Dear colleagues

On behalf of the Rectorate, we can now share with you the previously announced risk assessment and supplementary information on the extended on-site standby operations.

In order to be able to gradually resume face-to-face operations at the university, we need to ensure that all staff are protected as well as possible from infection with the novel coronavirus.

In this context, it is important first of all that the number of people at the university continues to remain as low as possible. For this reason, students are initially not allowed enter the university campus, not even, for example, to complete experimental theses or laboratory courses.

We kindly ask you to consider the following aspects in addition to the regulations listed in the decision made by the Rectorate (see overleaf) and the attached risk assessment:

— We kindly ask supervisors to take into account the remote working situation of staff members when planning on-site work (e.g. childcare, equipment at home).
— We recommend not to hold meetings, group seminars, etc. at the university. They shall continue to take place via video or telephone conferences. The five-person rule applies (CoronaVO, § 2 para. 2) in addition to infection prevention regulations.
— Staff members who experience COVID-19 symptoms are required to leave the university campus and contact a physician to clarify the suspected infection. In the meantime, the staff member is considered unable to work. Staff members who have had contact with those infected with the coronavirus must go into quarantine for 14 days.
— Staff members write down the names of all the persons they have contact with while working on campus. If these staff members later have a confirmed case of COVID-19, then they must inform the in-house physician about the illness and give the names of the persons they had contact with on campus during the potential period of illness. The in-house physician will then inform these persons that they had contact with an infected person (while keeping the infected staff member anonymous).
— Staff members who are at higher risk, because of a previous illness or an individual disposition, should seek advice from the in-house physician.

Please use the risk assessment checklist (see the attached document) to define appropriate protective measures for your organizational unit that are to be implemented once work begins again at the university.

Thank you for helping to plan our extended “Notbetrieb” (standby operations) on the university campus! We hope that everything can be implemented smoothly! If you have any questions or require advice, we continue to be at your disposal at any time.

Yours sincerely

on behalf of the University of Konstanz’s crisis task force:

Professor Dr Kerstin Krieglstein (rector), Jens Apitz (Kanzler), Petra Hätscher (director of the Communication, Information, Media Centre), Wolfgang Hellstern (lead safety engineer), wolfgang.hellstern@uni.kn, Norbert Kunze (Biological Safety Officer), norbert.kunze@uni.kn, Tilo Prautzsch (director of Facility Management), tilo.prautzsch@uni.kn, Heike Strauß (in-house physician), betriebsaerztin@uni.kn, Jutta Unger (chair of the Staff Council) and, Julia Wandt (director of Communications and Marketing)

Konstanz, 22 April 2020
Excerpt from the minutes of the Rectorate meeting on 22 April 2020

TOP 2: Resuming research and administration activities adapted to the pandemic situation, here: Pre-requisites, competences and responsibilities of the Rector...

Subject to the approval of the Staff Council, the Rectorate decides the following pre-requisites for resuming research and administration activities adapted to the pandemic situation as well as the following competences and responsibilities. With regard to studies and the work of university groups, a separate decision will be taken.

I. Pre-requisites for resuming research and administration activities in line with the SARS-CoV-2 occupational safety standard, issued by the BMAS (Federal Ministry of Labour and Social Affairs)

To be able to resume research and administration activities, starting on Monday, 27 April 2020 at the earliest adapted to the pandemic situation in line with the conditions listed in the SARS-CoV-2 occupational safety standard, issued by the BMAS (Federal Ministry of Labour and Social Affairs), the heads of the corresponding units must complete a risk assessment using the University of Konstanz template. The completed risk assessment must show how work in the corresponding unit is to be organized.

In the administration and central institutions supervised by the Rectorate, the risk assessments must be submitted to the Kanzler by the corresponding directors of the staff units, centres or central institutions.

In the area of research, the risk assessments must be submitted via the departments to the deans by the heads of the working groups or facilities supervised by the faculties (e.g. Core Facility).

The directors and heads are called “supervisors” hereinafter.

Activities in an organizational unit can be resumed one working day after the completed documentation was submitted at the earliest. The documentation must be submitted by 12 noon the previous work day at the latest.

II. Competences and responsibilities for preparing the implementation of the SARS-CoV-2- occupational safety standard

1. The supervisors are responsible for completing a risk assessment for the work stations in their organizational units using the University of Konstanz template. The duties not only
include completing the risk assessment, but also monitoring that the regulations are adhered
to by the staff members for whom the supervisors have staff responsibility.

2. The supervisors are responsible for instructing their staff members on the content of the risk
assessments as well as the general rules for hygiene and conduct issued by the university for
the purpose of infection protection. The team of Occupational Safety, Health and Environmental
Protection (AGU) provides corresponding information on their website.

3. To keep the number of persons at the university as low as possible, the supervisors should
have all staff members work from home for whom it is possible and sensible to do so. In addi-
tion to this, it must be possible to keep the required distance. To minimize the number of staff
members working in the rooms of one organizational unit at the same time, they should work
at different times between 6:00 and 21:00. It is preferable that always the same persons are
there at the same time, as this reduces the risk of infection and makes it easier to track con-
tacts. Start and end of the working times should be staggered to avoid that many staff mem-
bers use public transport at the same time or queues form. Conferences, group seminars etc.
with more than five persons must take place as video or phone conferences. In case of less
than five persons, infection protection must be ensured.

4. The supervisors must ensure that the required working materials, working clothes and per-
sonal protection equipment are available and staff members use them. Regular cleaning and
disinfection with regard to the working materials of an organizational unit, adapted to the situa-
tion, must be ensured.

5. The supervisors instruct staff members who enter the campus contrary to § 7 CoronaVO to
immediately leave the campus. They arrange that another person takes over that task when
they are not present themselves.

6. The deans and/or the Kanzler assess whether the submitted risk assessment is formally
complete. If it is formally complete, they will inform the director of Facility Management about
that. If it is not formally complete, it will be returned to the supervisor for completion.

7. The staff unit AGU (Occupational Safety, Health and Environmental Protection) and Facility
Management advise the supervisors, if required, about completing the risk assessment and
instructing staff members.

8. Facility Management is commissioned to
   a) Plan required partition walls and produce them, possibly supported by our Scientific En-
      gineering Services.
   b) Furthermore they will work out and implement guidelines for common areas (wash-
      rooms, break rooms, kitchenettes, external areas, lounge areas),
   c) Ensure that cleaning takes place more often if required,
   d) Work out and implement feasible access regulations for staff members,
   e) Monitor the access of external persons and, if access is permitted, instruct them corre-
      spondingly,
f) Optimize the use of traffic ways on campus and mark directions as well as distance intervals.

9. The staff members write down themselves whom they were in contact with during their work on campus. In case of a Covid19 case, diagnosed by a doctor, they have to inform our in-house physician, their supervisors and the Division of Human Resources about the illness as well as about all the persons they were in contact with during the potential infection phase. The in-house physician will then inform all persons who had contact with this person; of course, anonymity will be maintained.

10. The rector offers all staff members, especially those who belong to a risk group, occupational health advice from our in-house physician. The in-house physician will advise all persons who contact him/her.

11. The rector informs the supervisors immediately about the Rectorate’s decision, if applicable, via the deans, and asks them to implement the decision.

12. KuM (Communication and Marketing) will continue to communicate the situation and measures to our staff members in an understandable and transparent way.

13. The Division of Human Resources and Legal Affairs is responsible for assessing the work agreement on time recording and remote work with regard to specific regulations during the corona time.

14. If necessary, the Division of Financial Affairs will acquire additional equipment required for continuing university operations in line with the risk assessments.

(6/0/0)

Signed Krieglstein
Rector

Signed Ebner
Minutes

Voting results are indicated as follows:
Yes/No/Abstentions