



# Plan of Transition: Getting back to University

as of 22<sup>nd</sup> April 2020

The university operation should be carried out in accordance with the general requirements for hygiene and distance regulations are successively ramped up again, so that depending on the development of the pandemic from 27<sup>th</sup> April 2020 a limited presence teaching operation and from 4<sup>th</sup> May 2020 professional presence activities will be possible again.

The start of the restricted classroom teaching operation requires that all employees and students must urgently follow the given rules in order to avoid the risks of spreading the Coronavirus. Maximum discipline is required. Failure to do so will result in house right and, if necessary, the admission to the university is prohibited. On the following pages we would like to inform you about the regulations agreed upon so far:

- Which persons may resume their activities at the university and under which conditions?
- Under what conditions can work on the open spaces of the university as well as field and Forest trials are taking place?
- What must be taken into account when working in laboratories and pilot plants within the framework of project and research tasks?
- And what restrictions must be observed?
- Which classroom teaching events can be held from 27<sup>th</sup> April 2020 onwards under consideration of special hygiene regulations take place again?
- What are the conditions for this?
- How is the resumption of restricted library operations implemented?



## People who take up activities at the university

During the emergency period of attendance at the university, only persons who either pursue the known core tasks, or persons taking up subsequent new activities. As a matter of principle, the superior of the university management / crisis management team must report those persons who take up activities at the university during the emergency operation.

Until further notice, all persons working at the university must submit a daily list of all contact persons. This list is to be kept for four weeks and handed over to the health authorities on request. The following aspects must be taken into account when selecting persons to carry out activities:

- People with cold symptoms are not allowed to work at the university.
- Persons who belong to the risk groups designated by the RKI should be treated according to the possibility to work in the home office and only in exceptional cases at the University.
- Commuters who are dependent on public transport, as well as parents of children requiring care, should preferably have the possibility of work in the home office.



## 1. Work by employees on the open spaces of the university / in field and forest experiments

The work on the open spaces of the university (forest botanical garden including the trial fields) as well as on trial fields of partner farms (e.g. Gut Wilmerdorf, chicken mobile site etc.) can be restored with immediate effect under the following conditions can be recorded:

- Distance to be at least 1.5 m.
- Use of rooms in the surrounding area (kitchenette, sanitary facilities, showers, etc.) may only be by one person at a time.
- There is no limit to the number of people working as long as the distance rule can be safely observed.

For work in the context of field/forest trials, such as site surveys, the Taking soil/plant/water samples etc. applies accordingly. Additionally it must be ensured that when travelling to the reception areas a maximum of two persons are travelling in a vehicle. The use of public transport should be avoided as far as possible. The business trips are to be approved by the deans.



## 2.a Work in laboratories and pilot plants as part of project and research tasks

Urgent project- and research-related work in the university's laboratories and pilot plants is now possible. The laboratory management draws up lists of employees who are allowed to work in the laboratory (taking into account the above) and report them to the university management / crisis management team (this regulation is only valid during the still continuing presence emergency operation).

The following restrictions apply until further notice:

- A maximum of one person may be working in laboratories and pilot plants up to 25 m<sup>2</sup> in size.
- However, it must be ensured that at least one other person is present in I've got him within hailing distance. The laboratory management must take measures to ensure occupational safety. of a person working alone.
- A maximum of two persons may work in laboratories and pilot plants up to 50 m<sup>2</sup> in size be. If only one person is active, the upper paragraph applies accordingly. 25 m<sup>2</sup> each additional laboratory / pilot plant area, the number of permissible People accordingly.
- The use of other rooms (sample preparation etc., but also tea kitchen, sanitary, showers etc.) may only be carried out by one person at a time.



## 2.b Internships in Laboratories and Pilot Plants

From 27<sup>th</sup> April onwards it is possible to carry out traineeships

When using the premises with students, the following applies in principle

- good ventilation and
- Avoidance of contact on entering and leaving the premises with respect.

The following distance regulations also apply:

- At least 5 square meters per person must be provided. A list of the premises and maximum number of persons will be provided promptly.
- The places are to be marked on the floor at a distance of 2 metres by means of a cross.

Should this result in fewer people, this number will be considered the maximum Number of persons.

- The following persons are responsible for compliance with the regulations responsible.



## Responsible for Laboratories and Pilot Plants

### Labs:

- Central ecological laboratory (Prof. Gutwasser)
- FoBoGa laboratory (Mrs. Pflugmacher, Dr. Götz)
- Soil science laboratory FB1 (Prof. Riek)
- Microscopy laboratory FB1 (Prof. Linde)
- Ecological laboratory FB2 (Dr. Juschus)
- Microscopic laboratory FB2 (Prof. Schulz)
- Bonding technology laboratory FB3 (Prof. Schwarz)
- Physics Laboratories FB3 (Prof. Schwarz)
- Wood chemistry and wood analysis laboratory FB3 (Prof. Pfriem)
- Wood Anatomy Laboratory FB3 (Prof. Lautner)



## Responsible for laboratories and pilot plants

Pilot plants and experimental areas:

- Test areas at Botanical Garden (Mrs. Pflugmacher, Dr. Götz)
- Test areas at Wilmersdorf Manor (Dr. Bloch)
- Chicken mobile surfaces ??? (Mr. Trei)
- Technical center FB1 in building 11: (Mrs. Bielefeldt)
- Joinery incl. open space FB3 (Prof. Schwarz)
- CNC Technical Center FB3 (Prof. Dreiner)
- Test hall as well as laser and adhesive technology center FB3 (Prof. Schwarz)
- Thermowood hall and pyro-container FB3 (Prof. Pfriem)



### 3. Lectures

The following classroom teaching events can be attended from 27<sup>th</sup> April onwards under consideration of special hygiene regulations will take place again:

- Internships in laboratories and pilot plants
- Courses (seminars, exercises, excursions) outdoors in nature
- For all classroom teaching events, the distance requirement (at least 1.5m) is to be observed. In laboratories and pilot plants it is recommended to wear mouth and nose masks.

The maximum number of persons depends on the room size and is determined by the Department LUM. The attendance times are limited to the absolutely necessary minimum.

For outdoor courses it is important to note for your arrival that never more than two persons may travel in one vehicle. In the best case they find courses take place in the regional environment of the university.

Oral examinations can still be held in accordance with the voluntary nature of the take place.





## 4. Library

At present, contactless lending is possible in urgent individual cases. For this purpose, an e-mail must be sent to the library with the title and signature.

Arrangements to extend the limited service operation of the library will follow.



## 5. Use of Office Space after Cancellation of the Emergency Presence

Employees with cold symptoms are not allowed to work at the university be.

Stricter hygiene rules apply, such as regular hand washing, regular airing, sneezing and coughing hygiene continue. In case of prolonged contact with other employees\* are recommended to wear a mouth and nose protector.

In principle, the existing distance regulations must be observed. An accumulation of several people in a common area is to be avoided.

Signage must be observed.

If offices are used by several employees, the use of the office space must be agreed upon with superiors to find a regulation, provided that with simultaneous presence the distance regulations cannot be implemented. Therefore alternate use of the rooms in question.



## Issues not yet fully clarified, which will be addressed in the coming weeks to be clarified

- Dealing with other classroom teaching activities according to 3<sup>rd</sup> May in particular
- Seminars and similar "smaller events" (number of maximum
- Persons in lecture rooms, hygienic measures, etc.)
- Dealing with written examinations
- Dealing with appeal proceedings
- Realisation of "one-way street control" in buildings in order to establish contacts with reduce