Circular No. 10/2021
New regulations for the provision of medical masks (surgical masks) for employees

Dear Sir or Madam,

in order to protect its employees, the University will provide medical masks to those employees who have to continue to work on-site. This is in accordance with the Corona Protection Ordinance of the State of North Rhine-Westphalia, which refers to the Occupational Health and Safety Ordinance of the Federal Ministry of Labour and Social Affairs, which will be in effect as of January 25.

Of course, the rule continues to apply that wherever daily work can be done from home, this set-up is to be given preference, unless certain official or scientific requirements make on-site presence mandatory.

Below you will find all important information regarding the provision of medical masks by the University of Bonn for its employees:

When must a medical mask be worn?

The regulations in effect as of next week require the use of medical masks when the following conditions exist:

- a distance of 1.5 meters from other persons cannot be maintained,
- work is carried out with several people in one room and less than 10 square meters are available per person
- or an increased aerosol emission is to be expected, e.g. in case of heavy physical work.
What does the distribution look like?

The university has received a large number of surgical masks from the University Hospital Bonn to cover short-term demand. The university administration is currently organizing the distribution to the institutes in coordination with the deans and managing directors of the institutes. An initial supply is being made available today in the dean’s offices for collection by the departments/institutes. The aim is to have the initial supply available on site as of Monday, January 25. Deliveries to the university administration and central operating units will be done by internal mail. Other scientific institutions will be contacted to discuss the best way of distribution.

What do I have to do if I need more masks?

As a first step, the Occupational Safety Unit is holding additional contingents of surgical masks to cover the needs of the coming days. To do so, send an email with the number of pieces you need to corona@verwaltung.uni-bonn.de. Please bundle your order as sensibly as possible and avoid individual orders. Initially, report only the immediate needs for the employees who necessarily have to work on site at the university under the above-mentioned conditions during the next three weeks. The masks will then be delivered via the in-house mail or can be picked up from Occupational Health and Safety after registration.

What will happen in the medium term?

Larger contingents of surgical masks have been ordered via Lyreco. As soon as these are available, the masks will no longer be distributed via the Occupational Safety Unit. Instead, the institutes and departments can order directly from Lyreco which will then deliver the masks. We will inform you as soon as this option is available, likely as of calendar week 6.

What do I have to consider when handling the masks?

To avoid contamination of the masks, hands must be washed thoroughly with soap and water before handling. Please also make sure that the masks are not left uncovered in the room.
If you have any questions about the use of the masks and how to handle them, please do not hesitate to contact Occupational and Environmental Safety at arbeittsschutz@uni-bonn.de.

Yours sincerely,

Signed, Professor Dr. Dr. h. c. Michael Hoch
Rector

Signed. Holger Gottschalk
Provost