

Work and Organisational Regulations

Corona Hygiene Plan for the Worms University of Applied Sciences

Last amended 17/02/2021

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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 2021 summer semester, courses and research at the Worms University of Applied Sciences will take place digitally and, to a very limited extent, if hygiene rules permit and only when absolutely necessary, in the classroom. In-class teaching and research will only be approved if the activity cannot be replaced by a digital format (especially in the case of practical tutorials). Masks are required everywhere on the campus. Masks are required on the campus with the stipulation that a medical face mask (surgical mask) or a mask of KN95/N95, FFP2 or comparable standard¹ must be worn. The lecture halls, laboratories and seminar rooms will therefore only be used to a very limited extent 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 applicable Corona Control Ordinance and the applicable Corona Isolation Ordinance of Rhineland-Palatinate and is based on the further hygiene regulations of Rhineland-Palatinate and, where applicable, the general ordinances of the City of Worms. The guidelines provided must be

¹ See Sec. 5 Para. 4 15th CoBeLVO RLP (Corona Control Ordinance of Rhineland-Palatinate)

6. Amended hygiene plan (adapted in line with the 15th Corona Control Ordinance of Rhineland-Palatinate, the Corona Isolation Ordinance and applicable general regulations of the City of Worms) 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. The hygiene plan also applies to premises rented by the Worms University of Applied Sciences, in particular during the examination period, unless the relevant landlords specify a hygiene concept that is equally or more stringent.

1. General and personal hygiene rules

Most important measures:

- **Entry ban:** 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. In this event, you may not enter the campus. This also applies if you receive a "red notification/warning" through the coronavirus warning app; please call a doctor immediately in this case. The entry ban also applies to persons who have tested positive for COVID-19, are suspected of having COVID-19, members of the household of COVID-19-positive persons and category I contact persons during the quarantine period according to the Coronavirus Isolation Ordinance of Rhineland-Palatinate.
- **Social distancing²:** 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 importantor
 - 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.
- **Mask required³ with the stipulation to wear a medical face mask (surgical mask) or a mask of KN95/N95, FFP2 or comparable standard:** Please wear a medical face mask

² Sec. 1 Para. 2 15th
. CoBeLVO.

³ Sec. 1 Para. 3 15th CoBeLVO.

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(surgical mask) or a mask of KN95/N95, FFP2 or comparable standard on the entire campus. This also applies for meetings and in-person classes. Simple face coverings are not sufficient on the campus because, unlike medical face masks and KN95/N95 or FFP2 particle-filtering masks, they have not been tested according to the relevant legal and normative requirements. The filter capacity and therefore the protective properties of everyday masks can vary greatly depending on the design and material. FFP/KN95/N95 masks and medical face masks are always made of a special filtering, non-woven material. Their filter properties are tested and proven based on legal specifications and technical standards. Technical standards specify clear requirements for the filter capacity of the material used in the mask, for example⁴.

- **University employees** are exempted from wearing a mask at their workstation only if other suitable protective measures have been taken, e.g. in individual offices provided there is no contact with other persons. Wearing a medical face mask (surgical mask) or a mask of KN95/N95, FFP2 or comparable standard must not lead to a unnecessary reduction of your distance to other persons. We expressly highlight the possibility of mobile working.
- **Mobile working:** Employees have the option of mobile working until further notice where it is possible to do so. The following persons remain authorised to permit mobile working: The deans, for the faculties; the chancellor, for the administration; and the president, for the executive departments and central facilities.
- **In lecture halls and when sitting examinations**, a medical face mask (surgical mask) or KN95/N95 or FFP2 mask or comparable standard must be worn even after all participants have reached their respective seats and even if the necessary safety distances are maintained and the room is aired out regularly. Even when wearing the face masks described above, the current hygiene regulations and, in particular, the latest recommendations from the Robert Koch Institute and the Federal Centre for Health Education must be complied with. For this reason, masks are required as soon as you enter the campus, in all rooms at the university, at your seat in lecture halls and when sitting examinations. 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.
- **Non-contact temperature measurement before entering office buildings:** As an additional measure against coronavirus, especially during the examination period, a person's body temperature must be taken with non-contact thermometers before entering office buildings or rooms rented for examinations; this is generally performed by trained employees or external personnel as entry checks or using permanently installed devices. Persons with a fever (over 38°C) will not be allowed to pass this entry check for reasons of infection prevention and occupational safety. Such persons should call their doctor immediately.
- **Contact tracing⁵:** 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. Contact data are collected easily using QR codes or contact data sheets displayed visibly in front of and in the rooms. The contact data (master data) are stored for four weeks, in compliance with data protection regulations (Sec. 1 para. 8 15.CoBeLVO). If you do not provide your personal data, we ask for your

⁴ <https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>

⁵ Sec. 1 Para. 8 15th CoBeLVO.

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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**, observe social distancing, or participate in mandatory contact tracing shall result in expulsion from the university premises for hygiene reasons and, for employees, consequences under civil service and labour law will be considered.
- **Holding examinations:** Gatherings of persons for the purpose of holding examinations at the university are allowed, taking into consideration the general protective measures according to Sec. 1 of the Corona Control Ordinance⁶.
- **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.⁷

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.⁸

- **Quarantine regulations:** Quarantine measures for new arrivals and returning travellers according to the applicable Corona Control Ordinance and Corona Isolation Ordinance of Rhineland-Palatinate apply.
- **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 people⁹:** The limitations of group sizes specified in the Corona Control Ordinance of Rhineland-Palatinate apply.
- **Business travel** will be approved only for compelling reasons.
- **Excursions** will no longer be possible, effective immediately.

Guidelines on the use of 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.
- 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.

⁶ Sec. 2 Para. 4 15th CoBeLVO

⁷ RP Interior Ministry, Coronavirus Circular – new issue – dated 23/11/2020, pp. 3,4.

⁸ RP Interior Ministry, Coronavirus Circular – new issue – dated 23/11/2020, p. 4.

⁹ Sec. 1 Para. 7 15th CoBeLVO.

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- 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).

For medical face masks (surgical masks) or masks of KN95/N95 FFP2 or comparable standard, please comply with the product description.

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 (for 3-5 minutes, every 20 minutes) and between classes and examinations, 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. Further limitations may arise from the applicable Corona Control Ordinance and, locally, from the applicable general regulations of the City of Worms (e.g. for limiting the number of persons in closed rooms and sitting examinations).

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:

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- 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. 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 the event that the safe use of the workstation with regard to infection protection cannot be ensured, employees have the option of mobile working.

5. Duty to report

Due to the Corona Control Ordinance 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 17/02/2021) 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 80 Para. 3 of the German Higher Education Act (HSchG). When the hygiene plan (version dated 17/02/2021) comes into effect, the hygiene plan dated 30/11/2020 (university gazette of Worms University of Applied Sciences issued on 02/10/2020) shall become invalid.

Worms, 17 February 2021

pp.

signed Christiane Müller

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Chancellor of the Worms University of Applied Sciences