

Corona pandemic

Hygiene instructions for Ravensburg-Weingarten University of Applied Sciences

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Preface

The Rector's board, the professors and the staff set a good example with regard to hygiene and at the same time ensure that the students take the hygiene instructions seriously and implement them. All university members are also required to observe the current hygiene instructions of the health authorities, the Federal Centre for Health Education (ger. Bundeszentrale für gesundheitliche Aufklärung, BZgA) and the Robert Koch Institute (RKI).

Staff and students shall be informed about the hygiene measures in an appropriate manner. The health authorities provide materials for this purpose, e.g. at <https://sozialministerium.baden-wuerttemberg.de> or <https://mwk.baden-wuerttemberg.de/de/service/aktuelle-informationen-zu-corona/>.

1. CENTRAL HYGIENE MEASURES

The novel coronavirus is transmissible from person to person. The main route of transmission is droplet infection via the respiratory tract. In addition, transmission of infection is also possible indirectly via the hands, which then come into contact with the mucous membranes of the mouth, nose or the conjunctiva of the eyes.

The most important measures at a glance

- **Distance requirement:** Keep at least 1.50 m away. This does not apply to activities where close physical proximity cannot be avoided; in these cases, appropriate protective measures must be taken.
- **Thorough hand hygiene** (e.g. after blowing the nose, coughing or sneezing; after using public transport; after contact with stair rails, door handles, grab rails, etc., before and after eating; after going to the toilet) through
 - a) **Washing hands** with skin-friendly liquid soap for 20 - 30 seconds (see also <https://www.infektionsschutz.de/haendewaschen/>) or if this is not possible,
 - b) **Hand disinfection:** Proper disinfection of hands is useful when thorough hand washing is not possible. For this purpose, disinfectant must be applied in sufficient quantity to dry hands and massaged into the hands for about 30 seconds until they are completely dry. Make sure that the hands are completely wetted (see also <https://www.infektionsschutz.de/hygienetipps/desinfektionsmittel.html>).
- **Coughing and sneezing etiquette:** Coughing and sneezing into the crook of your own arm are among the most important preventive measures! When coughing or sneezing, keep as much distance as possible from other people, preferably turn away.
Wear mouth-nose protection that is at least of the standard according to DIN EN 14683:2019-10 ("surgical mask") or better. The risk of infecting another person by coughing, sneezing or talking can thus be reduced (protection of others). Do not touch the face with your hands, especially not the mucous membranes, i.e. do not touch the mouth, eyes or nose.
- Do not touch, hug or shake hands.
- If possible, do not touch publicly accessible hand contact points such as door handles or lift buttons with your hand, e.g. use your elbow.

- In case of **signs of illness** (e.g. fever, dry cough, breathing problems, loss of sense of taste/smell, sore throat), always stay at home and seek medical advice/treatment if necessary.

The ban on entering university buildings in accordance with § 7 of the Corona Ordinance of the State of Baden-Württemberg (in the case of the above-mentioned symptoms and or contact with a person who has tested positive) must be respected.

2. ROOM HYGIENE: LECTURE ROOMS, PC POOLS, LABORATORIES, LOUNGES, ADMINISTRATIVE ROOMS AND CORRIDORS

Distance requirement: A distance of at least 1.50 m must also be maintained in university operation. This means that either the tables in the lecture rooms have to be placed correspondingly far apart or the permissible seats, which have been measured out beforehand, are marked and thus significantly fewer students are allowed per room than in normal operation. The maximum group size is thus determined by the room size and condition.

Learning in groups is not permitted.

The spacing requirement must be observed in each case when conducting teaching and examination events. Partner and group work are to be avoided. Mouth and nose protection must be worn during teaching and examination sessions. Mouth and nose protection must be worn for activities in which close physical proximity cannot be avoided. In this case, the university shall provide employees with suitable masks. The employees shall be provided with instructions on the correct use of masks in a suitable manner. Employees are obliged to observe these instructions.

Regular and correct ventilation is particularly important, as this exchanges the indoor air and thus reduces the viral load. Several times a day, at least once an hour, cross-ventilation or shock-ventilation must be carried out with the windows fully open, and if necessary also the door(s) must be opened for several (at least five) minutes. If possible, do not touch window handles with your full hand or fingers; if necessary, use a disposable handkerchief or disposable towels.

If windows in a room cannot be opened permanently due to structural measures, it is not suitable for teaching unless an effective ventilation system is available.

During the ventilation phase of cross-ventilation or shock ventilation, no one should be in the room.

Special regulations apply to rooms in which examinations are held.

Cleaning

DIN 77400 (Cleaning services for school buildings - Requirements for cleaning) should be consulted. It defines principles and minimum requirements for contractually compliant, environmentally conscious and hygienic cleaning, taking into account current developments with regard to technology and methods of

building cleaning and legal requirements by the Infection Protection Act.

Supplementary to this applies:

At the University, the focus is on **cleaning surfaces**. This also applies to surfaces to which antimicrobial properties are attributed, as secretions and soiling must also be removed mechanically here.

Hand contact surfaces should be cleaned particularly thoroughly and in highly frequented areas at least daily, if necessary also several times daily, with a surfactant-containing cleaning agent (The SARS-CoV-2 virus is an enveloped virus whose lipid envelope is inactivated by the surfactants in cleaning agents, so that careful cleaning is sufficient in this context), e.g.:

- Door handles, electronic cylinders and handles (e.g. drawer and window handles),
- handrails,
- light switches,
- tables, telephones, copiers (hand contact surfaces),
- tools.

A specific hygiene concept for the use of each room used for classroom events must be drawn up and maintained.

3. HYGIENE IN THE SANITARY AREA

Sufficient liquid soap dispensers and disposable towels must be provided and regularly replenished in all sanitary rooms.

In order to prevent too many people from being in the sanitary rooms at the same time, a clearly visible notice at the entrance to the toilets must indicate that only a maximum number of people may be in the toilet rooms at any one time, depending on the size and structure of the sanitary area. For example, appropriate markings can be placed in and in front of the toilet rooms.

Toilet seats, taps, washbasins and floors must be cleaned daily. In case of contamination with faeces, blood or vomit, targeted disinfection is required after removing the contamination with a disposable cloth soaked in surface disinfectant. Suitable protective gloves must be worn.

Changing pads (ger. Wickelauflagen) must be disinfected by the user immediately after use.

4. INFECTION CONTROL DURING BREAKS

It must also be ensured that the specified distance is maintained during breaks. Staggered start and break times can prevent too many students from visiting the sanitary facilities and vending machines at the same time.

Care should be taken to avoid long queues at the vending machines. For this purpose, distance markings can be placed, if necessary.

5. RISIKOGRUPPEN

In certain groups of people, the risk of a severe course of COVID-19 is higher (see information from the Robert Koch Institute [here](#) or [here](#)).

This includes in particular people with relevant pre-existing conditions such as

- Diseases of the cardiovascular system (e.g. coronary heart disease and high blood pressure)
- chronic lung diseases (e.g. COPD)
- Chronic liver disease
- Diabetes mellitus (diabetes)
- Cancer
- a weakened immune system (e.g. due to a disease associated with an immune deficiency or due to the regular intake of medication that can influence and lower the immune defence, such as cortisone).

The aforementioned groups of persons can be exempted from the obligation to be present at the university in whole or in part upon presentation of a medical certificate.

The above regulations also apply to employees with severe disabilities.

Further information for pregnant women can be found at https://rp.baden-wuerttemberg.de/Themen/Wirtschaft/Documents/Corona_Info_schwangere_Frauen.pdf.

In principle, no special measures are required for breastfeeding mothers; as a rule, the general precautionary measures are considered sufficient.

Students with relevant pre-existing conditions, existing pregnancy or severe disabilities decide for themselves whether or not to attend classes (with the exception of minors, in which case the decision is made by their legal guardians).

The same applies if there are persons living in the household (parents, siblings) who belong to a risk group. Separate regulations apply to participation in examinations.

6. ROUTING AND EVENT ORGANISATION

Care should be taken to ensure that not all students reach the lecture rooms and the campus via the corridors at the same time. A concept for routing that is adapted to the specific spatial conditions must be developed in each case. For spatial separations, this can be done, for example, by spacing markings on the floor or walls. Coordination can be achieved, for example, by using a security service.

The start times for the various events, especially for examinations, should be staggered to avoid rush hour at the start of the event. Break times should be adjusted accordingly.

It must be made clear to students that distance and hygiene rules must also be observed outside the university buildings (e.g. in the car parks) and at public transport stops.

7. EXAMS, LAB- AND PRACTICAL EVENTS

According to the current CoronaVO, in-class examinations and other in-class events can only be held in justified exceptional cases. It must be confirmed to the Rector's board that the in-class events are absolutely necessary, that the purpose pursued by them cannot be achieved by online formats and that the hygiene concept of RWU is adhered to. For the conduct of the substantiated examinations, the University strives for the following explicit safety precautions in addition to the general regulations:

- Spacing requirement:
 - Rooms are occupied with a maximum of the number of persons possible under consideration of the current specifications. The specific spatial conditions must be taken into account (e.g. room volume, ventilation possibilities, etc.).
 - When students enter and leave the rooms, the distance requirement of at least 1.5m (better 2m) is actively demanded. Appropriate markings on the floor indicate the minimum distance.
- Mouth-nose protection:
 - In the buildings of the university as well as in other buildings and rooms rented for examinations, there is a duty to wear a mouth-nose protection.
 - Mouth-nose protection must also be worn during the examination.
- Before entering the rooms, hands must be cleaned or, if this is not possible, disinfected. The university provides hand disinfectant dispensers at suitable places for this purpose.
- Examiners and examination invigilators are provided with suitable mouth/nose protection by the university.
- The table surfaces are to be cleaned between examinations.
- Examinations should always take place in rooms that are connected to a ventilation and air-conditioning system. If this is not possible, tests lasting up to 90 minutes can only be carried out in rooms without an air conditioning system if the windows there are permanently tilted to prevent draughts. Tests lasting longer than 90 minutes must always be carried out in rooms with air conditioning. In rooms without air conditioning, additional measures must be taken to monitor the air quality, e.g. air quality measurements.

8. MEETINGS AND OTHER EVENTS

Meetings must be limited to what is absolutely necessary. Attention must be paid to compliance with the distance requirement. Video or telephone conferences are to be preferred. Persons who are not required to be present at the university may only participate in meetings or conferences via video or telephone conferences.

All other events not serving the operation of the university are prohibited.

9. DATA COLLECTION

The CoronaVO obliges the University to collect contact data of visitors, users or participants.

To be collected are:

- First and last name
- Address
- Date, period of attendance
- Building
- Telephone number or e-mail address

The data is to be collected and, if necessary, passed on by the person reporting the event (this is anyone who organises an event or receives a visitor or guest) and forwarded if necessary. Since January 2021, the university has been using the "Recover" system (<https://www.recoverapp.de>), which enables contact data to be collected digitally. For this purpose, QR codes are attached to the entrances of the University buildings, which are scanned with a smartphone. The contact details are then entered in the web page that opens. The "recoverApp" system is web-based, i.e. no installation of an app is necessary (exception: if the device used for scanning makes this necessary). If no smartphone is available, the entry can also be made using the familiar paper form.

In-class examinations: For organisational reasons, digital registration is not required. A copy of the list of participants must be handed in to the Student Services on the day of the examination.

In-class labs: Lab participants should preferably use the Recover application. The alternative registration in paper form is to be avoided if possible. If possible, paper registrations are to be handed in at the Student Services on the day of the lab event.

Guests/visitors: The preferred means of data collection is the "Recover" application. Alternatively, the paper form is also available here. If possible, paper documents should be handed in to the Student Services Office on the day of the visit.

Cases not included in the above list require a separate regulation, which is to be discussed with the University management.

10. RETURNEES FROM RISK AREAS

The regulations in force at the time of entry must be complied with.

11. OBLIGATION TO REPORT

Due to the Coronavirus Notification Ordinance in conjunction with Section 8 and Section 36 of the Infection Protection Act, both suspected illness and the occurrence of COVID-19 cases in the University must be reported to the Public Health Office (ger. Gesundheitsamt).

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Basic principles: CoronaVO of the state of Baden-Württemberg