

Announcement of the Bauhaus-Universität Weimar

This English translation is for information purposes only. The original German text is the legally binding version

<input checked="" type="checkbox"/> The President <input checked="" type="checkbox"/> The Chancellor	Bauhaus-Universität Weimar Hygiene Plan Outline		Issued by 22/2020
	Dept./Unit Chancellor's Office	Telephone 1210	Date 28. May 2020

General Information

The following statements and instructions make up the Bauhaus-Universität Weimar general hygiene plan in terms of the specific recommendations or legal regulations made by the responsible offices and authorities. All members of the Bauhaus-Universität Weimar must observe these regulations in the event of infection risk, epidemic, or pandemic.

The general hygiene plan does not replace legally mandated hygiene requirements that are already in place, such as the Technical Rules for Biological Substances (100 protective measures for activities involving biological agents in laboratories; 500 basic measures for activities with biological agents) or the Technical Rules for Hazardous Substances (401 - skin contact hazard; 406 - inhalation hazard).

Members of the Bauhaus-Universität Weimar are obligated to comply with the relevant general regulations issued by the city of Weimar and the state of Thuringia.

In order to prevent the spread of the coronavirus or other infectious illnesses, all university members are required to follow the Bauhaus-Universität Weimar general hygiene regulations. Maintaining sufficient distance from others, regular hand washing, and observing proper sneezing and coughing etiquette is of particular importance. Any deviations from the hygiene measures listed (e.g. not maintaining sufficient distance from others or not adhering to proper hygiene rules when using work tools, etc.) due to methods of operation must be justifiably explained in an infection protection concept and appropriate compensatory measures (compensation or replacement) must be determined. Further explanations can be found in the chapter on **establishing infection prevention concepts**.

Hygiene Regulations in the Case

of Symptoms

Bauhaus-Universität Weimar members or any relatives who may be experiencing symptoms such as fever, coughing, and shortness of breath must stay at home and should contact their doctor or responsible health department by telephone to receive further instruction. The Public Health Department is the authority on which concrete measures are to be taken in each individual case. These instructions must be followed without exception. Employees on sick leave must report to their supervisor by 8:30 am and submit the appropriate forms (Arbeitsunfähigkeitsbescheinigung) as a scanned attachment to an e-mail with the subject line »AU_Last Name_First Name« to Human Resources (dezernat.personal[at]uni-weimar.de). In addition, students are required to inform the university via e-mail to studium[at]uni-weimar.de

Employees may seek individual counselling from the medical officer, particularly if it involves risk arising from a prior illness or pre-existing condition. In these cases, contact Ms. Stumpf at the Service Centre for Security Management via telephone (581240).

High-Risk Individuals

Information and support for individuals who are at a higher risk of suffering from severe COVID-19 effects is available from the Robert Koch Institute.

Advice and information can be obtained by contacting Ms. Stumpf at the Service Centre for Security Management via telephone (581240).

If necessary, protective measures for high risk individuals must be included in establishing infection prevention concepts (see chapter on establishing infection prevention concepts).

Hand Washing

The university follows the hand hygiene regulations recommended by the Robert Koch Institute and the Federal Centre for Health Education. Hands should be washed often and thoroughly--at least 20 seconds with plenty of soap is essential. Following proper hand hygiene recommendations is possible in all university buildings. The soap dispensers in university buildings are refilled on a regular basis. If dispensers are empty, employees can contact the respective building's custodian.

When should I wash my hands?

The absolute minimum you should be washing your hands is:

- after entering any building or arriving at the workplace
- after using the restroom
- after blowing your nose, coughing, or sneezing
- after having contact with waste or rubbish
- before eating or before and after preparing food (e.g. during breaks)
- before taking medication or using cosmetics (e.g. creams, lip care, etc.)
- before and after having physical contact (if unavoidable) with colleagues

How do I wash my hands properly?

- Hold your hands under running water. The water temperature has no influence on reducing pathogens.
- Run your hands together with soap for 20-30 seconds (palms, backs of the hands, fingertips, between fingers, thumbs, fingernails). Do not use soap bars, containers with communal cleansers, or fabric towels.
- Rinse your hands under running water. Use a paper towel or your elbow to turn off the tap.
- Dry your hands thoroughly and ideally with paper towels--do not forget to dry the areas between your fingers!

Hand disinfectant is available throughout the university where legally required.

Coughing and Sneezing Hygiene

How do we prevent the spread of infection?

- Cough or sneeze as far away from others as possible and turn your head away.
- Use disposable tissues. Use them only once. Throw them in the garbage once they have been used and wash your hands.
- If a tissue is not available, cough or sneeze into the crook of your elbow--not into your hand!
- When coughing or sneezing, do not remove your face mask if others are in the immediate vicinity (closer than 1.50 m away).

Ventilation

Air out all rooms several times a day for the recommended 5-10 minutes.

Hygiene in the Workplace

- Work tools should be assigned to one individual or be cleaned with commercially available cleaners and paper towels before being used by another individual; do not reuse paper towels or rags. In cases where this is not possible, regular cleaning must be carried out before a tool is passed on to another individual. Otherwise, appropriate protective gloves must be worn when using tools, provided that this does not create additional hazards (e.g. catching on rotating parts). Additionally, limits on how long gloves are worn and the needs of the individual employee (e.g. allergies) must be taken into account.
- Personal protective equipment must be kept separate from everyday clothing. Personal protective clothing must be cleaned regularly. Personal protective clothing that has been worn (e.g. lab coat) must be stored separately in the work areas after use and must be cleaned immediately.
- Meal times and breaks should be spent alone if possible (e.g. alone in your office). If multiple people are present, be sure to maintain the minimum hygienic distance.
- The number of people in break areas must be limited. Break times must be staggered to ensure that not all employees take their breaks at the same time. Do not share bottles, cups, glasses, dishes, or other utensils. Wash dishes with water and dish soap after use. Dishwashers, if being used, should run at at least 60° C.
- Communally used objects and surfaces (e.g. work surfaces, must be regularly cleaned with commercially available cleaning agents. Disinfection measures are only necessary if there is a known or justifiably suspected case of SARS-Cov-2 in the workplace.
- Pay attention to keeping common areas clean (e.g. office kitchens). Ideally, disposable paper towels or disposable cloths should be used for cleaning and washing up. Commonly touched objects such as door handles, elevator buttons, etc. should be regularly cleaned or disinfected. These objects should be operated using the forearm or elbow if possible.
- The interiors of company vehicles must be regularly cleaned, especially if they are used by several people.

Physical Distancing

- The WHO recommends maintaining a physical distance of at least 1.50 m from others.
- Avoid all forms of physical contact. In cases where this is not possible, hands should be washed after any physical contact. In particular, avoid touching the eyes, nose, or mouth with unwashed hands. Refrain from shaking hands or hugging when greeting others.
- Do not address others directly, but »speak past each other«.
- Meeting should be held over the telephone or videoconference. In cases where this is not possible, meetings should take place in well-ventilated rooms with sufficient distance between participants. Meeting should be as short as possible (the time factor is crucial in preventing the spread of infection) and all necessary safety measures must be observed. Small, fixed teams (2-3 people) should be formed and work procedures adapted.
- Open-air areas should be used as much as possible in order to reduce the occupancy of office space and workstations should be as far apart as possible (at least 1.50 m).

Mouth-and-Nose Covering

Mouth-and-Nose Coverings (MNB) are not medical are not medical masks (MNS), surgical masks, or filtering face pieces (FFP masks). MNS and FFP masks should be reserved for medical personnel (for both their protection and the protection of others)

– MNBs are worn as a physical barrier against the transmission of airborne droplets or saliva when breathing, coughing, or sneezing. These masks are made of commercially available materials and in a wide variety of designs. This type of mask does not constitute proven protection for the wearer. However, in the case of infection, it can help prevent the spread of the virus.

The droplets that are produced when coughing, sneezing, or speaking can be slowed down by the mask. In addition, the mask also helps prevent touching the mucous membranes of one's face with potentially contaminated hands. Wearing a mask can also help to strengthen awareness and encourage mindfulness when dealing with others (physical distancing). These masks are produced by individuals and companies such as textile manufacturers. If such a mask is unavailable, a scarf or shawl can be worn over the mouth and nose.

In general, the following applies: When wearing a MNB, maintaining a physical distance of 1.50 m is still necessary! This distance may be reduced for a short period of time if necessary (e.g. a large crowd of people, organisational work processes, etc.).

What is important when wearing a mouth-and-nose covering?

The proper handling of masks is essential in order to achieve the most effective protection:

- Wash your hands thoroughly with soap (20-30 seconds) before putting on a mask.
- Be sure that the nose and mouth are covered up to the chin and that the mask is as tight as possible around the edges.
- Change the mask at the very latest when it is soaked by your breathing, otherwise germs can settle there. A moist mask should be removed and replaced immediately.
- Avoid touching or moving the mask while wearing it.
- When taking off the mask, avoid touching the outside of it if possible, as pathogens may be found there. Grip the mask by the sides or cords and carefully remove the mask.
- After removing the mask, wash your hands thoroughly with soap (20-30 seconds).
- Masks should be stored in an airtight bag or, preferably, washed immediately after wearing at 60 ° to 95 ° C. The mask should then be ironed in order to be optimally reused. The maximum number of wash cycles recommended by the manufacturer should be observed in order to ensure the mask's functionality and strength. Any instructions provided by the manufacturer should be observed.

Gloves (Single-Use Gloves)

Gloves (including single-use gloves) become contaminated when handling files, books, etc. or when blowing your nose, and thus must be changed. Hands must be thoroughly washed before and after using gloves. Before putting on gloves, hands must be completely dry and gloves can only be used once.

Gloves made of nitrile or latex should only be worn for a short period of time, and only if absolutely necessary. The total time wearing the gloves should not exceed 2 hours per day. If this period is exceeded, skin damage may occur. Damaged or injured skin is more difficult to clean and provides a breeding ground for germs.

If gloves must be worn for a period of longer than 2 hours, it is recommended that cotton gloves are used. Gloves made of cotton can also be reused after appropriate cleaning (washing at at least 60° C with a strong detergent).

Establishing Infection Prevention Concepts

Faculty management, department heads, and the heads of central university facilities are responsible for developing the necessary departmental infection prevention concepts (see General Information).

Because maintaining minimum physical distance and reducing internal personal contact are essential in preventing the spread of infection, the following technical and organisational measures must be considered in the event of any deviation and, if necessary, incorporated and implemented in the infection prevention concept.

- In the case of prolonged contact with others, markers must be placed on the ground to indicate and ensure a minimum 1.50 m distance between individuals. In cases where 1.50 m distance cannot be maintained: Workspaces must be separated by partitions (transparent in cases of public access).
- In the case of shift work, schedules should be made to ensure that the same individuals are on common shifts in order to reduce the amount of personal contact between employees. Appropriate organisational measures should be taken at the start and end of work periods to prevent close contact between individuals (e.g. clocking in, changing rooms, restrooms, etc.).
- To avoid personal contact and to prevent the spread of infection via surfaces, all newspapers, magazines, and brochures must be removed from waiting areas.

The aforementioned responsible persons must inform their employees regularly (at least once a year) about the general hygiene plan based on, if available, the department-specific infection prevention concept. Employees and external individuals hired during the year should also be made aware of the general hygiene plan and the existing department-specific infection prevention concepts and their contents.

The regulations in this announcement (MdU) are based on, among others, explanations of hygiene guidelines and personal protection measures. These are available on the Robert Koch Institute and the Federal Centre for Health Education webpages: www.rki.de and www.infektionsschutz.de

Weimar, 25. March 2020

Prof. Dr. Winfried Speitkamp
President

Dr. Horst Henrici
Chancellor