

Concept for the implementation of a 3-step presence operation - area hygiene plan
Status 16.11.2020

Based on the [Berlin step-by-step plan](#) for university operation under pandemic conditions of the State of Berlin of September 2020 and the [framework hygiene plan of the FU Berlin](#) of October 2020, this concept explains the hygiene regulations for teaching, research and administrative operations at the Department of Physics. The document summarizes the measures to be taken to implement a **3-step presence operation** and replaces the "Concept for the Implementation of Restricted Presence Operation in Research at the Department of Physics" dating from 20.05.2020. The regulations are valid from 16.11.2020 and are intended to enable presence operation adapted to the current development of the pandemic.

A. Key points

It is possible and desired to operate in presence in the faculty's properties, but only to an extent adapted to the respective level at the FU Berlin and in strict compliance with regulations (see Section B.2). The central message is that work can and may continue to be carried out in the home office, depending on the individual implementation possibilities and the respective applicable level, in order to be able to meaningfully adjust the total number of people in a room or at the department to the applicable conditions. Furthermore, the working groups are required to draw up corresponding deployment plans depending on the size of the working group, the spatial conditions and the needs of the employees. For organization units outside of AG structures (e.g. department administration, IT service, precision engineering, electronics, janitor services) special arrangements are made according to the rules described here.

The following regulations apply:

- Access to the buildings of the department is only permitted for employees, students to attend classroom lectures and for guests of working groups and is exclusively via the respective main entrances. In Level 1 and 2 main entrances are open as far as required by the lecture schedule, in Level 3 they can only be opened with valid locking media.
- Lectures are mostly held in online formats. Presence for exams and limited classroom teaching takes place according to the applicable level. The basic principle is that classroom teaching and examinations may only be conducted in rooms for which an approved usage concept exists. This concept must not only contain specifications for the respective room (distance control, ventilation), but also for the organization (entrance and exit, hygiene concept, entrance control during examinations). The personal consultation of students and doctoral candidates in the examination and doctoral office is still not usually carried out in presence. Any exceptions require prior consultation.
- Meetings and group meetings are to continue to be held predominantly in online format; corresponding stage-related regulations you will find in Section B.2.
- Student communication and work rooms are closed. Group rooms/tea kitchens can be used as long as access restrictions and hygiene regulations are observed.
- The hygiene regulations described in Section B.1 must be strictly observed. Please also pay attention to the corresponding signs in the buildings. For a successful implementation of the overall concept, we are dependent on each and every one of you handling the described regulations on your own responsibility!

Furthermore, please note:

Persons with fever, a cold, disturbance of the sense of smell and/or taste and possibly other respiratory symptoms (cough, shortness of breath, sore throat etc.), which might indicate an infection with COVID-19, are not allowed to enter the facilities of the department and the university campus as a whole. The persons concerned must contact a physician as soon as possible by telephone to clarify their illness. The procedure should be carried out according to the [system](#) presented in the Berlin step-by-step plan. If COVID-19 is detected, the physician will inform the public health department. The public health department will then decide which further measures are necessary.

COVID 19-suspected cases or illnesses of employees and students are still to be reported directly to the administrative management and the AG management. The administrative management or the AG management immediately informs all persons who have been in contact during the three days before the first appearance of symptoms (copy of the report to corona@physik.fu-berlin.de).

B. Implementation

1. Hygiene regulations

Please observe the general hygiene regulations according to the [framework hygiene plan of the FU Berlin](#). The [risk assessment](#) (only in German)"Coronavirus" must also be observed as applicable documentation. The following applies to the situation at the Department of Physics

- In all freely accessible areas of the buildings (corridors, stairs, sanitary facilities) a mouth-nose cover (MNB) is to be worn, which is to be changed regularly. Please pay attention to appropriate hand hygiene. Any requirements for MNBs and disinfectants are provided by the department (please report any requirements with the respective deployment plans to corona@physik.fu-berlin.de).
- Keep a distance of at least 1.5 meters from other people, especially when using traffic routes, unclear staircases and narrow corridors as well as when using sanitary facilities.
- In the Arnimallee 14 building, the use of toilets assigned to working groups/organizational units is planned ([see toilet usage plan](#) (only in German)). Maintenance cleaning takes place twice a day.
- In the rooms of the working groups/organizational units, additional hygiene measures can be provided by the users in addition to maintenance cleaning if required. These include, in particular, wearing of gloves or the cleaning of door handles, light switches, handles, etc., as well as surface cleaning of areas of rooms used during shift changes (cleaning with common household cleaning agents). The planning of the measures is the responsibility of the working groups. If materials are required for this purpose, they will be made available centrally (please report any requirements with the respective deployment plans to corona@physik.fu-berlin.de).
- In teaching and working rooms, sufficient ventilation should be ensured by regularly opening the windows according to the [frame hygiene plan of the FU Berlin](#), if no mechanical ventilation is available (e.g. in the laboratories).
- The AG and organizational unit managers are responsible for the compliance with the hygiene and behavioral regulations of their employees on site.

2. 3-step plan for teaching, research, administration and other organizational units

The applicable level is determined centrally for the entire FU Berlin. The teaching and examination modalities adapted to the applicable level directly follow the principles formulated in the Berlin 3-Step Plan:

Level 1:

Classroom teaching: Selected courses take place in class. The maximum number of persons per room is calculated from the minimum distance of 1.5 meters and may not be exceeded. The capacity specifications on the doors of the classrooms must be strictly adhered to. Wearing a mouth and nose protector during courses is strongly recommended, especially when speaking in a continuous manner. Attendance lists are kept in every course and can be used to trace contacts in case of infection. These lists are destroyed after 4 weeks. Teachers will ensure sufficient ventilation during and between lectures. The stay of students in the building before and after lectures should be minimized.

Practical courses: The rules for the practical courses organized in attendance are available separately and are constantly adapted to the current infection situation ([Current Corona information about the internships](#); [Hygiene concept for the laboratory internships](#) (both only in German)).

Examinations may be conducted digitally and in presence. The maximum number of persons per room is to be calculated from the minimum distance of 1.5 meters and may not be exceeded. The wearing of a mouth and nose protector is strongly recommended. For each examination room there is a hygiene concept for conducting examinations in presence. Presence lists are kept in each examination and can be used to trace contacts in case of infection. These lists are destroyed after 4 weeks.

Research, administration and other organizational units: Permanent presence of 1 person per 10 sqm (i.e. max. 2 persons in the 20 sqm office, 3 persons in the 30 sqm office, etc.) is allowed, the distance rule of 1.5 m also applies. The wearing of masks is obligatory if the seat is not occupied, otherwise the wearing of masks is recommended, especially when speaking continuously. Regular ventilation should be carried out so that the CO₂ content remains below 1000 ppm. Masking is compulsory if the distance rule is briefly (up to 15 min) undercut or the area rule is briefly (up to 15 min) exceeded. Spit protection should be installed at opposite desks. Attention should be paid to fixed cohorts in laboratory and office rooms. Presence lists in laboratory and office rooms are still kept. These rules also apply to AG-internal meetings in seminar and lecture rooms, which can be booked for this purpose as usual. AG-internal meetings and meetings with participation of FB-external guests must be approved (request to corona@physik.fu-berlin.de).

Additional measures in level 2:

Classroom teaching, examinations and practical courses: The wearing of a mouth and nose protector in teaching and examination events is mandatory, also for lecturers.

Research, administration and other organizational units: The wearing of masks in case of multiple occupancy of rooms is generally mandatory.

Additional measures in level 3:

Classroom teaching and examinations take place online only.

Research, administration and other organizational units: The permanent stay of personnel is limited to a maximum of one person per room and serves to maintain emergency operation.

3. Schedules and documentation of presence in the working groups and organizational units

Each work group/organizational unit submits a deployment plan to the administrative management (rhythm daily/half-day, duration one week). The [table](#) is to be used as a sample. Please indicate the contact details (name, e-mail, mobile phone number) of a responsible person and their representative on the deployment plan. In case of suspicion or infection, this person has to have access to the AG internal documentation and is available for further inquiries.

This have be taken into account when drawing up the deployment plans:

- Persons who belong to corona risk groups should always be deployed in such a way that presence contacts at the workplace are reduced as far as possible (home office, modified work organization).
- Prioritization is to be made with regard to limited presence operation (e.g. special scientific requirements, use in digital teaching, poor boundary conditions for work in the home office). If possible, please also take into account other circumstances such as childcare or care of relatives or contact with risk groups in the families.

Deviations between this pre-planning and the actual presence must be documented retrospectively in the working group and should be sent to corona@physik.fu-berlin.de on Fridays together with the deployment planning for the next interval. Schedules and attendance lists must be destroyed after 4 weeks.

4. Documentation of instruction

All persons who are to be deployed in the 3-stage presence operation must confirm in writing that they are familiar with the deployment plans and the regulations for 3-stage presence operation (e-mail format is sufficient; [the following form can be used](#)).

These confirmations must be kept in the working groups and can be viewed by the dean's office on request.

I would like to ask for your support in implementing the guidelines in order to enable studies and work with as little risk as possible in the interest of all parties involved. Please accept your personal responsibility for a considerate cooperation.

If you have any questions, please contact the dean's office or myself,

M. Weiß
Head of administration