

Work and Organisational Regulations

Corona Hygiene Plan for the Worms University of Applied Sciences

Version: 30.09.2020

Contents

1. General and personal hygiene rules
2. Room hygiene
3. Hygiene in sanitary facilities
4. Individuals in risk groups
5. Duty to report
6. Implementation

Preliminary remarks

You are instructed to reduce close and longer periods of contact with other people to a minimum and to keep the group of people with whom you have close or longer periods of contact as constant as possible. Where possible, meetings are preferably to be held outside.

During the 2020/2021 winter semester, courses at the Worms University of Applied Sciences will be held digitally as well as in the classroom again where permitted under hygiene rules. The lecture halls and seminar rooms will therefore be used for lectures, teaching and examinations in compliance with COVID-19 hygiene rules. This Corona Hygiene Plan for the Worms University of Applied Sciences contains the requisite rules to this end. It is based on the valid Corona Control Ordinance of Rhineland-Palatinate and 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. The hygiene plan is hereby issued according to the university rules and as Work and Organisational Regulations. The hygiene plan is issued for employees as an instruction under labour and civil service law.

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 and phone your doctor.
- **Social distancing**¹: 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.
- Ensure thorough hand hygiene (e.g. after blowing your nose, coughing or sneezing; after using public transport; after touching hand rails, door handles or other handles etc., before and after eating; before putting on and taking off a face mask, after going to the toilet and after entering the seminar room).
 - a. Wash hands with soap for 20 to 30 seconds. The temperature of the water has no influence on 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 mask**²: Wear a surgical mask or a textile barrier (covering over the mouth and nose, community mask or cloth face mask). This helps capture droplets which 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). The masks mentioned above must be worn in the university buildings, particularly in the hallways, staircases and when meeting other people if a minimum distance of 1.50 m cannot be maintained. A mask must also be worn if this is required by the valid Corona Control Ordinance of Rhineland-Palatinate and unless otherwise designated (mask required). University employees are not required to wear a mask at their workstation if other suitable protective measures have been taken, such as the use of partitions and as long as there is no contact with visitors. Wearing a face covering must not result in any unnecessary reduction in the distance you maintain from others.
- It is no longer necessary to wear a mask in lecture halls once all participants have taken their seat and provided the necessary safety distances are maintained. Even when wearing a mask or face covering, you must continue to observe current hygiene regulations and, in

¹ Section 1 Para. 2 of the 11th Corona Control Ordinance of Rhineland-Palatinate.

² Section 1 Para. 3 of the 11th Corona Control Ordinance of Rhineland-Palatinate.

particular, the latest recommendations from the Robert Koch Institute and the Federal Centre for Health Education. You are therefore required to wear a mask as soon as you enter the building until you reach your seat in the classroom. The safety distance of at least 1.5 metres must be observed when entering and leaving the classrooms. Where possible, adhesive strips indicating the distance are to be used on the floor. Teaching staff are also required to wear a mask if they cannot avoid direct contact.

- **Contact tracing³:** While in the offices, the individual lecture halls, seminar rooms and meeting rooms of the Worms University of Applied Sciences, the university must collect your personal data for contact tracing. The contact data (master data) are stored for one month in line with data protection laws (Section 1 Para. 8 of the 11th Corona Control Ordinance of Rhineland-Palatinate). If you do not provide your personal data, we ask for your understanding that you will not be granted access to the office buildings of the Worms University of Applied Sciences. These data will be deleted unless they are requested by responsible health department.
- Refusal to wear a mask or observe social distancing or participate in mandatory contact tracing shall result in expulsion from the university premises for hygiene reasons and consequences under civil service and labour law shall be assessed for employees.
- **Returning from high-risk areas:** Based on the current travel warnings, the department generally assumes that employees will not take private trips without a valid reason to areas classified as high-risk (see guidelines of the Robert Koch Institute) or countries for which the Foreign Office has issued a COVID-19 travel warning, as this negligent conduct can lead to consequences under labour and civil service law.⁴

Negative COVID-19 test: If a suspected COVID-19 case becomes known and when returning from a high-risk area, the result of the test required by the authorities must be presented by the members of the university before returning to work in Section 1 - Personnel and Organisation.⁵

- **Signs and instructions:** Readily visible signs with the hygiene rules can be found on the premises and in the office buildings. These rules must be observed.
- **Limited number of people⁶:** If several people meet and are not mainly in designated seats (in lecture rooms, students and staff are mainly in designated seats), the number of people present at the same time is to be limited to 1 person per 5 m² of space (limited number of people, Section 1 Para. 7 of the 11th Corona Control Ordinance of Rhineland-Palatinate).

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 minimise the penetration of air at the sides.

³ Section 1 Para. 8 of the 11th Corona Control Ordinance Rhineland-Palatinate.

⁴ RP Interior Ministry, Coronavirus Circular – new issue – dated 6.8.2020, p. 3.

⁵ RP Interior Ministry, Coronavirus Circular – new issue – dated 6.8.2020, p. 4.

⁶ Section 1 Para. 7 of the 11th Corona Control Ordinance of Rhineland-Palatinate.

- 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 mould 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. During (every 20 minutes) and between classes and exams, the windows must be fully opened for window airing or cross-ventilation to allow for thorough and adequate ventilation of the rooms. 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.

In addition, 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 perspective as

disinfectants could be inhaled (this also applies to warm or steaming disinfectant solutions). Room fumigation for the purpose of 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 clearly 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 several times a day. A cleaning plan that has been discussed and agreed with the occupational safety committee is in place. 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

All workstations at the university are to be set up so that the risk of infection is reduced to a minimum. In addition, persons who currently have or have had contact with a COVID-19 patient within the last 14 days or who currently have symptoms of a respiratory infection or fever, coughing, sore limbs, change in sense of smell/taste, are not permitted to enter the premises, which will help reduce the risk of infection considerably. If two or more people have to work in one room, the risk of infection is minimised by maintaining a safe distance of 1.5 metres, adequately ventilating the room and, where necessary, using a sneeze guard. The time in which an office is used by two or more people can also be reduced by alternating the use of the workstations. The university asks employees who are at increased risk of severe illness from COVID-19 to speak to their supervisors about setting up their workstation. In rare cases in which the safe use of the workstation with regard to infection protection cannot be ensured, employees still have the option of mobile working.

5. Duty to report

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

6. Implementation

The hygiene plan (version dated 30.09.2020) will come into force as Work and Organisational Regulations at the Worms University of Applied Sciences upon publication in the university gazette, to implement university rules as per Section 79 Para. 8 of the German Higher Education Act (HSchG). When the hygiene plan (version dated 30.09.2020) comes into effect, the hygiene plan dated 08.06.2020 (university gazette of Worms University of Applied Sciences dated 10.06.2020) shall become invalid.

Worms, 30 September 2020

p.p.

signed Christiane Müller

Chancellor of the Worms University of Applied Sciences