

Temporary Protective Measures against SARS-CoV-2

This translation is of the 20 November 2020, sixth edition of Hochschule Offenburg's guidelines Maßnahmen zum Infektionsschutz vor SARS-CoV-2.

Occupational health and work safety take top priority in light of the current epidemiological situation. The measures outlined in these guidelines, therefore, are to be followed by all employees present on campus – in buildings, on the campus premises and inside university vehicles. The regulations apply analogously to all students and other members of the University, unless special regulations for certain groups state otherwise. The continued operation of the University is only possible if everyone adheres to the measures described.

These guidelines are based on the authorities' recommendations and legal requirements. They may change at short notice; each updated version will be made available on the university website.

In addition, the emails sent by university management and the instructions on the following webpages apply:

- www.hs-offenburg.de/en/news/coronavirus-directives-for-students-faculty-andstaff-members/
- https://www.hs-offenburg.de/en/study-programs-student-services/aboutonline-studying/



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1 Legal framework

The Corona Ordinance (CoronaVO) and the Corona Ordinance for Higher Education and the Arts (CoronaVO Studienbetrieb und Kunst) of the State of Baden-Württemberg in their respective current versions apply:

https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/

https://mwk.baden-wuerttemberg.de/de/service/informationen-zu-corona/corona-verordnung-studienbetrieb-und-kunst/

2 Key hygienic measures

- (1) A minimum distance of 1.50 m must be kept from other people in the following areas on campus:
 - in all rooms and in all areas where classes, examinations or admissionrelated events are taking place
 - 2. in all rooms and in all areas designated as study places for students outside of classes
 - 3. in all passageways, especially doorways and other entrance areas, corridors, stairways and bathroom facilities
- (2) Practice thorough hand hygiene, including after coughing, sneezing or blowing your nose; after using public transport; after touching handrails, door handles etc.; before and after meals; and after using the bathroom facilities.
 - Wash your hand with soap for at least 20-30 seconds (see Section 3).
 - Use hand disinfectant if thorough handwashing is not possible (see Section 4).
- (3) Use proper coughing and sneezing etiquette: Cough and sneeze into the crook of your arm. Keep the greatest possible distance from other people and also turn away from them.
- (4) Do not touch your face, especially mouth, eyes and nose.
- (5) Do not touch, embrace, or shake hands with other people.
- (6) Avoid touching common hand-contact points, such as door handles or elevator buttons. If necessary, try to use your elbow, for example, instead of your fingers.
- (7) Elevators may only be used individually and only by persons with reduced mobility or for the transport of loads.
- (8) Use passageways (stairs, doors, corridors and the like) such that the minimum 1.5 m distance to other people can be maintained.
- (9) In places where crowds or queues are likely to occur, protective distances of the standing areas are to be marked, e. g. with adhesive tape on the floor.
- (10) Hochschule Offenburg recommends using the Federal Government's Coronavirus warning app: https://www.bundesregierung.de/breg-de/themen/corona-warn-app/corona-warn-app-englisch



3 How to wash your hands

Piktogramme Händewaschen - 5 Schritte



Nass machen



Rundum einseifen



Zeit lassen



Gründlich abspülen



Sorgfältig abtrocknen



(cc) BY-NC-ND

4 How to disinfect your hands

Hände richtig desinfizieren

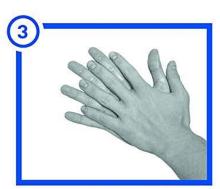
Hygienische Desinfektion gem. CEN EN 1500. Geben Sie das Desinfektionsmittel in die hohlen, trockenen Hände und führen Sie die Händedesinfektion Schritt für Schritt durch.



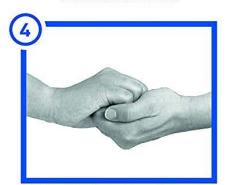
Desinfektionsmittel in den Handflächen und auf den Handgelenken verreiben



Mit der rechten Handfläche über den linken Handrücken und der linken Handfläche über den rechten Handrücken streichen



Handfläche auf Handfläche mit verschränkten und gespreizten Fingern reiben



Außenseite der Finger auf gegenüberliegende Handflächen legen und mit verschränkten Fingern Desinfektionsmittel einmassieren



Kreisendes Reiben des linken Daumens in der geschlossenen rechten Handfläche und dann auch umgekehrt



Kreisendes Reiben hin und her mit geschlossenen Fingerkuppen der rechten Hand in der linken Handfläche und auch umgekehrt

Nach Beendigung des 6. Schrittes die einzelnen Schritte bis zur angegebenen Einreibedauer wiederholen. Empfehlung für ein sicheres Ergebnis: Jeden Schritt 5 x durchführen. Entnehmen Sie im Bedarfsfall erneut Desinfektionsmittel und achten Sie darauf, dass die Hände während der gesamten Einreibezeit feucht bleiben.



5 Personal protective equipment (PPE)

PPE and work clothing may not be used by more than one person.

6 Face masks

- (1) A face mask or other textile barrier covering mouth and nose can prevent droplets that you emit when you speak, cough or sneeze from reaching others. Thus, by wearing a mask or other covering you can help protect others.
- (2) Inside university buildings, face coverings must be worn (in accordance with §3 CoronaVO):
 - 1. in passageways
 - 2. in passage areas
 - 3. during classes and written and oral examinations (even when seated),
 - 4. *unless* this is deemed medically untenable. This must be proven by a valid medical certificate, which must be brought along and shown on request.
- (3) Even with your mouth and nose covered, the minimum 1.5 m distance to other people must be maintained.
- (4) Only if no technical measure can be installed or alternative solutions are not possible, the minimum distance of 1.5 m may be briefly undercut. In this case it is necessary for the employees or instructors to wear a medical respiratory protection (e.g. FFP2 mask). A simple mouth-nose covering is unsuitable for this purpose, as it is not a self-protective device.
- (5) Employees will be provided appropriate mouth-and-nose coverings by the University; students are responsible for bringing their own.
- (6) Before putting on the mask, properly wash your hands with soap or disinfect them (see Sections 3 and 4).
- (7) Make sure the mask is positioned correctly over the mouth, nose and cheeks and fits tightly around the edges, to minimize air entering at the sides.
- (8) The first time the mask is used, it should be tested to ensure that enough air passes through and normal breathing is disturbed as little as possible.
- (9) A damp or wet mask should be removed and replaced immediately.
- (10) After removing the mask, properly wash your hands with soap or disinfect them (see Sections 3 and 4).
- (11) After removing the mask, keep it in an airtight bag or similar, but only for a short time, as to prevent molding.
- (12) Wash reusable masks daily, at full cycle and 60 degrees minimum, and let dry completely before reusing them; also read the manufacturer's instructions.



7 Room hygiene

- (1) The maximum number of participants for classes, meetings and other gatherings is determined by the room size, since the 1.5 m distance requirement needs to be maintained.
 - The following maximum capacities for lecture rooms apply: https://www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Raumkapazitaeten_Pruefungen.pdf
- (2) To maintain the required distances, desks and tables must be set up accordingly (i. e. at a minimum 1.5 m apart).
- (3) Employees should continue to work in individual offices wherever possible. If accommodation in individual offices is not possible, arrange desks such that they are not directly opposite each other and that the minimum distance can be maintained.
- (4) If possible, a workplace should not be used alternately by several employees.
- (5) If no ventilation system is in place, fully open the windows and doors of the room several times a day for several minutes each. It is recommended to do this every 60 minutes for offices and every 20 minutes for classrooms and conference rooms; for ten minutes each in the summer, five minutes in the spring and fall, and three minutes in the winter (if outside temperatures are under 6°C).
- (6) Hand contact surfaces in heavily frequented areas are to be cleaned at least daily with a cleaning agent containing surfactant, including door handles, handrails, light switches, desks, copiers, computer mice and keyboards.

8 Hygiene in bathroom facilities

- (1) In all sanitary facilities, sufficient liquid soap dispensers and disposable towels are to be provided and refilled regularly.
- (2) Toilet seats, taps, sinks and floors are to be cleaned daily.
- (3) When using the facilities, the minimum 1.5 m distance is to be maintained, if necessary by waiting one's turn outside.

9 Work equipment and tools

- (1) Work equipment and tools are to be used individually if possible. Where this is not possible, hands must be washed or disinfected regularly or cleaning of the equipment must be provided, particularly before it is handed over to others.
- (2) Where regular hand washing or disinfection is not possible, suitable protective gloves are to be worn when using work equipment, provided that this does not create additional hazards (e.g. capture by rotating parts). Restrictions on the wearing time and individual dispositions (e. g. allergies) must be taken into consideration in this context.



10 "Veranstaltungen"/Gatherings

- (1) A "Veranstaltung" according to the law is a temporally and spatially limited and planned event with a defined objective and in the responsibility of an organizer, a person, organization or institution, in which a group of people participates intentionally.
- (2) For gatherings and Veranstaltungen, the regulations and maximum number of participants in the Corona Ordinance (CoronaVO) of the State of Baden-Württemberg in the current version apply (see Section 1).

11 Data collection

- (1) According to §4 CoronaVO Studienbetrieb und Kunst, universities must collect data in accordance with §6 CoronaVO in the following cases:
 - 1. Events pursuant to § 10 CoronaVO, in particular teaching, examination and admission events
 - 2. The use of libraries as well as other scientific or study facilities in operation; the University may exempt the collection and the return of media when using the libraries from data processing in accordance with § 6 CoronaVO.
 - 3. Use of practice, study and work rooms which are intended to be used by students f outside of classes, and for which advance registration is required; this also applies to the libraries pursuant to No. 2.
 - 4. Catering and supply facilities with visitor traffic, with the exception of serving drinks and food exclusively for take-away
 - 5. Student offices and other advisory and administrative institutions with visitor traffic
 - 6. Staff break rooms and kitchens
 - 7. In the case of face-to-face meetings in an office, the registration of all those present for this period must be ensured (i. e. including for those who usually work in this office).
 - 8. The usual presences in offices, workshops and labs as they are registered with the HE department as the respective place of work, as well as contacts with a duration of less than 15 minutes, do not have to be recorded.
- (2) The first name and family name, address, date and time period of presence and, if available, a telephone number may be collected and stored by those obliged to process data from those present [...] for the sole purpose of providing information to the public health department or the local police authority in accordance with §§ 16, 25 IfSG. If the personal data is already available, there is no need for a new survey.
- (3) The data are kept for a period of four weeks and then deleted. It must be ensured that unauthorized third parties do not gain knowledge of the data.
- (4) The data are transferred to the competent authority on request, if this is necessary to trace possible infection paths. Any other use is not permitted.



- (5) Those obliged to collect the data are to exclude any person who refuses to provide their contact data or part thereof pursuant to para. 1, sent. 1, from visiting or using the campus facilities or participating in any event on campus.
- (6) Contact data provided to data controllers must be complete and accurate.

12 Digital attendance list

Please confer https://checkin.hs-offenburg.de/

13 Written examinations

(1) The exam seats are numbered, from 1 to the maximum capacity of the exam room. A list of these capacities is available at: www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Raumkapazitaeten_Pruefungen.pdf

For allocating students to rooms and seats and to check attendance, examiners/exam supervisors please adhere to the following:

Create an attendance list based on the Excel export at: https://qisserver.hs-offenburg.de/qisserver/rds?state=user&type=0, grade entry => selection of exam => button "Excel export".

The list may only contain name (sort name) and student-ID number (mtknr). The remaining columns must be deleted. The columns "Room", "Seat number" and "Signature" must be added to the list. Please also include a heading with the exam name.

You assign the seat numbers for the test items. If several rooms are necessary, continue with these in the same way. If several exams and supervisors are involved, please coordinate the numbers in advance.

To ensure that the examinees know exactly where they have to go for the exam, the attendance list should be published in advance via Moodle. Delete the Name and Signature columns before publishing the list. However, keep the original version for the attendance check on exam day.

For the attendance check at the exam, the attendance list is attached to a table at the entrance. The examinees enter one after the other (ideally in the order of the assigned seat number) and show their student ID card when signing. Please make sure that the students sign with their own pens. During this process, the supervisor/examiner and the student have to stay on different sides of the table, keep the minimum distance of 1.5 m from each other, and wear their masks.

Students also record their presence in the digital attendance list.



- (2) Before handing out and after collecting the exam documents, the exam supervisor thoroughly wash or disinfect their hands. The exam documents are distributed to the seats face down before the examinees enter the room.
- (3) Students going to the bathroom place their student ID card (with their name and picture facing up) on the desk at the door and pick it up again on return. The supervisor records the times in the list of absences.
- (4) At the end of the exam time, students place their examinations in front of them.
- (5) Students leave the exam room one by one, maintaining the required minimum distance, beginning with those seated closest to the exit.
- (6) The exam documents are collected only after all students have left the room.
- (7) Subsequently, the exam supervisor opens all windows and doors of the room for several minutes, unless a ventilation system is in place, and closes them again before leaving and locking the room.
- (8) Chairs and desk surfaces are cleaned by the cleaning personnel on a daily basis.

14 Viewing of exams

- (1) Students who wish to view their exams register with the respective examiner.
- (2) The respective room or the examiner's office may only be entered while wearing a mask; the mask may be taken off while seated.
- (3) The minimum distance of 1.5 m must be observed at all times.
- (4) Before the examinee enters the room, the exam document is placed on the table.
- (5) Copies of the exams may be made so that the minimum distance of 1.5 m is maintained in case individual questions have to be answered. These copies must be destroyed afterwards.
- (6) The contact must also be recorded as usual.

15 PC pools

- (1) Only classes approved by university management may be held in attendance at the PC pool or lab rooms.
- (2) Outside of classes, the rooms remain locked. Free study is only possible in room B205a.



- (3) Whoever unlocks the room is also responsible for locking it again. During the opening hours, they are also responsible for ensuring that those present comply with the prescribed hygiene measures.
- (4) Only those who have officially booked the room may unlock it.
- (5) The distance rules must be observed, whereby only the authorized PC workstations or table areas may be used. (Accordingly, some PCs were marked as locked and the chairs removed.)
- Cf. also the list of maximum room capacities: https://www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Raumkapazit aeten_Pruefungen.pdf
- (6) Each attendee must disinfect their PC workstation (keyboard, mouse, table surface) before use. For this purpose, a dispenser box with disinfecting tissues is set up in each row.
- (7) Students often prefer to use their own laptops. However, even then they may only use the authorized tables, which they also have to disinfect first.
- (8) The person responsible for the room is also responsible for attendees' adherence to the hygiene rules, including the surface disinfection.
- (9) Missing or 'almost empty' dispenser boxes should be reported in a short mail to: tbl@hs-offenburg.de, stating the room number.

16 On-campus study rooms

See https://www.hs-offenburg.de/en/study-programs-student-services/about-online-studying/, => Further Offerings => On-Campus Study Places

17 Risk groups

Certain groups of people are at higher risk of developing severe COVID-19 disease. This especially includes people with previous illnesses such as

- cardiovascular diseases (e. g. heart disease, high blood pressure)
- chronic lung diseases (e. g. COPD)
- chronic liver diseases
- diabetes
- cancer
- weakened immune system (e.g. due to an immunodeficiency or regular intake of medications affecting immune defense, such as cortisone).

Those who belong to a risk group or live together with someone of a risk group should initially refrain from participating in face-to-face events. Please inform your superior or the respective lecturer if you are affected. Individual protective measures may be determined for risk groups.



18 Returning from a risk area

See https://www.hs-offenburg.de/en/news/covid-19-updates-for-students-faculty-and-staff/, => FAQ => "I am returning or arriving from a risk area [...]"

19 Suspected COVID-19 infection

- (1) University members who were in contact with a person infected with COVID-19 are not allowed to enter the University for 14 days after last contact.
- (2) Anyone who experiences relevant symptoms (such as fever, dry cough, sore throat, difficulty breathing, loss of sense of smell or taste) must stay at home and seek medical treatment if necessary. The University may only be reentered when the doctor has informed the patient that they do not need to isolate, or if a negative COVID-19 test result is presented.
- (3) If a person develops symptoms while on campus, they should return home immediately.
- (4) Instructors are authorized to send home a student with symptoms of disease. Instructors must also be informed ahead of time if a participant has an allergy (e. g. against pollen) which may show in 'suspicious' symptoms.
- (5) By entering the university premises and buildings at all campus locations, university staff members confirm that they are not under domestic quarantine. This also applies to other premises used as part of university operations.
- (6) In the event of a university member's confirmed COVID-19 infection, the disease must be fully treated before they can re-enter the University premises. Proof of full recovery must be provided by a medical or governmental certificate on request.
- (7) Based on the Coronavirus Notification Ordinance in conjunction with § 8 and § 36 of the Infection Protection Act, both the suspicion of the disease and the occurrence of COVID-19 cases must be reported to the Public Health Office.
- (8) A COVID-19 patient's contact surfaces (workplace, sanitary facilities, door handles, keyboards, telephones) must be thoroughly cleaned and disinfected.
- (9) Rooms where a COVID-19 patient stayed must be thoroughly ventilated.

20 Occupational healthcare

Employees can seek individual counseling by the University's occupational physician ("Betriebsärztin") concerning, e. g., special risks due to a previous illness or individual disposition, but also anxieties and psychological stress. Occupational health care is provided by telephone or electronic communication.



21 References

- (1) Verordnung der Landesregierung über infektionsschützende Maßnahmen gegen die Ausbreitung des Virus SARS-CoV-2 (CoronaVO)
 https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/
- (2) Bundesministerium für Arbeit und Soziales: SARS-CoV-2-Arbeitsschutzstandard https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf? blob=publicationFile&v=1
- (3) DGUV: Empfehlungen für Hochschulen und Forschungseinrichtungen (as of 22 April 2020) https://publikationen.dguv.de/widgets/pdf/download/article/3814
- (4) DGUV Fachbereich Bildungseinrichtungen: *Empfehlungen für Schulen* (as of 24 April 2020) https://publikationen.dguv.de/widgets/pdf/download/article/3813
- (5) UKBW: Handlungshilfe Prävention während der Corona-Pandemie
 https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/UKBW_Handlungsanleitung Praevention.pdf
- (6) Schutzhinweise für Schulen während der Corona-Pandemie
 https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/Schutzhinweise_Schule-Web.pdf
- (7) Baden-Württemberg Ministerium für Kultus, Jugend und Sport: Corona-Pandemie Hygienehinweise für die Schulen in Baden-Württemberg (as of 22 April 2020) https://km-bw.de/site/pbs-bw-new/get/documents/KULTUS.Dachmandant/KULTUS/KM-Homepage/Pressemitteilungen/Pressemitteilungen%202020/Hygienehinweise_Schulen.pdf
- (8) DGUV Coronavirus SARS-CoV-2 Verdachts-/Erkrankungsfälle im Betrieb https://publikationen.dguv.de/praevention/allgemeine-informationen/3790/coronavirus-sars-cov-2-verdachts/erkrankungsfaelle-im-betrieb
- (9) Hygiene concept by Universität Mannheim
 https://www.uni-mannheim.de/media/Universitaet/Bilder/News/Corona/2020_04_29_Hygienekonzept_de.pdf
- (10) Recommendations by the Hochschule für Forstwirtschaft Rottenburg

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- (11) Gefährdungsbeurteilung zur SARS-CoV-2 Pandemie Prüfungen, Universität Stuttgart
 https://www.uni-stuttgart.de/universitaet/aktuelles/meldungen/corona/hygienekonzept/unterlagen/01-Corona-Gefaehrdungsbeurteilung-Pruefungen.docx
- (12) IAS-Gruppe Muster-Hygieneplan
- (13) COVID-19-Hinweise für Arbeitgeber und Beschäftigte mit Arbeitsschwerpunkt im Büroumfeld, BAuA, as of 15 April 2020

https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjm-

O3U9PTpAhUDi1wKHQknBM0QFjADegQIBRAB&url=https%3A%2F%2Fwww.baua.de%2FDE%2FThemen%2FArbeitsgestaltung-im-

Betrieb%2FCoronavirus%2Fpdf%2FBueroarbeit.pdf%3F_blob%3DpublicationFile%26v%3D3&usg=AOvVaw1xgpWI8QRNJWA4Xbys881j



- (14) Muster-Gefährdungsbeurteilung für den Schutz gegen die Ausbreitung von Krankheitserregern und die Aufrechterhaltung des Interimsbetriebs der Hochschulen, gültig für Coronavirus SARS-CoV-2 (Corona-Pandemie), AGUM, as of 27 April 2020 https://www.agu-management.de/fileadmin/user_upload/vereinsstrukturen/Dokumente_Portalseite/Corona/GBU_Corona_AGUM_2020_04_27.docx
- (15) Schutzhinweise in Hochschulen während der Corona-Pandemie, UKBW, as of 3 June 2020 https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/Schutzhinweise_Hoch schulen.pdf
- (16) Empfehlung zur Umsetzung der neuen Corona-Verordnung, insbesondere der Datenerhebungspflicht und Sicherstellung des Zutrittsverbots, HAW Baden-Württemberg, as of 3 July 2020
- (17) Verordnung des Wissenschaftsministeriums über infektionsschützende Maßnahmen gegen die Ausbreitung des Virus SARS-CoV-2 im Geschäftsbereich des Wissenschaftsministeriums (Corona-Verordnung Studienbetrieb und Kunst CoronaVO Studienbetrieb und Kunst) https://mwk.baden-wuerttemberg.de/de/service/informationen-zu-corona/corona-verordnung-studienbetrieb-und-kunst/