

Hygiene Concept of the West Coast University of Applied Sciences

As of: 27.09.2021

Hygiene concept of the West Coast UAS for the resumption of administrative, teaching, research and examination operations

The hygiene concept regulates the behaviour of employees, students and guests on the campus and in the external facilities of the West Coast UAS in accordance with the current legislation in Schleswig-Holstein and the development of the corona pandemic infection situation. It is regularly reviewed and updated. **Infection protection and risk minimization are the priority for everyone involved.**

The following basic rules of conduct apply in the all of buildings of the West Coast UAS, both on campus and in the rented external facilities:

1. Regulations for access to the buildings of the university

Access to the buildings can be denied by employees of the West Coast UAS in the course of exercising the house rules.

People with acute, unexplained respiratory symptoms (coughing, breathing problems) are prohibited from entering the buildings of the West Coast UAS.

If you are travelling from a risk area, for example if you are returning from a trip, please observe the regulations in the "Coronavirus Entry Regulations" in its current version.

People who violate the hygiene concept of the university, either once or following repeated or serious breaches, will be expelled from the premises for a limited period of time.

2. Distance requirement, obligation to wear a mouth-nose cover and basic hygiene rules to minimize or prevent infections.

A **minimum distance** of 1.5 metres must be maintained from other people on the university grounds (distance requirement). This does not apply,

- if compliance with the minimum distance is not possible for practical or legal reasons;
- if the transmission of viruses is reduced by similarly suitable physical barriers.

Coming closer to someone than the minimum distance should only happen for short periods at a time. Each time the minimum distance is undercut, the participants must wear a mouth-nose cover.

For the employees of the West Coast UAS, in accordance with the Corona Workplace Protection Regulations of 21.01.2021 (§ 3 para. 1), medical face masks or FFP2 masks or comparable respiratory protective masks should be worn,

1. if the requirements for room occupancy cannot be met in accordance with point 3 on page 4,
2. if the minimum distance of 1.5 metres cannot be maintained,
3. if hazards due to increased aerosol emissions are to be expected as a result of the activities that are being carried out.

The West Coast UAS provides its employees with FFP2 masks or medical masks for official use, which must be worn in the above cases.

If necessary, please contact the janitorial team (hausmeister@fh-westkueste.de).

Gatherings and meetings for private purposes on the university premises are only to be conducted in accordance with the contact restrictions as laid out in § 2 paragraph 4 of the Corona Control regulations

(Corona-BekämpfVO) in their current respective version (https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/210326_Corona-Bek%C3%A4mpfungsverordnung.html#doc0ab5f1d6-c521-4950-9445-c04843e616e5bodyText3).

A mouth-nose cover (medical mask /OP mask or mask without exhalation valve in accordance with the standards FFP2, FFP3, N95, KN95, P2, DS2 or KF94) is to be worn in the buildings of the West Coast UAS, in all external facilities, in the entrance areas in front of the buildings as well as during university events outside the university grounds.

This does not apply

1. at fixed standing or sitting locations if a minimum distance of 1.5 metres is maintained or the transmission of viruses is reduced by similarly suitable physical barriers;
2. during heavy physical work;
3. if contact is only made with members of one's own household;
4. during food intake;
5. if this is unreasonable due to the special circumstances of the individual case.

Children up to the age of six years and persons who cannot wear a mouth-nose cover due to a physical, mental or psychological impairment and can credibly demonstrate this are excluded from the obligation to wear a mouth-nose cover. For this purpose, a corresponding medical certificate must be presented to the head of the department.

The mouth-nose cover should cover the mouth and nose in such a way as to reduce the spread of droplets and aerosols caused by coughing, sneezing or talking; covering the mouth and nose with a hand or an arm, or by using a mask with an exhalation valve or a visor is not sufficient.

In case of doubt, a mouth-nose cover should be worn.

Basic hygiene rules

- Avoid touching and direct contact to other people.
- Cough and sneeze into disposable paper towels (and immediately dispose of these afterwards) or into the crook of your arm.
- Keep your hands away from your face.
- Avoid touching your mouth, eyes or nose with your hands.
- Change the mouth-nose cover if it is soaked through.
- Wash your hands regularly and thoroughly (at least 20 seconds) with soap and water. The availability of soap and water in the WCs is ensured. Hygiene instructions for proper hand washing technique are posted. Additional hand disinfectant dispensers have been installed in all buildings.
- Thoroughly ventilate closed rooms in which multiple people are located every 20 minutes (cross-ventilate for at least 3-5- minutes). This is the task of the person responsible for the event or meeting. Please note the current recommendations of the Indoor Air Hygiene Commission of the Federal Environment Agency (UBA).
- The lecture rooms and sanitary facilities are professionally cleaned once a day.

3. Behaviour in case of suspected infection or a confirmed case of infection

Should a suspected or confirmed case of infection occur among employees or students, please immediately inform

- as an employee: the human resources department and health management (personal@fh-westkueste.de) AS WELL AS gesundheit@fh-westkueste.de) or
- as a student: the health management of the West Coast UAS (gesundheit@fh-westkueste.de).

They will coordinate and initiate all further necessary steps in coordination with the responsible health authority.

It is essential that you mention the other people that you have been in contact with on campus or at the external facilities.

4. Lectures and examinations in the winter semester 2021/22

In the winter semester 2021/22, courses with up to 100 participants will generally be taught in person on campus.

Upon application to the Presidential Board, the Presidential Board may make other arrangements in justified exceptional cases.

The following applies to lectures and examinations held on campus:

- a. **The access to lectures and examinations indoors on campus requires the participants to provide proof of complete vaccination protection with a vaccine approved in the EU, a statement of recovery from a coronavirus infection or a negative coronavirus test result (vaccinated-recovered-tested).** Proof of a negative test result must be provided in the form of a certificate from a facility that is responsible for testing for the presence of coronavirus infections. The negative test result must not be older than two days. A vaccination certificate, convalescent certificate or a test certificate of a person who has reached the age of 16 years old, will only be considered valid if the identity of the person providing the certificate has been verified by means of a valid official photo ID or if he or she is personally known.
Appropriate access checks to lectures and checks in lectures will be carried out.
- b. In lectures, the distance requirement for participants is waived.
- c. If the proof of right of access in accordance with 6.a. is not checked for all participants, the participants must wear a mouth-nose covering in accordance with § 2a paragraph 1 of the Corona Control Ordinance.
- d. The lecture rooms are to be ventilated regularly as described under point 4.

5. Events outside of teaching at the West Coast University of Applied Sciences

The current version of § 5 Corona-BekämpfVO (Corona Control regulations) applies to usual university events such as excursions, welcoming celebrations or events with external guests.

As a general rule, the following applies for all events outside of teaching:

- The hygiene concept of the university must be adhered to in all points and the participants must be informed of this in advance by the person responsible for the event.
- At events within closed rooms, only the following people may be admitted as participants:
 - o People that have been vaccinated, recovered or tested in accordance with § 2 Points 2, 4 or 6 of the Protective Measures Exemption Ordinance (SchAusnahmV),
 - o Children up to the age of seven, and
 - o underage pupils who are able to proof by means of a certificate from their school that they are regularly tested twice a week as part of a binding school protection concept.

- All rooms used for an event must be adequately ventilated throughout or thoroughly cross-ventilated at regular intervals in accordance with this hygiene concept.

6. Use of office space

Multiple occupancy of office space should be avoided.

Employees who are accommodated in offices with several workplaces should alternately use their home offices and make arrangements for office use that take into account the respective working time models and special usage requirements.

Should the simultaneous use of rooms by several people be absolutely necessary, a minimum area of 10 square metres per person in the room must be maintained.

Alternatively, other unoccupied office rooms may be released for use via the responsible Dean's office in consultation with the respective office holders.

The minimum distance in shared office space must also be maintained.

The room must be ventilated regularly as described under point 2 or an adequate supply of fresh air must be ensured. If you have any queries, please contact the head of your department.

For jointly used offices, surface disinfection wipes are provided by the janitorial staff.

Furthermore, physical barriers (plexiglass walls, spit guards) can be installed in the offices. If needed, please contact the janitorial staff.

7. Business trips and further education

- Staff meetings are to be reduced to the bare minimum. Priority is to be given to telephone and video conferences.
- Necessary business trips can be carried out in accordance with the general hygiene regulations. The requirements of a business trip must be carefully weighed against the possible additional risks of infection.
- In principle, the participation in training courses is possible, provided that the hygiene concepts of the respective training institutions are observed. The requirements for participation must be carefully weighed against the possible additional risks of infection.
- For business trips with the **company car/private car** the VRT rule aka. 3-G rule in German (vaccinated, recovered, tested) applies when taking colleagues with you. Please check the relevant evidence (proof of vaccination, proof of convalescence or a certified negative test no more than 48 hours old) before starting your journey. The mask requirement is hereby waived.

8. Use of the library at the West Coast UAS

For access to the libraries, § 10 of the State Corona Control Ordinance applies (§ 10 Leisure and cultural facilities; visitors must adhere to the hygiene concept of the library).

Hand disinfection stands can be found at the following locations:

Fritz-Thiedemann-Ring 20, 25746 Heide

Gebäude	Etage	Raum Nr.
Nordspange	EG	0.05
Nordspange	EG	0.06
Nordspange	EG	0.07
Nordspange	EG	0.08
Nordspange	EG	0.09
Nordspange	EG	0.10
Nordspange	EG	0.11
Nordspange	EG	0.12
Nordspange	EG	0.13
Nordspange	EG	0.14
Nordspange	EG	0.15
Nordspange	EG	0.29
Nordspange	EG	0.39
Nordspange	1OG	1.05
Nordspange	1OG	1.06
Nordspange	1OG	1.07
Nordspange	1OG	1.08
Nordspange	1OG	1.09
Nordspange	1OG	1.10
Nordspange	1OG	1.11
Nordspange	1OG	1.12
Nordspange	1OG	1.13
Nordspange	1OG	1.14
Nordspange	1OG	1.15
Querflügel	EG	0.53
Querflügel	EG	0.62
Querflügel	1OG	1.053
Kubus 2.2	EG	0.046
Hauptgebäude	EG	0.70
Hauptgebäude	EG	0.77
Hauptgebäude	1OG	1.073
Hauptgebäude	1OG	1.924
Hauptgebäude	2OG	2.035
Hauptgebäude	2OG	2.056
Verwaltung	EG	0.927
Verwaltung	1OG	1.086
Bibliothek	EG	0.201
BWL	EG	0.928
BWL	EG	0.118
BWL	1OG	1.094
BWL	1OG	1.108
BWL	2OG	2.009
BWL	3OG	3.009
LAG	EG	0.308

Hamburger Str. 87, 25746 Heide

Gebäude	Etage	Raum Nr.
Nr. 87	EG	S1
Nr. 87	EG	S2

Am Markt 18, 25746 Heide

Gebäude	Etage	Raum Nr.
Am Markt 18	EG	Treppenhaus