
The corona (SARS-CoV-2) pandemic is a health risk, not only for an indeterminate number of people, but also for public safety and order. The pandemic has significant implications for all of us, affecting economic activities and the world of work in general.

The special occupational health and safety measures described below have been devised to protect employees from the SARS-CoV-2 virus. When implementing the protective measures, the legal order of precedence (the so-called TOP principle) must be observed.

1. Technical (e.g. protective plexiglass screens)
2. Organizational (e.g. working from home, social distancing, personal hygiene)
3. Personal protective measures (e.g. masks, protective gloves)

This means that wearing a protective mask is only necessary when the overriding measures are not possible.

Main objectives:

- The social distancing rules announced on March 12, must be observed. This means, maintaining a distance of at least 1.5 meters to other people.
- Independent of the hygiene concept, employees who work in an environment where compliance with social distancing rules may not always be possible, will be provided with face masks and these must be worn. If the minimum distance cannot be observed for a short time, for example when walking past someone in a corridor; this is not a risk and there is no need for additional protective measures.
- People with respiratory symptoms (if these have not been diagnosed by a doctor as a common cold) or fever are not allowed on the university campus.
- The SARS-CoV-2 occupational safety measures are considered constructive in the research and administration sectors and their implementation is feasible in these areas. It is not possible to implement certain measures in the fields of research in natural and engineering sciences. In such circumstances, compensatory measures must be determined as part of the risk assessment. Explicitly, this means that some areas may not yet be able to return to normal operation.

The respective on-site managers are responsible for the implementation and observation of the protective measures listed here.

Some measures have already been implemented and these can be specified in the risk assessment.

This risk assessment is a supplement to the existing evaluation and applies during the corona (SARS-CoV-2) pandemic.

Special technical measures	Protective measures	Need for action		Implementation	
		Who	When	From when	Who
Workplace organization	Social distancing rules have been in place since March 12. These specify that people must maintain a distance of at least 1.5 meters from each other (1.5-meter social distancing rule)	Emergency task force	CW17	CW17	Emergency task force / supervisor
	Since mid-March, employees have been encouraged to work from home . Current information about this can be found on the news ticker.	Emergency task force	CW11	CW11	Emergency task force / superior
	At risk groups (people > 60 years of age, people with chronic illnesses, such as diabetes, heart problems and immunodeficiency disorders (suppression of the body's immune system) (and others)) should work from home and only in exceptional circumstances are people in the higher risk groups permitted to work on site, subject to increased safety measures.	Emergency task force	CW11	CW11	Emergency task force / supervisor
Practical Courses	<p>Practical Courses in the fields of science and engineering science might have some similarities, but they are not truly comparable with each other. For this reason, it is not possible to compile sensible risk assessments for all practical courses.</p> <p>In addition to safety precautions taken in "normal times", it is now necessary to also implement the hygiene measures specified in the corona risk assessment for practical courses and to integrate these into a sensible master plan.</p> <p>Please ensure that the diverse safety precautions can be implemented without increasing risk. The Safety Department and the Occupational Medical and Health Services would like to check the suggested concepts and are willing to comment or add to them if required.</p>	Emergency task force	CW17	CW17	Emergency task force / supervisor
Cleaning services	<p>Regular cleaning of door handles and handrails helps to prevent infection.</p> <p>Cleaning by university cleaning services will be taking place at more regular intervals.</p>	D6	CW10	CW10	D6
Sanitary facilities	Liquid soap that is gentle on the skin, and paper towel dispensers are available for washing your hands.	Emergency task force	CW10	CW10	D6 / all

Special technical measures	Protective measures	Need for action		Implementation	
		Who	When	From when	Who
	Adequate cleaning and hygiene measures are planned, and cleaning plans will be hung in all sanitary facilities (template at the health management service).				
Canteens and break rooms	In accordance with BW corona regulations, the Studierendenwerk Stuttgart's cafeterias and canteens will remain closed until further notice. Current information can be found on the news ticker. Employees are asked to take lunch and coffee breaks in small groups (max. 5 people).	Emergency task force	CW17	CW17	All
Libraries	The UB will be operating at a limited capacity at both locations and a number of institute libraries from May 11, 2020, provided that the relevant legal requirements can be met and as long as hygiene measures can be implemented at the UB and the institute libraries. Special hygiene rules will also be determined	UB	CW 18	CW 18	
Courses of all kinds e.g. training courses, language courses, university sport	These courses are postponed until further notice. For information about possible alternatives, please see the news ticker.	Emergency task force	CW 12	CW 12	
Ventilation	Regularly airing rooms improves hygiene and air quality. In closed rooms, the number of pathogens in the air increases. Airing and good ventilation reduces the number of pathogens that might be contained in minute droplets.	Emergency task force	CW17	CW17	All
Meetings	Meeting should be conducted on the telephone where possible, or via video conference, even if all those involved are currently on campus. Internal meetings, events or similar at the University of Stuttgart may generally only be carried in groups of maximum five people and are subject to social distancing rules of a minimum distance of 1.5 m.	Emergency Task Force / Supervisor	CW14	CW14	Emergency Task Force / Supervisor

Special technical measures	Protective measures	Need for action		Implementation	
		Who	When	From when	Who
Business trips / Excursions	<p>Business trips abroad are currently not permitted and business trips within Germany should be avoided where possible. Business trips within Germany will only be approved if absolutely necessary. See the news ticker.</p> <p>Travel warnings from the Foreign Office and national regulations applicable in the country of destination must also be observed.</p>	Emergency Task Force / Supervisor	CW14	CW14	Emergency Task Force / Supervisor
Ensuring adequate social distancing	<p>The elevators may only be used by one person at a time, if it is not possible to maintain a distance of 1.5 m.</p> <p>In the case of office working areas, the capacity of the space must be utilized to ensure that rooms are not occupied by more than one person, or that adequate social distancing is possible. Working from home is preferable where possible.</p>	Emergency Task Force	CW12 CW12	CW12 CW12	All
Work equipment/tools	Tools and equipment must be disinfected before they are used by someone else.	Emergency Task Force	CW17	CW17	Emergency Task Force / Supervisor
Working hours and breaks	<ul style="list-style-type: none"> Daily permissible working hours will be extended to Monday to Saturday, 6 a.m. to 10 p.m. Business operating hours no longer apply. Individuals and supervisors are responsible for ensuring that employees comply with legal requirements for breaks and maximum working hours. "Only" the period of time when work can be carried out, either from home or on-site, has been extended, not the working hours themselves – this is primarily to enable parents to accommodate childcare duties. <p>Please see the news ticker for up-to-date information.</p>	Emergency Task Force			Emergency Task Force / Supervisor / all
Face masks	<p>All employees are asked to wear a face mask ("simple cloth mask") in university buildings, if social distancing of 1.5 m is not possible.</p> <p>University directors will purchase and provide masks for employees centrally, for use in environments where it is necessary to wear a facemask at work.</p>	Emergency Task Force Emergency Task Force	CW18 CW18	CW18 CW18	All All

Special technical measures	Protective measures	Need for action		Implementation	
		Who	When	From when	Who
	As soon as it reopens, the university will provide medical masks and/or protective plexiglass screens to those areas where the risk of infection is particularly high.				
First aid	<p>Protective equipment for first aiders (FFP2 face masks, disposable gloves) must be available at all times.</p> <p>It is currently recommended that reanimation and artificial resuscitation should be avoided in order to protect from infection (at the first aider's discretion), unless a resuscitation device is available (AED location).</p> <p>Cardiopulmonary resuscitation and contacting the emergency services are vital.</p>	Emergency Task Force	CW17	CW18	Emergency Task Force / SiWe
Access for external personnel to workplaces and university sites	<p>Members of the public are only permitted to enter university buildings and facilities if absolutely necessary. University archives, collections and similar are closed to the public until further notice.</p> <p>University buildings are currently operating in so-called "weekend mode" and can only be accessed via night doors and using a key. Please be aware that the doors are locked and cannot be held open by doorstops etc.</p>	Emergency Task Force	CW11	CW11	D 6 and building users
Guidelines for suspected coronavirus cases	<ul style="list-style-type: none"> • People who come into contact with a suspected case of coronavirus must remain in quarantine at home for 14 days after contact and contact their supervisor and the relevant contact person(s) at their institute. • People with corona-like symptoms must stay at home, inform their supervisors and the relevant contact person(s) at their institute and contact their doctor or the emergency department. Only healthy people are currently permitted access to the university. • If you have been in contact with people who have been in a risk region, and are showing corona-like symptoms (coughing, fever, sore throat, respiratory 	Emergency Task Force	CW12	CW12	all

Special technical measures	Protective measures	Need for action		Implementation	
		Who	When	From when	Who
	problems, a cold) please telephone your doctor or an emergency department.				
Minimizing the impact of corona on mental health	Please contact health management and/or university medical services AMD	Emergency Task Force	CW12	CW12	all
Instructions and active communication	Employees will be informed about the current situation and measures being implemented at the University of Stuttgart via the news ticker and group emails.	Emergency Task Force	Continuously	Continuously	all
Occupational health and protection of those at risk	Occupational Medical and Health Services are available to advise employees and provide information about specific medical issues related to corona or a possible infection with corona virus (telephone contact). The doctors will also pass you on to other services if required.	Emergency Task Force	CW12	CW12	all

Further applicable documents:

- [University of Stuttgart Hygiene Concept](#)
- Notices
- Instructions
- [News Ticker](#)