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 30, 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.

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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 defined.

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 make it a priority to wear a mask according to FFP2 or KN95 standard.

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 face mask (according to FFP2 or KN95 standard) 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.
- 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 FFP2 or KN95 standards) 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. Requirements for Entering the KLU Building

In all areas of the KLU Building, masks according to FFP2 or KN95 standard are compulsory.

4. Rapid Tests

Rapid testing is available on the KLU campus.
5. Room Hygiene and Use of Rooms in the KLU Building

*Common Hygiene (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).

**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 mask (according to FFP2 or KN95 standard) 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.

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.
6. Protective and Hygienic Measures during Courses and Examinations

In accordance with the currently valid version of the “HmbSARS-COV-2-Eindämmungsverordnung”, on-campus events are permissible, provided the following infection prevention measures are applied:

- During classroom teaching and other on-campus events, participants are required to wear a mask (according to FFP2 or KN95 standard), 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 wear a mask according to FFP2 or KN95 standard.
- 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 (1,5 m) from others.

7. Protective and Hygienic Measures at Events and Functions

For events and activities which are not part of the teaching activities and which are clearly separated in terms of content, time and location, § 9 HmbSARS-CoV-2-EindämmungsVO applies with all the requirements standardized therein.

- General requirements for events according to § 9 HmbSARS-CoV-2-EindämmungsVO
  Unless otherwise specified in the regulations, the following specifications apply to events:
  - the general hygiene requirements according to § 5 HmbSARS-CoV-2-EindämmungsVO must be complied with

In closed rooms, participants are required to wear an FFP2 mask in accordance with § 8 and persons employed or otherwise professionally active at the event are required to wear a medical mask in accordance with § 8, in each case provided that the masks may be removed during the performance of presentations, speeches or lectures by the persons giving the presentations or lectures and during the consumption permitted under sentence 2.

Sections 13 and 15 of the HmbSARS-CoV-2-EinämmungsVO shall also apply to points of sale and catering establishments.
8. Points of Sale and Catering Services

- hospitality is only permitted after presentation of a negative coronavirus test certificate according to § 10h, a coronavirus vaccination certificate according to § 2 paragraph 5 or a proof of recovery certificate according to § 2 paragraph 6 in accordance with the HmbSARS-CoV-2-EindämmungsVO,
- the general hygiene requirements in accordance with § 5 HmbSARS-CoV-2-EindämmungsVO must be complied with,
- a protection concept in accordance with § 6 HmbSARS-CoV-2-EindämmungsVO must be created,
- in closed rooms, guests are required to wear an FFP2 mask in accordance with § 8 HmbSARS-CoV-2-EindämmungsVO, provided that the masks may be only removed during the stay on permanently occupied seats or standing areas.

9. Infection Prevention and Use of the Gym

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

- 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.

10. Infection Prevention in the Library

- 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.
11. 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.

12. 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, 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.
13. 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.

14. 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.

15. Scope of Applicability

This Hygiene Plan applies to all persons using the Kühne Logistics University Building and will enter into effect on April 4, 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, March 30, 2022

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