

# (General) hygiene concept of Flensburg University of Applied Sciences for

- Assessment and exams as well as practicals, labs and similar classes
- Activities/meetings related to the internal affairs of FUAS (e.g. meetings of FUAS' political bodies, appointment procedures for professorships, research projects)

The following regulations apply until revoked.

(the scope of this concept will be referred to as “activities” in the following)

## Preamble

As per a decree issued by the State of Schleswig-Holstein on 18 April 2020, universities in Schleswig-Holstein can carry out assessments and exams.

As per a decree issued by the State of Schleswig-Holstein on 30 April 2020, universities may carry out practicals, labs and similar classes that cannot be taught online due to the character of their contents but are a part of the degree programme's curriculum.

The hygiene concepts agreed on with the local health department in charge are pre-requisite for any activity (exams, practicals, labs etc., research projects, internal meetings) to be carried out.

Based on general principles of risk assessment and the recommendations for public events, activities etc. made by the Robert-Koch-Institute the President's Office of Flensburg University of Applied Sciences issues the following hygiene concept for teaching

- examination and assessment events
- practicals, labs and similar classes that cannot be taught online

and for activities/meetings related to the internal affairs of FUAS.

In accordance with the guidelines on the issuing of hygiene concepts at all state and state-recognized universities in Schleswig-Holstein a difference must be made between students and staff. Occupational safety and health regulations apply to all members of staff.

This hygiene concept will be updated continuously corresponding to legal requirements, decrees and new findings. This version 5.0 of FUAS' hygiene concept is based on Regulations issued by the Land Schleswig-Holstein to fight the coronavirus SARS-CoV-2 issued on 29 November 2020.

This version of the concepts as well as updates thereof will be announced to the university members via FUAS' website and internal mailing lists in German and in English and taking accessibility into account.

## I. General information

The principles of infection prevention apply for all events and activities, their planning and follow-up activities. By adhering to these principles, everyone takes on responsibility not only for themselves but for others, too.

Hand hygiene, cough and sneeze etiquette and keeping a distance from others (at least 1.5 metres) as well as wearing a mask covering the mouth and nose and ventilating (airing lecture halls, offices and other rooms at regular intervals) are the most important measures to minimise the risk at all events and activities. The prevention of infections prevails over an event or activity carried out.

A mask covering the mouth and nose must be worn in all of FUAS' buildings and at workplaces located in enclosed areas. This does not apply:

- at permanent standing places or seats where a minimum distance of 1.5 metres can be kept or the risk of a transmission of the virus can be reduced with the help of appropriate physical barriers,
- for people carrying out hard physical work,
- where a contact situation only includes persons living in the same household,
- when eating,

- if wearing a mask is not reasonable in an individual case (a doctor's note is required in such a case).

Time spent on FUAS' campus must be limited to an absolute minimum.

The number of people allowed to gather as well as the rules on distance keeping that apply for such gatherings are defined in the Regulations issued by the Land Schleswig-Holstein valid at the time of the gathering.

Face masks covering the mouth and nose must be worn inside and outside FUAS buildings in the area up to 20 metres from the doors. Wearing a face covering is recommended on the other parts of FUAS' campus as well. Here a minimum distance of 1.5 metres must be kept to other persons not living in the same household.

All participants will be informed about possible risks arising with the participation in an activity taking place at FUAS and travelling there and back before the start of such an activity. The participants will receive the information along with the invitation to the activity via the commonly used communication channels (Stud.IP, website, e-mail).

Before the start of an activity the participants will be asked to provide contact details and information on their health condition. Participants who have notable respiratory symptoms (e.g. coughing, sore throat or aching limbs) are asked to leave the activity unless they can provide a doctor's note verifying that the respiratory symptoms are not of an infectious nature (e.g. students with an asthma cough).

All participants are registered in a list with contact details so that a possible chain of infection can be traced back if necessary. Participants have to fill out these lists with their own pen.

The attendance lists will be stored by the Dean's Office or another designated person in the faculty for a four-week period after the activity has ended. The data protection rules are to be adhered to. The lists are to be handed to the health department in charge if required.

Occupational safety and health regulations remain valid in addition to this hygiene concept.

## **II. Framework conditions for assessment, exams, practicals and similar classes (organisation and facilities)**

1. Routes to be followed through FUAS' buildings to reach rooms an activity is held in as well as sanitary facilities will be designated and marked in order to avoid encounters and ensure that distances can be kept.
2. In order to direct the movement of people and groups in a way that minimises encounters, some stairs will be marked for the way up and others for the way down. The direction in which to walk will also be marked in hallways so that distance can be kept, this may lead to some hallways becoming one-way routes. As a general rule everyone shall walk on the right-hand side. Overtaking is prohibited if there are people coming from the opposite direction. Symbols and signs known from German road traffic regulations are to be followed, this may result in detours. If the use of a lift is necessary (e.g. for people in wheelchairs), it must only be used by one person at a time.
3. General advice for the prevention of infections have been posted in all buildings at on all entrance doors and are to be adhered by.

4. If it is not possible to guarantee the minimum distance where participants enter, the registration of the participants must take place in more than one places.
5. The sanitary facilities will be cleaned professionally once a day.
6. Facilities in which activities are held must be aired regularly during the activity; a sufficient ventilation must be ensured between activities, too. At the end of an activity, work spaces (table tops, work and laboratory equipment) are to be cleaned by the users and the supervisors using the surface disinfectants. The materials and resources required will be handed out as communicated via the notice boards and the website.
7. A maximum number of people allowed to use a room at the same time will be defined for each room. This number includes participants and supervising staff and is based on the rules for distance keeping and hygiene. the maximum number of people allowed in a room will be posted in a visible manner outside the room. The seats or work places that may be used in a room are to be marked.
8. Where groups have to be set up for activities taking place at FUAS, these groups are defined by the member of teaching staff. Students may not change or swap groups on their own.
9. If the minimum distance cannot be kept in certain rooms or laboratories with the maximum number of people allowed, further measures must be taken to reduce the risk of infection, such measures include reducing the number of participants, wearing masks or face shields and gloves or physical barriers (partitions). This protective equipment must be handed out before participants enter the room or facility in witch the activity takes place.
10. If possible, doors are to be kept open during an event/activity to avoid the use of door handles and ensure the circulation of air.
11. Food may not be consumed in the facilities in which activities take place. Breaks are to be taken in designated areas outside the room in which the activity is held. Participants must follow rules on distance and hygiene when making their way to these areas.
12. Drinks may be consumed if they are brought by the person drinking them themselves and if they are in containers which can be closed. These containers must be disposed of or taken along upon leaving.
13. Sanitary facilities – and where there is a sink in a lecture hall or lab – are equipped with soap and paper towels as well as notes on how to wash hands properly. Participants must wash or disinfect their hands before and after an activity.
14. The facilities in which an activity takes place are to be prepared by the supervising staff or organisers prior to the activity. Where materials or equipment are needed these are to be distributed to the seats or work spaces as far as that is possible. Such materials or equipment must not be touched but distributed wearing gloves.
15. At the end of each activity the supervisory staff/organiser reminds the participants to leave FUAS' buildings promptly using the designated routes and keeping at least the minimum distance.
16. Supervisory staff can exclude participants from an event/activity if they are not adhering to hygiene rules and continue to do so after having been given a warning.

17. Additional measures may be necessary for specific laboratories or practicals, these may result from the characteristics of the room or facility, the technical equipment or particular requirements of the activity.
18. Measures exceeding those defined in this hygiene concept as under 16. will be made known to the participants along with the invitation to the activity.
19. The name of anyone violating the hygiene rules in a severe manner must be reported to the Dean's Offices and the President's Office. In this case the measures taken may go as far as banning people from FUAS' premises.

### III. Regulations for events at FUAS, particularly meetings not related to teaching

20. At events that are held in FUAS' rooms drinks may only be consumed from containers that can be closed and that are used by one person only. Milk, cream and sugar may only be served when individually packed. Pre-packaged food may be served.

**Food may only be consumed in recreational areas.**

If this is required, it must be noted under "*weitergehende Regelungen sind für diese beantragte Veranstaltung erforderlich*" in the request form.

The person in charge of organising an activity is the applicant named in the form.

### IV. Organisation at FUAS

21. The Dean's Office must be notified of any planned activities at least 14 days ahead of time (via the request form published on the website). Activities will be approved by the Dean's Offices.
22. **University-wide activities or activities involving more than one faculty will be approved by the President's Office.**
23. **A confirmation by the Facilities Management is required in both cases.**
24. **The faculties may allow classes that are part of the curriculum of a degree programme to be taught on campus in specific cases.**
25. A minimum distance of 1.5 metres to other people must be kept at all times. There are exceptions in which the minimum distance must not be kept, namely if the room or type of the class do not allow for it to be kept at all times and if the class is held for a group of students who are not members of another group of students in which the minimum distance cannot be kept either.
26. Approvals already given may be withdrawn on the basis of new decrees issued by the Land or similarly important reasons. If this is the case, the activity must be cancelled or take place online.