

Situations Centre

HFU-Hygiene notes

version dated: 05.02.2021

Content

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

Preface

The stipulations of the federal state's government made in the *CoronaVO* (corona provisions) as well as various amending and qualifying documents (*Ministeriums für Wissenschaft, Forschung und Kunst (MWK)*) in the *CoronaVO Studienbetrieb und Kunst* (corona provisions for academic operations and the arts), (*Corona-Verordnung Absonderung – CoronaVO Absonderung*) as valid at the time have to be observed and implemented. Furthermore of relevance are the social ministry's provisions on quarantine measures for people entering or returning to Germany aimed to fight the coronavirus SARS-CoV-2 (*Corona-Verordnung Einreise-Quarantäne – CoronaVO EQ*).

These HFU hygiene notes in conjunction with all substantiating concepts mentioned in chapter 13 ensure that all legal provisions relevant to the protection from infection are observed at Furtwangen University.

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 a medical mask 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 a medical mask 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 the medical mask, 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.
- A **medical mask** – so-called OP-mask – (preferably certified according to the German DIN EN 14683:2019-10 norm) or a protective mask fulfilling FFP2 standards (DIN EN 149:2001), KN95, N95 or comparable standard, has to be worn in all circulation areas (mainly doors, entrance areas, throughways, corridors, staircases, sanitary installations and walking about any room) inside university premises. A medical mask also has to be worn throughout all classes. Additionally, medical masks 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). Masks with a valve are not permitted. The German social ministry has compiled guidelines for the correct use of medical masks (in German only): https://sozialministerium.baden-wuerttemberg.de/de/service/presse/meldung/_pid/auch-einfache-masken-helfen/. The only exception from wearing medical masks 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.

2 Access / attendance prohibitions

The following persons are not permitted to access university premises / attend classes or events ...

1. anyone who tested positive for the coronavirus. The prohibition applies until a negative test result can be provided or the isolation order is officially lifted.
2. anyone who have been or are in contact to a person infected with the coronavirus within the last 10 days.
Those whom the health authorities (Gesundheitsamt) have informed that they are considered category 2 contacts (Kontaktperson der Kategorie 2) are allowed to sit classroom exams.
3. anyone showing symptoms typical for a coronavirus infection, namely fever, dry cough, change in smell or taste.
4. anyone not wearing a mask (medical, so-called OP-mask, (preferably certified according to the German DIN EN 14683:2019-10 norm) or a protective mask fulfilling FFP2 standards (DIN EN 149:2001), KN95, N95 or comparable standard).
5. anyone who, during the last 10 days, spent time abroad in one of the risk areas as defined by the Robert-Koch-Institut or the Baden-Württemberg ministry for social affairs and integration (*Ministerium für Soziales und Integration*). The provisions of the *Corona-Verordnung Einreise-Quarantäne* (=CoronaVO EQ, corona regulations entry quarantine) issued by Baden-Württemberg ministry for social affairs and integration also have to be observed.

Further to 2.5:

CoronaVO EQ provides that such persons have to self-isolate for a period of ten days (§1 Abs. 1 CoronaVO EQ). This ten-day quarantine can be shortened to six to nine days, if, no earlier than on the fifth day of the self-isolation, a corona test is taken (§ 3 Abs. 1 and Abs. 2). Excepted from this rule are persons who have spent no more than 24 hours in a risk area (§ 2 Abs. 2 b) CoronaVO EQ). For further details, please consult the CoronaVO EQ as currently in force.

3 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 that 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.

Classroom teaching can only take place with prior approval from the board of executives (§ 1a Abs. 2 *CoronaVO Studienbetrieb und Kunst*, corona regulations for academic operations and the arts). During approved classes, distancing rules will apply. Additionally, medical masks have to be worn. The same will apply for teachers.

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). Wearing medical masks while using lecture rooms is mandatory, too.

Work places which are frequented by the public (e.g. information points, advice centres) have to be fitted with see-through screens („cough guards“). Once an employee has reached their work place, they can take off their medical masks until they leave their place once more.

Masks can be taken off once in the office, provided the minimum distance is observed or a cough guard is installed and there is a minimum 10 m² for each person present.

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. Use of the learning rooms is only possible following online registration via the FELIX online-portal.

Other learning areas which are not separate rooms but part of the university's circulation areas are no longer made available by the university.

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 their 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.

4 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.

5 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.

6 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.

7 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 medical masks is required for 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.

8 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 events involving HFU internal persons only (e.g. lectures, classes) records will normally be kept using a web-based software. For this one will either have to scan a QR-code containing the room ID or enter the room ID using a URL. Following this, an entry mask will open which will allow you to enter all other data electronically. HFU ensures that all data protection regulations are observed and that the data collected will only be used for the intended purpose. All data thus collected will be deleted after four weeks as provided by the corona regulations (*Corona-Verordnung*). If technical or organisational factors prevent the use of electronic record keeping, attendance can alternatively be recorded in writing.
- For events with external guests / persons written attendance records have to be kept which will also be kept for four weeks 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 or their presence record has to be submitted in written form.

The same applies for using the library as well as the university's other academic or scientific facilities for academic operations (§ 4 Abs. 2 S. 2 *CoronaVO Studienbetrieb und Kunst*). The presence in practice, learning and working rooms will also have to be recorded (§ 4 Abs. 2 S. 3 *CoronaVO Studienbetrieb und Kunst*) as have to be visits or meetings within the student service centres and other academic or administrative facilities (§ 4 Abs. 2 S. 5 *CoronaVO Studienbetrieb und Kunst*). For all these registration requirements, the same record keeping modalities and priorities as listed above for events taking place on a regular basis / one-off events will apply.

9 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.

10 Meetings and other events

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

All other events which are 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 board of executives. Please apply by email to lagezentrum@hs-furtwangen.de.

11 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. Permission for business trips for compelling reasons will currently only be granted as an exception and only for good reason. 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, the driver and all passengers in the car have to wear medical masks.

12 Duty to Notify

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*), the local health authority (*Gesundheitsamt*) has to be notified of both suspected and actual COVID-19 cases.

13 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:

- *Classroom teaching concept paper*
- *Classroom exams concept paper*
- *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.