

(General) hygiene concept of Flensburg University of Applied Sciences

This concept is valid until further notice; it applies to the whole of Flensburg University of Applied Sciences (FUAS).

Preamble

The health and safety of its students, teaching staff, employees and visitors are the main focus of the measures taken at FUAS in the current situation.

At the same time, we want to do what is our main task as a university: provide education.

This hygiene concept aims to create and ensure a safe environment in which all members of our university and their guests stay healthy and which allows a step by step return to normal university operations in times of the COVID-19 pandemic.

This can only be achieved by constantly re-assessing and re-adjusting important and necessary safety measures. This hygiene concept is based on a number of regulations on dealing with the pandemic in place, the Regulations to fight the coronavirus SARS-CoV-2 at universities [Hochschul-Corona-Verordnung, German language version:

[https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/Downloads/2021/211113_Corona-HochschulenVO_unterz.pdf? blob=publicationFile&v=3](https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/Downloads/2021/211113_Corona-HochschulenVO_unterz.pdf?blob=publicationFile&v=3)

and the Regulations to fight the coronavirus SARS-CoV-2 issued by the Land Schleswig-Holstein [Corona-Bekämpfungsverordnung des Landes Schleswig-Holstein, German language version:

[https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/Downloads/2021/211120_Corona-BekaempfungsVO_unterz.pdf? blob=publicationFile&v=2](https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/Downloads/2021/211120_Corona-BekaempfungsVO_unterz.pdf?blob=publicationFile&v=2)

as well as the occupational safety and health regulations in place.

We trust and rely on all members and guests of FUAS to act responsibly and in a way, which considers and respects others; this is the most important pre-requisites for this hygiene concept to be effective.

I. General information

The principles of infection prevention apply to all activities and events held by FUAS and on its premises (this includes teaching, seminars, laboratory classes, meetings, assessments, workshops etc.). By adhering to these principles, everyone takes on responsibility not only for themselves but for others, too.

The spread of COVID-19 can also be reduced by a large number of people getting vaccinated and everyone getting tested regularly. We ask all members of FUAS to use the official sources¹ available to learn about the risks of an infection with COVID-19 and the advantages of a vaccination against COVID-19; please make use of the various possibilities to get tested and/or vaccinated and consult your GP or FUAS' occupational doctor.

The elemental hygiene rules (keeping a distance from others (at least 1.5 metres), (hand) hygiene, cough and sneeze etiquette, medical masks covering the mouth and nose and regular ventilation of

¹ e.g. [Federal Ministry of Health](#), [RKI](#), [BZgA](#), [schleswig-holstein.de](#); or [the WHO](#) (for information in English)

rooms) are the most important measures to minimise the risk at all events and activities. They will remain crucial also with the number of vaccinated people rising.

The number of people allowed to gather for private purposes are defined in the Regulations on the number of people and distance keeping issued by the Land Schleswig-Holstein valid at the time of the gathering.

In order to participate in any class or assessment taking place indoors in person, participants must provide a negative test, evidence that they have been fully vaccinated against COVID-19 or that they have recovered from a COVID-19 infection. The negative test must be issued by an entity authorised to administer tests for an infection with the coronavirus. In accordance with §4 para. 34 of the Regulations to fight the coronavirus SARS-CoV-2 [Corona-Bekämpfungsverordnung] FUAS will recognise tests as valid for a maximum of 24 hours after they are issued. Tests must not be older than 24 hours at the start of the class or activity.

To ensure a comprehensive check of the certificates proving that participants are vaccinated, recovered or tested negative, an external security service will be posted at the main entrances of FUAS' buildings C, D and H, currently these entry checks will take place between 7:30 a.m. and 5:30 p.m. If a class or activity starts outside this time period of entry checks, the teaching staff shall admit participants into the building and check their certificates.

In all other buildings of FUAS the checks will be carried out by the member of teaching staff for classes with less than 16 students attending; for classes with more than 15 students attending, the checks will be carried out by FUAS Occupational Health Care Management and through the attendance lists.

Participants must fill in and sign the attendance list for their class, these lists will be stored by the party organising the event or activity (e.g. the Dean's Office or people designated by them, the organisers) for a four-week period after the activity has ended. The data protection rules are to be adhered to. Participants must also confirm that they are vaccinated, recovered or tested negative in these lists. The lists are to be handed over to the authorities in charge if required. Furthermore, students must wear medical face masks during classes taught on campus and lab classes, meetings and when working at group workplaces.

A medical mask covering the mouth and nose (FFP2-,N95-,2-,DS2-,CPA-,KN95- or surgical mask) must be worn in all of FUAS' buildings, including their entrance areas (20 metre radius) and at workplaces located in enclosed areas. Masks must be worn so that the number of respiratory droplets and aerosols spread when coughing, sneezing or speaking is reduced.

At other events and at workplaces medical face coverings must not be worn:

- ~~if all participants of a class or activity are vaccinated, recovered or tested negative~~
- 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,
- by people carrying out hard physical work,
- when eating,
- if wearing a mask is not reasonable in an individual case (a doctor's note is required in such a case),

- at events or activities that are not related teaching to teaching but for which FUAS restricts access to people who are vaccinated, tested or have recovered from a COVID-19 infection.
- when the President's Office approved an exception.

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). Instead of a doctor's note, participants can also provide a negative PCR test, evidence that they have been fully vaccinated against COVID-19 or that they have recovered from a COVID-19 infection.

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

II. Framework conditions (organisation and facilities)

1. FUAS' buildings may only be entered by persons who are vaccinated against, recovered from or tested negative for COVID-19.
2. Tests provided for this purpose must not be older than 24 hours and cover the entire time spent at the workplace for members of staff.
3. Routes to be followed through FUAS' buildings will be designated and marked in order to avoid direct encounters (walk on the right side) and ensure that distances can be kept (avoid overtaking others).
4. Some stairs will be marked for the way up and others for the way down; they are to be used accordingly.
5. If the use of a lift is necessary, it must only be used by one person at a time.
6. General advice for the prevention of infections have been posted on the entrance doors to all buildings and are to be adhered to.
7. The sanitary facilities are cleaned daily.
8. 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.
- ~~9. A maximum number of people allowed to use a room at the same time while adhering to the distancing rules in place will be defined for each room. (This number applies when it cannot be ensured that everyone is vaccinated, recovered or tested negative.) Wherever minimum distances cannot be kept a medical mask covering the mouth and nose must be worn unless everyone is vaccinated, recovered or tested negative.~~
10. Where groups have to be set up for classes and other teaching taking place at FUAS, these groups are defined by the member of teaching staff. Students who want to change groups must discuss this with the member of teaching staff in charge.
11. 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.

Food may not be consumed in facilities in which activities take place. Drinks should be brought, consumed and disposed of by participants individually. If events or activities take place over a longer period of time, rooms to take breaks in will be designated by the organisers.

12. Washing hands and using the disinfectant provided before and after an activity contributes to the prevention of infections.
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.
14. After the end of an event or activity participants should limit the time they spend in FUAS' buildings or on campus to a minimum, hygiene rules must be followed at all times.
15. Private meetings on campus are permissible if the rules defined by this hygiene concept are kept to.
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. 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 within FUAS

1. Classes must be held according to how they are scheduled in the timetable. Changing classes so that they are taught on campus requires the Dean's Office's permission. The criteria the Dean's Offices base their decision on are:
 - continuity of the timetables, ensuring that students are able to complete the course
 - availability of rooms
 - priority for rooms where the minimum distance can be kept
 - where there are a large number of participants classes should be taught in a hybrid form rather than on campus
2. ~~For activities and events not related to teaching the application process to use FUAS' rooms remains the same, part of that process is to ensure that such activities are in line with the hygiene concept.~~

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.