

Hygiene Policy

Policy for preventing the spread of infection and sustaining operations at the Hertie School during the COVID-19 pandemic

Version 6, effective as of 10th September 2021

This document will be updated regularly as the situation evolves.
Please make sure you check for updates frequently.

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Preliminary note

The present hygiene policy was developed in order to prevent the spread of COVID-19 at the Hertie School in accordance with the State of Berlin's *Third SARS-CoV-2 Infection Protection Measures Ordinance* from 17th August 2021 and the Senate Chancellery -Higher Education and Research's decisions for the Higher Education sector documented as *Eckpunkte für das Wintersemester 2021/2022* from 10th August 2021. This policy is the sixth version of the Hertie School's hygiene policy and is valid from 10th September 2021 until further notice. Furthermore, this policy represents a living document that may be adjusted regularly as developments to the pandemic require.

All Hertie School staff, students, guest instructors, and visitors are required to adopt the measures that this policy outlines. Everyone is requested to act in accordance with the policy as part of a team effort against the spread of COVID-19. Everyone is further required to follow closely the hygiene advice of local public health authorities and the [Robert Koch Institut \(RKI\)](#).

Everyone is to be informed regularly of the measures outlined in this policy. Signs around the School shall provide assistance in raising awareness about it.

1 Access to the Hertie School

The Hertie School is open to members of the public, staff (including PhDs, guest lecturers and adjuncts)¹ and students who adhere to several key rules.

To facilitate contact tracing in the event of a COVID-19 case at the Hertie School, all individuals are called upon to download the official German Corona-Warn-App² and have their Bluetooth active while on the Hertie School's premises. The Luca App should also be used by members of the public and students where check-in points are available.

The following rules also apply:

1.1 Students

All students are expected to get vaccinated with a COVID-19 vaccine approved by the EMA or accepted by the Paul-Ehrlich-Institute.³

¹ Unless otherwise specified, the term "staff" is subsequently used in this document to refer to Hertie School employees, PhDs, guest lecturers and adjuncts.

² You may need to change your app store country to Germany to access the app. See these instructions: [Android](#) / [iOS](#). Those with international phones can alternatively use the SwissCovid app.

³ As of 10.9.21, these vaccines are BioNTech/Pfizer; Spikevax; AstraZeneca; and Johnson & Johnson. Moreover, in accordance with information from the Paul Ehrlich Institute, all vaccines approved abroad that have the same chemical composition as Astra Zeneca will be accepted on the Hertie School campus. Please

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Details about available vaccination opportunities in Berlin will be provided by the Student Life team. Students must prove their vaccination status by providing relevant documentation via MyStudies.

By the middle of the fall semester, we may deactivate the keys of students who are not fully vaccinated and restrict access to the campus. Exceptions will be approved by the Executive Management.

There is a transition period until the middle of the fall semester, whereby students will be allowed to access campus if they conform to one of the "3Gs" (geimpft, genesen, getestet → vaccinated, recovered, tested) whenever they are on campus:

- they must have been fully vaccinated with a vaccine approved in Germany at least 15 days prior to being on campus; or
- they must have recovered from COVID-19 within the last six months; or
- they must have a negative rapid corona test that is less than 24 hours old.

Proof of vaccination, recovery or of a negative test result should also be carried by students on campus.

During the transition period, students can secure rapid corona tests from Central Office, but are encouraged to get tests from offsite test centres. Students who are not fully vaccinated or who have not recovered from COVID-19 within the last six months, must present their test result at Central Office every time they are on campus.

1.2. Staff

The Hertie School strongly encourages all staff members to get vaccinated against COVID-19.

Staff members are expected to conform to the "3Gs" rule.

Staff members who are neither vaccinated nor recovered are able to secure a test up to twice per week from Central Office for as long as employers are legally required to provide onsite testing facilities. The use of alternative offsite testing facilities is strongly encouraged.

1.3. Visitors

All external visitors to the Hertie School must prove that they conform to one of the "3Gs" at the entrance of the event or meeting that they are attending.

pre-check [here](#) to see if your vaccination is on the list as being identically constructed as AstraZeneca. Information regarding further steps for students vaccinated with vaccines not yet approved in Germany or chemically identical to AstraZeneca will be provided as soon as possible.

2 Personal hygiene

In order to prevent virus transmission, the following measures must be adhered to:

Most important measures

- Please get tested immediately if you exhibit any symptoms of COVID-19 and stay home until you have received a negative result. Please contact Student Life (students), HR (staff) or your supervisor (Annika Zorn for PhDs; Gabriel Tarriba for guest lecturers and adjuncts) if you test positive for COVID-19
- Stay 1.0 metres apart from others
- FFP2 mask must be worn in any scenario where individuals are less than 1.5 metres apart. Medical-standard masks must be worn in all other Hertie School spaces where individuals are not alone. Exceptions for staff: no masks need be worn when seated at desks in offices or during socially distanced business meetings.
- Ventilate rooms regularly (see section 3)
- Wash hands regularly
- Check in with the Luca app (students/external visitors) where required and activate the Corona-Warn-App when on campus

3 Room use

In general, individuals are to remain 1.0 metres apart at all times. With the exception of the forum, rooms are to be aired by opening windows at least twice an hour when in use. The forum is to be aired using the air conditioning system, which fully exchanges the air in the space at least four times per hour. Air cleaning machines have been placed in the library, the cafeteria and seminar rooms in order to support ventilation.

FFP2 mask must be worn in any scenario where individuals are less than 1.5 metres apart. Medical-standard masks must be worn in all other Hertie School spaces where individuals are not alone. However, staff do not need to wear masks when seated at desks in offices or during socially distanced business meetings.

Central Office has drawn up plans detailing the capacity of seminar rooms, which can be found on SharePoint. Study rooms are set up so that users can maintain 1.0m social distancing.

Heads of Unit are responsible for organizing their teams' workspace use in accordance with the Company Agreement on Mobile Work and so that 1.0m distancing is maintained at all times.

All offices, teaching rooms, study rooms and meeting rooms are to be equipped

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with disinfectant spray and paper towels with which users may disinfect surfaces.
Staff may collect disinfectant spray for their offices from Central Office.

3.1 Teaching rooms

- All course attendees are to sit 1.0 metres apart, including in IT Labs.
- All onsite attendees and instructors are required to wear a FFP2 mask during class.
- Check in with the Luca app (students/external visitors) using available QR codes and keep the Corona-Warn-App active

3.2 Study rooms

- Study rooms are set up so that users can maintain 1.0m social distancing. Students may request study rooms using a request form on MyStudies. Central Office / Reception will approve or deny this request based on availability and document study room use in Academy5.
- PC lab spaces can be booked via [Moodle](#).

3.3 Corridors

- Signs in corridors remind users to keep 1.0 metres distance.
- Lifts are to be used by a maximum of two people at a time.

3.4 Library

- Students are welcome to use the 30 available study spaces in the library.
- In order to borrow books from the library's collection, the book return box located for pick-up in front of Central Office's reception desk in the entrance area of the first floor between 9 am and 5 pm on workdays remains in place. You can order books to collect from the book return box via email ([library\[at\]hertie-school\[dot\]org](mailto:library@hertie-school.org)). Books that are to be returned can be placed in the same box. In addition, students can also come to the library and use the self-service machine or visit the service desk.
- Furthermore, the Library Team continues to scan book chapters, send books to home addresses, provide electronic materials or print out documents, which will be placed on the book return box.
- Electronic resources – databases, e-books and e-journals – are accessible via the Hertie School remote access connection (for more information, see our remote access manual and information sheet about our e-resources).
- Library users must check in using the Luca app (external visitors/students).

3.5 Bathrooms

- The number of people who may use a given bathroom at any one time is limited depending on the size of the room. Signs on the bathroom doors indicate the maximum number of users at any one time.
- All bathrooms are to be supplied with sufficient soap dispensers and single-use paper towels, which are to be topped up regularly.

3.6 Kitchens

- Students, staff and guest instructors are permitted to use their designated kitchens, which are cleaned regularly.
- Kitchen users must remain 1.0 metres apart at all times.

3.7 Cafeteria

- The operator Mr Fuhrmann is responsible for implementing relevant hygiene measures.
- Floor markings 1.0 metres apart are placed in front of the service counter in order to ensure safe queuing practices.

3.8 Roof terrace

- Individuals may make use of the roof terrace provided they remain 1.0 metres apart at all times.

4 Room cleaning

The following surfaces are to be cleaned thoroughly and regularly:

- Door handles and other handles (e.g. of draws and windows)
- Handrails and bannisters
- Light switches
- Tabletops
- Any other frequently used surfaces

Any rooms used for teaching and meetings are to be cleaned regularly and frequently aired. Bathrooms and kitchens are cleaned on a daily basis. Offices are being cleaned frequently. Cleaning is taking place more regularly than before the pandemic.

5 Meetings, conferences and events

Pursuant to section 1 of this policy, external visitors must prove that they conform to one of the “3Gs” rules at the entrance to their meetings, conferences and events in order to gain access. They should also use the Corona-Warn-App and – where required – the Luca app.

Pursuant to section 3 of this policy, meeting rooms are to be set up so that individuals may remain 1.0 metres apart and aired at least every 30 minutes.

6 Food and drink on the Hertie School campus

Food and drink may be consumed on campus provided that individuals remain 1.0 metres apart.

7 Travel

7.1 Rules for individuals arriving in Berlin

Quarantine rules are updated regularly and the latest travel rules for the state of Berlin apply to all members of Hertie School staff, students, faculty and external instructors. Be sure to check the latest regulations on the [website](#) of the Federal Foreign Office and any additional requirements your travel provider may have in advance of your trip.

If you are travelling from a risk area, you will often have to quarantine for ten days and provide a negative test result on arrival in-country.

7.2 Business travel

Please make sure to check relevant regulations both in Germany and in your country of destination before you travel, as well as reviewing any additional requirements your travel provider may have in advance of your trip.

Particularly useful sites are <https://reopen.europa.eu/en> and the [website](#) of the Federal Foreign Office.

8 Actions for staff, students and guest instructors with a (suspected) case of COVID-19

Should an individual exhibit symptoms of COVID-19 while at the School (e.g. fever, dry cough, difficulties breathing, loss of taste/smell, sore throat, limb pain, headache, general feeling of weakness), then they are required to leave the premises immediately and get a test. They should self-isolate and only return to campus when they have a negative test result

Anyone exhibiting symptoms of COVID-19 and anyone who has had contact with a COVID-19 patient should self-isolate and call their general practitioner (Hausarzt), [local health authority](#) or the Berlin Senate hotline (+49 (0) 30 90 28 28 28) for advice on further steps.

Moreover, anyone with a suspected or successfully identified case of COVID-19 should contact Student Life (students), HR (staff) or your supervisor (Annika Zorn for PhDs; Gabriel Tarriba for guest lecturers and adjuncts). Contacted departments should report any such instances to the School's Management.

Further guidance about how staff, students and guest instructors should act in specific scenarios where they have a (suspected) case of COVID-19, as well as information regarding returning to the School after contracting COVID-19, can be found in Appendix 1.

9 The School's response should a student, staff member or guest instructor contract COVID-19

In the event that a student, staff member or guest lecturer at the School contracts COVID-19, the Hochschulleitung (HSL; Managing Director, President and Deans) will make contact with the Bezirksamt Mitte (corona@ba-mitte.de, 030 9018 41000) to discuss appropriate further steps.

Depending on the situation, an adjustment to hygiene measures at the School may come into effect.

See Appendix 2 for how the School will respond in specific scenarios.

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10 The School's response to developments to the pandemic in the State of Berlin

The Hertie School participates in regular taskforce meetings organised by the Senate Chancellery – Higher Education and Research and will follow its advice, as well as any other relevant legal framework and government advice, to adjust hygiene measures in accordance with developments to the pandemic.

Hertie School

Berlin, 10th September 2021



Mark Hallerberg

Acting President



Axel Baisch

Managing Director

Appendix 1: Further guidance for staff and students with a (suspected) case of COVID-19

To supplement the advice found in the main body of the Hygiene Policy, please find below guidance for how staff, students and guest instructors should behave in specific scenarios where they (may) have COVID-19.

Scenario 1: I am feeling a bit unwell with symptoms such as a cough and stuffed nose, but I don't have a fever.

Actions:

- i. Follow the steps outlined in section 8 of the hygiene policy. Student Life can assist students in contacting doctors or the local health authority. Students should contact their professors if their absence will affect their attendance in class.
 - ii. Do not come to campus and self-isolate until you have a negative test result.
 - iii. If you have tested positive for COVID-19, your doctor and local health authorities will advise on the length of time you should remain at home and/or when to seek further medical care. If you test positive, you can only return to campus following your prescribed quarantine period.
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Scenario 2: I have a fever (38.5°), have lost my sense of taste/smell, have a dry cough, and/or am experiencing muscle aches and pains.

Actions:

- i. Follow the steps outlined in section 8 of the hygiene policy. Student Life can assist students in contacting doctors or the local health authority. Students should contact their professors if their absence will affect their attendance in class.
 - ii. Do not come to campus and self-isolate until you have a negative test result. Patients with severe symptoms should call an ambulance or contact a hospital emergency room. You are advised not to go to a hospital emergency room without calling first. Please keep Student Life/your supervisor informed so we can offer support.
 - iii. If you have tested positive for COVID-19, your doctor and local health authorities will advise on the length of time you should remain at home and/or when to seek further medical care. If you test positive, you can only return to campus following your prescribed quarantine period.
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Scenario 3: I have tested positive for COVID-19.

Actions:

- i. Follow the steps outlined in section 8 of the hygiene policy. Students should contact their professors if their absence will affect their attendance in class. Local authorities or your doctor will advise on the length of time you should remain at home and/or when to seek further medical care, and how to manage your symptoms. Patients with severe symptoms should call an ambulance or contact a hospital emergency room. You are advised not to go to a hospital

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emergency room without calling first. Please keep Student Life/your supervisor informed so we can offer support.

- ii. You can return to campus following your prescribed quarantine period and once you have returned to good health.

Scenario 4: My WG roommate or live-in partner has received a positive COVID-19 test or has COVID-19 symptoms.

Actions:

- i. Self-isolate and contact your local health authority for advice. Student Life can assist students in doing so. Students should contact their professors if their absence will affect their attendance in class.
- ii. Behave as advised by the local health authority.

Scenario 5: I have been exposed to someone who has tested positive for COVID-19 (i.e. face to face contact for more than 10 minutes, or was coughed on by a person who has tested positive).

Actions:

- i. Self-isolate and follow the reporting procedures outlined under point 8 of the hygiene policy. Students should contact their professors if their absence will affect their attendance in class.
- ii. Contact your local physician, local health authority or the Berlin Senate +49 (0) 30 - 90 28 28 28. Student Life can assist students in doing this. Local authorities or your doctor will evaluate your scenario and may recommend a laboratory test for you based on your level of exposure. They will also provide guidance on whether you may need to enter into quarantine and for how long.
- iii. You can return to campus following the guidance of local authorities.
- iv. Those fully vaccinated against COVID-19 with a vaccine approved in Germany or its equivalent (see section 1) or those who recovered from COVID-19 within the last 6 months are exempt from having to quarantine provided they do not develop any symptoms.

Appendix 2: The School’s specific response to different COVID-19 scenarios within the Community

A. A student or staff member has COVID-19 and had contact with others

The COVID-19 patient is expected to follow the reporting procedures outlined under point 8 of the Hygiene Policy.

Furthermore, the School will be informed about a case among staff, students or guest instructors by the local health authority. The local health authority shall contact the HSL.

The local health authority asks the School for lists of participants at events in which the infected person participated. Relevant lists from the Luca app will be released and further information (e.g. separate event attendance lists or lists of meeting participants) will be provided where appropriate.

Storage information for information additional to that from the Luca app (please consult the main body of the hygiene policy to check whether the use of these spaces is currently permitted):

Area/ event	Process / Storage	Contact / Access
Study Rooms	Students book spaces via MyStudies	Central Office
Public Events	Attendees are registered via Electronic Lists / Zkipster / Paper lists	Event Lead (Centre Mgr or Comms team)
Staff members’ meetings	Personal calendars	Staff Member
External visitors	Personal calendars	Staff members

The local health authority uses this documentation to undertake contact tracing.

The HSL reviews whether to move any onsite courses of students who had contact with the COVID-19 patient online.

If groups of persons with whom the patient had contact cannot be clearly identified, HSL will coordinate with the local health authority to identify further appropriate measures and ask staff and students to take relevant further steps (e.g., making a voluntary symptom diary).

B. An outbreak occurs – several students/staff members get COVID-19 in cases linked spatially and temporally to each other

The COVID-19 patients are expected to follow the reporting procedures outlined under point 8 of the Hygiene Policy.

The local health authority will determine individual measures that must be taken and bears responsibility for those measures.

To support the actions of the local health authority, the HSL will consider implementing the measures described as a response to scenario A.

C. Many students or staff members get COVID-19 and cases are not temporally or spatially linked

If there are a total of at least 10 students, staff and/or guest instructors with COVID-19 who were working onsite, the HSL will implement more restrictive hygiene measures if advised by local health authorities. It shall otherwise follow the steps outlined in Scenario A.

Depending on the seriousness of the situation, the HSL will consider moving completely to online mode.