

## Temporary Protective Measures against SARS-CoV-2

Occupational health and work safety must 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 the university 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 relevant 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 already sent by university management as well as the instructions on the following webpages apply:

Information for Students During the COVID-19 Pandemic: <https://z3.hs-offenburg.de/en/information-for-students-during-the-covid-19-pandemic/>

Coronavirus Directives for Students, Faculty and Staff Members: [www.hs-offenburg.de/en/news/coronavirus-directives-for-students-faculty-and-staff-members/](http://www.hs-offenburg.de/en/news/coronavirus-directives-for-students-faculty-and-staff-members/)

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## 1 Legal framework

The Corona Ordinance (CoronaVO) of the State of Baden-Württemberg in its current version applies: <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/>

English version: [https://www.baden-wuerttemberg.de/fileadmin/redaktion/dateien/PDF/Coronainfos/200509\\_CoronaVO-konsolidierte\\_Fassung\\_englisch.pdf](https://www.baden-wuerttemberg.de/fileadmin/redaktion/dateien/PDF/Coronainfos/200509_CoronaVO-konsolidierte_Fassung_englisch.pdf)

## 2 Key hygienic measures

- (1) Observe the distance requirement: Keep at least 1.50 m distance from other people, whether inside buildings, outdoors, or in vehicles. Universities are part of public space, so that a legal obligation to comply with the distancing rule in public applies.
- (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 toilet.
- (3) Wash your hand with soap for at least 20-30 seconds (see Section 3).
- (4) Use hand disinfectant if thorough handwashing is not possible (see Section 4).
- (5) 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.
- (6) Do not touch your face, especially mouth, eyes and nose.
- (7) Do not touch, embrace, or shake hands with other people.
- (8) 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 hand.
- (9) Elevators may only be used individually and only by persons with reduced mobility or for the transport of loads. A waiting area is to be marked in front of the elevators, as a reminder for the necessary distance.
- (10) Use passageways (stairs, doors, corridors and the like) such that the minimum 1.5 m distance to other people can be maintained.
- (11) In places where crowds or queues of people are likely to occur, protective distances of the standing areas are to be marked, e. g. with adhesive tape on the floor.
- (12) 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



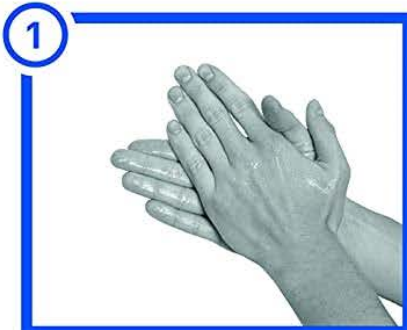
Sorgfältig abtrocknen

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA) Stand: 2017

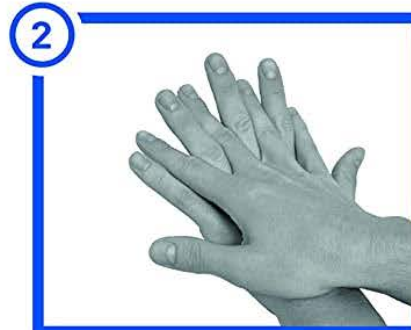
## 4 How to disinfect your hands

### Hände richtig desinfizieren

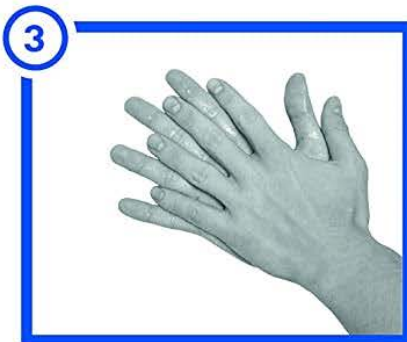
Hygienische Desinfektion gem. CEN EN 1500. Geben Sie das Desinfektionsmittel in die hohlen, trockenen Hände und führen Sie die Händedesinfektion Schritt für Schritt durch.



Desinfektionsmittel in den Handflächen und auf den Handgelenken verreiben



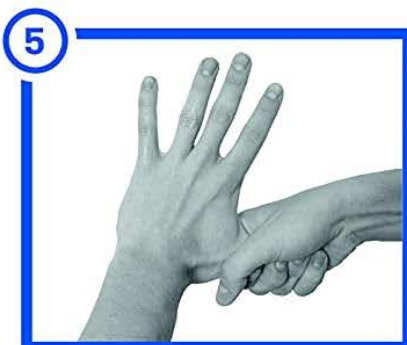
Mit der rechten Handfläche über den linken Handrücken und der linken Handfläche über den rechten Handrücken streichen



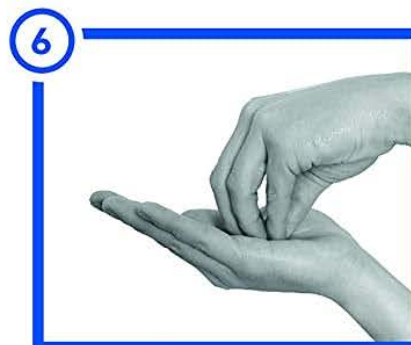
Handfläche auf Handfläche mit verschränkten und gespreizten Fingern reiben



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 Einreibedauer 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 textile barrier (“community mask”) covering mouth and nose can prevent droplets that you emit when you speak, cough or sneeze from escaping and – if they carry the virus – infecting others. Thus, by wearing a mask or other covering you can help protect others.
- (2) Face masks or similar coverings should be worn in passageways (stairs, doors, corridors) and during lab sessions. When attending classes, exams or other events, as well as at the library, face coverings should be worn until taking or when leaving one’s seat, unless it is unreasonable on medical or other compelling grounds (e. g., asthma, disability).
- (3) Even with your mouth and nose covered, the minimum 1.5 m distance to other people is to be maintained.
- (4) Employees will be provided appropriate mouth-and-nose coverings by the University; students are responsible for bringing their own.
- (5) Before putting on the mask, properly wash your hands with soap or disinfect them (see Sections 3 and 4).
- (6) 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.
- (7) 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.
- (8) A damp (wet) mask should be removed and replaced immediately.
- (9) After removing the mask, properly wash your hands with soap or disinfect them (see Sections 3 and 4).
- (10) After removing the mask, keep it in an airtight bag or similar, but only for a short time, as to prevent molding.
- (11) 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 list details maximum capacities for

lecture and meeting rooms at the University: [https://www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale\\_Seiten/Pruefungsplaene/Raumkapazitaeten\\_Pruefungen.pdf](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 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.
- (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 sanitary 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, data collection

(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).

(3) According to §14 CoronaVO, universities must collect data in accordance with §6 CoronaVO to be able to interrupt chains of infection if an infection becomes known and to be able to contact possibly infected persons quickly and exclusively.

(4) Data must be collected daily for classes and other *Veranstaltungen* at the University, including exams and third-party events on campus. Furthermore, data must be collected of people entering areas that are not generally accessible.

(5) Visitors, users or participants must provide their first and last name, address, date and times of attendance and, if available, a telephone number or email address. This does not apply if and insofar as those data are already available.

(6) For students, the student ID number is sufficient to ensure traceability. Data need not be collected from employees if attendance, place and time of presence at the institution can be determined without further data collection (e. g. through worktime records, calendar entries or invitations to meetings).

(7) A recording of professors is not absolutely necessary, since they are either in an *Veranstaltung* or meeting (and as such are recorded as lecturers or participants, which also holds for other contract lecturers), or they are in their offices, which can also be determined afterwards.

(8) The data must be kept for a period of four weeks and then deleted. It must be ensured that unauthorized third parties do not gain access to the data.

(9) The data must be transmitted to the responsible authority on request if this is necessary to trace possible infection routes. Any other use is not permitted.

(10) Persons who refuse to provide their contact data must be excluded from visiting or using the premises or facilities or participating in the *Veranstaltung*.

(11) If, at times, employees or instructors have to stay below the minimum distance when supervising students at in-attendance classes and if, as a further measure, no transparent separation can be installed or alternative means of ensuring that the minimum distance is safely maintained during the class, the employee must wear a medical respiratory protection (e. g. FFP2 mask). A simple mouth-nose covering is unsuitable for this purpose as it is not a body-protection device. It is recommended to reduce the minimum distance to the student only if absolutely necessary.

## 11 Written examinations

- (1) Section 13 also applies to written (as well as oral) examinations.
- (2) The exam places are numbered and marked with adhesive labels, from 1 to the maximum capacity of the room for exams. A list of the room capacities for exams is available here: [https://www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale\\_Seiten/Pruefungsplaene/Raumkapazitaeten\\_Pruefungen.pdf](https://www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Raumkapazitaeten_Pruefungen.pdf)

### **Allocation of students to rooms and places and attendance check by examiners/supervisors:**

Please 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 examination name.

You assign the seat numbers for the test items. If several rooms are necessary, continue with these in the same way. If several examinations 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 are on different sides of the table, and both have to wear mouth-nose coverings.

- (3) If possible, the doors of the exam room should remain open to avoid hand contact with the door handles.
- (4) If the exam room has two doors, entrance and exit are separated and marked as such.
- (5) When entering the exam room until taking the seat, as well as when leaving the room, students must wear mouth-nose covering (see Section 6). Whilst seated, the covering can be taken off.



- (6) 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.
- (7) 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.
- (8) At the end of the exam time, students place their examinations in front of them.
- (9) Students leave the exam room one by one, maintaining the required minimum distance, beginning with those seated closest to the exit.
- (10) After leaving the exam room, students are to also leave the campus grounds immediately, while still maintaining the required distance from others.
- (11) The exam documents are collected only after all students have left the room.
- (12) Subsequently, the exam supervisor opens all windows and doors of the room for several minutes, unless a ventilation system is in place.
- (13) Chairs and desk surfaces will be cleaned by the cleaning personnel at least daily.

## 12 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.

## 13 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) is asked to stay at home and seek medical treatment if necessary.
- (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 positive test for Covid-19, the disease must be fully treated before they can enter university premises again. Proof of full recovery must be provided by a medical or governmental certificate.
- (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.

## 14 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 telecommunication. The State also offers a free counseling hotline for psychological distress caused by COVID-19 (phone: 0800 377 377 6 / website: <https://www.psyhotline-corona-bw.de/>).

## 15 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](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](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](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](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](https://www.uni-mannheim.de/media/Universitaet/Bilder/News/Corona/2020_04_29_Hygienekonzept_de.pdf)
- (10) *Recommendations by the Hochschule für Forstwirtschaft Rottenburg*  
[https://www.hs-rottenburg.net/fileadmin/user\\_upload/Aktuelles/Meldungen/2020/Coronavirus/Kaiser-alle-20\\_April\\_2020.pdf](https://www.hs-rottenburg.net/fileadmin/user_upload/Aktuelles/Meldungen/2020/Coronavirus/Kaiser-alle-20_April_2020.pdf)
- (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=2ahUKEwj-O3U9PTpAhUDi1wKHQknBM0QFjADegQIBRAB&url=https%3A%2F%2Fwww.baua.de%2FDE%2FThemen%2FArbeitsgestaltung-im-Betrieb%2FCoronavirus%2Fpdf%2FBueroarbeit.pdf%3F\\_blob%3DpublicationFile%26v%3D3&usg=AOvVaw1xqpWI8QRNJWA4Xbys881j](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwj-O3U9PTpAhUDi1wKHQknBM0QFjADegQIBRAB&url=https%3A%2F%2Fwww.baua.de%2FDE%2FThemen%2FArbeitsgestaltung-im-Betrieb%2FCoronavirus%2Fpdf%2FBueroarbeit.pdf%3F_blob%3DpublicationFile%26v%3D3&usg=AOvVaw1xqpWI8QRNJWA4Xbys881j)
- (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/GB\\_U\\_Corona\\_AGUM\\_2020\\_04\\_27.docx](https://www.agu-management.de/fileadmin/user_upload/vereinsstrukturen/Dokumente_Portalseite/Corona/GB_U_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\\_Hochschulen.pdf](https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/Schutzhinweise_Hochschulen.pdf)

- (16) Empfehlung zur Umsetzung der neuen Corona-Verordnung, insbesondere der Datenerhebungspflicht und Sicherstellung des Zutrittsverbots, HAW Baden-Württemberg, as of 3 July 2020

## 16 Modification history

This translation is of the 6 July 2020 version of the German “*Zeitlich befristete zusätzliche Maßnahmen zum Infektionsschutz vor SARS-CoV-2.*”

Changes from earlier versions are noted below.

Section	Change	Date
7	Para. 3, 4 added, 5f. numbering aligned	10 June 2020
11	Para. 1 added, 2ff. numbering aligned	10 June 2020
13	Para. 5, 6 added, 7ff. numbering aligned	10 June 2020
15	Sources 13, 14 added	10 June 2020
2	Para. 1 legal obligation to maintain distance added, para. 10 added	6 July 2020
6	Para. 2 amended	6 July 2020
7	Para. 1 source added	6 July 2020
10	Section title changed, para. 1-2, 4-10 added, para. 3 amended, para. 11 “or instructors” added; numbering aligned	6 July 2020
11	Para. 2 link changed, para. 13 “at least daily” added	6 July 2020
15	Para. 15-16 sources added	6 July 2020
11	Para. 2 amended (written examinations)	7 July 2020