hands before entering rooms. If this is not possible, disinfect them.

Ventilation. The rooms must be ventilated for at least 15 minutes before and after use, primarily by means of fresh air. If electrical ventilation (air conditioning) is used, the circulating air distribution must be switched off. During use, the room should be ventilated regularly (for 5 min every 20 min) with fresh air.

Markings. The rooms are prepared to ensure that the minimum distance rule can be observed; positioning points and workplaces are marked, taking into account that 4 square meters of space per person are required.

Safety Instructions. Just as in normal operations, safety instructions and briefings are held when working in laboratories and workshops. These are supplemented by Corona safety and protective measures.

Sanitary Facilities. Rooms can be used if there are sanitary facilities nearby (if possible, on the same corridor, in case of smaller buildings, within the same building).

For Practical Training Courses the following also applies:

Surface Disinfection. Rooms reserved for practical training are equipped with surface disinfectants which must be applied after each course.

Surface disinfection is done by soaking a cloth in disinfectant and wiping. If the use of disinfectant on a device is not possible, it must alternatively be wiped down with a damp cloth after each session.

Equipment Use. Equipment may only be used by one person respectively. As long as all participants wear masks (including the instructors), the equipment may be used by several people.

Hand Desinfection. In the rooms in which practical training courses are held, so-called Kittelfläschchen (coat/ smock bottles) are available for hand disinfection + the cleaning of the rooms now includes a surface disinfection.

4.1.2 INFORMATION

Students and instructors are informed in advance about the existing regulations and procedures (TH Lübeck website, e-mail, supplementary information sheets if necessary). Students are required to check their TH e-mail address regularly.

4.2 FOR EXAMINATIONS, EXAM REVIEWS AND THE LIKE

Exams, exam reviews as well as correction discussions and model reviews may be held in presence or digitally. **In-person exams are suspended until February 02, 2022.**

Examinations: Only those who have proven to be either a) *fully vaccinated*, b) *have recently tested negative* (48h) or c) *recovered from a Covid-19 infection* ("GGG") will be allowed to participate in courses and examinations in presence. The lecturer will check verifications.

Other. Exam reviews, correction discussions and model reviews can be held in presence following an appointment. The room size must be based on the space requirement of 4 square meters per person. The general requirements (see chapter 3) apply without restriction. Proof of complete vaccination against Corona, recovery or a negative test are not required.

During Examinations and exam reviews:

- The minimum distance of 1.5 m (75 cm for checkerboard seating) to others must be observed at all times
- A qualified mouth-and-nose cover (MNC) **with at least FFP2 standard** must be worn.
Exemptions are:
 - made for lecturers
 - made for students who are unable to wear MNC for medical reasons (see chapter 3.2)

Furthermore:

- All instructors / lecturers received the *Allgemeine Arbeitssicherheitsunterweisung Corona 19* (Covid 19 General Occupational Safety Instruction)
- If students take part in several exams, the aim is to ensure that the composition of the groups is always the same.

4.2.1 CODE OF CONDUCT ON THE UNIVERSITY GROUNDS AND ITS PREMISES

Minimum Distance. A "one-way street system" with separate walking directions at 1.5 m distance and separate entrances and exits is introduced; the paths are marked. In all instances it is necessary to channel the flow of people and minimize contact. If there are no separate entrances and exits, measures such as minimum distance regulations, hand hygiene, the cough-sneeze etiquette and possible minimum distance regulation (depending on 3G) must be observed.

A minimum distance of 1.5 m must be maintained in and in front of (waiting area) the rooms (markings, barriers, channeling).

Entrances and Exits. Separate entrances and exits will be arranged.

Guests. Listeners, visitors, and external parties that are not involved in the testing process may attend the exams, as long as their compliance with 3G has been verified by the. In addition, the regulations for externals apply (see chapter 4.7.)

Ventilation. The rooms must be ventilated for at least 15 minutes before and after use, primarily by means of fresh air. If electrical ventilation (air conditioning) is used, the circulating air distribution must be switched off. During use, the room should be ventilated regularly (for 5 min every 20 min) with fresh air.

Markings. The rooms are prepared to ensure that the minimum distance rule can be observed; positioning points and workplaces are marked, taking into account that 4 square meters of space per person are required.

Sanitary Facilities. Rooms can be used if there are sanitary facilities nearby (if possible, on the same corridor, in case of smaller buildings, within the same building).

4.2.2 INFORMATION AND DOCUMENTATION

Students and instructors are informed in advance about the existing regulations and procedures (TH Lübeck website, e-mail, supplementary information sheets if necessary). Students are required to check their TH e-mail address regularly.

4.3 FOR EXCURSIONS

Excursions are allowed. Only those who can prove that they meet the 3G requirement (see chapter 3.2.) may participate. The excursion organizer is responsible for checking the verification.

The regulations for business trips apply to the excursion organizers (see chapter 4.6).

Only those that meet 2G requirements may participate in excursions

Approval of excursions is subject to the proviso that the excursion destination does not become a risk area, as specified by the Robert-Koch-Institute, by the time the excursion starts.

A day before the start of the excursion, the excursion organizers must check if the respective destination is listed as a high risk area / virus variant area (as specified by the RKI/S.H.: Risk Areas and High Incidence Areas). If this is the case, the permit expires, and the excursion must be cancelled.

Furthermore:

- General Requirements (see chapter 3) apply without restriction.
- The excursion organizers have received the Allgemeine Arbeitssicherheitsunterweisung Corona 19 (Covid 19 General Occupational Safety Instruction)

4.3.1 USE OF EXCURSION-SUPPORTING EQUIPMENT

Equipment. If several people share work equipment (e.g. surveying equipment), the principle of a fixed group per piece of equipment applies. The excursion organizer will arrange for cleaning/disinfection after use.

Work Equipment. Excursion-supporting work equipment (e.g. protective clothing, construction helmets, high-visibility vests, safety shoes) is predominantly provided and used by each individual participant. If the university issues work equipment in exceptional cases (e.g. high-visibility vests, construction helmets, headsets), they may only be used by one and the same person for the duration of the excursion

4.3.2 INFORMATION AND DOCUMENTATION

Documentation At the outset of the excursion, the organizers will enquire about the state of health of the participants and must ensure traceability. This is done by using Luca (scanning the QR code), alternatively by contact lists. The excursion organizers will keep these contact lists securely for a period of 4 weeks.

Hygiene and Protection Measures. The excursion organizers will inform the students in advance by e-mail /Lernraum about the existing regulations outlined by the hygiene and protection plan, as well as their own personal precautions (bring along a mouth-and-nose cover, ensure hand hygiene).

Hygiene Regulations at the Destination. The excursion organizers know the hygiene regulations at the destination of the excursion (country/city, as well as the place/company/accommodation) and will provide these to the participants in advance.

Travel Regulations. The students will be informed in advance by the excursion organizer about the possible risks involved (e.g. development of infections, possible need for testing, possible quarantine). This information also includes information regarding arrival and departure, which is entirely individual. For excursions abroad, the travel guidelines and any subsequent quarantine regulations must also be observed.

Respiratory Symptoms. Students are also advised that they may not participate in the excursion if they show any unexplained respiratory symptoms.

4.4. STUDENT WORKSTATIONS

TH Lübeck offers a limited number of student workstations and communication zones in dedicated areas, like lecture rooms. **Preconditions for the use are:**

- A booking confirmation for the respective day.
- Registration takes place via reservierung@th-luebeck.de and the submission of valid 3G verification.
- The 3G status must be verifiable at all times (random checks will be carried out on site).

Minimum Distance. The minimum distance of 1.5 m to others in and in front of the rooms as well as in communication zones must be observed at all times

Hygiene rules. The hygiene rules that are posted in the rooms and provided at the time of registration must be observed at all times.

Mask Mandate. A qualified mouth-and-nose cover (MNC) with at least FFP2 standard must be worn at all times. An exception is made for students that are unable to wear a mask for medical reasons (see chapter 3.3). You may remove your mask once you have reached a fixed seat or standing position as long as the minimum distance of 1.5 meters to others can be maintained.

Preparation. The rooms and communication zones in question have been prepared as student workplaces, distances and seating areas have been marked, and signs point out the existing mask mandate (at all times) and hygiene rules. They may only be used by students who carry a valid proof of compliance with 3G.

4.4.1 CODE OF CONDUCT ON THE UNIVERSITY GROUNDS AND ITS PREMISES

Ventilation. The rooms must be ventilated for at least 15 minutes before and after use, primarily by means of fresh air. If electrical ventilation (air conditioning) is used, the circulating air distribution must be switched off. During use, the room should be ventilated regularly (for 5 min every 20 min) with fresh air.

Markings. The rooms are prepared to ensure that the minimum distance rule can be observed; positioning points and workplaces are marked, taking into account that 4 square meters of space per person are required.

Seating. You may only use the seats that have been assigned to you in your appointment confirmation. You are required to vacate the rooms once the booked time slot has expired.

4.4.2 INFORMATION AND DOCUMENTATION

Students are informed in advance about the existing regulations and procedures (confirmation of appointments, rules of conduct). The rules of conduct are also posted in the rooms and communication zones.

4.5 FOR PERMANENT WORKPLACES AT TH LÜBECK

The service agreement on mobile work at TH Lübeck was discontinued on 24.11.2021.

The following regulations apply to permanent workplaces at TH Lübeck, to student assistants, as well as to professional and bachelor interns.

General Requirements (see chapter 3) apply without restriction.

All superiors have received the *Allgemeine Arbeitssicherheitsunterweisung Corona 19* (Covid 19 General Occupational Safety Instruction)

Employees are informed in advance about the existing regulations and procedures via website, circular mail and by their respective superiors.

The Technical Service has to ensure that employees of contractors working on campus are informed about the existing regulatory framework.

4.5.1 3G VERIFICATION

Only those who have been vaccinated, tested or recovered (as defined in § 2 number 2, number 4 or number 6 of the COVID- 19- Schutzmaßnahmen-Ausnahmenverordnung) and have deposited their vaccination card or proof of recovery with Human Resources or carry a test certificate with them at all times for inspection may work at TH Lübeck. Otherwise, a strict access ban applies.

Verification. All vaccinated and recovered employees report their 3G status and verification (digitally by email as scan, photo, screenshot or analog as printout, copy via in-house mail) to

- a) their superior for work organization
and
- b) human resources to fulfill the employer's documentation obligation
(by email to personal@th-luebeck.de or by mail to Ms. Huth).

The documentation must include:

- Vaccination certificate
- Name of the vaccinated person
- Date of vaccination

Employees who are only able or willing to prove their 3G status through a test result will send their negative test result via e-mail to their superior and personal@th-luebeck.de each time prior to work at TH Lübeck.

The test must have been carried out by:

- the test station at TH Lübeck in building 20A
or
- a service provider according to § 6 paragraph 1 of the Coronavirus- Testverordnung (Test Stations).

The test result may no older than

- 24 hours in the case of a rapid antigen test,
- 48 hours for a PCR test

Controls. In addition, the employer (THL) will carry out random checks to provide daily proof that the status "tested" is up to date. The proof must therefore be carried with you and shown on request.

Self-disclosure. A self-disclosure does not suffice as 3G verification

4.5.2 PREMISES

Minimum Distance. A minimum distance of 1.5 m between all people present must always be maintained. This results in a space requirement of 10 sqm per person for permanent workplaces. Offices smaller than 10 sqm can only be used as a single workplace. If all employees in an area/ a team have their 2G status (vaccinated or recovered) confirmed, the organization of work can be adjusted accordingly (The following rules may be dropped: less than 10 square meters per person, minimum distance regulation, the obligation to wear masks and the double occupancy of offices becomes possible).

Low-Contact Work. Employees who, for health reasons, are verifiably unable to be vaccinated against the coronavirus will be allowed to work in a low-contact environment on campus (individual office, change of work procedures, no consulting activities) or in home office.

Walking Paths. A "one-way street system" with separate walking directions at 1.5 m distance and if possible separate entrances and exits is introduced.

Ventilation The rooms must be ventilated for at least 15 minutes before and after use, primarily by means of fresh air. If electrical ventilation (air conditioning) is used, the circulating air distribution must be switched off. During use, the room should be ventilated regularly (for 5 min every 20 min) with fresh air. The employees are responsible for ventilating their workplace

Number of people. Stays in communal rooms must not exceed 1 person per 10 square meters.

4.6 BUSINESS TRIPS AND THE USE OF OFFICIAL CARS

Business trips are allowed without an additional application (to gesundheit@th-luebeck.de) if the 7-day incidence in Lübeck and at the destination is below 35 or the traveler is fully vaccinated. A business trip application will only be approved if the verification of compliance with 2G (vaccinated or recovered) is presented.

General Requirements (see chapter 3) apply without restriction.

4.6.1 USE OF COMPANY CARS

Company cars may only be used by individuals **who are fully vaccinated and provide verification**. The company cars of TH Lübeck carry the operating instructions for the use of company cars.

Ventilation. Prior to the start and after the end of the journey, the vehicle must be ventilated thoroughly for at least 5 minutes to allow a sufficient air exchange. If more than one person uses the official car at the same time, the vehicle must be thoroughly ventilated for at least 5 minutes every 90 minutes.

Passengers. As soon as more than one person uses one of the official cars at the same time, the air circulation function of the air conditioning system must be switched off and a qualified mouth and nose cover must be worn at all times.

Number of Passengers. If the company cars of TH Lübeck are used by more than 2 people at the same time, it is recommended to wear a mouth-nose cover at all times.

Cleaning/Disinfection. After the use of one of the official cars, the driver(s) must use the cleaning agents that are provided in the vehicle (surface disinfectant, paper towels) to clean all surfaces that have been touched (steering wheel, gearshift lever, touchscreen, rear-view mirror, other controls, handles and fuel filler cap).

4.7 FOR EXTERNALS

In this context, externals are all individuals who do not have a service/employment contract or teaching position with TH Lübeck.

The presence of externals on the grounds and in the buildings of TH Lübeck must be limited as far as possible to protect against infection.

3G Rule. Externals who want to participate in events on campus must verifiably comply with the 3G rule (see chapter 3.2). The organizer is responsible for the verification, who documents the verification process (sample recording sheet) and the destruction after 4 weeks.

Appointment and application procedures can be conducted both in presence and digitally without an additional application to gesundheit@th-luebeck.de. An implementation in presence requires all participants to comply with 3G. The number of participants is limited to a maximum of 15 people, with the exception of trial lectures, which are part of the teaching process.

Study-related internships, professional internships and school internships may be carried out; these must be applied for at gesundheit@th-luebeck.de together with a hygiene plan. The rules for permanent workplaces at TH Lübeck apply (see chapter 4.5.).

General Requirements (see chapter 3) apply without restriction.

4.7.1 INFORMATION AND DOCUMENTATION

Hygiene and Protection Plan. Externals receive the hygiene and protection plan of the university before their stay at TH Lübeck.

Documentation. The organizers will enquire about their state of health of all participants and verify the compliance with 3G. The documentation is kept securely by the organizer for a period of 4 weeks.

4.8 FOR EVENTS (AT) OF TH LÜBECK

Committee meetings, staff briefings, meetings, workshops and conferences should be held digitally whenever possible. If absolutely necessary for operational reasons, they can be held in attendance with a maximum of 15 participants.

No additional application to [gesundheit@](mailto:gesundheit@th-luebeck.de) is necessary for the following events/ activities:

- Press, photo and video shoots
- Student committee meetings
- Student counseling, study information

The following events may be held in attendance after application to gesundheit@th-luebeck.de:

- JuniorCampus. Classroom events can take place if the regulations for kindergartens and schools allow it and if face-to-face courses at TH Lübeck are permitted.
- Workshops, conferences. Please submit the completed checklist Events/Workshops/Conferences to gesundheit@th-luebeck.de

General Requirements (see chapter 3) apply without restriction.

4.8.1 SPATIAL AND ORGANIZATIONAL FRAMEWORK

Seating. If seating is provided, a distance of 1.50 m must be maintained between the occupied chairs of one table and the occupied chairs of other tables.

2G rule. All functions & events that are not work-related are subject to the 2G (vaccinated or recovered) rule (exception: JuniorCampus). Non-compliance may result in the use of domiciliary rights - this may also apply to future events.

Minimize Contacts. The aim is to channel the flow of people and to minimize contact. Where separate entrances and exits are not available, precautionary measures such as distance regulation, hand hygiene, cough and sneeze etiquette must be observed.

Walkways and space markings. A distance of 1.5 m must be maintained at all times in and in front of (waiting area) the premises and in the traffic areas (markings, barriers, lock system). Walkways are marked in the buildings of TH Lübeck to ensure that the min. distance rule can be observed.

Ventilation. The rooms must be ventilated for at least 15 minutes before and after use, primarily by means of fresh air. If electrical ventilation (air conditioning) is used, the circulating air distribution must be switched off. Ventilation during the event should be provided every 20 minutes for 5 minutes by means of fresh air supply.

Mask Mandate. Participants must wear a mouth-nose cover at all times. If a participant does not comply with the obligation to wear a mask, members of TH Lübeck can make use of their *Hausrecht* and expel the person from the university building.

Open Doors. The doors of the rooms used must be kept open if possible to avoid the use of door handles.

Necessary Space. 4 square meters per person are required to ensure that the minimum distance regulations can be observed. Only rooms that are large enough for the number of participants may be used for events.

4.8.2 INFORMATION AND DOCUMENTATION

Hygiene and Protection Plan. Externals receive the hygiene and protection plan of the university before their stay at TH Lübeck.

Documentation. The organizers will enquire about the state of health of all participants and must verify the compliance with the 3G rule (see chapter 3.2). Documentation will be kept securely by the organizer for a period of 4 weeks.

4.8.3 CLEANING/ DISINFECTION

Surfaces that are frequently touched by visitors must be cleaned regularly. The organizers must define in the event concept who is responsible for this task.

Cleaning agents for in-between surface disinfection are available at the events.

5. APPENDIX

- **Betriebsanweisung zu Verhaltensregeln und Schutzmaßnahmen Corona, englische Fassung
Instructions for Protective Measures and Rules of Conduct (Corona)**
- **Allgemeine Arbeitssicherheitsunterweisung Corona
General Work Safety Instructions Corona**
- **Handlungsanweisungen Mutterschutz bei Beschäftigten und Studierenden
Instructions for Maternity Protection for Employees and Students**
- **BETRIEBSANWEISUNG SANITÄREINRICHTUNGEN, AUFZÜGE UND PAUSENRÄUME
Instructions for the Use of Sanitary Facilities, Elevators and Break Rooms**
- **AUSHANG BETRETUNGSVERBOT**
- **Dienstrechtliche Rahmenbedingungen
Notice of Access Ban, Service-Law Framework**
- **THL Handlungsempfehlungen Corona-Prävention (Lüften, Handling MNB)
THL recommended practices for Corona prevention (ventilation etc.)**
- **Umsetzung 3G (Geimpft, Getestet, Genesen)
Implementation of GGG (Vaccinated, Tested, Recovered)**
- **3G bei Lehrveranstaltungen, Prüfungen, Externen**