

Hygiene regulations of the School of Veterinary Medicine at Freie Universität Berlin

with measures to prevent the introduction and spread of infectious and animal disease pathogens in the facilities of the School of Veterinary Medicine and to protect employees and students from infections

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Preamble

These regulations serve to minimise the risk of the introduction, spread and discharge of animal diseases and infectious agents into and out of the facilities of the School of Veterinary Medicine at Freie Universität (FU) Berlin and thus to be able to maintain the operation of the School even in times of concrete animal disease risks. In addition, these regulations also regulate basic measures to protect employees, visitors and students from infection.

These regulations therefore apply to all facilities, employees, students and doctoral candidates of the Faculty as well as employees of the Technical department, employees of external companies and visitors and guests of the Faculty's facilities.

The individual clinics and institutes ("institutions") of the School of Veterinary Medicine of the FU Berlin are responsible for the implementation of these regulations. The respective managing directors of the institutions must therefore initiate appropriate measures and monitor their implementation. They may delegate the implementation/execution of these tasks, but remain responsible for them.

Official instructions/regulations of the Berlin-Zehlendorf Veterinary authority remain unaffected by these hygiene regulations and must be implemented independently of them without restriction.

When implementing the measures of these hygiene regulations, however, the regulations to be agreed between the School of Veterinary Medicine of the FU Berlin and the Berlin-Zehlendorf Veterinary authority regarding the definition of "flocks" (e.g. all poultry of the School) and/or sub-flocks (e.g. poultry of the Institute of Poultry Diseases) must be taken into account. All facilities that belong to an animal health unit in accordance with this regulation on the definition of "flocks" of the School must implement standardized or comparable measures in accordance with the following requirements.

General measures

The general measures of these regulations apply generally and continuously and are to be applied by all facilities of the FB regardless of a concrete, specific animal disease or infection risk.

As general measures to prevent the introduction and spread of animal diseases and infectious agents in facilities of the School of Veterinary Medicine and to protect employees and students from infections, they must generally ensure that:

- patients of the clinics are initially placed individually (or poultry and piglets in origin-specific groups) on admission (quarantine) and examined for clinical signs of an existing animal disease or infectious disease. In the event of any structurally/spatially justified or necessary

deviations from this, alternative logistical measures for which the facility manager is responsible (e.g. animals for training are not returned to the farms of origin or all animals in the unit are treated as an epidemic hygiene unit) must be taken to ensure that these animals/animal groups do not pose a risk of spreading within the FB or to farms outside the FB.

- The basic hygiene precautionary measures must be observed when employees and students visit farms or veterinary practices:
 - for employees, use of the clinic's own protective clothing, but at the same time different from the clinic's operations (for each individual stock visited, labelled if possible) and different footwear (labelled if possible)
 - for students Use of protective clothing to be provided by the respective clinic or WE (usually disposable gowns and disposable gloves) for each individual stock visited
 - for students use of own (owned by the students), waterproof and disinfectable footwear (usually rubber boots)
 - Use of the clinic's own equipment (labelled) and materials, which are different from those used in the clinic, separately for each individual inventory visited
 - ***at the*** end of the visit and ***before*** entering the clinics and institutes of the FB or other facilities or farms:
 1. Thorough disinfection or sterilisation of all materials (sampling equipment, etc.) and equipment used during the stock exits
 2. Harmless disposal of disposable gowns and gloves (as category B waste, separate collection, disposal via household waste; if contact with infectious agents is detected, as category C waste, separate collection and disposal i) with the C waste of the clinics/institutes (household waste after sterilisation), or ii) via the Institute of Pathology (carcass disposal) or iii) Remondis (incineration).
 3. Thorough disinfection of the footwear
 4. Thorough disinfection of the hands

For the hygiene measures described above, appropriate facilities (storage space for rubber boots, dispensers for overshoes, collection containers for disposable gowns, disinfection tubs, information on hand disinfection stations, etc.) must be provided in all affected clinics and institutes in consultation with the School hygiene officer. The collection and disposal of infectious or infectious-hazardous waste, including animal by-products, is standardised in an annex to these hygiene regulations.

It must also be ensured that

- All employees, students and doctoral candidates of the Faculty as well as employees of the technical services and caretakers, employees of external companies must be informed about the hygiene risks before entering the clinics and laboratory areas of the institutes and they must make a written declaration that they have complied with the above-mentioned hygiene rules regarding clothing, footwear and hand disinfection before and after visiting other animal facilities. Visitors and guests must also be instructed accordingly for the areas concerned. A

written declaration may be omitted in this case if these persons are always supervised in the areas at risk.

- Employees, students and doctoral candidates of the Faculty as well as employees of the technical services and caretakers, employees of external companies as well as visitors and guests within the Düppel campus must use the least hygienic (and generally shortest) route to the respective facilities, whereby the proximity to obvious sources of contamination, such as dung heaps, excrement and animal stables on the way to the respective facilities must be avoided. In consultation with the FB hygiene officer and the dean's office, signs should be placed at any critical points on the FB premises. A route map for vehicles and persons with barriers to be defined will be created as an appendix to these hygiene regulations and, if necessary, specified depending on the existing risk situation/animal epidemic.
- All clinics and institutes of the School of Veterinary Medicine have an individual hygiene plan for the protection of employees (including pregnant women who are not allowed to carry out work/activities from safety level S2 and clinical activities with a risk of infection, more details are set out in the respective internship regulations or in an annex to these hygiene regulations) and visitors, in which all employees of the institution are instructed, which contains the points set out in these regulations as a minimum requirement and which is available to the School of Hygiene Officer and the Dean's Office.
- All institutions for the courses for which they are responsible (e.g. practical exercises, laboratory courses, clinical demonstrations and exercises) must establish the necessary measures to protect students (including pregnant women, who are not allowed to participate in courses with activities from safety level S2 and clinical exercises with a risk of infection, more details are set out in the respective internship regulations or in an annex to these hygiene regulations) from infection with infectious agents and enforce their implementation through documented instructions, controls and, if necessary, restriction measures.
- Personnel involved in dissections and laboratory tests for the detection of infectious and epizootic pathogens are not allowed access to animal holdings of the FB's own or other facilities and to other facilities and farms with susceptible animal species, or only after strict hygiene measures for personal hygiene (complete change of clothing and disinfection of hands at least twice) and appropriate documentation. These protective measures must be developed in consultation with the FB hygiene officer.
- All facilities of the School of Veterinary Medicine only keep as many animals as can be kept in accordance with the criteria of biosecurity required in the event of an animal epidemic (closed stables with personal control).
- All facilities of the School of Veterinary Medicine that keep animals must, in consultation with the School of Hygiene Officer, the School of Animal Welfare Officer and the competent veterinary office, provide the necessary basic equipment for the humane killing of the species concerned without the withdrawal of blood.
- All facilities of the School of Veterinary Medicine that keep animals must keep their respective feed stores inaccessible to wild animals (including birds) and rodents and also carry out regular rodent control, which must also be documented (e.g. location of bait boxes, type of bait, bait findings).
- The access of visitor groups to clinics/institutes with visitors with previous (within the last 3 days) contact with animals of the respective species i) must be limited to the absolute

minimum necessary, ii) these visitors must be informed accordingly, iii) hands and footwear must be thoroughly disinfected before entering the animal husbandry areas and a protective gown must be worn.

- The access of dogs, cats and other animals is strictly prohibited in all facilities of the faculty. The only exceptions are patient animals and animals used for teaching and/or experimental purposes. In this context, reference is also made to FU Circular V1/83 on bringing dogs and other animals into official buildings of Freie Universität Berlin. Dogs must generally be kept on a lead on the streets and paths of the School. This must be indicated by signs at the entrances to the School.

In addition, all of the School's locations and facilities must be secured against unauthorised access/entry at weekends and in the evening and after hours (5 p.m. to 7 a.m.). To this end, the School must draw up binding access regulations (e.g. locking plan, locking service, monitoring) for the two areas south and north of Königsweg and for the Domäne Dahlem, Koserstraße, Dahlem and Bad Saarow sites, as a result of which only restricted access is possible at weekends and in the evening and after-hours. A corresponding closure regulation will be drawn up as an annex to these hygiene regulations.

Special measures in the event of a specific animal disease risk

The special measures of these regulations apply in the *event of a concrete, specific animal disease risk* and are to be applied by certain institutions of the FB depending on the animal disease occurring (and thus the target animal species). All officially ordered measures remain unaffected.

The date of entry into force and the specific design of the measures listed below as well as the designation of the "facilities at risk" will be agreed between the heads of these facilities and the Dean's Office and the Hygiene Officer of the School of Veterinary Medicine with the involvement of the responsible authority or the responsible official veterinarian.

As specific measures to prevent the introduction and spread of animal disease pathogens, in the event of a specific animal disease risk in particularly endangered clinics and institutes, it must generally be ensured that:

- The students and employees as well as the employees of the operating technology and caretakers are continuously informed by the School representatives (clinic and institute directors, involved university lecturers, School hygiene officer, veterinarians) in coordination with the dean's office and the School hygiene officer about the specific animal disease risk and are instructed by means of instructions, instructions and information sheets about the following measures and their situation-specific specific design in accordance with these School hygiene regulations.
- All entrances to affected clinics and institutes are labelled accordingly as access-restricted facilities and the specific biosecurity measures are pointed out there. This is done in consultation with the Dean's Office and the School's hygiene officer.
- Employees, students, doctoral students, technical staff and caretakers as well as visitors are not permitted to enter the affected clinics and institutes until at least one week (or after a different period to be determined by the facility managers together with the Dean's Office, the Schoolal Hygiene Officer and, if applicable, the responsible official veterinarian) after visiting a herd with target animal species affected by the animal disease and must also sign to confirm that this waiting period has been observed. This also applies to persons authorised to hunt (hunters) after contact with wild animals or materials relevant to the epidemiology of the respective animal disease.
- Employees, students, doctoral students, technical staff and caretakers as well as visitors may not enter the affected clinics and institutes until at least one week (or after another period to be determined by the heads of the facilities together with the Dean's Office, the FB hygiene officer and, if necessary, the responsible official veterinarian) after their stay in a FB facility with target animal species affected by the animal disease and must also sign a declaration of compliance with this waiting period. This does not apply to FB facilities affected by the animal disease (animal disease case, suspected animal disease) that are subject to official controls and whose employees are prohibited from making such visits anyway.
- In every facility (clinics and institutes with animal husbandry) there are options for controlling access to persons and these are utilised accordingly. Visitor traffic must be limited to what is absolutely necessary and a visitor log must be kept. The standardised procedure for this is to be developed in consultation with the Schoolal Hygiene Officer and the Dean's Office.
- In every facility (clinics and institutes with animal facilities) there are facilities for disinfecting footwear, disinfecting hands and, where necessary, changing clothes, and students, technical

staff and caretakers as well as visitors must disinfect themselves accordingly (footwear and hands) and, if necessary, change clothes before entering.

- All locations of the School with animal species relevant to the respective animal disease and kept at the School must be secured against unauthorised access/entry during business hours (7.00 am to 5.00 pm) and outside of business hours. For this purpose, binding access regulations (e.g. entry and exit regulations, locking plan, locking service, monitoring) must be drawn up by the School for the two areas south and north of Königsweg and for the Domäne Dahlem, Koserstraße Dahlem and Bad Saarow sites. A corresponding regulation will be drawn up as an annex to these hygiene regulations.
- All vehicles must be appropriately disinfected (tyre disinfection) before entering the FB grounds (entrances Oertzenweg, Königsweg, Domäne Dahlem, Koserstraße Dahlem and Bad Saarow). The necessary materials for this (tyre disinfection tub/mats, high-pressure cleaning and disinfection equipment, disinfectant, tents for roofing) must be kept in stock by the FB and FB employees must be regularly trained in their set-up and use.
- Employees, students and doctoral students of the Faculty as well as employees of the technical services and caretakers, employees of external companies as well as visitors and guests within the Faculty may only use specially designated routes, bypassing the affected clinics. In consultation with the School Hygiene Officer and the Dean's Office, signs are to be put up at critical points on the School's premises if necessary. A corresponding route map for vehicles and persons with barriers to be defined will be created as an appendix to these hygiene regulations and specified depending on the existing risk situation/animal epidemic.
- visits to holdings with animal species affected by the animal disease will no longer be carried out.
- No more patients of animal species susceptible to the respective animal disease will be admitted to the FB clinics.
- The existing patients of affected clinics or animal species should be discharged as quickly as possible, provided that no signs of animal disease or infection are detected and the official animal disease regulations still permit this.
- Any animals of susceptible animal species still present (animals belonging to the institute and clinic and patients not discharged) must be closely examined for clinical symptoms of the respective animal disease.
- The transfer of animal material/animals to the Institute of Pathology and of sample material to other facilities must always be carried out by separate personnel who are not involved in animal care at the sending institution and who must disinfect themselves accordingly (see above) and, if necessary, change clothes when re-entering the sending institution.

For clinics and institutes with experimental animal husbandry of laboratory animals susceptible to the respective animal disease, the following applies in addition to the above-mentioned regulations:

- All available structural possibilities must be utilised to separate these institutes from the FB's livestock clinics.
Due to the special spatial proximity, this applies in particular to the Robert von Ostertag House, where the two side gates to the FB and the two rear exits in the direction of the reproduction and cloven-hoofed animal clinic (which then only function as escape routes) must be firmly

closed in the event of a specific animal disease risk. In this case, access for persons and deliveries will be exclusively via the main entrance on Robert-von-Ostertag-Straße and only transponder-controlled (persons) or via the secretariats (deliveries).

- Employees with access to the laboratory animal area of these clinics and institutes or persons involved in the care of laboratory animals and/or animal experiments are strictly prohibited from visiting the clinics relevant to the animal disease without exception. The transfer of animal material from the experimental animal facilities to the Institute of Pathology, of sample material to other facilities and of bedding for disposal must always be carried out by personnel not involved in experimental animal care. The transfer of these materials takes place at the respective material locks of the animal facilities.

These regulations came into force with the decision of the Faculty Council on 9 July 2015 and were updated on 16 May 2019 and 29 October 2020 by decision of the Faculty Council.