

General Hygiene Concept of the Kiel University of Applied Sciences – SARS-CoV-2

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Introduction

The general hygiene concept is based on current legislation at the time of creation. In the event of changes in the legislation or other framework conditions, the concept can be adapted if necessary. The current update is based on the **state ordinance on special measures to prevent the spread of the coronavirus SARS-CoV-2 at universities of 31.10.2020.**

The general hygiene concept is to be implemented individually by the departments, central facilities, and administrative units of the Kiel University of Applied Sciences in the form of departmental hygiene concepts. Implementation must be documented in a suitable form (e.g. text, graphics, photo) and forwarded to Department I upon request.

The following formats are described in the General Hygiene Concept:

1. Face-to-Face Events (e.g. exams, lectures, meetings)
2. Laboratory Work (scientific and student) and laboratory practice
3. Office Work
4. Technical Services (repairs, transport, instruction of external suppliers)
5. Implementation of and Compliance with Hygiene Measures
6. Arrival at and Departure from Campus area
7. Library, PC pools, Media Lending
8. UAS Administration, Committee Meetings, and Discussions
9. Special Areas

Framework conditions for all formats which apply in principle and are therefore not explicitly listed again in individual points:

- The minimum distance of 1.5 m must be maintained.
- On the entire campus area outside the buildings, masks are mandatory (mouth-nose cover - MNB) if the minimum distance cannot be maintained.
- Group formations outside the buildings are to be avoided.
- It is mandatory to wear a MNB when entering a building.
- The following applies to employees: The MNB must always be worn unless the person is at the workplace.
- Students: The MNB must always be worn during face-to-face events, even if the minimum distance is maintained and/or a spatial barrier is present.
- Teachers: Teachers are excluded from the obligation to wear the MNB, provided that the minimum distance from other persons is maintained throughout the course.
- Teaching at the university takes place predominantly in digital form. Examinations, practical courses and courses for students in their first semester in attendance are permitted.
- Where there are conditions for occupancy density, these are specified in individual concepts
- Persons who are excused from wearing a MNB must prove this by a medical certificate and must observe the greatest possible safety distances.
- Where specifications exist for a person occupancy rate, these are specified in individual concepts.
- The documentation of the persons participating in face-to-face events is largely done using the university cards via the existing chip card readers. Successful registration is indicated by a visual signal on the device. The lecturer is responsible for ensuring that each participant registers on the device. If no card reader is available, participant lists must be prepared in paper form. This also applies if participants do not have their card at hand or if the card is defective. Teachers must keep the documents for 4 weeks and present them to the university management upon request.
- Information signs regarding hygiene measures are attached at the building entrances and in the buildings
- According to the regulations of the federal government and the federal states, the following applies to persons traveling to Kiel from a country that has been issued with a travel warning by the Foreign Office:
 - Immediately after entry, go directly to your own home or other suitable accommodation for 14 days.
 - Contact your local health authority or your family doctor immediately to discuss how to proceed.
 - As a rule, you will have to have a corona test performed.
 - You are not allowed to leave your accommodation during quarantine. No persons who do not belong directly to the household may be received.
 - You can find information on how to enter and return to Schleswig-Holstein at https://www.schleswig-holstein.de/DE/Landesregierung/VIII/startseite/Artikel_2020/Informati

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- Buildings with several entrances and exits are divided into exclusive entrances and exits. Corridors are ideally marked and used by a "One-Way Street Model"
- Disinfectant dispensers are made available at building entrances / exits
- Liquid soap and paper towels are readily available
- Sanitary facilities are cleaned daily
- Regular ventilation including corridors and stairwells must be ensured by the employees. The windows must be closed at the end of the working day or after the last attendance event of the day.
- A cohort principle is currently not applied at Kiel University of Applied Sciences for organisational reasons. For this reason, this point will not be dealt with in detail. Regular ventilation including the corridors and stairwells must be ensured by the employees. At the end of the day, especially during the heating period, windows must be closed.

1. Face-to-Face Events (e.g. examinations, lectures, committee meetings)

The safe execution of exams has priority over other teaching formats.

Requirements for participants and staff:

- Usable spaces are marked and numbered. Only marked places may be occupied. Unmarked spaces may not be used.
- Tables / seating arrangements may not be rearranged / changed. A chair is assigned to each table to be used. The use of additional chairs is prohibited.
- Valid for examinations: in addition to the test participants, only those persons who are necessary for the proper completion of the examination should be present in the building.

This does not affect the stay of people whose regular workplace is on site or whose presence is essential due to business activities. The exam must be organised in such a way that contact with other people who are properly in the building is avoided as far as possible.

- Those to be examined must give an oral declaration that they have not had any acute respiratory symptoms (according to the Robert Koch Institute: especially cough, sore throat, shortness of breath, muscle or joint pain). If symptoms suddenly appear, the exam supervisor may relocate them to other rooms.
- Members of risk groups (definition according to the Robert Koch Institute) must indicate this beforehand and, if necessary, are given a separate access option and a separate examination room.

Requirements for spatial and organisational conditions:

- Work materials for exams or or special face-to-face teaching events are laid out on the tables before the participants appear (with gloves). The participants bring their own writing utensils and take them away with them.
- The MNB must be worn throughout every classroom event.

- Areas used, such as tables and door handles, must be disinfected before each event. This takes place in the morning before the start of the first event by an external company. Should another planned event take place in the room / lecture hall on the same day after an event, the tables must be disinfected by the users after the event.
- Distance and walkway markings are placed in front of the rooms so that contact is avoided. Doors are kept open as much as possible for ventilation (avoid touching door handles).
- The best possible room ventilation must be ensured. If adequate technical ventilation is not possible, room ventilation must be guaranteed via the windows.

2. Laboratory Work (scientific and student) and Practice

Specifications for the individual hygiene concepts of the departments, institutes and working groups in the case of independent organisation and administrative units:

- The implementation of the above-mentioned framework conditions must be documented in writing (hygiene concepts from work areas).
- Depending on the length of stay and the forms of movement in the room (sitting / moving), ventilation options and general spatial conditions, the appropriate size of person per square meter can vary (between 4 and 10 m² per person).
- Team divisions for larger groups are to be carried out, wherever possible (e.g. teams alternating weekly or shifts within a day without contact).
- Individual participation or substitute opportunities are offered to students belonging to a risk group.
- In laboratories without technical ventilation, sufficient ventilation must be ensured.
- Strict adherence to minimum distances even during breaks. When staying in social rooms, the number of max. 1 person per 4-10 m² must be strictly observed. The minimum distance of 1.5 m must be observed.
- Protective clothing and personal protective equipment must be used exclusively for individual personal use. Used smocks must not be placed on shared hook rails.
- The following applies to student courses: students must be informed comprehensively about the possible risks of participation and non-attendance / compensation for disadvantages.
- Individual concepts must be drawn up for various laboratory exercises. The following also applies: all participants must be documented by name. Before starting the exercises, the students must be instructed orally about compliance with the hygiene measures. Working materials and devices that are to be used jointly must be cleaned / disinfected after each use.

3. Office Work

Specifications for the individual hygiene concepts of the departments, institutes and working groups in the case of independent organisation and administrative units:

- Since 02.11.2020, business operations have largely been converted to home office.
- A partial or even complete start of work at the workplace is carried out in coordination with superiors and in compliance with the applicable hygiene regulations.
- The occupancy of premises with more than one person is prohibited.
- Common breaks should be avoided as far as possible and break times should be staggered. Regulations for the use of break rooms are required under strict compliance with the minimum distance. At least 4-10 m² of floor space must be available per person.

4. Technical Services (repairs, transport, instruction of external suppliers)

- The technical service must ensure the documentation of the employees of external suppliers working on the campus and to point out the applicable framework conditions.

5. Implementation of and Compliance with Hygiene Measures

- Department I with the occupational safety officer advises on implementation and, if necessary, checks compliance.

6. Arrival at and Departure from Campus Area:

- Individual arrival (bike, foot, car) is given preference over the use of local public transport.
- On public transport, there is an obligation to comply with applicable hygiene regulations.

7. Libraries, PC pools, Media Lending:

- For these areas, sub-concepts have been drawn up which in essence are contained within the framework concept, considering any special regulations necessary.

8. UAS Administration, Committee Meetings and Discussion

- If committee meetings, appointment meetings, inaugural lectures and job interviews cannot be carried out as a video conference, these may take place face-to-face attendance under observance of the distance rules and hygiene requirements.
- The measures listed under point 1 apply.
- Business trips are only approved in special cases.

9. Special Area

The regulations for museums, restaurants, university sports, and audio-visual presentation rooms are in accordance with the requirements of the state government for comparable public institutions in Schleswig-Holstein.