

Temporary Protective Measures against SARS-CoV-2

THIS TRANSLATION IS OF THE **8 MARCH 2021, 9TH VERSION** 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 below are to be followed by everyone present on campus. 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 and may change at short notice; each update 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-and-staff-members/

www.hs-offenburg.de/en/study-programs-student-services/about-online-studying/

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1 Legal framework

The Corona Ordinance (CoronaVO), CoronaVO Einreise-Quarantäne (CoronaVO EQ), Corona-Verordnung Absonderung (CoronaVO Absonderung) 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:

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

www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/verordnung-fuer-ein-und-rueckreisende/

www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/uebersicht-corona-verordnungen/coronavo-absonderung/

<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 from other people must be kept at all times.
- (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



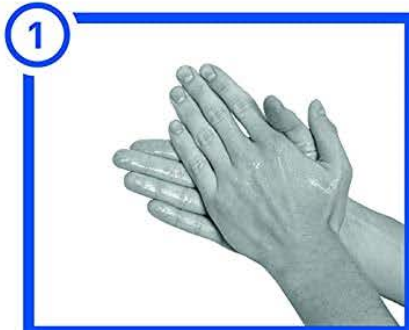
Sorgfältig abtrocknen

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

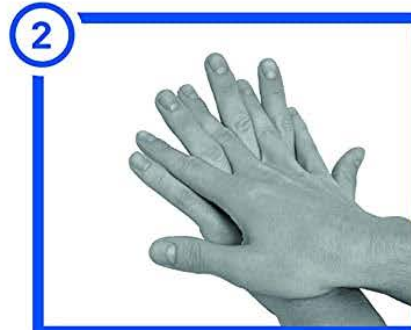
4 How to disinfect your hands

Hände richtig desinfizieren

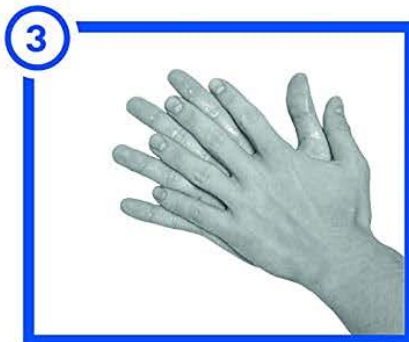
Hygienische Desinfektion gem. CEN EN 1500. Geben Sie das Desinfektionsmittel in die hohlen, trockenen Hände und führen Sie die Händedesinfektion Schritt für Schritt durch.



Desinfektionsmittel in den Handflächen und auf den Handgelenken verreiben



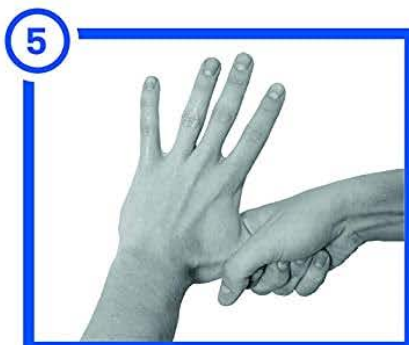
Mit der rechten Handfläche über den linken Handrücken und der linken Handfläche über den rechten Handrücken streichen



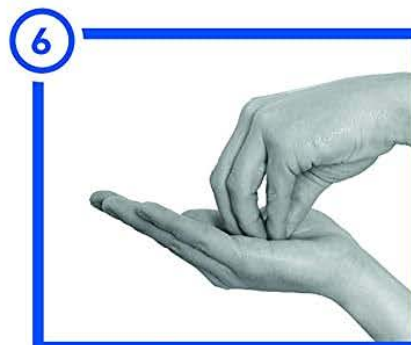
Handfläche auf Handfläche mit verschränkten und gespreizten Fingern reiben



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) Types of masks:
1. "Community mask" (simple mask or other textile barrier covering mouth and nose)
 2. "Medical mask" or "surgical mask" (as worn by health professionals during medical procedures)
 3. Filtering facepiece respirators, including standards FFP2, N95 and KN95
- (2) Inside buildings at Hochschule Offenburg, a medical or a filtering mask of standards FFP2, N95 or KN95 *without exhalation valve* must be worn:
1. during all in-person events by all attendees, including lecturers/examiners/supervisors
 2. in the doorways, passages, corridors, staircases and bathroom facilities
 3. at the seats in the library
 4. at the seats in the study and work rooms (see section 16)
 5. in the access and entrance areas, including in front of the buildings
 6. during written and oral exams (see section 13)

unless it is unacceptable for medical reasons, which must be proven by a valid medical certificate, carried along and presented on request by students. Faculty and staff members please forward proof of the certificate to keshia.juerck@hs-offenburg.de.

- (3) If for medical reasons a student is not permitted to wear mouth-nose covering, they must apply for an exemption for taking exams. The application must be submitted no later than the exam registration deadline to the examiner concerned, to the relevant exam board chairperson, *and* to the Student Office responsible for your course of study, addressed to these persons named above, and confirmed with medical evidence.
- (4) Even while wearing a mask, the minimum 1.5 m safety distance to other people must be maintained.
- (5) Only for individuals with no possible suspicion of COVID-19 infection may the minimum distance of 1.5 m be briefly undercut (for cumulatively less than 15 minutes) during activities where contact is necessary and there are no alternatives. The following mask constellations are possible in this case (all excluding exhalation valves):

Person 1	Person 2
Medical or FFP2 / KN95 / N95 mask	Medical or FFP2 / KN95 / N95 mask
Without face covering (exempt)	FFP2, KN95 or N95 mask required

- (6) Employees will be provided appropriate mouth-and-nose coverings by the University; students are responsible for bringing their own.

- (7) It is not permitted to wear masks with exhalation valves.
- (8) Before putting on the mask, properly wash your hands with soap or disinfect them (see Sections 3 and 4).
- (9) 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.
- (10) 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.
- (11) A damp or wet mask should be removed and replaced immediately.
- (12) After removing the mask, properly wash or disinfect your hands (cf. sec. 3/4 above).
- (13) Keep used masks in an airtight bag or similar, but only for a short time, as to prevent molding.

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: www.hs-offenburg.de/fileadmin/Einrichtungen/zentrale_Seiten/Pruefungsplaene/Raumkapazitaeten_Pruefungen.pdf
- (2) To maintain the required distances, desks and tables must stay in the arranged setup (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. 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 bathroom 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 bathroom 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 considered.

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 §5 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

In addition, data are collected in the following areas:

6. Staff break rooms and kitchens
 7. All face-to-face meetings; the registration of all attendees for the duration of the meeting must be ensured (i. e. including for those who usually work in the meeting room or office).
 8. However, 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 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.
- (3) 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.
- (4) 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.
- (5) Contact data provided to data controllers must be complete and accurate.

12 Digital attendance list

Please see <https://checkin.hs-offenburg.de/>

13 Written examinations

- (1) During all oral and written exams, at least a medical mouth-nose protection must be worn by all those present. A medical protection bears a CE mark and complies with the EN 14683 standard. Wearing an FFP2 or similar type of mask (but without an exhalation valve) is recommended.
- (2) In case of a medical exemption from wearing a mask, please see §6(2) above. Mask-exempt students are not allowed to write exams in the same room with the other examinees wearing masks.
- (3) 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 (see section 12 above). In off-campus exam locations, a smartphone with mobile data access is required. If a student does not have the appropriate technical requirements for registration, fellow students should be asked for help. An after-the-fact registration is only possible in exceptional cases and must be done on the same day.

The completeness of the digital attendance list is checked by the examiner or the supervisor. The number of examinees present must correspond to the number of examinees registered. Individuals who were unable to register for the above reasons must actively inform the university staff. In these cases, students must add their attendance *on the same day* via the check-in system; a belated entry on the following day is *not* possible.

Detailed information can be found in the digital attendance list user guide:
https://www.hs-offenburg.de/fileadmin/other_subpages/cit/files/instructions/user_guide_digital_attendance_list.pdf.

- (4) Before handing out and after collecting the exam documents, the exam supervisor thoroughly washes or disinfects their hands. The exam documents are distributed to the seats face down before the examinees enter the room.

- (5) 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.
- (6) At the end of the exam time, students place their examinations in front of them.
- (7) Students leave the exam room one by one, maintaining the required minimum distance, beginning with those seated closest to the exit.
- (8) After leaving the exam room, students are requested to leave the campus and the surrounding area immediately, observing the minimum distance of 1.5 m at all times. No gatherings are allowed in university buildings, on campus grounds or in parking lots. This also applies to external premises rented as exam locations.
- (9) The exam documents are collected only after all students have left the room.
- (10) 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.
- (11) 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) Viewing one's exam in person requires the explicit approval of University Management.
- (3) The respective room or the examiner's office may only be entered while wearing a mask.
- (4) The minimum distance of 1.5 m must be observed at all times.
- (5) Before the examinee enters the room, the exam document is placed on the table.
- (6) 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.
- (7) The contact must also be recorded as usual (see section 12 above).

15 PC pools

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

(3) Whoever unlocks the PC pool 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/Raumkapazitaeten_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 by a short email to: hausmeisteroffenburg@hs-offenburg.de / hausmeistergengenbach@hs-offenburg.de, stating the location.

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

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html
(in German only)

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

If you suspect being infected with Covid-19, please consult the CoronaVO Absonderung: <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/uebersicht-corona-verordnungen/coronavo-absonderung/> (German only), the “Fragen und Antworten zu Quarantäne und Isolation”: <https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/fragen-und-antworten-rund-um-corona/faq-quarantaene/> (German only),

and the FAQ related to Covid-19 on our website, available in English translation at: <https://www.hs-offenburg.de/en/news/covid-19-updates-for-students-faculty-and-staff/>

20 References

- (1) SARS-CoV-2-Arbeitsschutzverordnung (Corona-ArbSchV) (as of: 22.01.2021)
<https://www.bundesanzeiger.de/pub/publication/5QH1uegEXs2GTWXKeln/content/5QH1uegEXs2GTWXKeln/BAanz%20AT%2022.01.2021%20V1.pdf?inline>
- (2) SARS-CoV-2-Arbeitsschutzstandards des Bundesministerium für Arbeit und Soziales (BMAS) (as of: 16.04.2020)
https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf?__blob=publicationFile&v=1
- (3) SARS-CoV-2-Arbeitsschutzregel der Arbeitsschutzausschüsse beim BMAS (as of: 18.12.2020)
https://www.baua.de/DE/Angebote/Rechtstexte-und-Technische-Regeln/Regelwerk/AR-CoV-2/pdf/AR-CoV-2-Entwurf-Neufassung.pdf?__blob=publicationFile&v=4
- (4) DGUV Fachbereich Bildungseinrichtungen: Empfehlungen für Hochschulen und Forschungseinrichtungen (as of: 22.04.2020)
<https://publikationen.dguv.de/widgets/pdf/download/article/3814>
- (5) UKBW Handlungshilfe Prävention während Corona-Pandemie
https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/UKBW_Handlungsanleitung_Praevention.pdf
- (6) 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>
- (7) COVID-19-Hinweise für Arbeitgeber und Beschäftigte mit Arbeitsschwerpunkt im Büroumfeld, BAuA, (as of: 15.04.2020)
https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/pdf/Bueroarbeit.pdf?__blob=publicationFile&v=3
- (8) Muster-Gefährdungsbeurteilung für den Schutz gegen die Ausbreitung von Krankheitserregern und die Aufrechterhaltung des Interimbetriebs der Hochschulen, gültig für Coronavirus SARS-CoV-2 (Corona-Pandemie), AGUM (as of: 04.02.2021)
https://www.dguv.de/medien/inhalt/corona/muster-gbu-corona_hochschule_20210204.docx
- (9) Schutzhinweise in Hochschulen während der Corona-Pandemie, UKBW (as of: 03.06.2020)
https://www.ukbw.de/fileadmin/media/dokumente/service/Coronavirus/Schutzhinweise_Hochschulen.pdf
- (10) Empfehlungen der BAuA und des ad-Hoc AK „Covid-19“ des ABAS zum Einsatz von Schutzmasken im Zusammenhang mit SARS-CoV-2 (as of: 22.01.2021)
https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/pdf/Schutzmasken.pdf?__blob=publicationFile&v=14