Security concept
for the implementation of internships in the summer semester 2020
at the Julius-Maximilians-Universität Würzburg

Based on the decision of the state government of April 18, 2020, the prerequisite for the performance of attendance internships at the Julius-Maximilians-Universität Würzburg in the summer semester of 2020 is strict compliance with the guidelines for the implementation of the Second Bavarian Ordinance on Protective Measures Against Infectious Diseases of April 30, 2020 (Annex 1) and the subsequent rules of the university security concept based on these guidelines. They must be strictly adhered to when conducting internships.

For the purposes of this security concept, obligatory internship events are all events that must be completed by students in institutions of the University of Würzburg according to the respective study and examination regulations. This includes internships in the natural and life sciences or in medicine. This also includes internships in the area in and around Würzburg whereby the following general conditions apply accordingly. The security concept also applies to educational sports, art and museum events, unless specific concepts are approved by the ministries.

If such an internship is to be held, this must be reported to the Dean of Studies in charge before the start of the internship by means of a checklist, stating the module, the schedule, the venue, the number of internship participants and other details regarding the implementation of the university security concept, and the observance of this security concept for the implementation must be assured. The university management must be allowed to inspect the documents at any time.

In order to guarantee protection against infection during the internship, the following special framework conditions have to be observed. When registering for the internship these conditions have to be announced to the internship participants with the remark that their compliance is obligatory.

At the beginning of the internship, the internship participants must declare by means of a form provided by the university whether they are free of respiratory infection symptoms (cough, cold, sore throat) as well as loss of smell and taste in connection with fever (≥ 38.0°C), whether they are not under officially ordered home quarantine and have not entered the Free State of Bavaria from a country outside the Federal Republic of Germany within the last 14 days, which is still subject to quarantine obligation (see daily updates under https://www.stmgp.bayern.de/coronavirus/massnahmen/#CTT in the section “Ansteckungsgefahr durch Quarantänemaßnahmen für Einreisende eindämmen”). This information is obligatory; if it is not provided or refused, this will result in exclusion from the internship.

In case of entering Germany, participation in the internship is prohibited until the home quarantine period has expired; in case of an occurrence of the symptoms described above, participation in the internship can only be continued after a negative SARS-CoV-2 test.
If the above-mentioned symptoms occur during the internship, the internship may only be continued after a negative SARS-CoV-2 test.

Internship participants who belong to groups with an increased risk of a severe course (risk groups according to the Robert Koch Institute) are recommended to take the necessary measures for self-protection. This may include wearing respiratory protection with the individually required protective effect. If necessary, the university offers appropriate advice on this from the company doctor.

The following must be observed by those responsible for an internship, the internship supervisors as well as the internship participants:

1) Introduction of, demand for and monitoring of general rules of conduct:
   a) 1,5 m minimum distance between the workplaces, both in front of and behind as well as to the right and left of the places; this means that in many internship rooms, places must be left free between the individual workplaces
   b) for longer durations, a greater distance is recommended (over 2 m)
   c) no physical contact
   d) compliance with the sneeze etiquette
   e) washing hands regularly
   f) leaving the area of the internship and the university immediately after the completion of the work
   g) access to and exit from the area of the internship and the university buildings while respecting the principle of distance

2) For many internships, adherence to the minimum distance between the workplaces of the internship participants will mean that the group sizes will have to be significantly reduced compared to the previously usual number of participants. Those responsible for the internships inform the Deans of Studies in charge about the present number of participants and the number of places currently available and confirm the observance of the minimum distance between the workplaces.

3) In order to provide a number of internship places corresponding to the total number of internship participants, with a group size limited by the distance rules, the following measures may be particularly considered:
   a) delayed execution of the internship in repeating cycles (shift operation)
   b) reduction of the required practice days/experiments for the summer semester 2020 and replacement of further dates by online presentations
   c) in the case of internships in which experiments are carried out by small groups (a maximum of 3 persons), it must be ensured that a mouth-nose cover is worn
   d) if the sufficient protective distance cannot be guaranteed technically or organisationally, alternative measures such as wearing a mouth-nose cover must be taken

4) Accompanying events to internships take place online like the other courses.
5) Entering the university building in which the internship takes place is only allowed with a privately organised mouth-nose cover. Disposable gloves are provided during the internship. Disposable gloves and a mouth-nose cover are to be worn, as long as the nature of the internship does not prevent this (e.g. training with musical instruments). When leaving the internship building, the mouth-nose cover must also be worn.

6) Those responsible for and supervising the internship ensure that the contact surfaces of the internship equipment are cleaned regularly (several times a day). 
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Reinigung_Desinfektion.html

7) Regular air exchange must be ensured in the internship rooms (also during an internship).

8) The equipment of the sanitary rooms with liquid soap and possibilities for drying hands (disposable towels) is to be ensured by the internship supervisors in coordination with the responsible facility management. For this purpose, they will be given access to a sufficient supply before the start of the internship.

9) Internship participants always consist of the same people. It is not allowed to mix the participants, e.g. by including people who have missed an internship date in their actual group.

10) In the case of experimental setups and equipment provided by the university, which must be used by several persons, special care has to be taken to ensure compliance with the hygiene requirements.

11) Each internship participant has to bring all the necessary equipment for recording and evaluating the internship. It is not permitted to share the use of own equipment (computers/tablets, pens, notepads etc.).

12) The internship supervisors must be instructed that these regulations have to be necessarily implemented. They shall be provided with a mouth-nose cover and, if necessary, gloves to be worn by them for the duration of the internships.

13) During breaks in the course of the internship, the rules of distance and hygiene must still be observed.

14) This set of rules cannot cover all situations. Those responsible for an internship are thus called upon to solve arising situations in the spirit of these regulations and always give priority to health protection.