

Situations Centre

HFU-Hygiene notes

version dated: 30.09.2020

Content

- 1 Central hygiene measures
- 2 Room hygiene
- 3 Hygiene for sanitary installations
- 4 Protection measures against infection during breaks
- 5 Clinically vulnerable groups
- 6 Routing and organisation of classroom lessons
- 7 Keeping attendance records
- 8 Exams
- 9 Meetings and other events
- 10 Business trips and excursions
- 11 Duty to report
- 12 Additional documents

Preface

The stipulations of the federal state's government made in the *CoronaVO* (corona provisions) as well as the stipulations by the ministry of science, research and the arts (*Ministeriums für Wissenschaft, Forschung und Kunst (MWK)*) in the *CoronaVO Studienbetrieb und Kunst* (corona provisions for academic operations and the arts) as valid at the time have to be observed and implemented.

These HFU hygiene notes in conjunction with all substantiating concepts mentioned in chapter ensure that all legal provisions relevant to the protection from infection are observed at Furtwangen University.

1. The Board of Executives, professors and staff will both lead by example when it comes to these hygiene issues and they will ensure that students take these measures seriously and implement them. University members are held to draw people's attention to any infringement of these measures and politely ask them to abide by the rules. Unreasonable reactions and resisting rules can however result in bans from the premises – if necessary with the assistance of police authorities. Furthermore, we ask all university members to carefully consider the current hygiene guidance issued by the health authorities, the *Bundeszentrale für gesundheitliche Aufklärung (BZgA)* (federal centre for health education) and the *Robert Koch-Institut (RKI)*.

All university members as well as guests have to be informed about the hygiene measures by appropriate means. The health authorities provide materials (in German only) to this end, e.g. at <https://sozialministerium.baden-wuerttemberg.de> or <https://km-bw.de/Coronavirus>.

Enforcement of the hygiene rules will follow this escalation concept:

1. Make person aware of what they do wrong; involve someone else as support and/or witness if appropriate.
2. All professors, staff and adjunct teachers have the right to enforce house rules in their area of responsibility: issue ban from premises until all requirements are complied with (e. g. until MNB is worn)
3. Enforcement of house rules / ban from premises through police authorities.

Furtwangen University's house rules have to be observed.

1 Central hygiene measures

The novel coronavirus is transmittable from person to person. The primary way the virus is transmitted is respiratory droplets and aerosols. Additionally, an indirect transmission via hands coming into contact with mouth, nose and eyes.

An overview of the most important measures

- **Maintain distance:** Keep a minimum distance of 1,50 m to other persons. Excepted are such tasks for which close physical contact is unavoidable; in such cases, suitable measures such as wearing

mouth-and-nose-covering are necessary. The minimum distance has to be adhered to in elevators, too. Depending on their size, these can be used by only one person at a time.

- **Diligent hand hygiene** (e. g. after blowing your nose, coughing or sneezing; after using public transport; after touching banisters, door and other handles etc., before and after eating; before putting on and after taking of mouth-and-nose-coverings, after using the toilet) by:
 - **washing your hands** for 20 to 30 seconds using skin-friendly liquid soap (cf. also the German site: <https://www.infektionsschutz.de/haendewaschen/> OR https://www.who.int/gpsc/clean_hands_protection/en/) or, when this is not possible,
 - **disinfecting hands**: To do this you need to put a sufficient amount of disinfectant onto your dry hands and rub it is until your hands are completely dry again, about 30 seconds. Please make sure that the disinfectant is rubbed into every part of your hands (cf. also the German site: <https://www.infektionsschutz.de/hygienetipps/desinfektionsmittel.html>).
- **Cough and sneeze etiquette**: Covering your cough or sneeze with your elbow is one of the most important prevention measures! Keep as far away from others as possible when you cough or sneeze, ideally turn away from them.
- **Mouth-and-nose-coverings** are to be worn on all circulation areas (mainly doors, entrance areas, throughways, corridors, staircases, sanitary installations and walking about any room) inside university premises. The risk of infecting another person by coughing, sneezing or talking can be lowered in this manner (protection of others). During lectures it is not necessary to wear a mouth-and-nose-covering provided the minimum distance is observed, it is however permitted. Additionally, mouth-and-nose-coverings have to be worn whenever the 1.5m (better: 2m) minimum distance cannot be adhered to and there is no sneeze guard / see-through screen is installed: The risk of infecting another person by coughing, sneezing or talking can be lowered in this manner (protection of others). The German social ministry has compiled guidelines for the correct use of mouth-and-nose-coverings (in German only): https://sozialministerium.baden-wuerttemberg.de/de/service/presse/meldung/_pid/auch-einfache-masken-helfen/. The only exception from wearing mouth-and-nose-coverings is for those who can show a relevant doctor's note at any given time (*Attestpflicht bei Befreiung von Maskenpflicht* in accordance with § 3 section 2 subsection 2 CoronaVO).
- Do not touch your face, particularly not the mucous membranes of mouth, eyes or nose.
- No touching, hugging, no shaking hands, please. Public places which are frequently touched such as door handles or elevator buttons should, if at all possible, not be touched with your hands; use e.g. elbows instead. Paper towels are available at all university entrances. Please use these to open the doors and dispose of them in the bins provided. Relevant instructions are posted on the doors.
- University printers should only be operated using the end of a pen you should bring with you for that purpose. Relevant instructions are posted on all printers. Avoid touching them with your fingers.
- If you show **any symptoms** (e. g. loss of sense of taste / smell, fever, dry cough, sore throat), make sure you stay at home and, if appropriate, seek medical advice / treatment.
- Following any **stay in an at-risk region**, you are not allowed to enter the university unless and until you can provide a negative corona test result.

- Anyone with an infection or anyone who has been **in contact with any infected person** during the last 14 days has to observe the *Gesundheitsamt's* (health authority) rules. Only after the quarantine issued by the *Gesundheitsamt* is past, are you allowed to enter the university.

2 Room hygiene

Distance requirement: During university operations, a minimum distance of 1,50m has to be kept between people. This means that tables in lecture rooms have to be positioned this far apart and thus significantly less students are allowed per room than during normal operations. The maximum permitted group size depends on the size of the room. It is not permissible to re-arrange tables or chairs.

Whenever lectures or exams take place the distance requirement has to be adhered to. Any tasks which require people to be physically close to each other require the wearing of mouth-and-nose-coverings.

Lecture theatres which rise in steps should only be used in exceptional cases and only if the distance requirement is adhered to. Only two people per row (at each end) are allowed and between each occupied row, two rows have to be empty. Those seats which are not to be used will be clearly marked (e.g. through tape or other mechanical barriers).

Regular and correct airing of rooms is of particular importance as this ensures a change of air inside the rooms. Several times per day, at least once an hour, the rooms should be thoroughly aired: all windows, possibly doors, too, should be opened completely for the duration of several (at least five) minutes. Alternatively, windows may remain open throughout the day. Please make sure that the opened windows do not pose an accident hazard. If at all possible, do not touch window handles with your entire hand, consider using a paper towel or tissue. The relevant person in charge is responsible for airing laboratories and lecture rooms. Offices are aired by the staff members themselves.

If windows in a given room permanently cannot be opened due to building measures, this room is not suitable for teaching unless an effective air conditioning system is installed there.

The same provisions as for lecture rooms apply to those rooms which the university designates as learning rooms (*Lernräume*) in which students will spend time without teaching staff to prepare, debrief or follow digital lectures.

Other learning areas which are not separate rooms but part of the university's circulation areas may only be used by students if they continuously wear mouth-and-nose-coverings.

Use of office spaces (table layout and occupancy numbers) are decided by the heads of department / faculty..

Cleaning

The DIN 77400 (cleaning services for school buildings – cleaning requirements) has to be consulted. It defines principles and minimum standards for contract-conform, environmentally sound, hygienic cleaning while taking into consideration current technical and methodological developments as well as the legal requirements of the German infection protection law (*Infektionsschutzgesetz*).

At the university, **cleaning of surfaces** is paramount. This includes surfaces which are said to be antimicrobial as even there soiling and dirt have to be mechanically removed.

Hand contact surfaces such as door handles should be cleaned very thoroughly, and in busy areas at least daily, using a cleaner containing surfactants; if the area is used often, this should happen at least once a day. (The SARS-CoV-2-virus is an enveloped virus whose lipid hull is inactivated by surfactants in cleaners thus thorough cleaning in this context is sufficient):

The cleaning concept has been agreed with the responsible bodies (e.g. Vermögen und Bau) for each campus or will be communicated to them.

These measures apply to laboratory and workshop operations, too. Additionally, the more far-reaching *Hygienekonzept Laborbetrieb* (hygiene concept laboratory operations – available in Germany only) has to be implemented.

3 Hygiene for sanitary installations

Sufficient amounts of liquid soap dispensers, cloth towel rolls or paper towels have to be provided and regularly topped up in all toilets. Hand disinfectant dispensers outside the toilet facilities also have to be topped up regularly.

Technical Services will prohibit and prevent the use of every other basin in the toilets. Similarly, use of every other urinal in the male toilets will be prohibited and prevented. This will ensure a greater distance between users. This will achieve an increased distance between people.

Toilet seats, taps, basins and floors will be regularly cleaned as agreed with the cleaners.

Baby changing pads have to be disinfected immediately after use.

4 Protection measures against infection during breaks

The required minimum distance should be adhered to during breaks, too. Staggered starting and ending times can help to reduce the number of students using sanitary installations and break rooms at the same time.

Long queues forming at drinks dispensing machines should be avoided. If necessary, distance markings could be installed on the floor.

5 Clinically vulnerable groups

When implementing health and safety at work measures and deciding on on-site work in various areas, supervisors should particularly keep in mind the need to protect the clinically vulnerable. Certain groups of people have a higher risk of COVID-19 progressing more severely (cf. Robert Koch-Institut notes (in German only) at https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html).

In particular this includes people with relevant pre-existing health conditions like

- cardiovascular disease (z. B. coronary heart disease and high blood pressure)
- chronic lung diseases (e. g. COPD)
- chronic liver diseases
- Diabetes mellitus
- cancer
- a weakened immune system (e. g. due to an illness causing an immune deficiency or if regularly taking medication which may influence / lower immune response, e. g. cortisone).

Persons who are clinically vulnerable should discuss necessary protective measures with their superiors and the personnel department by email: personalabteilung@hs-furtwangen.de. You may be asked to submit a doctor's note ("ärztliches Attest ") to prove you belong to those clinically at risk as well as that work would increase your risk.

First it would need to be determined whether re-organisation of the work situation or the options home office would allow for work to continue in a lower risk environment. The same applies in kind for those who are pregnant.

Students with relevant existing conditions decide themselves whether or not they will participate in classroom lessons and exams (except for under age students, where parents / guardians will decide). The same applies where a clinically at risk person (parents, siblings) lives in the same household. For exams, as applicable, we will, wherever possible, provide a separate individual room. Additional notes will deal with this topic specifically.

For pregnant students, the regulations for the clinically at risk will apply in kind.

6 Routing and organisation of classroom teaching

Everyone should take care to ensure that not too many people at a time are present in the corridors to the lecture rooms and on campus. Distancing measures like floor or wall markings should be adhered to. Wearing mouth-and-nose-coverings is required on all of the university's circulation areas.

Throughout the university, please keep to routes as sign-posted.

As far as possible, the starting times for various events, in particular exams, should be staggered so as to avoid „rush hours“ at the start of an event.

Please remember that the distancing and hygiene rules have to be obeyed at public transport stops, too.

7 Keeping attendance records

The university is obliged to keep attendance records (data processing) to allow for tracking of potential chains of infection. Anyone present in a given room for (teaching or exam) events has thus to be recorded by name and with the relevant date, time and room identification.

- For **recurring events** (e. g. lectures) this will be done by a web-based software. To this end, a QR-code containing the room details has to be scanned, alternatively, the room details can be entered using an URL. Thereafter, an interface will open which will allow you to enter the required data quickly and easily in an electronic form. HFU will ensure that all data protection provisions are adhered to and that the data thus recorded is used only for the stated purpose and will, in accordance with the Corona regulations, be deleted by the end of four weeks after recording.
- For **one-off events** we are required to keep written attendance records which will also be kept for a four-week period only and then be destroyed.

The university is obliged to **enforce the keeping of attendance records**. We can only permit students and teaching staff to attend lectures, exercises and other teaching events if they have on them at any given time an internet-enabled device (smart-phone or laptop) allowing electronic records. Anyone without such a device as well as anyone unwilling to provide and record their data may also have to be banned from HFU premises.

8 Exams

For sitting exams, the university aims to put into force additional security measures in addition to the general regulations. These will be detailed in a separate document for exams.

9 Meetings and other events

Face-to-face meetings should be kept to the absolutely necessary minimum. The distancing rules should be adhered to in such cases. Video and telephone conferences are preferable.

All other events involving more than twenty participants and not part of normal academic operations are prohibited for the time being. A permission for such events may exceptionally be granted by Furtwangen University's situations centre. Please apply by email to lagezentrum@hs-furtwangen.de. Events involving more than twenty persons which take place for a good reason are permissible by §9 Corona-VO provided infection protection measures are enforced.

10 Business trips and excursions

Employees wishing to go on a business trip should clear with their superior which trips are essential or if any trip could be replaced by an online conference or be taken at a later date. This applies in particular to business trips abroad. No permission can be granted for trips to at risk areas.

The same applies for any excursions which have to be applied for in the normal way. Applications for excursions have to state expressly that the applicable HFU attendance limitations will be observed throughout the excursion. Additionally, measures planned to ensure compliance with the infections protection measures of *CoronaVO* and *CoronaVO Studienbetrieb und Kunst* have to be stated in the application, too. The person leading the excursion bears the overall responsibility.

When carpooling on business trips, you have to ensure sufficient ventilation. Additionally, whenever the 1,5 metre minimum distance cannot be kept, the driver and all passengers in the car have to wear mouth-and-nose-coverings.

11 Duty to Report

Based on the German law of infection protection and its regulations for the reporting of coronavirus (*Coronavirus-Meldepflichtverordnung i. V. m. § 8 und § 36“ des Infektionsschutzgesetzes*) both suspected and actual COVID-19 cases have to be reported to the local health authority (*Gesundheitsamt*).

12 Additional Documents

In addition to these HFU-Hygiene Notes, the following additional documents (most of which are available in German only) should also be considered:

- *Face-to-face teaching under corona conditions*
- *Hygienekonzept Laborbetrieb* (hygiene notes for laboratory operations)
- *Hygienekonzept: Nutzung Computerräume* (hygiene notes for the use of computer rooms)
- *Hygienekonzept Berufungsverfahren und Vorstellungsgespräche* (hygiene notes for application processes and interviews)
- *Hygienekonzept Deutsches Uhrenmuseum* (hygiene notes German Clock Museum)
- *Infektionsplan* (infection plan)
- any additional notes for individual areas and events

The HFU Hygiene Notes will initially be valid until 28th February 2021, they may be amended at any time and their validity may be expanded beyond this initial date.