

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

- Assessment and exams as well as practicals, labs and similar classes in the summer semester 2020 and the winter semester 2020/2021
- Activities/meetings related to the internal affairs of FUAS (e.g. meetings of FUAS' political bodies, appointment procedures for professorships, research projects)

(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.

This hygiene concept will be updated continuously corresponding to legal requirements, decrees and new findings.

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) are the most important measures to minimise the risk at all events and activities; masks covering the mouth and nose and gloves cannot replace these measures, they are additional measures, however. The prevention of infections prevails over an event or activity carried out.

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.

If the measures taken in regards to organisation and meeting space are not sufficient to maintain the minimum distance between people, participants must cover their mouth and nose with a mask or a similar item. This item is to be put on when entering the room and must not be removed.

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 required 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.

The publication of the guidelines for the issuing of hygiene concepts dated 7 July 2020 (Ministry of Education, Science and Cultural Affairs, Schleswig-Holstein) allows universities to hold classes and activities that are part the curriculum of a degree programme outside the framework defined in the hygiene concept. (see no. III)

## **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 facilities in which activities are held as well as sanitary facilities will be cleaned professionally once a day.

6. If facilities in which activities are held are used more than once a day (not more than twice a day if possible), they must be sufficiently aired in between the activities. Work spaces (table tops, work and laboratory equipment) are to be cleaned by the users and the supervisors using the surface disinfectants.
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. Participants are to be handed this protective equipment before they enter the room or facility in which the activity takes place.
10. If possible, doors are to be kept open during an activity to avoid the use of door handles and ensure the circulation of air.
11. Food and drink as well as the use of private smartphones are not allowed inside the facilities in which an activity takes 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. 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.
13. 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.
14. 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.
15. Supervisory staff can exclude participants from an activity if they are not adhering to hygiene rules and continue to do so after having been given a warning.
16. 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.

17. 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.
18. 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. Organisation at FUAS**

1. The Dean's Office must be notified of any planned activities at least 14 days ahead of time (via the request form).
2. Activities will be approved by the Dean's Offices. University-wide activities or activities involving more than one faculty will be approved by the President's Office. A confirmation by the Facilities Management is required in both cases.
3. The faculties may allow classes that are part of the curriculum of a degree programme to be taught on campus in specific cases (e.g. classes for first-semester students). As a precondition for this, teaching must take place in defined and fixed groups. The members of a group may not change. Membership in these groups is exclusive. In this case the rules on distance keeping must not be followed (cohort principle). Each student may only be a member of one cohort. Students must follow the rules on distance keeping in all other activities they participate in. The lifting of the rules on distance keeping only applies to the students of a cohort – not to the teaching staff – and only for the duration of the activity and in the classroom it takes place in.  
During the class the members of a cohort must follow rules 1 to 3 and 10 to 12 under no. II.
4. 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.