

Department of Mathematics/Computer Sciences  
Deanery / Head of administration

**Concept for the implementation of “limited attendance mode” – area hygiene plan**  
status 20.06.2020

Based on the current amendment regulations of the State of Berlin and on the general hygiene plan of Freie Universität Berlin, the introduction of “limited attendance mode” is possible in principle, if a concretization for implementation in the form of a risk assessment has been worked out and submitted to the CV Task Force of Freie Universität Berlin.

The measures to be taken for the introduction of limited attendance are summarized below. The regulations will apply from 22.06.2020 and will be adapted and communicated according to the needs and development of the pandemic situation.

**A. Principles**

Presence operation in the properties of the department will be possible again from 22.06.2020, but only to a greatly reduced extent and under strict conditions. The central guideline is that office space may only be occupied by one person at a time in order to carry out teaching, research and/or administrative tasks. The working groups are required to draw up corresponding plans depending on the size of the working group and the spatial conditions. Separate agreements are made for organizational units outside of AG structures (e.g. department administration, IT services, caretaker services).

The following regulations continue to apply unchanged:

- All buildings of the department remain closed to the public. Access is only possible with a valid locking medium and is generally only possible via the respective main entrance(s).
- Until further notice, teaching will take place exclusively in online formats. Regulations concerning realization of examinations are currently being drawn up. The basic principle is that attendance examinations may only be conducted in rooms for which an approved usage concept exists. This concept must not only contain specifications for the respective room (distance control, ventilation), but also for the organization of the examination itself (entrance and exit, entrance control, hygiene concept). The department administration develops such concepts in cooperation with the technical department and will inform about the results.
- The personal counselling of students and doctoral candidates in the examination and doctoral office will continue to take place outside the classroom.
- Sessions and group meetings will take place in online format.
- Teaching and recreation rooms as well as student communication and work rooms are closed. Group rooms/tea kitchens can be used, provided that access restrictions and hygiene regulations are introduced.
- The general hygiene regulations must be strictly adhered to. Please also pay attention to the appropriate signs in the buildings. For a successful implementation of the overall concept, we are dependent on each one of you handling the described regulations on your own responsibility!

Furthermore, please observe the following:

Persons with fever and possibly other acute respiratory symptoms (coughing, shortness of breath, sore throat, etc.), which may indicate an infection with COVID-19, are not allowed to enter the university buildings. Those concerned must contact a doctor as soon as possible by telephone to clarify their illness. If COVID-19 is detected, the doctor will inform the public health department. The health department will then decide what further measures are necessary.

Suspected cases of COVID-19 or illnesses of employees must continue to be reported directly to the AG management, the personnel department and the administrative management. The AG management immediately informs all persons who have been in contact during the three days before the first appearance of symptoms (copy to [corona@mi.fu-berlin.de](mailto:corona@mi.fu-berlin.de)).

## **B. Implementation**

### Schedules of operations

Each work group/organizational unit submits a fixed schedule to the Dean's office (rhythm of choice for daily/half-day or one to a maximum of four weeks). The table in the appendix is to be used as a model; updates must be sent to [corona@mi.fu-berlin.de](mailto:corona@mi.fu-berlin.de) at least two working days after the start of the new interval.

When drawing up the deployment plans please take into consideration:

- In principle, activities should continue to be carried out from the home office, if possible and reasonable. A return to normal operation is neither desired nor feasible under the restrictions imposed by the Corona crisis.
- Persons who belong to corona risk groups should generally be assigned in such a way that presence contacts at the workplace are reduced as far as possible (home office, changed work organization).
- Prioritization is to be made with regard to limited attendance mode (e.g. special scientific requirements, digital teaching, poor conditions for work in the home office). If possible, please also take into account other circumstances such as caring for children or relatives or contacts with risk groups in the families.
- Office space up to 25 qm may only be used by one person at a time. Rotation in shifts is possible if the first users clean the areas of the rooms used in parallel and ensure sufficient ventilation. Should deviations from the principle of "one person per room" be necessary in exceptional cases, this must be supported by accompanying protective measures (e.g. distance regulations, MNB, reinforced ventilation regime, protective walls, barrier strips).
- For the restart of research in presence, third party funded projects with a currently not yet completed or not yet planned extension of the duration should be considered on first hand. Other aspects may include deadlines for final theses/doctoral theses, the granting of residence permits or the achievement of maximum employment periods. The decision is in the responsibility of the AG management.

Work in the limited attendance mode can only be started after the Dean's Office has approved the plans of action! If unforeseeable changes to deployment plans become necessary, the pandemic officers must be informed immediately via at [corona@mi.fu-berlin.de](mailto:corona@mi.fu-berlin.de).

### Documentation of attendances / teachings

The plans of action must clearly indicate which persons are in which rooms on which days and at what times. This is necessary, as possible contact persons can be identified and informed in case of suspected infection or illness. The schedules are to be drawn up under the responsibility of the AG leaders and - supplemented by a list of the actual attendance times - to be kept in the working groups. They can be viewed by the dean's office on request.

All persons who are to be deployed in limited attendance must confirm in writing that they are familiar with the deployment plans and the regulations for restricted attendance (e-mail format is sufficient; the attached "Hygiene and conduct regulations for obligatory information for personnel in limited attendance" can be used). These confirmations are to be kept in the working groups and can be viewed by the Dean's office on request.

If limited attendance mode is used, a copy of the deployment plans must be carried along and presented on request. From 22.06.2020, only the regulations of the deployment plans will apply; permits issued in the context of the previous emergency presence operation will lose their validity.

#### Hygiene regulations

Please observe the general hygiene regulations according to the general hygiene plan of the FU Berlin ([https://www.fu-berlin.de/sites/gpr/news/20200525\\_Rahmenhygieneplan\\_Praesenzbetrieb.pdf](https://www.fu-berlin.de/sites/gpr/news/20200525_Rahmenhygieneplan_Praesenzbetrieb.pdf)).

The risk assessment "Coronavirus" must be observed as an additional applicable document. In application to the situation at the Department of Mathematics/Computer Science

- In all freely accessible areas of the buildings (corridors, stairs, sanitary facilities) a mouth-nose cover (MNB) must be worn. This is not necessary at the workplace in the individual office. The requirement to wash hands every time the MNB is put on and taken off will generally not be met. When putting on and taking off the MNB, please make sure that you only hold it by its ear straps and then store it hanging. If necessary, use hand disinfectant and change the MNB when it becomes wet. Any requirements for MNBs and/or disinfectants are provided by the department (please report any such requirements to [corona@mi.fu-berlin.de](mailto:corona@mi.fu-berlin.de) with the respective deployment plans).

- Contact with persons, especially that in category I (distance <1.5m, duration >15min) is to be avoided and the distance regulation is to be observed. Please consider this especially when using traffic routes such as unclear staircases and narrow corridors as well as when using sanitary facilities.

- Please ensure appropriate hand hygiene whenever possible.

- In the rooms of the working groups/organisational units, additional hygiene measures are to be taken by the users in addition to the maintenance cleaning. This includes in particular the wearing of gloves or the cleaning of door handles, light switches, handles, etc., a surface cleaning of areas of rooms used during shift changes (cleaning with common household cleaning agents) as well as sufficient ventilation (pulse ventilation at least once an hour). The planning of the measures is in the responsibility of the working groups. If materials are required for this purpose, they will be made available centrally (please notify the relevant requirements with the respective deployment plans to [corona@mi.fu-berlin.de](mailto:corona@mi.fu-berlin.de)).

- The working group leaders are responsible for the observance of the hygiene and conduct regulations of their employees on site.

I would like to ask for your support in the implementation of the regulations in order to enable the limited attendance mode to be started and carried out with as little risk as possible in the interest of all people involved. Please accept your personal responsibility for a respectful co-operation.

The Deanery or I myself will be happy to answer any questions you may have,  
with best regards,

M. Weiß  
Head of administration