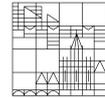




Risk assessment to protect against SARS CoV-2 infections **Business travel**

Universität
Konstanz



PRELIMINARY NOTE

During the coronavirus pandemic you may go on necessary business trips that cannot be replaced by technical solutions. However, the necessity must carefully be evaluated and, if applicable, justified.

In order to minimize the risk of infection during a business trip, protective measures must be taken and also be implemented by the person responsible for the trip (duty of care). This risk assessment is based on the following regulations as amended:

- SARS CoV-2 occupational safety standard by BMAS (in German)
- SARS CoV-2 occupational safety regulations by BMAS (in German)
- General Hygiene Regulations of the University of Konstanz
- Corona Ordinance (CoronaVO) Baden-Württemberg and, in particular,
- §17 Corona Ordinance in connection with CoronaVO Einreise (Corona Ordinance on entry).

The Occupational Safety, Health and Environmental Protection Staff Unit (AGU) will gladly advise you on completing the risk assessment.

Please use the checklist as a **guide** to identify the measures required to prepare for the business trip. You can implement the measures we have already included and supplement or amend them as needed. Please describe how these measures will be implemented or amended in the space under each question. If a question is not relevant for your work area, please enter a short comment.

A risk assessment must be completed for every business trip. This assessment then applies to all persons taking the same trip.

Special travel information

- Trips to risk areas: Trips to risk areas for which the Federal Foreign Office has issued travel advisories, or which are subject to quarantine upon return, are not permitted and may not be undertaken. A current list of risk areas is available at https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html.
- Travellers returning from risk areas: The provisions of § 17 Corona Ordinance (*CoronaVO*) in connection with *CoronaVO Einreise* (Corona Ordinance on entry) as well as the regulations on mandatory testing apply.

The Rectorate can have individual risk assessments and their implementation checked at random. The risk assessment is for documentation purposes, also to prove that, as the responsible party, you have identified possible risks and implemented appropriate safety precautions to protect course participants as well as your team. Please retain the original risk assessment for your files.



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I. TRIP DETAILS

Name of traveller				
Department / research team				
Person responsible / supervisor, if applicable				
Travel destination(s)				
Purpose of the trip				
Date and period of the trip	Date from	to	date and time	
Expected total number of participants		Necessity of the trip	YES	NO
			Trip CANNOT be replaced by technical solutions	
Important: To be able to trace possible chains of infection with SARS-CoV-2, please keep a list of all participants and keep this information for one month afterwards.				

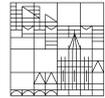
II. CHECKLIST

Done	Measures
	<p>Infection prevention measures at the destination</p> <p><i>Note: The infection prevention measures at the corresponding destination apply (distance regulations, face mask requirement etc.). In case these measures are less strict than at the University of Konstanz, we recommend you continue to follow the University of Konstanz guidelines also at the destination for your own safety!</i></p> <p>Your notes on the implementation:</p>



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Are travel destination (and stopovers, if applicable) risk areas?

Important: Currently, the RKI no longer specifies areas of variant of concern or high-risk areas. However, the situation can change quickly and new virus variants may occur. Please inform yourself in good time about the current situation and potential entry regulations for your return to Germany.

Your notes on the implementation:

Contacts at the travel destination

Note: Please exchange contact details with those you meet so you can inform each other in case of an infection.

Your notes on the implementation:

Do you or a fellow traveller belong to a risk group?

Important: If yes, please assess carefully whether the trip is really necessary. Inform your fellow travellers that they do not have to go on the trip if they belong to one of the risk groups. You as the supervisor cannot require their participation in this case.

Your notes on the implementation:

Crowds / mass transportation

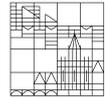
Note: Try to avoid large crowds and means of mass transport (plane, train etc.). If you cannot avoid it, keep as large a distance as possible to (unknown) persons and wear a suitable face mask to protect yourself.

Your notes on the implementation:



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Briefing all participants about infection prevention

Important: The person responsible for the trip has to brief all participants about the general hygiene regulations of the university, hygiene regulations at the travel destination and during the trip, as well as potential consequences related to the trip to a risk area or returning from such an area.

Your notes on the implementation:

Other measures

Here you can specify other measures, e.g. the type of external support needed and how/when this support can be requested (optional):

III. DECLARATION

- Risk assessment completed on:
- The measures will be implemented before and during the business trip.
- All participants will be briefed about the respective measures. This briefing will be documented.

.....
Date, signature of traveller
(Please also enter the name in block letters)

.....
Date, signature (of the person responsible/supervisor)
(Please also enter the name in block letters)