HYGIENE AND PROTECTION PLAN OF TH LÜBECK

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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 **Dienstrechtsliche 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 Quarantänaßnahmen 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. A complete vaccination, recovery or an up-to-date negative test (= GGG, implementation at the TH Lübeck) is compulsory for the participation in courses and examinations in presence and is strongly recommended for all courses and events at TH Lübeck. Compliance with the "GGG" regulations will be checked and violations will be sanctioned to protect all.

3. **GENERAL REGULATIONS**

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

3.1 **GENERAL HYGIENE AND PROTECTIVE MEASURES**

Work at TH Lübeck as well as all courses, examinations and practical training are subject to the "minimum distance of 1.5 meters" rule between participants, which must also be maintained during breaks and outside. **Exceptions to the minimum distance regulation can only be made during courses.**

This must be applied for and justified at the respective dean's office. Exceptions can be granted in particular for

- Practical courses in which the required distance cannot be maintained at all times, e.g. due to practical activities or the lack of seats
- Lectures that were primarily held digitally in the last semesters.

A mask mandate applies during these courses, this includes the lecturers.

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. This will trigger a TH-internal reporting chain for contact tracing.

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

3.2 MOUTH AND NOSE COVER

An adequate mouth-and-nose cover (MNC) / mask must be worn at all times in the buildings and at the workplace. Exempt:

- 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). 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.

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.
3.3 ACCESS BAN AND RECOMMENDATIONS

**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 may be exempt from this regulation (see 3.2).** Only with an adequate mouth-nose cover are they allowed to enter the buildings.

**Respiratory Symptoms.** 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 visit the campus. You should be symptom-free for at least 24 hours before entering the campus. **This also applies to fully vaccinated or recovered people and people with a valid negative test.**

**Quarantine and Returnees from Risk Areas.** People, who have to stay in quarantine, and returnees from risk areas (as specified by the RKI: [Risk Areas Abroad](#)) within Germany as well as abroad, are prohibited from entering the premises and buildings of TH Lübeck. This will be communicated in advance to all those attending courses, examinations and practical training. **The access ban is displayed on bilingual signs on all buildings of TH Lübeck.**

3.4 EXECUTION OF EVENTS / COURSES

**Contact Tracing.** To ensure the traceability of infections, attendance lists are kept on all contacts (but not brief encounters in passing) and appointments, which must be kept for at least 4 weeks. In attendance classes, these contact lists are maintained by the lecturers and contain both the required information as well as the seat numbers. Outside of attendance classes, everyone on campus is required to document their contacts individually.

The following information must be included in a contact list: Date, time, first and last name, address and, if available, telephone number and/or e-mail address.

**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. This means that each person requires 4 square meters of space during use and 10 square meters for each permanent workstation at the university. Exception to the minimum distance regulation can only be made during courses (see chapter 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.

Minimum Distance. A minimum distance of 1.5 meters to others must be observed at all times. Exceptions to the minimum distance regulation must be applied for/ justified at the respective dean’s office (see chapter 3.1). A mask mandate applies during these courses, this applies to lecturers as well. Exemptions for students are described in chapter 3.2.

GGG-Regulation. Only those who are proven to be either a) fully vaccinated, b) have recently tested negative or c) recovered from a Covid 19 infection (“GGG”) will be allowed to participate in courses and examinations in presence. Verifications will be checked.

Mask Mandate. A qualified Mouth and Nose Cover (MNC) must be worn. An exception is made for students who are unable to wear MNC for medical reasons (see chapter 3.2)

The MNC may be removed once a fixed seat or standing position is reached as long as the minimum distance of 1.5 meters to others is maintained at all times. This applies to lectures and examinations held inside as well as outside.

The following continues to apply:

- Students who violate these regulations (e.g. cannot present valid GGG verification) will not be allowed to participate in courses and examinations and will be expelled from all TH Lübeck buildings. In especially serious cases, a prolonged house ban may be imposed.
- 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.
Contact Tracing. TH Lübeck uses the LUCA app to allow for contact tracing in case of a Corona infection. You have to scan the QR code when entering / leaving rooms. During presence classes, the lecturers must provide the means for contact tracing, if necessary through contact lists with seat numbers. These lists are forwarded to the dean’s offices and kept securely for 4 weeks.

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 Desinfection. 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.

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.

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.

Only those who are proven to be either a) fully vaccinated, b) have recently tested negative or c) recovered from a Covid 19 infection ("GGG") will be allowed to participate in courses and examinations in presence. Verifications will be checked.

During Examinations and exam reviews:

- The minimum distance of 1.5 m to others must be observed at all times
- A qualified mouth-and-nose cover (MNC) must be worn. An exception is made for students who are unable to wear MNC for medical reasons (see chapter 3.2)
- 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.

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 the minimum distance regulation 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 are not admitted to the exams.
Contact Tracing. TH Lübeck uses the LUCA app to allow for contact tracing in case of a Corona infection. You have to scan the QR code when entering / leaving rooms. During presence classes, the lecturers must provide the means for contact tracing, if necessary through contact lists with seat numbers. These lists are forwarded to the dean's offices and kept securely for 4 weeks.

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 possible. The 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.

One day before the start of the excursion, the excursion organizers must check if the respective destination is listed as a risk 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:

- Excursions to designated risk areas are not permitted.
- 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 ATTENDING EXCURSIONS

Only those who are proven to be either

a) fully vaccinated,
b) can present a negative Corona test at the beginning of the trip, which is no older than 48h. If this is the case, further tests must be carried out every 48 hours under supervision (for excursions lasting three days or more).
c) recovered from a Covid 19

Verifications will be checked. The excursion organizers are responsible for this.

4.3.2 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. The excursion organizers will arrange for cleaning/disinfection after use.

The dispensing areas are equipped with surface disinfectants for a wipe disinfection.

4.3.3 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 within each department after an appointment has been booked. Further information on workstations can be found in the Lernraum of the respective departments.

You will receive an appointment confirmation after registering via a DFN calendar.

Minimum Distance. The minimum distance of 1.5 m to others must be observed at all times

Mask Mandate. A qualified mouth-and-nose cover (MNC) must be worn. An exception is made for students who are unable to wear MNC for medical reasons (see chapter 3.2). 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.

4.4.1 CODE OF CONDUCT ON THE UNIVERSITY GROUNDS AND ITS PREMISES

Contact Tracing. TH Lübeck uses the LUCA app to allow for contact tracing in case of a Corona infection. You have to scan the QR code when entering / leaving rooms.

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).
4.5 FOR PERMANENT WORKPLACES AT TH LÜBECK

The service agreement on mobile work at TH Lübeck will be updated and back in effect on 15.09.2021.

The following regulations apply to permanent workplaces at TH Lübeck.

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 documented and has to inform them about the existing regulatory framework.

4.5.1 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 single workplaces.

Risk Groups. Employees who have a medical certificate proving that they belong to a risk group or share a household with a person belonging to a risk group will be enabled to do low-contact work on campus (individual office, change of work processes, no consulting activity) or work from home.

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.

Breaks. The minimum distance must also be maintained during breaks. Stays in communal rooms must not exceed 1 person per 10 square meters.

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.

4.5.2 INFORMATION AND DOCUMENTATION

The superiors keep the team/shift plans for documentation purposes. If no more teams/ shifts are formed, attendance and all contacts that exceed a brief encounter (e.g. face-to-face meetings, service consultations, conferences) must be documented individually by means of personal contact lists, which must be kept for a period of 4 weeks.
4.6 BUSINESS TRIPS AND THE USE OF OFFICIAL CARS

Business trips can be carried out 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 regular business trip application must be submitted in any case.

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.

Documentation. The documentation of presence/usage is carried out via the official travel application, including passengers (responsible: superior/dean). For those vehicles that have been booked via the University Board, presence/usage is also documented through the calendar.

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. The company cars of TH Lübeck may be used by a maximum of 2 people at the same time, passengers may only sit on the back seat.

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 understood to be 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.

Appointment and application procedures can be conducted both in presence and digitally without an additional application to gesundheit@th-luebeck.de. It is strongly recommended that all participants provide proof of a full vaccination, recovery or a negative test to the person in charge.

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.

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 must ensure traceability. This is done via the Luca app (scanning the QR code), or alternatively contact lists. Contact lists will be kept securely by the organizer for a period of 4 weeks.
4.8 FOR EVENTS (AT) OF TH LÜBECK

Events at TH Lübeck can take place on-site. Catering is only possible if the minimum distance of at least 1.5m can be maintained at all times.

No additional application to gesundheit@ is necessary for the following events/ activities:

- Conferences, meetings
- 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.
- External events. Proof of "GGG" is mandatory and must be obtained by the respective organizer for each participant.
- Workshops, conferences. Please submit the completed checklist Events/Workshops/Conferences to gesundheit@th-luebeck.de

General Requirements (see chapter 3) apply without restriction.

4.81 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.

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.

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.
• Without fixed seats, only events with a maximum of 50 people are permitted; with fixed seats, it is possible to hold events with up to 100 people - provided that the room is large enough. Events that take place solely in the open, can host up to 150 people.
• In and in front of (waiting area) the premises and on the traffic spaces, a distance of 1.5 m must be maintained at all times (e.g. markings, barriers). In the buildings of TH Lübeck paths are marked to ensure that the minimum distance rule can be observed.
• Ventilation during the event should be

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 their state of health of all participants and must ensure traceability. This is done via the Luca app (scanning the QR code), or alternatively contact lists. Contact lists will be kept securely by the organizer for a period of 4 weeks.

4.8.2 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. ATTACHMENT

- Instructions for Protective Measures and Rules of Conduct (Corona)
- General Work Safety Instructions  Corona 19
- Instructions for Maternity Protection for Employees and Students
- Instructions for the Use of Sanitary Facilities, Elevators and Break Rooms
- Notice of Access Ban, Service-Law Framework
- THL recommended practices for Corona Prevention (ventilation etc.)
- Implementation of GGG (Vaccinated, Tested, Recovered)