

# **Work and Organisational Regulations**

## **Corona Hygiene Plan for the University of Applied Sciences Worms**

Last amended 08/06/2020

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### **Preliminary remarks**

Classes at the University of Applied Sciences Worms will be held digitally during the 2020 summer semester. The lecture halls and seminar rooms will be used exclusively for on-site examinations. This Corona Hygiene Plan for the University of Applied Sciences Worms contains the requisite rules to this end. It is based on the hygiene regulations issued by Rhineland-Palatinate. The guidelines provided must be observed by all members of the university in as far as this is possible in each situation.

## **1. General and personal hygiene rules**

### **Most important measures:**

- Should you experience any signs of illness (e.g. temperature, dry cough, problems breathing, loss of taste and smell, sore throat, sore limbs), you must stay at home.
- Always maintain a distance of 1.50 m from others.
- Do not touch your face with your hands and, in particular, do not touch the mucous membranes, i.e. the mouth, eyes, and nose.
- Do not touch, hug, or shake hands with others.

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- Ensure thorough hand hygiene (e.g. after blowing your nose, coughing or sneezing; after using public transport; after touching handrails, door handles or other handles, etc., before and after eating; before putting on and taking off a face mask, after going to the toilet or entering the seminar room).
  - a. Wash hands with soap for 20 to 30 seconds. The temperature of the water does not influence the reduction of microorganisms. The duration of handwashing and the extent to which you rub your hands together when lathering up are far more important  
  
or
  - b. Hand disinfection: If you are unable to wash your hands thoroughly, you should disinfect your hands correctly. For this, apply a sufficient amount of disinfectant onto dry hands and massage in for around 30 seconds until the hands are completely dry. Ensure the disinfectant is fully spread over both hands.
- As far as possible, avoid touching objects which are for public use, such as door handles and lift buttons, with your hand or your fingers; instead, use your elbow.
- Coughing and sneezing etiquette: Coughing and sneezing into the crook of your arm is one of the most important preventative measures! When coughing or sneezing, keep as far away from others as possible; ideally, turn away.
- Wear a surgical mask or a textile barrier (covering over the mouth and nose, community mask or cloth face mask). This helps capture droplets that are emitted when speaking, coughing, or sneezing. In turn, this reduces the risk of infecting someone else by coughing, sneezing, or speaking (protection of others). These aforementioned masks should always be worn in the university, especially in closed rooms when meeting other people. A mouth-nose cover is to be worn, provided that the Corona Control Ordinance of the state of Rhineland-Palatinate in force at the time refers to this and does not stipulate anything to the contrary (mask obligation). Employees of the university are exempt from the obligation to wear masks if other suitable protective measures, in particular separating devices, are taken and as long as there is no contact with customers or visitors. However, this must not lead to the distance being unnecessarily reduced. In the lecture room or lecture hall, it is not necessary to wear masks after reaching the place and when a safe distance is guaranteed. Despite of Mouth/Nouse-Protection or Mouth/Nose-Cover, the current hygiene regulations, in particular the current recommendations of the Robert Koch Institute and the Federal Centre for Health Education, must continue to be observed.

### **Guidelines on the use of cloth face masks:**

The following guidelines from the Federal Institute for Drugs and Medical Devices (BfArM) must be observed:

- Even when wearing a mask, a safety distance of 1.50 m from others as recommended by the WHO must be observed.
- You must wash your hands thoroughly with soap before putting on a mask.
- When putting on a mask, ensure that the inside is not contaminated. The mask must be positioned correctly over the mouth, nose, and cheeks and fit as closely as possible at the edges to minimize the penetration of air at the sides.

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- When using for the first time, check that the mask lets enough air in to ensure that normal breathing is not impeded any more than necessary.
- If a mask is wet, it should be taken off immediately and, if possible, replaced.
- Both the outside and inside of the used mask may contain pathogens. Avoid letting the mask come into contact with the hands as much as possible to avoid contaminating them.
- After taking the mask off, you should wash your hands thoroughly as instructed by general hygiene rules (at least 20-30 seconds with soap).
- Once removed, the mask should immediately be placed in a bag or similar airtight container, or washed immediately. The mask should be stored for as short a time as possible to prevent mold from forming.
- Masks should be washed daily at a minimum of 60 degrees and then dried completely. If available, all the manufacturer's instructions must be followed.

## 2. Room hygiene

To prevent droplet infection, a minimum distance of 1.50 m must also be maintained inside the university. This means that the tables in the seminar rooms and lecture halls must be placed sufficiently far apart and, as such, far fewer students than normal are permitted in each room. Regular and correct ventilation is particularly important so that the air inside the room can be exchanged. A break of at least 30 minutes must be scheduled between exams to allow for thorough and adequate ventilation of the rooms by opening the windows fully to produce rush airing or cross-ventilation. Tilt ventilation is essentially ineffective as very little air is exchanged. If the windows in a room cannot be opened for structural reasons, this room is not suitable for teaching unless an effective building ventilation system (ventilator) is available. Such equipment must ensure a high level of room air exchange for the period of use.

### Cleaning

DIN 77400 (analogous application: Cleaning services - School buildings - Requirements for cleaning) must be observed. This standard defines the principles for contractual, environmentally friendly and hygienic cleaning and takes into consideration the latest developments in terms of building cleaning technology and methods and the legal requirements as specified by the German Infection Protection Act.

### **Besides, the following also applies:**

As a rule, the infectiousness of coronaviruses on inanimate surfaces sinks rapidly, depending on the material and environmental conditions such as temperature and moisture. There is no evidence to date of transmission via surfaces in public spaces. At the university, the cleaning of surfaces is a top priority. This also applies to surfaces with antimicrobial properties as secretions and soiling should be removed mechanically from these, too. In contrast to cleaning, routine surface disinfection in schools is not recommended by the RKI, even during the current COVID pandemic. Appropriate cleaning measures are more than sufficient. If in individual cases, disinfection is regarded as necessary, generally speaking, a cold solution should be used to wipe down surfaces. Spray disinfection, i.e. wetting surfaces without mechanical action, is less effective; it is also questionable from an occupational safety

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perspective as disinfectants could be inhaled (this also applies to warm or steaming disinfectant solutions). Room fumigation for disinfection is also generally not advised. The exposure time or wetting time must be followed. With some disinfectants (if dried residue acts as an irritant), subsequent thorough cleaning is required. The following areas should be cleaned particularly thoroughly and, for heavily frequented spaces, daily:

- door handles and other handles (e.g. on drawers and windows), as well as the edges of doors,
- flights of stairs & handrails,
- light switches,
- tables, telephones, copiers,
- all other areas which are handled, e.g., computer mice and keyboards.

## 3. Hygiene in sanitary facilities

Sufficient numbers of liquid soap dispensers and disposable hand towels must be provided and replenished regularly in all toilets. Collection bins must be available for the disposable hand towels and toilet paper. A visible sign must be put up at the entrance to the toilets stating that only 1 or 2 people may be present in the washroom, depending on the size of the facilities. Toilets are cleaned at least once a day. In the event of heavy soiling, the area must be disinfected after removing the contamination. Rubber gloves must be worn for this. Nappy changing mats must be disinfected immediately after use.

## 4. Individuals in risk groups

The risk of a serious COVID-19 infection is greater for certain groups of individuals. These include people with underlying health conditions such as

- cardiovascular diseases (e.g. coronary heart disease and high blood pressure)
- chronic lung diseases (e.g. COPD)
- chronic liver diseases
- diabetes mellitus
- cancer
- a weakened immune system (e.g. due to an illness associated with an immunodeficiency, or resulting from regularly taking medication which can compromise immune defenses, such as cortisone)

The protection of all university members is our top priority. Participation in teaching and examinations is not mandatory for individuals suffering from one or more of the above underlying conditions. Individuals over the age of 60 can be deployed voluntarily. A severe disability without a risk-increasing disorder does not provide grounds for preventing such individuals from being deployed in face-to-face events.

## **5. Duty to report**

Given the coronavirus reporting requirements and the German Infection Protection Act, both suspected and confirmed COVID-19 infections at the University of Applied Sciences Worms must be reported to the competent health authorities.

## **6. Implementation**

The hygiene plan in the version of 08.06.2020 is put into effect as a service and organisation instruction at the Worms University of Applied Sciences with its publication in the university gazette in the exercise of the householder's right according to §79 para. 8 HSchG. With the entry into force of the Hygiene Plan in the version of 08.06.2020, the Hygiene Plan in the version of 08.06.2020 (University Gazette of Worms University of Applied Sciences of 13.5.2020) shall cease to be valid.

Worms, dated 08 June 2020

p.p.

signed Christiane Müller

Chancellor of the University of Applied Sciences Worms