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: January 27, 2022, 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 January 17, 2022.

| Goal: Policy for Hygienic Measures at Kühne Logistics University in Response to the Coronavirus Pandemic |
| Approved on: January 27, 2022 |
| Valid from: January 31, 2022 |
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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 the KLU campus to the public are introduced.

1. General Principles

Persons who develop symptoms (e.g. coughing, fever, diarrhea) that could be indicative of a COVID-19 infection and which have not been assessed by a physician are not permitted on campus. For events and assemblies of all types, as well as classroom teaching at the university, all participants must comply with the “2G-Plus” rule (proof of vaccination or recovery and a negative test result) and must wear a medical-grade mask.

2. 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.
- Wherever possible, maintain a distance of at least 1.5 meters from others.
- 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

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

- **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 listed in this regulation.** 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.

### 3. Traveling to and from KLU

For longer journeys, individual travel to and from the KLU building (e.g. by car) is recommended. 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, the official requirement to use a mask must be strictly followed. Fundamentally speaking, we do not recommend that long-range commuters come to the KLU campus on a regular basis and recommend that they work from home instead. Depending on the pandemic situation, University Management may implement additional working-from-home regulations and restrict some or all access to campus.

The Executive Board has introduced a quarantine requirement for travelers from regions / countries classified as “high-risk areas”. The classification as “high-risk area” is based on the corresponding classification of the Robert Koch Institute1.

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1. Robert Koch Institute

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January 27, 2022
For Travelers:

Travelers from high-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.

Exempt from this are persons (hereafter referred to as “fully vaccinated persons”) who have proof of COVID-19 vaccinations in German, English, French, Italian or Spanish in digital form. The vaccination must have been given with a vaccine listed on the website of the Paul Ehrlich Institute. The last required vaccination dose must have been given at least 14 days ago.

Also exempt from the requirements are persons who have recovered from an infection, and who can present a negative PCR test result dating back at least 28 days but no more than 3 months. In the following this group of persons will be referred to as “recovered persons”.

Those traveling to the university from areas with variants of concern are subject to a 14-day quarantine; this also applies to fully vaccinated and recovered persons. The length of the quarantine cannot be reduced.

Regardless of the above-mentioned regulations, all regulations regarding the coronavirus SARS-CoV-2 set forth by the City of Hamburg remain in effect.

4. Requirements for Entering the KLU Building

In all areas of the KLU Building, a comprehensive 2G-Plus access model applies for fully vaccinated and recovered persons including a test requirement.

Fully vaccinated persons are those who received their second vaccination with a vaccine approved in the EU at least 14 days ago. Fully vaccinated persons must be able to present proof of vaccination in digital form.

Recovered persons are those who previously had a COVID-19 infection that ended at least 28 days but no more than 3 months ago; or those who received at least one dose of a COVID-19 vaccination following an infection. Recovered vaccinated persons must be able to present proof of recovery in digital form.

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1 Available under: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)
[https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/](https://experience.arcgis.com/experience/478220a4c454480e823b17327b2bf1d4/page/page_1/) and [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)
Entrance to the KLU Campus is only granted to fully vaccinated and/or recovered persons who can present a negative test result (not older than 24 hours for rapid antigen tests and 48 hours for PCR tests).

<table>
<thead>
<tr>
<th>Entry Requirements</th>
<th>Test necessary?</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 times vaccinated</td>
<td>No</td>
</tr>
<tr>
<td>2 times vaccinated and additionally recovered</td>
<td>No</td>
</tr>
<tr>
<td>Recovered and additionally 2 times vaccinated</td>
<td>No</td>
</tr>
<tr>
<td>Vaccinated, recovered and additional vaccination</td>
<td>No</td>
</tr>
<tr>
<td>1 time vaccinated with Johnson&amp;Johnson and 1 further vaccination (Biontech, Moderna, AstraZeneca, Johnson&amp;Johnson)</td>
<td>Yes</td>
</tr>
<tr>
<td>1 time vaccinated and afterwards recovered</td>
<td>Yes</td>
</tr>
<tr>
<td>Recovered and afterwards 1 time vaccinated</td>
<td>Yes</td>
</tr>
<tr>
<td>2 times vaccinated</td>
<td>Yes</td>
</tr>
<tr>
<td>Not vaccinated or not fully vaccinated</td>
<td>No entry</td>
</tr>
</tbody>
</table>

Source: [https://www.hamburg.de/corona-schutzimpfung/15781988/quarantae-isolation-test/#marker02](https://www.hamburg.de/corona-schutzimpfung/15781988/quarantae-isolation-test/#marker02)

Each certificate (vaccinated, recovered and tested) must be carried in digital form (QR code). Access to the KLU areas is ensured on the first floor via turnstile systems.

The turnstiles have a QR code scanner that checks the digital proof of vaccination and/or recovery (Corona Warning App, CovPass, etc.) and releases the turnstile.
5. Quarantine and Isolation Requirements

In case of infection with Corona virus, the following quarantine and isolation regulations apply:

<table>
<thead>
<tr>
<th>I am a contact person*</th>
<th>Quarantine duration – Ended after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Contact with a person infected with COVID)</td>
<td>10 Days</td>
</tr>
<tr>
<td>* An infected person lives in a household/the health department has contacted me as a contact person</td>
<td>no test</td>
</tr>
</tbody>
</table>

Exceptions to the quarantine requirement apply to:

Boosted, currently recovered, vaccinated and in addition recovered (visits to the KLU campus should still be avoided for the above duration if possible, regardless of the elimination of the formal quarantine requirement)

<table>
<thead>
<tr>
<th>I am infected</th>
<th>Isolation duration – Ended after:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(person infected with COVID themselves)</td>
<td>10 Days</td>
</tr>
<tr>
<td></td>
<td>no test</td>
</tr>
</tbody>
</table>

Source: https://www.hamburg.de/corona-schutzimpfung/15781988/quarantae-isolation-test/#marker03

6. Rapid Tests

Rapid testing is available on the KLU campus. KLU will appoint a testing officer, who will ensure that tests are properly administered and documented.

7. Room Hygiene and Use of Rooms in the KLU Building

Common Rooms (kitchenettes, lounges, Cafeteria and bistro)

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).

January 27, 2022
Cafeteria and bistro
In the event that the KLU Cafeteria is reopened, the operator’s rules on hygiene must be adhered to.

Offices
The possibility of limiting office use to one person at a time should be assessed. If a given office is used by more than one person at a time, the individual workspaces must be at least 1.5 m apart from one another, or suitable technical measures to reduce or prevent the spread of droplets must be implemented. Although we recommend wearing masks, doing so is not mandatory for those persons using the office on a regular basis. For larger group offices, the maximum number of simultaneous users will be defined. The 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 medical-grade mask (FFP2, KN95 or surgical 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 doing so, classroom teaching will be maintained. The University Management will decide on the extent and form of classroom teaching, or on a temporary switch to hybrid or purely online-based forms of teaching.

Group Study Rooms and Quiet Study Areas
The library’s quiet study areas and the group study rooms (breakout rooms) are available for use, provided that masks are worn at all times. These areas / rooms should be aired out frequently. Opening hours may be introduced for these spaces.

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

Service Offices
The Service Offices for students are open. Business hours 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 supplied with a ventilation system using 100% outside air. Additionally, frequently used rooms may be equipped with air cleaners with H14 filters.

8. 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.
9. Infection Prevention During Breaks

During breaks, maintaining a safe distance from one another is required. Scheduling breaks at staggered times can help to avoid too many persons having to use the bathrooms at the same time.

10. Infection Prevention for On-campus Events and Examinations

The two most essential requirements for admittance to on-site events are adherence to the “2G” rule (proof of vaccination or recovery) and mandatory masking. Students who do not or cannot fulfill these requirements are entitled to an alternative form of participation – as a rule, online.

10.1. Infection Prevention for On-campus Events

In accordance with the currently valid version of the “Eindämmungsverordnung”, on-campus events are permissible, provided the following infection prevention measures are applied:

- Participation in classroom teaching or other events / activities in enclosed spaces is only permissible if a certificate of vaccination / vaccination certificate or proof of recovery certificate can be presented. Within the legal framework, the university can autonomously monitor compliance with the “2G-Plus” rule on the basis of the specific current circumstances. We are currently considering a cumulative approach, i.e., one that combines two or more of the following options:
  - Security checkpoints at the entrance to the KLU Building
  - Security checkpoints at the classrooms / auditoriums
  - Digitally recording students’ vaccination / recovery status on the part of the university
  - Spot checks: requiring students to present the relevant documents on demand.

The implementation, including technical solutions, e.g. via apps or individual checks, resides within the university’s purview.

- During classroom teaching and other on-campus events, participants are required to wear a medical-grade mask in accordance with § 8 HmbSARS-CoV-2-EindämmungsVO, while those teaching / presenting are not.
- Examinations will take place in the largest rooms available.
- If two or more examinations are scheduled to take place simultaneously and in the same area (e.g. in the same section of hallway), every effort will be made to ensure that they begin and end at staggered times.
- When entering or leaving classrooms, examination rooms and auditoriums, students should make every effort to maintain a minimum safe distance and are required to wear a medical-grade mask.
Sufficient fresh air must be ensured during examinations, classes and other events.
For on-campus examinations, the university can mandate that students are not required
to wear masks while seated, provided they maintain a minimum safe distance from
others.
For on-campus examinations, the institute carrying out said examination can mandate
that, with regard to PCR tests, students must present a negative result no more than 24
hours old, or that the test must have been taken the same day. Sufficient time will be
planned between two consecutive examinations for cleaning and ventilation (see Point 5
above).
Until further notice, the KLU Building is only accessible during the opening hours
established by the Management Board.

11. Infection Prevention and Use of the Gym

The gym is open for use on a limited basis, subject to the following conditions:

- GYM use is only permitted for fully vaccinated or recovered and tested persons only.
- For the two separate areas in the GYM the following maximum user numbers apply:
  - Endurance Area - focus on endurance sports - maximum number of persons: 2
  - Strength Area - focus on weight training - maximum number of persons: 2
- GYM access is only permitted after registering on an attendance list at the Service Desk.
- An access card for the GYM and its areas is issued via the Service Desk and must be
  returned at the end of the training session.
- The maximum training time is 1.5 hours.
- In the locker rooms and sanitary facilities, the maximum number of persons is 1.
- A mask must be worn when entering and leaving the GYM.
- A safety distance of 2.5m must be maintained in the GYM. The mask can be removed if
  the distance regulation is observed.
- Every gym user is obliged to clean and disinfect the training equipment before and after
  use.

12. Infection Prevention in the Library

- A “2G-Plus” admittance policy (fully vaccinated or recovered and tested persons only)
  applies.
- The Library Management will decide whether or not to adjust the Library’s business
  hours.
- 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.
13. 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.

14. 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.

15. Meetings

The need for face-to-face meetings is to be evaluated on an individual basis. For face-to-face meetings a safety distance of 1.5 m from others must be maintained. If the number of participants does not exceed six, and if all participants take a rapid antigen test at the beginning of the meeting, they are not required to wear masks.

Generally speaking, video conferences or conference calls should be used instead of face-to-face meetings if possible.

16. 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.

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.

17. Monitoring and Enforcement

All persons, upon entering the KLU Building, automatically consent to the Hygiene Plan and all attendant measures. KLU employees are expected to help enforce the Hygiene Plan. Violators may be banned from entering the KLU Building by the University Management.
18. Scope of Applicability

This Hygiene Plan applies to all persons using the Kühne Logistics University Building and will enter into effect on January 31, 2022. It replaces the Plan issued on January 17, 2022 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, January 27, 2022

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