

### Hygiene concept for further education activities at the Centre for Maritime Studies at Flensburg University of Applied Sciences as well as practicals in the maritime degree programmes (some of which held in cooperation with the Maritime College)

#### General information

The principles of infection prevention apply for all events and activities, their planning and follow-up activities.

In general, the measures include hand hygiene, cough and sneeze etiquette and keeping a distance from others, other measures such as masks covering the mouth and nose and gloves can be an addition in particular in situations where minimum distance cannot be kept.

#### General rules

- The hygiene measures will be discussed in detail and agreed on with customers/students before each activity. Any questions on the concept will be answered in detail.
- The Centre for Maritime Studies (F building) may be entered individually and through the main entrance only, a minimum distance of 1.5 metres must be kept at all times.
- Participants must fill in the attendance lists available in the entrance area of the Centre (fire protection). By filling in and signing the attendance list for an activity the participant confirms they were informed of hygiene measures and they do not show respiratory symptoms.
- Hands must be washed in accordance with hygiene rules before the start of a training. Sanitary facilities on each floor may only be used by one person at a time to ensure that the minimum distance is kept.
- Hallways must be used in a way that ensures that the minimum distance can also be kept when entering and leaving the rooms. The staircase at the far end of the building must be used if necessary.
- Due to the extensive preparatory measures participants must arrive 30 minutes before the start of a simulator class.
- Individually marked and separated areas (e.g. areas for eating in) must only be entered and used by one person at a time.
- Masks covering the mouth and nose and disposable gloves must be worn in the simulator cabin.
- The simulator's operator panel (buttons, control levers, keyboards and trackballs) will be cleaned and disinfected before and after a class by the member of staff in charge.
- In general, (outside the simulator cabin) protective equipment must be worn in accordance with the regulations in place in the university/Schleswig-Holstein.
- Masks covering the mouth and nose and disinfectant will be provided by the Centre for Maritime Studies. We welcome it if people bring their own masks.
- The contact person for further education courses is Viola Skibbe.
- Once a day the facilities will be cleaned professionally and waste will be disposed.

## Further education courses and practicals in the ship bridge simulator

### Simulator training

- Briefing/de-briefing:
  - no more than two members of teaching staff and eight participants in the briefing/de-briefing area INSTR 3
  - no more than two members of teaching staff and six participants in room F 213
- Simulator exercises:
  - no more than two members of teaching staff in the briefing/de-briefing area INSTR 3 or in room F 213
  - no more than eight participants on the ship bridge simulators (no more than two participants per bridge)

### Preparation and use of the rooms

#### F213:

- Seating for six people at the big table with a minimum distance of 1.5 metres between each other and also to the instructor, places where to sit are marked with tape.
- Two places to sit at the *Instruktor 1* and two with a distance of 1.5 metres
- One place to stand for the presenter at the screen

#### Briefing/de-briefing area INSTR3:

- Two places to sit at the *Instruktor 3* with a distance of 1.5 metres
- Seating for eight people in four rows with a minimum distance of 1.5 metres between each other, places where to sit are marked.

### Food & accommodation for further education courses

- As the cafeterias will most likely remain closed, lunch will be provided by the Centre for Maritime Studies (delivery services etc.).
- Drinks will be provided in 0.5 litre bottles.
- Snacks and candy will be provided in the form of individually wrapped chocolate bars.
- Participants must organise their own travel and accommodation arrangements. Participants are recommended to travel in their own cars.

### Organisational measures regarding FUAS

The Centre for Maritime Studies must announce dates, frequency and duration of a course to the President's Office of FUAS and the Dean's Office at least 14 days in advance.