



Guidelines and recommendations for the implementation of the Bavarian Infection Control Ordinance at the Faculty of Chemistry and Pharmacy of Ludwig-Maximilians-University Munich

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On the basis of No. 1, last paragraph, of the rules and regulations of the University of Bavaria e.V. "Corona Pandemic: Framework Hygiene Concept for Universities" (as of 05.11.2020), the Faculty establishes the following internal regulations.

1. Scope of application

- a. The following regulations apply to all members of the Faculty of Chemistry and Pharmacy.
- b. In addition, the regulations apply to all buildings of the Faculty and to all parts of buildings used by the Faculty.

2. Responsibility for implementation

- a. The guidelines of the University of Bavaria e.V. "Corona Pandemic: Framework Hygiene Concept for Universities" (as of November 5, 2020), which have been agreed with the Bavarian State Ministries of Science and the Arts and of Health and Nursing, apply to the faculty in the form extended here. As a precautionary measure, it is pointed out that failure to comply with the above rules may result in a ban on entering the house.
- b. All members of the Faculty of Chemistry and Pharmacy are responsible for ensuring that the following rules are observed.
- c. All superiors, such as chair holders, professors, heads of working groups, heads of the central facilities of the Faculty as well as the management of approved attendance events (chairpersons of meetings, teaching staff, examiners) have a special responsibility.
- d. All participants in classroom courses are obliged to comply with the established rules concerning them.

3. Social distance requirement

- a. A minimum distance of 1.5 m between persons must be maintained. This distance requirement applies at all times inside and outside the campus rooms and buildings.
- b. Respectful cooperation is expected, which aims at the health and well-being of all. Basically, care must be taken to move prudently and defensively within the building. Unnecessary walks or stays in the corridor, staircase or other areas of the building as well as group formation are to be avoided. Activities such as barbecues, any kind of celebrations and joint consumption of alcohol or community sports on the faculty premises are prohibited.
- c. Elevators should not be used if possible. If elevator use is unavoidable, the elevator should only be used by one person.

4. Wearing of mouth-nose-protection

- a. It is not permitted to enter the LMU buildings without mouth-nose protection (surgical masks or FFP2- masks).
- b. Mouth and nose protection must be worn in all buildings and rooms of the faculty. Exceptions are rooms that are only used by one person and certain examination and teaching situations (Section 8.3.).

5. Further hygiene measures

- a. Everyone is urged to contribute to reducing the risk of infection by washing their hands regularly, especially immediately upon arrival in the building, and by adhering to the cough and sneeze label (only in the crook of the arm). In addition, the general hygiene regulations, such as those published by the Robert Koch Institute, apply.
- b. The faculty and superiors shall ensure that, depending on the spatial conditions, there is always sufficient opportunity to wash or disinfect hands during office hours and during exceptionally approved attendance events. In sanitary rooms and laboratories, cleaning materials and disposable towels must be kept available in sufficient quantities.
- c. Special attention must be paid to the use of toilets, social rooms and tea kitchens with regard to the observance of distances and hygiene regulations.
- d. Ventilation: In rooms with technical ventilation, additional window ventilation is not necessary. Rooms without technical ventilation (offices) that are used by more than one person at the same time must be ventilated at least every 20 minutes. Event rooms must also be ventilated by the event personnel at least every 20 minutes before the event begins and during the event. The minimum ventilation period is 5-10 min in summer, 5 min in spring and autumn and 3 min in winter (faster ventilation in cold weather). The most effective way of ventilation is to ventilate the entire opening area of the windows, if possible cross-ventilation.
- e. Cleaning: The property management ensures that rooms are cleaned regularly. In particular, workplaces at face-to-face events which are used in short succession by several participants at least once a day must be cleaned. In the hygiene framework concepts for the faculty's attendance events, the type and scope of cleaning are prescribed (Annexes A-C).

6. Operation

- a. Sick persons and suspected cases
Persons are not allowed to enter the campus if they
 - 1) knowingly had contact with a confirmed Covid-19 patient (Cat. I contact persons) within the last 14 days unless otherwise ordered by the health department or
 - 2) exhibit symptoms that may indicate COVID-19 disease, such as respiratory symptoms of any severity, unspecific general symptoms, and olfactory or gustatory disturbances; or
 - 3) who are obliged to go into domestic quarantine for 10 days in accordance with the currently valid entry quarantine regulation (EQV).

Excepted in the case of No. 2 are persons who have a medical certificate in German or English language confirming that there are no indications of infection with the coronavirus SARS-CoV-2 and who present it to the person or body directly responsible (head of class or supervisor). The medical certificate must be based on a molecular biological test for the presence of infection with the coronavirus SARS-CoV-2, which was carried out in a member state of the European Union or another state that the RKI has included

in a list of states with a sufficient quality standard for this purpose, and which was carried out no more than 48 hours before presentation to the university. It is pointed out that a so-called "antibody test" is not sufficient.

If a person develops symptoms during his or her stay at the faculty, he or she must immediately report this to his or her supervisor or event manager. The following measures will be initiated:

- the person concerned is sent home (home office) immediately.
 - the room is well ventilated (if no technical ventilation is available).
 - all affected hand contact surfaces are to be cleaned thoroughly with a fat-dissolving cleaning agent (no disinfectant required).
 - without a medical certificate (negative PCR test) the affected person will be allowed to enter the campus buildings again at the earliest 14 days after the symptoms have subsided.
 - all potential contact persons will be informed about the measures taken by the responsible health authority.
- b. Risk groups: Members of groups with an increased risk of a severe course (risk groups according to the Robert Koch Institute) are recommended to take the necessary measures for self-protection. The measures should be coordinated with the treating physician. The staff unit Occupational Medical Service and Health Management can be consulted for advice if necessary.
- c. Superiors should, as far as possible, enable their employees to perform their work flexibly. Wherever possible, work should be performed in the home office. Deviations from this rule are only possible for compelling reasons. Compelling reasons are, among others, if the work in the home office cannot be performed or can only be performed to a very limited extent. A decision whether compelling reasons exist is made by the supervisor. Professors make decisions for their area of responsibility on their own responsibility.
- d. If rooms at the faculty have to be visited, measures for spatial and temporal work organization are to be considered, which reduce the coming together of employees as far as possible, e.g. flexibilization of attendance times, changing teams, use of free room capacities.
- e. Office space is usually only to be used by one person. In case of mandatory additional occupancy (but not more than 3 persons) the room must be sufficiently large (1.5 m distance). Defined seating arrangements shall ensure that the safe distance is maintained, and a mouth-and-nose protection (surgical masks or FFP2- masks) must be worn if the minimum distance is not guaranteed (apart from very brief undercutting) or is mandatory for the City of Munich due to an incidence value of 35 or higher (see point 4 b). Regular ventilation must be ensured.
- f. Work meetings (with a maximum of 5 persons) for official matters, care tasks, etc. are possible without the permission of a superior, unless it is not possible to carry out these meetings via video services, under the strictest of standards. They should, however, be limited to a minimum of time and can only be carried out in sufficiently large rooms under strict observance of the hygiene guidelines. If a minimum distance of 1.5 m cannot be

reliably maintained or if the incidence value is 35 or higher for the city of Munich, a mouth and nose protector (surgical masks or FFP2- masks) must be worn.

- g. Any meetings with more than 5 persons, such as scientific colloquia, shall be held via video services if possible. Excepted from this are meetings for special reasons (such as appointment procedures), which cannot be held via video services or cannot be held in a meaningful way. For face-to-face meetings of this kind, a hygiene concept must be developed, which is presented to the Dean of Studies and must be approved by the Dean.

7. Laboratory and workshop operation

Laboratories and work rooms can be made accessible under strict hygiene and safety conditions for the maintenance of research operations as well as for the execution of final theses and laboratory internships. The following provisions apply in addition to the currently valid general laboratory regulations:

- a. In principle, laboratory work must be reduced to the necessary.
- b. Laboratory work requires approval by the chair's management / the management of the working group.
- c. A maximum occupancy of the laboratory or workshop shall be specified. The basis for calculation is that at a distance of 1.5 m at least 4 sqm of space per person must be available. For all activities in the laboratory or workshop, compliance with the distance regulation (at least 1.5 m) is mandatory. If the minimum distance cannot be maintained continuously and reliably, a mouth-nose (surgical- or FFP2-mask) cover must be worn.
- d. Tools and work equipment are to be used on a personal basis wherever possible. Shared objects, equipment or similar, as well as door and window handles, for example, should be cleaned as far as possible after use. Alternatively, gloves are to be used.
- e. If necessary for safe compliance with all hygiene regulations, additional protective measures may have to be taken, such as transparent, fireproof partitions in workplaces where a protective distance cannot be safely and consistently maintained.
- f. A minimization of personal contact must be ensured by spatial/temporal equalization (e.g. by forming different teams).
- g. Evaluations and analyses shall take place in the home office as far as possible.

If necessary, the laboratory managers shall define safety rules that go beyond the described extent and inform all laboratory users before starting the work.

8. Teaching

The teaching program includes 1) theoretical courses 2) practical courses and 3) examinations.

Every classroom course at our faculty is subject to strict adherence to a hygiene concept, see Appendices A-C. All course leaders must confirm the adherence to the deposited hygiene framework concepts. Individual hygiene concepts must be drawn up by the event manager for individual attendance events that cannot be conducted in an online format and are not covered by Annexes A-C. These must be submitted to the Dean of Studies and approved by the Dean.

Classroom courses that are covered by the hygiene framework are exclusively selected lectures for first-year students (hybrid formats) and all practical courses.

8.1 Theoretical courses:

It is strongly recommended to conduct theoretical courses such as lectures, seminars, exercises and tutorials in online formats.

For exceptions, the hygiene framework "*Hygienerahmenkonzept für theoretische Lehrveranstaltungen in Präsenzform für Studienanfänger an der Fakultät 18*" (Appendix A) applies.

8.2 Practical courses:

Laboratory practical courses can be held as face-to-face practical courses under strict observation of the hygiene guidelines. The proportion of required attendance parts should be reduced to a didactically meaningful level and supplemented by online offerings.

The internships are carried out in accordance with the "*Hygienerahmenkonzept für praktische Lehrveranstaltungen in Präsenzform an der Fakultät 18*" (Appendix B) currently applicable to the faculty and must be agreed upon with the Dean of Studies.

8.3 Tests:

Online examination formats can also be considered for examinations. The regulation for testing electronic remote examinations at universities in Bavaria (Bayerische Fernprüfungsprobungsverordnung-BayFEV) of 16 September 2020 applies.

An examination can be conducted as a presence examination in sufficiently large rooms with the required minimum distances (see point 3) between the participants and the supervisors.

a. Exams

The lecturer who would like to conduct a face-to-face exam must arrange and apply for the exam dates with the respective program coordinator within the first three weeks of the lecture period, stating the expected maximum number of students, the exam duration and possible exam dates (date, time). The Program Coordination Office will determine the examination rooms and dates. The Dean of Studies examines the applications and submits them to the Dean for approval.

Written examinations are conducted in accordance with the „*Hygienerahmenkonzept für schriftliche Prüfungen in Präsenzform an der Fakultät 18*“ (Appendix C), which currently applies to the faculty.

b. Individual examinations in attendance.

Oral individual examinations (such as master's examinations, state examinations) in attendance may only be held in sufficiently large rooms that allow a large distance (at least 1.5 m) between the participants. Only the candidate and the examiner as well as the second examiner or assessor should be personally present. The hygienic requirements must be strictly observed. If several individual tests are to be carried out one after the other, sufficient time intervals and compliance with the specifications on entering and leaving the premises must be ensured.

PhD examinations may only be held in sufficiently large rooms which allow a large distance (at least 1.5 m) between the participants. In principle, only the doctoral candidate and the chairman of the commission should be present in person. All other commission members should be connected via video conference systems. Further details can be found on the webpage on doctoral studies under the item doctoral examination (<https://www.cup.uni-muenchen.de/de/promotion-habil-itation/promotion/abgabe>).

9. Entering and leaving the LMU campus buildings and staying on the LMU campus

- a. The stay in the buildings and on the premises of the faculty is to be limited to the time necessary for attendance.
- b. During the stay in the buildings or on the grounds of the LMU, group formations are not permitted. The rules of distance must be observed at all times.
- c. All members of the university are additionally recommended to use the RKI Corona-Warn-App for their stay on the faculty premises.

10. Further additions

- a. Chairs, working groups and other units may impose stricter requirements than those mentioned above.
- b. Stricter guidelines must be reported to the dean.

11. Weblinks and annexes

LMU Corona Information

German: https://www.uni-muenchen.de/aktuelles/corona_informationen/index.html

English: https://www.en.uni-muenchen.de/news/press-services/corona_information/index.html

11th Bavarian Infection Control Ordinance (11th BayIfSMV) of December 15, 2020

[https://www.gesetze-bayern.de/\(X\(1\)S\(nbboxf3okqkdp2qggqugdz\)\)/Content/Document/BayIfSMV_7/true?AspxAutoDetectCookieSupport=1](https://www.gesetze-bayern.de/(X(1)S(nbboxf3okqkdp2qggqugdz))/Content/Document/BayIfSMV_7/true?AspxAutoDetectCookieSupport=1)

Guidelines of the University of Bavaria e.V.

“Corona Pandemic: Framework Hygiene Concept for Universities”

https://www.uni-muenchen.de/aktuelles/corona_informationen/corona_rahmenhygienekonzept.pdf

Entry Quarantine Regulation (EQV)

[https://www.gesetze-bayern.de/\(X\(1\)S\(osckf0se1wsqnjthork50x3b\)\)/Content/Document/BayEQV?AspxAutoDetectCookieSupport=1](https://www.gesetze-bayern.de/(X(1)S(osckf0se1wsqnjthork50x3b))/Content/Document/BayEQV?AspxAutoDetectCookieSupport=1)

„Bayerische Fernprüfungsprobenverordnung–BayFEV“

<https://www.verkuendung-bayern.de/files/gvbl/2020/26/gvbl-2020-26.pdf>

Appendix A „Hygienerahmenkonzept für theoretische Lehrveranstaltungen in Präsenzform für Studienanfänger an der Fakultät 18“

Appendix B „Hygienerahmenkonzept für praktische Lehrveranstaltungen in Präsenzform an der Fakultät 18“

Appendix C „Hygienerahmenkonzept für schriftliche Prüfungen in Präsenzform an der Fakultät 18“.