



Rostock, April 21, 2020

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## **Guideline for the use of the laboratories within the period of restricted operation due to the requirements of the country M-V to combat the pandemic caused by the SARS-CoV-2 (applies only to the University of Rostock, not to the University Medical School)**

Note: translation not legally binding

### 1. scope of application

This guideline applies to all laboratories, machine shops, test halls, warehouses or similar with mechanical ventilation (forced ventilation). The distance and usage rules can also be transferred to rooms without forced ventilation.

### 2. explanation of the necessity

Mechanical ventilation is necessary in order to fully comply with the workplace directive and to provide the necessary protection for the group of people working in the room. For this purpose, it is necessary to maintain a specifically defined air exchange rate by adding filtered fresh air. These requirements are met - provided that the technical systems function correctly. Within the room (laboratory), the conditioned fresh air is usually blown in such a way that the air flow has a high turbulence rate and thus a good mixing is achieved. This ensures that there are no "dead zones" - i.e. areas that are not flushed with fresh air.

The current operation ensures that contaminated room air is diluted and discharged as quickly as possible. The turbulent room air flow is only intended to ensure that as many areas in the room as possible are included and the required air exchange rate is ensured.

### Special feature for the transmission of viruses:

In the event that an infected person is in the laboratory and the virus enters the laboratory air through e.g. coughing, it cannot be excluded that a person standing nearby inhales the virus through the room air flow and thus becomes infected, although the required minimum distance was maintained.

This residual risk cannot be avoided in rooms with forced ventilation and even when the laboratory guidelines are observed.

### 3. laboratory use

- In laboratories with mechanical ventilation, check whether ventilation is necessary during use in accordance with the relevant guidelines for the operation of the areas.
- Preparation of a hazard assessment - adapted to the current situation - (laboratory responsible person) and analysis of the recorded hazards (laboratory responsible person if necessary together with staff unit A).
- Work in the laboratories must always be carried out with protective equipment (face mask and goggles). Before entering a laboratory, hands must be thoroughly cleaned or disinfected. Protective gloves should only be used in the laboratory (if necessary)
- Work in laboratories with more than one person and forced ventilation
  - The laboratory should have a minimum size of 40 m<sup>2</sup> and the persons should not fall below a minimum distance of 3 m - deviating from the currently valid distance regulations.
  - When changing working materials (scales, PCs, etc.) or when working e.g. at the same fume hood or laboratory table, persons should observe a changing time of approx. 3 minutes (time of air exchange).
- Special features, such as failure of the ventilation, increased air flow, unfavorably arranged air flow nozzles, etc., must be reported immediately to the person in charge of the laboratory.
- If it is possible to use the laboratory at different times, this should be organised and implemented accordingly.
- The rules of occupational safety must be observed. There must be a plan for protection with fire and first aiders. If only one person is allowed to work in the laboratory because of its size, another person must be present in adjacent rooms.

### 4. instruction

All employees who carry out activities in the laboratories must be instructed about the special features and must confirm this with a signature. The responsibility for carrying out the instruction and adherence to the specifications lies with the person responsible for the laboratory or the head of the facility.

Outside the laboratories, the usual hygiene regulations continue to apply. The guideline represents a minimum framework for action and can be extended in the respective areas - according to requirements - by the head of the facility.

The appendices (risk assessment/instruction) from the IfCh area (more comprehensive than just concerning the laboratories) attached to the guideline can be used as templates.

Prof. Dr. W. Schareck  
Rector

Dr. J. Tamm  
Chancellor

## Annex 2a Risk assessment IfCh

**Hazard assessment on risks due to SARS-CoV-2****Scope**

University of Rostock, Institute of Chemistry, working group xxr

Room numbers:        Laboratories xx  
                                 Office xx

No. Rules to be observed to prevent infections	Yes	No
1. apart from very short encounters which cannot be avoided, e.g. in corridors, is a minimum distance of 2 m between two or more persons always maintained?	X	
2. respiratory masks are worn when more than one person is present in a room.	X	
3. are respiratory masks worn in the corridors and public areas of buildings?	X	
4. there are adequate facilities for thorough washing of the hands with water and a hand cleanser?	X	

5. were employees with an age of 60 years or more made aware of the special risks arising from their age and are they expressly free to carry out work activities in the Institute of Chemistry? X
6. were risk groups for severe disease progression recommended, according to the assessment of the Robert Koch Institute, not to appear for duty if possible? X
7. have pregnant women been advised not to appear for duty? X
8. is it guaranteed that offices, consultation rooms, break rooms, tea kitchens etc. are only used by a maximum of one person? X
9. is it enforced that the buildings of the Institute of Chemistry are closed to visitors and students? X
10. do the persons assigned to the area of responsibility who work in the buildings of the Institute of Chemistry have access authorisation? X
11. have persons working in the buildings of the Institute of Chemistry been informed of potentially increased risks in rooms with a ventilation system with circulating air, which could result from the fact that SARS-CoV-2 viruses could possibly be transported by air currents in the room over distances greater than 2 m? X
12. have employees in non-forced ventilated rooms been strongly advised to ventilate more frequently? X
13. were persons authorised to enter the buildings of the Institute of Chemistry clearly informed that even if there were very slight signs of a SARS-CoV-2 infection, entry to the Institute of Chemistry is strictly prohibited? X

Date:

Signature of the supervisor

## **Appendix 2b IfCH Instruction on Hazards due to SARS-CoV-2**

I have been instructed on the points listed below:

- Except for unavoidable very brief encounters, e.g. in the corridors, a minimum distance of 2 m between two or more persons must always be maintained.
- If more than one person is present in a room, respiratory masks must be worn.
- Breathing masks must be worn on building corridors and in public building areas.
- To avoid the risk of infection with SARS-CoV-2, frequent hand washing with water and a hand cleanser is recommended.
- Employees over 60 years of age are particularly at risk of SARS-CoV-2 infection. They are expressly free to carry out work activities in the Institute of Chemistry.
- Risk groups for severe disease progression according to the assessment of the Robert Koch Institute are recommended not to appear for work if possible.
- Pregnant women are recommended not to appear for work.

- Offices, consultation rooms, break rooms, tea kitchens etc. may be used by a maximum of one person.
- The buildings of the Institute of Chemistry are closed to visitors and students.
- The buildings of the Institute of Chemistry may only be entered by authorized persons.
- In the rooms of the Institute of Chemistry with a circulating air ventilation system there are potentially increased risks, which could result from the fact that SARS-CoV-2 viruses could possibly be transported over distances greater than 2 m by air currents in the room.
- It is strongly recommended to ventilate non-forced ventilated rooms more frequently.
- Persons authorized to enter the buildings of the Institute of Chemistry must not enter them even if there are very slight signs of a SARS-CoV-2 infection.

Family Name:

First Name:

Signature:

Date: