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**Scope of Application**

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| Facility/Institute/Department: |  |
| Building: |  |
| Room/Responsible for Room: |  |
| Workplace/Activity: |  |
| Description of Activity: |

The basis for this is the current SARS-CoV-2 Containment Measures Ordinance – (SARS-CoV-2-EindmaßnV) of the State of Berlin and the current Service Instructions of the President of Humboldt-Universität.

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| Risk through contact with the coronavirus SARS-CoV-2 during activities at universities  |
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| Avoidance of coronavirus SARS-CoV-2 infections among staff, students and other persons at universities as well as avoiding secondary risks through the restricted operation of the university |
| Established or prescribed protective measures | Measures implemented? | Notes/remarks on the implementation of the protective measures (where applicable, please delete or supplement) |
| Yes | No | NA |

**Special Part 1:****Activities in laboratories and other experimental areas** |
| If laboratories, research areas, technical facilities are temporarily not in use or used only to a limited extent: Will additional protective measures be taken to safeguard the laboratories and facilities?  |  |  |  | * Establish special protective measures for reduced operations
* Shut down and secure apparatuses/experiments/technical facilities in such a way they do not pose any risks (especially apparatuses with hazardous substances, fire risks, risk through pressure, …)
* Store chemicals in safety cabinets/hazardous substances depots
* Dispose of chemical waste substantially or properly label and store it
* For dangerous activities, observe the regulations about the avoidance of working alone
* Ensure that facilities have been provided with supplies (e.g. liquid nitrogen)
 |
| If genetic engineering laboratories are temporarily not in use or used only to a limited extent: Will additional protective measures be taken where necessary?  |  |  |  | * Safely store biological agents (genetically modified organisms, pathogenic microorganisms), autoclave and dispose of waste or properly label and store it
* The volume of cultures that must be tended to on a regular basis should be limited to the smallest possible amount
* Work only in the presence/availability of the project director
* Where appropriate, report inactive genetic engineering facilities
* For dangerous activities, observed the regulations about the avoidance of working alone
* Ensure that facilities have been provided with supplies (e.g. liquid nitrogen)
 |
| If laboratories that are subject to the Radiation Protection Ordinance are not in use or used only to a limited extent, will additional protective measures be taken where necessary? |  |  |  | * Shut down and secure apparatuses/experiments in such a way they do not pose any risks (especially apparatuses with radioactive specimens)
* Store radioactive materials and specimens in appropriate cabinets and facilities
* Check that work surfaces are free of contamination and document the procedure
* Work in a radionuclide laboratory only in the presence/availability of the radiation protection officer
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| Activities during the so-called protected operations (student internships and research)  |
| Will the protective measures against the spread of coronavirus SARS-CoV-2 (minimum standards) also be observed during the performance of internships? |  |  |  | General protective measures against the spread of coronavirus SARS-CoV-2 will also be implemented in the laboratory  |
| Will special protective measures be taken for the use of work equipment? (previously 4.4) |  |  |  | * If possible, assign to individual persons, otherwise clean on a regular basis; mandatory cleaning before transfer to other persons (disinfection not necessary)
* With shared usage (e.g. of laboratory instruments in research and internships), wash hands on a regular basis
* Daily cleaning of surfaces with cleaning agents; disinfection is not necessary
 |
| Activities **without** hazardous materials, biomaterials, gene technology, radioactivity |
| Will the protective measures be designed in such a way that no additional risks arise through the special protective measures for coronavirus SARS-CoV-2?  |  |  |  | Eliminate risk by altered pathway routing in laboratories, workshops, technical centres, studios etc. or by organized regulations (e.g. for machines, analysis devices, disposal stations, sinks etc. in collectively used facilities) Observe the sequence of measures:1. Distance of 1.5m between persons must be maintained (if necessary, reduction of the number of persons in a room at the same time); exempt from this are very brief encounters inside laboratories with an air exchange rate of eight times per hour
2. If this is not possible, establish technical measures such as partitions, insofar as these do not create other hazards, such as accidents resulting from bumping into poorly placed partitions.
3. Wear mouth-nose cover or other masks (FFP2-FFP3, MNS) when technical and/or organizational measures for maintaining minimum distancing are not possible or cannot be maintained, e.g. when an assistant explains to students something at a device or apparatus
 |
| Activities **with** hazardous materials, biomaterials, gene technology, radioactivity |
| Will the protective measures be designed in such a way that no additional risks arise through the special protective measures for coronavirus SARS-CoV-2? |  |  |  | Eliminate risk by altered pathway routing in laboratories, workshops, technical centres, studios etc. or by organized regulations (e.g. for machines, analysis devices, disposal stations, sinks etc. in collectively used facilities).Observe the sequence of measures:1. Distance of 1.5m between persons must be ensured (if necessary, reduction of the number of persons in the room at the same time); exempt from this are very brief encounters inside laboratories with an air exchange rate of eight times per hour
2. If this is not possible, establish technical measures such as partitions, insofar as these do not create other hazards, such as accidents resulting from bumping into poorly placed partitions
3. Mouth-nose cover or other masks (FFP2-FFP3, MNS) for protection against SARS-CoV-2 **may not be worn** with activities involving chemicals, biomaterials/genetically altered organisms and in radiation protection areas
4. If in exceptional cases minimum distancing cannot be maintained in individual work steps (e.g. when an assistant explains something to students at a device or apparatus), then disposable mouth-nose cover should be worn (put on and then after the activity taken off and thrown away)
5. For activities involving hazardous materials in biological, chemical and genetic engineering laboratories please note that in accordance with the requirements from section 4.4.1 of the DGUV Information 213-850: mouth-nose cover must consist of a cotton content of at least 35 % or of flame-retarding special fabric
6. In work spaces that are designed for the general wearing of qualified masks for reasons other than protection from SARS-CoV-2 – for example, product protection­ – these masks can continue to be worn while observing the hygiene regulations for wearing mouth-nose cover
 |
| Will additional regulations for work clothing and personal protective equipment be observed?  |  |  |  | * Separate storage for street clothes and work clothes
* Storage assigned to individual persons
* Cleaning of work clothes and personal protective equipment on a regular basis

When appropriate, allow putting on and taking off work clothes at home, if this does not result in increased infection risk and/or hygiene deficiencies. Important: Please consult with the specialists at Occupational Safety |
| Additional measures are necessary: |  |  |  |  |
| Additional protective measures (please add)  |
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| Risk through contact with the coronavirus SARS-CoV-2 during activities at universities |
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| Avoidance of infections with coronavirus SARS-CoV-2 among staff, students and further persons at universities as well as avoiding secondary risks through the restricted operation of the university |
| Established or prescribed protective measures | Measures implemented? | Notes/remarks on the implementation of the protective measures to be implemented (where applicable, please delete or supplement) |
| Yes | No | NA |

**Special Part 2:****Activities with animal husbandry and crops**  |
| Will animals and plants be tended to in such a way that no risks arise for people?  |  |  |  | * Establish special protective measures for reduced operations
* Avoidance of animal-human transmission
* For dangerous activities, observe the regulations about the avoidance of working alone
 |
| Have measures for harvesters been taken?  |  |  |  | Housing in collective accommodations: * small, fixed teams
* Whenever possible, assign sanitary facilities, kitchens, common rooms to particular teams, i.e., not to particular shifts, in order to avoid additional exposure and the required cleaning between uses
* In general, assign single occupancy sleeping quarters – multiple occupancy only for partners or close family members
* Designate rooms for the early isolation of possible/actual infected persons
* Ventilate and clean accommodation rooms on a regular basis
* Dishwashers in kitchens (wash dishes at over 60 °C)
* Make washing machines available or organize laundry service on a regular basis
 |
| Will the workflow during harvest be designed in such a way that distancing and hygiene rules can be observed? |  |  |  |  |

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| Will special measures be taken for tools and work equipment? |  |  |  | * Whenever possible assign to individual persons, otherwise regular cleaning; mandatory cleaning before transfer to other persons
* Protective gloves should be worn if this is permissible and necessary (NOT to protect against SARS-CoV-2 infections); please consult in advance with the specialists at Occupational Safety
 |
| Will additional regulations for work clothes and personal protective equipment be observed?  |  |  |  | * Separate storage for street clothes and work clothes
* Storage assigned to individual persons
* Cleaning of work clothes and personal protective equipment on a regular basis
* When appropriate, allow putting on and taking off work clothes at home, if no increased infection risk and/or hygiene deficiencies arise from this
* Important: please consult with the specialists at Occupational Safety
 |
| Additional measures are necessary: |  |  |  |  |
| Additional protective measures (please add)  |
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| Risk through contact with the coronavirus SARS-CoV-2 during activities at universities |
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| Avoidance of infections with coronavirus SARS-CoV-2 among staff, students and further persons at universities as well as avoiding secondary risks through the restricted operation of the university |
| Established or prescribed protective measures | Measures implemented? | Notes/remarks on the implementation of the protective measures to be implemented (where applicable, please delete or supplement) |
| Yes | No | NA |

**Special Part 3:****Activities in the area of maintenance/repair, building technology and facility management**  |
| Will measures be taken for facilities that require special safety? |  |  |  | * If needed, special (maintenance) measures due to reduced or increased operations
 |
| Will additional regulations for work clothes and personal protection equipment be observed? |  |  |  | * Separate storage for street clothes and work clothes
* Storage assigned to individual persons
* Cleaning of work clothes and personal protective equipment on a regular basis
* When appropriate, allow putting on and taking off work clothes at home, if no increased infection risk and/or hygiene deficiencies arise from this
* Important: please consult with the specialists at Occupational Safety
 |
| Will special protective measures be made for the use of tools and work equipment?  |  |  |  | * Whenever possible assign to individual persons, otherwise regular cleaning; mandatory cleaning before transfer to other persons
* Protective gloves should be worn if this is permissible and necessary (NOT to protect against SARS-CoV-2 infections); please consult in advance with the specialists at Occupational Safety (see 3.13)
 |
| Will physical contact between different external companies with each other as well as with university members be reduced as much as possible? |  |  |  | * Evaluate the tasks and the kind of cooperation
* Minimize face-to-face presence
* Observe distancing and hygiene regulations
* Additional protective measures: see number 3
* Establish fixed entrances for suppliers
* For contact over 15 minutes and when distancing of 1.5m cannot be reliably maintained, keep attendance lists.
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| Will external companies be instructed about the special rules of conduct?  |  |  |  | * As a rule, this is the responsibility of university leadership as the contracting authority of the activities
* Potentially, rules of conduct for the engagement of external companies during the pandemic
* May already be regulated by external company guidelines
 |
| Will the official provisions also be observed by external companies? |  |  |  | * Review by the commissioning authority; prepare confirmation form
* May already be regulated by external company guidelines
* University leadership has determined what items external companies must bring themselves
* Where applicable, confirmation that external companies are also observing the official requirements (do not send sick employees to the university)
 |
| Do external companies have the possibility of implementing basic measures on hygiene in the rooms of the university? |  |  |  | * Minimum requirements are running water, washing lotion and disposable towels
* Possibly also an effective skincare product
 |
| Will special instructions be given for building cleaning?  |  |  |  | * Adapt cleaning intervals in sanitary areas and common areas
* If necessary, include further areas
* Additional cleaning measures may be necessary, for example, disinfection of handrails, doorknobs
* If necessary, introduce special protective measures for waste disposal
 |
| Was the risk assessment regarding possible smear infections with surfaces and work equipment contaminated by SARS-CoV-2 reviewed and updated? |  |  |  | * Keep an eye on special measures with possibly contaminated work equipment and systems/facilities (e.g. ventilation systems), even after the pandemic (see also VDI 6022)
* Observe instructions on the subject of disinfection (RKI) and weigh the benefits (limited effectiveness) against the negative aspects (e.g. skin irritation, fire protection)
 |
| Additional measures are necessary: |  |  |  |  |
| Additional protective measures (please add) |
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| Risk through contact with the coronavirus SARS-CoV-2 during activities at universities |
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| Avoidance of infections with coronavirus SARS-CoV-2 among staff, students and further persons at universities as well as avoiding secondary risks through the restricted operation of the university |
| Established or prescribed protective measures | Measures implemented? | Notes/remarks on the implementation of the protective measures to be implemented (where applicable, please delete or supplement) |
| Yes | No | NA |

**Special part 4:****Activities in libraries**  |
| Will special measures be taken for activities in libraries?Note the comments from [BAUA](https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Biostoffe/FAQ/FAQ-2_node.html): In general, the infectiousness of coronaviruses on inanimate, dry surfaces decreases quickly at room temperature or higher temperatures. On copper surfaces, coronaviruses are infectious for only a few hours, on cardboard for only marginally longer and on plastic or steel surfaces for a few days. At lower temperatures, a longer period of viral infectiousness should be presumed. *Based on current knowledge, there is no danger of infection from shared files and papers when the contamination occurred more than 24 hours earlier.*  |  |  |  | * Loaning books from the stacks can be possible
* Observe the general regulations (see chapters 1 to 3), especially those for visitor registration
* Returns: Wear gloves when accepting books
* Books should be re-sorted and available for checkout only after 24-48 hours
* Reference library: The use of reference library is not sensible due to possible contamination on surfaces and the touching of books by multiple persons
 |
| Additional measures are necessary: |  |  |  |  |
| Additional protective measures (please add) |
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| Risk through contact with the coronavirus SARS-CoV-2 during activities at universities |
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| Avoidance of infections with coronavirus SARS-CoV-2 among staff, students and further persons at universities as well as avoiding secondary risks through the restricted operation of the university |
| Established or prescribed protective measures | Measures implemented? | Notes/remarks on the implementation of the protective measures to be implemented (where applicable, please delete or supplement) |
| Yes | No | NA |

**Special part 5:****University Sports** |
| Was the admissibility of course offerings by University Sports and the implementation of practical sporting exercises reviewed within the framework of the courses of study?  |  |  |  |  |
| Additional measures are necessary: |  |  |  |  |
| Additional protective measures (please add) |
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Determination of the responsibilities for the implementation of the measures:

|  |  |
| --- | --- |
| Responsible party (Name) | To be implemented by (date) |
| *Max Mustermann* | *Review once a week whether changes have been made (e.g. contact to the specialists at Occupational Safety, the Occupational Health Physicians)* |
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The review of the effectiveness of the measures occurs by reviewing on a regular basis whether the risk assessment is up to date. Next review \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| Prepared by (name in block letters) |  |
| Date |  |
| Signature  |  |

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| Reviewed and enforced by(administrator, name in block letters) |  |
| Date |  |
| Signature  |  |