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Operational pandemic plan

Sars CoV-2 virus - “Coronavirus” or COVID-19

of the

Eberswalde University for Sustainable Development (HNEE)

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1. Preamble

A pandemic is an epidemic that has spread beyond individual countries or continents.

The World Health Organization (WHO) has declared the spread of the coronavirus (also known as SARS CoV-2) on March 11, 2020 as a pandemic. This may have severe consequences for university operations and, depending on the situation, may mean that teaching can only be continued on a limited basis, or even stopped entirely.

Due to the present corona pandemic, acting in compliance with this operational pandemic plan is a mandatory requirement. Should the HNEE be forced to stop the face-to-face lectures, this will be regarded as a crisis situation. This notwithstanding, a crisis situation is also regarded as having arisen if it is proven that corona infections have occurred at the HNEE, or if there is a general absentee quota of 30% of staff and over. All staff and teachers are required to report their absence from work.

2. Goals of the pandemic plan

1. The protection of all students and staff, as well as visitors to the HNEE and its members against infection
2. To inform all members of the university regarding planned measures
3. To provide information regarding steps to take
 - a. if members to fall ill, and if necessary
 - b. To identify the areas of the university affected
4. To continue teaching and university operations in digital form, and the start of the 2020 summer semester
5. Minimisation of cancellation of teaching and examinations, as well as economic damage
6. Management during the pandemic or in a crisis situation
7. The fastest possible return to normal university operation after the pandemic or crisis situation

3. Transmission, symptoms, progression

SARS CoV-2 is an encapsulated virus. According to our current knowledge of the virus, it is transmitted via droplets and/or **contact with bodily secretions and possibly also with excretions**. The **incubation period is between 14 and 30 days**.

However, it is difficult to differentiate between illness caused by the virus and various types of influenza. The symptoms are similar to those of a cold or flu, and include fever, coughing, aching limbs and a sore throat. In more severe cases, those affected also experience difficulty breathing or contract pneumonia. 80% of cases are mild, and are similar to a common cold. Diagnosis is only possible via a medical test.

4. Protective measures/information for all members of the university

- Choose a form of greeting that does not involve physical contact, without shaking hands, and keep your distance.
- Regularly wash your hands thoroughly with soap and water.
- Cough into your elbow and sneeze into disposable paper handkerchiefs.
- Avoid touching your eyes, nose or mouth with your hands.
- Clean your keyboard, mouse, phone and door handles regularly.
- In accordance with the general decree of the Brandenburg Ministry of Health, the following group of persons is prohibited from entering: Travel returnees who have stayed in a risk area or a particularly affected area (this includes the district of Heinsberg in NRW) within the last 14 days may not enter facilities such as day-care centres, schools, universities, homes, hospitals and nursing homes for a period of 14 days starting on their return.
- If you start to suffer from cold symptoms as described in section 3 then report in sick and stay at home. If you are unsure or suspect that you might have the coronavirus, the contacts/hotline below will be able to help.
- If you have symptoms, contact a doctor. Diagnosis is only possible via a medical test (you do not need to visit a virologist or a medical referee). The medical associations recommend that contact is first made by phone. Only after you have been advised to do so by the doctor on the phone should you visit a medical practice in person. Please also inform the Personnel department and your line manager.

- In general, the doctors treating you will report to the public health office if coronavirus is diagnosed.

5. Immediate preventive measures

1. If any member of staff or students are clearly suffering from the symptoms listed in section 3, managers and teachers have the right to send them home or to a doctor.
2. Under no circumstances may business travel and excursions to risk areas identified by the WHO be undertaken or approved. The Robert Koch Institute provides daily updates on risk areas. For more information, see www.rki.de. The degree of necessity of any other business travel and excursions must be reviewed, and if necessary, such travel must be cancelled.
3. Events involving large gatherings of people in closed spaces, such as meetings, trade fairs, prize award ceremonies, conferences etc. which are not urgently necessary for the purpose of continuing normal operations must be postponed until the pandemic is over. However, if such events should be urgently required, the hygiene materials and protective equipment listed in section 11 must be provided.
4. Personal contact with parts of the HNEE that are open to the general public, such as the Student Support Service or the deans' offices, must be restricted to the necessary minimum. Communication should preferably be conducted electronically or by phone.

6. Special operational measures in a crisis situation

In a crisis situation (suspension of face-to-face lectures, proven case of a corona infection at the HNEE or a general absentee quota of at least 30% of staff), the following special measures must be taken:

1. Consulting hours will be suspended, and meetings shall be replaced by telephone conferences. Communication will be restricted to email via the university email account and to telephone contact. This expressly applies only to staff that is not ill.
2. All events, including Lectures, conferences, award ceremonies, workshops, further education, but also lectures on vocations and similar events are cancelled
3. All business trips are prohibited In urgent cases, the necessity of a business trip must be agreed with the President. Please contact the President's office for this purpose: buero.praesident@hnee.de, +49 3334 657-151.
4. Tests shall take place under the following conditions:
 - a. Oral examinations and defence of student work: the number of participants shall be reduced to the absolute minimum (examinee and examination board).
 - b. Written examinations: The number of participants shall be reduced to the minimum; in addition, stricter distance regulations shall apply, minimum distance 1.5 m and two rows in lecture halls.
5. Close the library for public visit
6. Critical infrastructures, e.g. primary energy supply, IT infrastructure, ongoing long-term experiments, analytical equipment, the continuous operation of which must be ensured, must be recorded. The individual structural units are requested to draw up appropriate plans, including those for ensuring operation, and to send them to the Property Management Department (LUM@hnee.de). Persons for emergency staffing must be nominated.
7. A concept for ensuring the safety of the building shall be drawn up and put into force.
8. Unless of a corresponding order from the state, the President of the HNEE or his representative has the right to suspend individual or several courses and/or temporarily close individual buildings or parts of the university if there is reasonable suspicion of an accumulation of infections.
9. In order to provide protection against infection, managers can require staff to work from home as a temporary measure. This applies to the following risk groups in particular:
 - a. Pregnant and nursing women
 - b. Anyone suffering from cardiovascular problems
 - c. Anyone with a weakened immune system
 - d. Anyone suffering from asthma
 - e. Commuters who are dependent on local public transport
 - f. Parents of children requiring care (children under 13 years of age and children with

disabilities)

The staff affected must be informed separately before the requirement comes into force.

10. Any rooms used by individuals who have been proven to be infected must be locked. The surfaces, including the floors, must then be disinfected. The order for disinfection must be sent to the Building and Environment Management department. Disinfection will be carried out by an external contractor.
11. Should a temporary closure of a site or the university be necessary, this measure will be ordered by the Brandenburg Ministry of Science, Research and Culture ("MWFK")¹ or the public health office. The crisis committee will notify all members of the university if such an instruction is issued. All members of the university are required to follow this instruction (with the exception of the members of the crisis committee and emergency critical infrastructure staff designated by the crisis committee).
12. If the university is closed, the crisis committee will continue to discuss the situation via telephone conference or will meet on Mondays, Wednesdays and Fridays at 10.00 am in Room 02.313 if necessary to update their assessment of the crisis and discuss further measures or on the lifting of the crisis. The hygiene measures listed above will be observed.

¹ MWFK – Ministerium für Wissenschaft, Forschung und Kultur
HNEE_Operational pandemic plan_Sars CoV-2_Version 5, as of 16/03/2020

HNEE – Crisis Team					
Responsibility		Building security	Internal communication	Press/public relations/internal communication	ArGUS
University Management	University Management	Buildings and Environmental Management Department	IT Service Centre	University communication	Occupational health and safety and health protection
HSL		LUM	ITSZ	HOKO	Sifa
President	Chancellor	Head	Head	Head	
Prof. Dr. Wilhelm-Günther Vahrson	Jana Einsporn	Mike Schwarz	Andreas Bonadt	Johanna Köhle	Fabian Siebeke
+49 3334 657-150	+49 151 551 552 15	+49 151 551 552 01	+49 173 45 92 222	+49 3334 657-248	+49 151 551 552 02
Vice President for Studies and Academic Teaching	Deputy Chancellor	Deputy Head	Communication System Administrator		
Prof. Dr. Heike Walk	Thomas Walther	Fabian Siebeke	Björn Adler		
+49 3334 657-193	+49 157 850 63 445	+49 151 551 552 02	+49 151 551 552 11		
Vice President for Research and Technology Transfer	Deputy Chancellor	Emergency telephone and on-call service (24/7)			
Prof. Dr. Alexander Pfriem	Ulrike Müske	+49 03334 657-111			
+49 3334 657-377	+49 3334 657-131				

Table 1: Crisis team of the Eberswalde University for Sustainable Development

7. Information for university members in crisis situation

University members will be notified by e-mail of special operational measures taken by the crisis team. The following email distribution lists will be used:

Employees	Mitarbeiter@hnee.de
Students	Studierende@hnee.de
ASTA	AStA-Vorsitz@hnee.de

Information will be sent in German and an English translation will follow.

Use the email address **covid@hnee.de** to contact the crisis team regarding questions or messages in connection with coronavirus.

Should a site or the university (affecting all buildings) be closed temporarily, all staff and students must take note of how to receive and view email sent via the above distribution lists outside of the university. Use of the HNEE exchange portal at <https://webmail.hnee.de/> is recommended.

The university website serves as a secondary information platform:

<https://hnee.de/de/Aktuelles/Informationen-zum-Coronavirus/Informationen-zum-Coronavirus-Stand-16.-Mrz-2020-15-30-Uhr-K6887.htm>

8. Mandatory recording of illness at HNEE

Staff testing positive for coronavirus must report this to the crisis team using the e-mail address covid@hnee.de. This report is required for the anonymised observation of the spread of the virus and to localise cases at the university.

9. Provision of infection protective equipment/materials

No.	Protective equipment/materials	Provision
1	Hygiene items	Contents of soap and hand towel dispensers will be increasingly checked in all sanitary areas Report shortages by email to LUM@hnee.de
2	Cleaning agents and disinfectants for surfaces	Order via LUM or contract a cleaning company

Table 2: Provision of protective equipment/materials

10. Contact with external contact persons and posts

Barnim administrative district (medical authority)

- | | |
|---|---------------------------|
| • Medical authority "Coronavirus" | hotline +49 3334 214-1601 |
| • Werner-Forßmann Hospital (Eberswalde) | +49 3334 69-2000 |
| • Immanuel Hospital Bernau | +49 3338 69-4440 |

Robert Koch Institute: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV.html

11. Substitution plan to maintain minimal operations staffing

In the case of illness amongst managerial staff, substitution rules are to take effect as far as possible up to level 3 in order to maintain essential business processes.

No.	Department/area	Manager	1st Substitute	2nd Substitute
1	University Management	Prof. Dr. Wilhelm-Günther Vahrson	Prof. Dr. Heike Walk	Prof. Dr. Alexander Pfriem
2	Chancellor	Jana Einsporn	Thomas Walther	Ulrike Müske
3	Housekeeping Department	Thomas Walther	Carola Kletzin	Kerstin Simson
4	Department for Personnel Matters	Ulrike Müske	Claudia Schumann	Karen Helwig
5	Buildings and Environmental Management Department	Mike Schwarz	Fabian Siebeke	
6	Student Services Department	Vera Clauder	Beate Pehlgrimm	Stefanie Lüdicke
7	University Communication	Johanna Köhle	Annika Bischof	
8	FB 1 - Forest and Environment	Prof. Dr. Tobias Cremer	Prof. Dr. Carsten Mann	Prof. Dr. Barbara Wolf
9	FB 2 - Landscape Use and Nature Conservation	Prof. Dr. Jens Pape	Prof. Dr. Inga Schleip	Prof. Dr. Rüdiger Schultz-Sternberg
10	FB 3 - Wood Engineering	Prof. Dr.-Ing. Ulrich Schwarz	Prof. Dr.-Ing. Volker Thole	Prof. Dr.-Ing. Holger Pehlgrimm
11	FB 4 - Sustainable Business	Prof. Dr. Hans-Peter Benedikt	Prof. Dr. Alexander Conrad	Prof. Dr. Mario Stoffels
12	Library	Claudia Adler	Cornelia Beutel	Ralf Genthof
13	ITSZ	Andras Bonadt	Steffen Lorenz	Björn Adler
14	Forest Botanic Garden	Prof. Dr. Harald Schill	Dr. Bernhard Götz	Candy Pflugmacher
15	Central Ecological Laboratory	Prof. Dr. Frank Gutwasser	Dr. Michael Monse	Susanne Löffler

12. Other information

- All members of the university are obliged to the best of their knowledge and belief to avert damage to the university, to maintain normal operations or to return to normal university operations as quickly as possible.
- This Pandemic Plan will be regularly supplemented and revised as new information becomes available.
- The plan is binding for all university members and teaching staff. The instructions issued by the crisis management team must be followed in all cases.
- Salaries and wages will continue to be paid in the event that the university is closed by public authorities.