Occupational Health and Safety Protection Instructions for Employees\*

on the Prevention of Infectious Diseases / SARS-CoV-2

under consideration of the guidelines of the Robert Koch Institute, the Infection Protection Act, the SARS-CoV-2 Occupational Health and Safety Regulation and the Occupational Safety and Health Standard of the Federal Ministry of Labour   
and Social Affairs

\* These instructions also apply for visiting scholars and other persons present at Goethe University for professional / official reasons and who work there in the same manner as employees.

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| --- | --- |
| **Faculty/Department/Institute/Research Group:** |  |
| **Employee’s name:** |  |
| **Supervisor:** |  |
| **Date:** |  |
| **Name and signature of the person responsible for instruction:** |  |

The Robert Koch Institute estimates that the risk posed by COVID-19 to the population’s health in Germany as a whole is very high.

In general, SARS-CoV-2 is very easily transmissible from person to person via droplets and aerosols. It spreads wherever people congregate, especially indoors.

Most COVID-19 infections are mild. However, severe symptoms, for example high fever, can also occur in cases caused by the Omicron variant. The likelihood of severe or even fatal disease progression increases with age and if there are pre-existing conditions. Severe or life-threatening disease progression can, however, also occur without any known pre-existing conditions as well as in young adults and children. Long-term consequences can also occur after a mild case of the disease.

The risk of infection is estimated to be very high for unvaccinated persons, high for those who have recovered and been vaccinated twice (basic immunisation) and moderate for those who have been vaccinated and boosted (vaccinated three times).

You can reduce the risk of infection effectively yourself through your own behaviour (keeping a distance, washing your hands, wearing a mask and ensuring sufficient ventilation).

The best way to reduce the risk is vaccination against COVID-19.

Goethe University offers all employees vaccinations against the SARS-CoV-2 coronavirus (first and second vaccinations as well as first and second booster vaccination). Vaccinations are administered by Goethe University’s in-house physicians on the university’s premises. Employees can make use of this offer during working hours:

[Current information on COVID-19 vaccinations at Goethe University – Current news from Goethe University (uni-frankfurt.de)](https://aktuelles.uni-frankfurt.de/gesellschaft/aktuelle-informationen-zu-den-covid-19-impfangeboten-der-goethe-universitat/)

Rules for staying in Goethe University buildings, course/event rooms and all publicly accessible areas (sanitary facilities, break rooms, kitchens, canteens, cafeterias, elevators, etc.) as well as for tasks at the immediate workplace (computer screen/office workstations, laboratories, workshops, archives, etc.):

* Wherever the minimum distance of 1.5 metres cannot be safely maintained (including traffic areas such as corridors and staircases), a medical mask must be worn (surgical mask or protective mask that meets the FFP2, KN95 or N95 standard or comparable mask without exhalation valve).
* Where masks are mandatory in compliance with the SARS-CoV-2 Occupational Health and Safety Regulation and Goethe University regulations, masks are provided as personal protective equipment by the employer (faculties, units, departments, supervisors, etc.).
* Office and evaluation rooms may be used by several persons simultaneously if
  + sufficient ventilation can be ensured (technical ventilation or by opening the windows every 20 minutes for at least 5 minutes) and
  + the distance between workplaces arranged face-to-face, diagonally or across a corner is at least 2.5 metres or a partition (“sneeze guard”) is installed between these workplaces as additional technical protection.
  + If these conditions are met, the mask may be removed once seated.
* In rooms where the minimum distance cannot be permanently maintained or where partitions are not available, a medical mask must be worn throughout.
* Lecturers / presenters may remove their mask during (teaching) events, provided that a distance of at least 4 metres from the first row of the audience can be maintained throughout.
* It is not necessary to wear a mask in individual offices or individual workplaces.
* All rooms must be sufficiently ventilated or regularly aired, especially if several persons use the rooms alternately or simultaneously. If this cannot be guaranteed by means of an air-conditioning system, then the room must be aired regularly every 20 minutes for 5 minutes each time or before a change of users by opening windows and doors.
* Regular cleaning of shared work surfaces must be ensured.
* If it is not possible to ensure that work surfaces and equipment shared or used alternately (tables, keyboards, photocopiers, etc.) are cleaned, then employees are to be advised of the possible risk of contact transmission and measures to avoid it (RKI guidelines, see below).
* The regular cleaning of sanitary facilities is the responsibility of the service provider (operation and service).
* **Personal measures for infection prevention in line with RKI guidelines must be observed:** 
  + **Hand hygiene** (washing hands with soap for at least 20 seconds)

This particularly applies before and after using equipment / workplaces shared or used alternately (documents, photocopiers, PCs, laboratory devices, etc.)

Using disposable nitrile gloves can additionally help.

* + **Keep a distance** (at least 1.5 metres)
  + **Cough and sneeze etiquette** (cough and sneeze into the crook of your arm)
* To reduce the risk of a SARS-CoV-2 infection at work, Goethe University offers its employees, insofar as they are **not working exclusively from home or remotely, a rapid antigen test** **once per calendar week** to allow the immediate detection of the SARS-CoV-2 coronavirus pathogen.

More detailed information can be found on the coronavirus website for employees:

SARS-CoV-2 Occupational Health and Safety Measures for Employees

* Goethe University employees may, until further notice and following consultation with their supervisors, work from home or remotely, provided that their respective tasks and technical equipment allow it and their personal attendance at the workplace is not absolutely essential.

University management and the Staff Council have agreed on a transition period during which the current rules on remote working and working from home will in general continue to apply. This transition period will last until 31 July 2022.

More detailed information can be found on the coronavirus website for employees:

Work organisation: On site, remote or from home

* It is recommended, in their own best interest, that persons with an increased risk of a severe COVID-19 infection **(risk groups)** avoid close contact as much as possible and do not participate in larger events.

Further information can be found on the coronavirus website for employees:

Risk Groups, Protective Measures for Pregnant women, Childcare and Vacation

**The following persons, irrespective of their immune status (vaccinated / recovered / boosted), are not permitted to enter Goethe University premises:**

* Persons suffering from an acute respiratory infection or fever  
  (in the case of allergy-related symptoms, corresponding proof must be presented (e.g. allergy passport or an up-to-date medical certificate))
* Persons who are infected with SARS-CoV-2 or in whose household a member is infected with SARS-CoV-2

**Other instruction topics / content:** *(please add if necessary)*

**I affirm that I will report immediately to supervisors and to** [infektionsschutz@uni-frankfurt.de](mailto:infektionsschutz@uni-frankfurt.de) **if I or a member of my household have / has tested positive for COVID-19**

**I have been instructed in the prevention of infectious diseases / SARS-CoV-2 and understood these instructions.**

Employee’s last name, first name:

Date, employee’s signature: