Hygiene Plan to Limit the Spread of Pathogens and Maintain Interim Operations at Kühne Logistics University with Regard to SARS-CoV-2 (the Corona Pandemic)

Regulation Nr. 20

Version: March 23, 2021, based on the master corona hygiene plan issued by the Free and Hanseatic City of Hamburg, modified by Christopher Jensen (Head of Facility Management – Kühne Logistics University).

This regulation replaces the Corona Hygiene Plan of March 04, 2021.

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Preamble

This Hygiene Plan represents a binding policy with regard to staying, working and classroom teaching in the KLU building, which will remain in effect as long as the new coronavirus poses a public health threat that calls for the implementation of special precautionary measures. With this current version, regulations for on-campus teaching, and opening of KLU campus for the public are introduced.

1. Personal Hygiene

The new coronavirus can be transmitted from person to person. It is chiefly transmitted by droplets, which directly affect the mucous membranes of the respiratory tract. In addition, it can be indirectly transmitted by contaminated hands coming into contact with the mouth, nose or eyes.

Essential Precautions

- If you develop symptoms (e.g. fever, dry cough, problems breathing, no sense of taste/smell, sore throat, aches in your extremities, abdominal pain, nausea, vomiting or diarrhea), you should absolutely remain at home.
- In the event of an acute illness at the workplace, the person in question should (if one is available) put on a medical face mask (according to standards FFP2, KN95 or surgical mask) and immediately move to a separate room; ideally, this should be a previously prepared “isolation room.” The person in question will be released from their duties as quickly as possible.
- Maintain a safety distance of at least 1.5 meters from other people.
- Avoid touching your face, especially the mucous membranes (i.e., your mouth, eyes or nose), with your hands.
- Do not touch or hug others, including handshakes.
- Practice thorough hand hygiene (e.g. after entering the building, before and after meals, before and after using the toilet, before putting on and after removing your face mask).

Hand hygiene consists of

a. washing your hands with soap for 20-30 seconds if option b. is not possible, or in addition to

b. disinfecting your hands: apply a sufficient amount of disinfectant to your dry hands and massage it into your skin until it has dried completely (ca. 30 seconds). Be sure to wet your hands completely.
• If possible, avoid touching publicly accessible objects and surfaces like doorknobs and elevator buttons with your hands or fingers; use your elbows instead.

• Coughing and sneezing: being sure to cough and sneeze into your elbow is one of the most important preventive measures. If you feel you are about to cough or sneeze, try to do so as far away from others as possible; ideally, you should also turn away from them.

• Masks: wearing a mask can help block the droplets that are exhaled e.g. when talking, coughing or sneezing; in this way, the risk of infecting others through coughing, sneezing or speaking can be effectively reduced (protecting others). Until further notice, wearing a mask (according to standards FFP2, KN95 or surgical mask) is mandatory on campus with the exceptions given in this regulation. Further, doing so is recommended for all situations in which a safety distance of 1.5 m cannot feasibly be maintained, e.g. during breaks. However, wearing a mask does not mean that you should unnecessarily disregard the minimum safe distance to others. Further, even if you are wearing a mask, the standard hygiene regulations, especially the latest recommendations issued by the Robert Koch Institute (RKI) and Germany’s Federal Centre for Health Education, must be adhered to at all times.

• After removing your mask, you should thoroughly wash your hands in keeping with the general rules for hygiene.

• Once removed, your mask should be stored in an airtight plastic bag or similar container, or exchanged immediately.

• Students and University employees are personally responsible for acquiring and caring for their own masks or facial coverings. At its discretion, the University may offer support with acquiring masks.

2. Traveling to and from KLU / Quarantine Restrictions

Wherever possible, we recommend traveling to and from the KLU building individually (e.g. using your own automobile or bicycle, or on foot). A limited number of parking spaces are available in the underground parking. The Service Desk handles all requests for parking spaces and assigns them, subject to availability.

If you choose to use public transportation, we recommend that you avoid rush hours, and that you adjust your working hours (if possible) accordingly. The official ordinance requiring masks to be worn when using public transportation must be adhered to at all times.

Fundamentally speaking, we do not recommend that long-range commuters come to the KLU Campus on a regular basis, and recommend that they use the home office option instead.

Depending on the pandemic situation, University Management may implement additional home office regulations and restrict some or all access to campus.

The Executive Board has introduced a quarantine requirement for travelers from regions / countries classified as “risk areas”. The classification as “risk area” is based on the corresponding
classification of the Robert Koch Institute\textsuperscript{1}. Travelers from risk areas may only enter the KLU campus 10 days after entering the City of Hamburg and complying with a self-quarantine (or alternatively complying with a self-quarantine of 5 days after entering the City of Hamburg and presenting a negative Corona test). The requirements are based in particular on regional developments in the spread of the pandemic and the specifications and warnings of the authorities. Regardless of the abovementioned regulations, all regulations regarding the Coronavirus SARS-CoV-2 set forth by the City of Hamburg remain in effect.

3. Rapid Tests

Rapid Testing is made available on KLU campus. Members of the university are offered to take up to two tests per week on campus. Rapid Tests are mandatory for all participants in face to face meetings with more than two participants and for all physical events on campus.

KLU will appoint a contact person that will administer test processing and its documentation.

3. Room hygiene and Use of Rooms in the KLU Building

\textit{Common Rooms (kitchenettes, lounges, Cafeteria and bistro)}

\textit{Kitchenettes and Lounges}

For the purposes of cleaning surfaces, disinfectant and paper towels will be provided. For utensils and surfaces that are frequently touched, we recommend disinfection before and after use. Using common rooms and eating meals in them are only permissible if the minimum distance of 1.5 m can be safely maintained; if this cannot be guaranteed, meals should be eaten at your desk instead. The maximum number of people for the simultaneous use of the respective rooms must be observed (see signage).

The Student Lounge will remain closed until further notice, and will be reopened by University Management as soon as the pandemic situation permits safe operation.

\textit{Cafeteria and bistro}

In the event that the KLU Cafeteria is reopened, the operator’s rules on hygiene must be adhered to.

\textsuperscript{1} Available under: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html und https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/ and https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html
Offices
Wherever possible, we recommend that only one person at a time use a given office. If a given office is used by more than one person at a time, the individual workspaces must be at least 2.0 m apart from one another. Although we recommend wearing masks, doing so is not mandatory for those persons using the office on a regular basis. For larger group offices a maximum number of simultaneous users will be defined. University management may temporarily decide that offices can only be used by one person at a time.

Public Areas (hallways, elevators, foyer and reception area)
A mask must be worn in all public areas within the KLU building.

Classrooms / Classroom Teaching
If, and to the extent, that legal regulations and the pandemic situation permit, face-to-face teaching will be maintained. The University Management decides on the extent and form of face-to-face teaching or a temporary transfer to hybrid or purely online-based forms of teaching.

Group Study Rooms and Quiet Study Areas
The library quiet study areas on the second floor are available for use, provided a safety distance of 1.5 m is maintained.
The maximum number of users is 14. The group study rooms (breakout rooms) on the second floor can be used according to the given indications on the maximum number of users. A minimal distance of 1.5 m must be maintained at all times. Masks are not required while only one person is using these rooms / areas; please be sure to air them out frequently. The university may introduce opening hours for study rooms and the quiet study area.

Library
The Library is open to the public on a limited basis.

Service Offices
The Service Offices for students are operative. Business hours will be will be decided by the respective Department Heads. Only one person at a time can be served at each Service Office. The number of students admitted must be monitored so as to ensure that a safety distance of 1.5 m can be maintained, and that long lines do not form in the hallways. To ensure the safety of the Service Desk staff, additional measures may be taken (e.g. installing Plexiglas separating screens), provided that doing so is technically feasible and said measures are approved by the Management Board.

Cleaning
Generally speaking, the infectiousness of coronavirus on inorganic surfaces declines rapidly, depending on the specific material and environmental factors like the temperature and humidity.
To date, there is no evidence of the disease being transmitted by contact with publicly accessible surfaces. Nevertheless, in the KLU building the focus must be on keeping all relevant surfaces clean. This also applies to surfaces that ostensibly have antimicrobial properties, because here, too, it is important to ensure that secretions and other potential contaminants are physically removed. In contrast to cleaning, the RKI does not recommend routine surface disinfection for universities in connection with the ongoing COVID pandemic; in this regard, proper cleaning measures are sufficient.

If disinfection is deemed necessary in an individual case, generally speaking, it should be done using a cold disinfectant solution that is applied by wiping. Using disinfectant sprays, e.g. simply wetting down surfaces with spray, is less effective; this option is also problematic from a workplace safety standpoint, since the disinfectant vapor / fumes could inadvertently be inhaled (the same is true for warm disinfectant solution, which could give off steam / fumes). Similarly, “gassing” entire rooms in an attempt to disinfect them is generally not recommended. The contact time / soaking time listed for the disinfectant solution should be adhered to. Depending on the specific disinfectant used (if the dry residue is caustic), it may be necessary to thoroughly clean the surface with clear water following disinfection. In this regard, we recommend that you select a disinfectant that does not require any subsequent rinsing.

**Ventilation**

All rooms that are used for university operations are aired by a ventilation system using 100% outside air. Additionally, frequently used room may be equipped with air cleaners with H14 filters.

5. **Hygiene in Bathrooms**

All bathrooms must be supplied with sufficient liquid soap dispensers and paper towels, which must be refilled on a regular basis. Suitable waste bins for paper towels and toilet paper must be provided.

To avoid the problem of having too many persons in a given bathroom at the same time, there must be a clearly visible sign at its entrance, informing users that only a defined number of persons at a time may use it (this number can vary, depending on the size of the bathroom) and that they are required to wear a mask while inside.

Toilet seats, faucets, sinks and floors must be cleaned daily. For feces, blood and vomit stains, once the contamination has been removed, the area in question should be wiped / scrubbed with a single-use cloth soaked in disinfectant. Rubber gloves should be worn.

6. **Infection Prevention During Breaks**

During breaks, students must be sure to maintain a safe distance from one another. Scheduling breaks at staggered times can help to avoid too many persons having to use the bathrooms at the same time.
7. Infection Prevention During Classroom Teaching

Fundamentally speaking, once classroom teaching resumes, the maximum number of students in a given classroom will depend on the size of the room or auditorium, as well as the teaching interval, and will be reduced so that a minimum safety distance can be maintained between all participants. Group assignments can only be assigned following the group size requirements according to the maximum number of users for break out rooms. The distance between the lecturer and students should be as large as possible, and must be at least 2 m. KLU reserves the right to require coronavirus SARS-CoV-2 testing for any and all lecturers.

Minimum distance requirements may be suspended if additional protective measures are introduced in classrooms, or in case that the directives from the authorities allow this due to a changing general risk assessment.

All individuals are instructed to avoid exchanging or sharing small objects (e.g. books and pens). Further, when presentation aids (e.g. projectors) are used, care should be taken that students and instructors do not touch the same items.

The University Management may introduce optional or mandatory testing requirements for participation in classroom teaching and examinations.

8. Infection Prevention During Classes and Examinations

- Tests and examinations will take place in the largest rooms available, and the number of participants may not exceed 50.
- If more than one class / examination will take place in the same area (e.g. same corridor) at the same time, they will be scheduled with staggered starting and ending times.
- It is required to wear a mask during courses and examinations. The University Management may decide to waive the obligation to wear the mask if the legal requirements and the pandemic situation permit.
- During classes and examinations, there must be sufficient fresh air.
- To minimize the spread of aerosols, we recommend using a microphone in lecture rooms with a standard capacity of 50 persons or more.
- In order to implement requirements for tracing of possible infections, contact lists have to be filled in for all classes.

9. Infection Prevention and Use of the Gym

The gym will remain closed until further notice.
10. Infection Prevention in the Library

- The Library Management will decide what its interim business hours will be.
- The Library may not be used by more than 10 persons simultaneously. This number may be adapted by the Library Management according to operational requirements.
- The Library Management may introduce a requirement to pre-register for library access. In order to fulfill traceability requirements, users have to register at the counter with their contact details upon arrival.
- A minimum safety distance of 1.5 m must be maintained, especially while entering and exiting the Library, and while approaching others. Floor markings and signs must be adhered to, as well as any instructions from the Library Team.
- We recommend washing your hands thoroughly prior to entering and after exiting the Library. Masks must be worn at all times within the Library.
- The possession and consumption of food are not permitted in the Library.
- Publicly used print media products are to be placed in the return box after use. The Library Team will do its best to either disinfect the covers of these products promptly, or to put them away for at least 72 hours after use.

11. Infection prevention for on campus events

For on campus events with more than 25 participants a separate hygiene and protection plan has to be implemented. This does not apply for teaching according to no. 6 and 7 of this plan.

12. Persons with an Increased Risk of Serious COVID-19 Infection

Certain groups have a greater likelihood of developing a serious COVID-19 infection (see the corresponding information from the Robert Koch Institute: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html).

- These groups especially include persons with an existing condition, such as:
  - Diseases affecting the cardiovascular system (e.g. coronary heart disease and high blood pressure)
  - Chronic diseases of the lungs (e.g. COPD)
  - Chronic liver diseases
  - Diabetes mellitus
  - Cancer
  - A weakened immune system (e.g. due to a condition accompanied by immunodeficiency, or the regular use of medications that suppress the body’s immune system, e.g. cortisone)
• Additionally, pregnant women are now included in the list of people who are at moderate risk.

Persons belonging to these high-risk groups must discuss the next steps with Human Resources or the Management Board. Generally speaking, these persons should use the home office option wherever possible. Students who belong to a high-risk group should consult Program Management.

• Those who have a greater likelihood of developing a serious COVID-19 infection are exempted from having to work on site, provided they obtain a suitable doctor’s certificate.
• Those who live in the same household as persons belonging to any of the high-risk groups outlined above should also use the home office option. Their eligibility for doing so should be confirmed in a doctor’s certificate.

13. Avoiding Congestion

It should be ensured that there are only a limited number of persons in a given public area at the same time; the same applies to all common rooms. Wherever possible, a safety distance of 1.5 m from others should be maintained. Wearing a mask is required.

Stairwell and Elevators
Masks must be worn when using the stairwell. Since the stairwell is not broad enough to accommodate a safety distance of 1.5 m, be sure to pass by others quickly. Moreover, pay attention to the direction of (foot) traffic on the stairwell and always keep to the right-hand side.
Masks must be worn when using the elevators. No more than two persons at a time may use a given elevator. Inside the elevator, keep as far away from the other person as possible. Wherever possible, avoid touching the buttons with your fingers. If a line forms in front of the elevators, a safety distance of 1.5 m must be maintained.

Generally speaking, the stairwell should be used as much as possible, not the elevators.

14. Meetings
The necessity of face-to-face meetings should be evaluated in each case. For face-to-face meetings a safety distance of 1.5 m from others should be maintained at all such meetings. If the number of participants does not exceed six, the participants are not required to wear masks. In addition the University Management may introduce optional or mandatory testing requirements for participants in face-to-face meetings.
Generally speaking, the videoconferences or conference calls should be used instead of face-to-face meetings if possible.
15. Duty to Report and Traceability

Both suspected and confirmed COVID-19 infections (including positive rapid testing results) must be reported to the health authorities, as well as by email to corona@the-klu.org.

To improve contact tracking, KLU has introduced so-called Corona Tracers, which must be worn by all users of the building. The Corona Tracers are issued by the Service Desk or Reception, where you can also find more information regarding the tracers.

All members of the University community are also encouraged to use the Corona-Warn-App, and to give due consideration to possible infections and preventing the spread of the virus. The App is available for download at https://www.bundesregierung.de/breg-de/themen/corona-warn-app.

16. Implementation and Supervision of Regulation

All persons entering the KLU building accept the validity of the hygiene plan and the respective regulations. KLU employees are requested to supervise compliance to the regulation. Failure to comply may result in a ban on entering the house

17. Scope of Applicability

This Hygiene Plan applies to all persons using the Kühne Logistics University building and will enter into effect on March 29, 2021. It replaces the Plan issued on March 04, 2021 and will remain in effect until it is abrogated by the Management Board or superseded by a new policy.

The Management Board reserves the right to amend, adapt or supplement this Plan in response to new information and/or developments. In addition, it may be changed to ensure compliance with new official ordinances.

Hamburg, March 23, 2021

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