

# 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	<b>Bauhaus-Universität Weimar</b> <b>Basic Hygiene Plan</b>		Edition 08/2021
	produced Dept./Unit SI	Phone 1210	Date 01 March 2021

## General Information

The following statements and instructions make up the Bauhaus-Universität Weimar Basic Hygiene Plan in terms of the specific recommendations or legal regulations made by the responsible offices and authorities. All members (employees and students) of the Bauhaus-Universität Weimar must observe these regulations in the event of infection risk, epidemic, or pandemic in accordance with § 21 of the Thuringian Higher Education Act (ThürHG). These temporary measures are limited to the duration of the infection risk, the identified national endemic situation, or the global pandemic outbreak phase.

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. Use of the Corona-Warn-App is strongly advised.

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

Coronavirus infection may be reasonably suspected if symptoms such as fever, cough, sore throat, or a lack of sense of smell or taste, shortness of breath, or a runny nose are present.

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 (including those working from home office) must report instances of illness to their supervisor immediately. An official sick note (Arbeitsunfähigkeitsbescheinigung) should also be scanned and sent as an e-mail attachment 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

### **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 from in-house medical staff can be obtained by contacting Ms. Stumpf in Human Resources via telephone (58-1240).

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.

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**

- Effective ventilation can reduce the concentration of airborne particles and help prevent infection. Cross-ventilation, where a room is aired out via opening doors and windows on opposite side of the room for a short period (shock ventilation), is optimal for this. Rooms should be aired out for 3-5 minutes every 20 minutes (every 60 minutes in offices).
- To help support proper ventilation, rooms that are heavily used have been outfitted with CO<sub>2</sub> meters, which emit a signal when it is necessary to air out the room. Be sure to follow the operating instructions posted in rooms equipped with aerosol concentration measuring devices.
- Ventilation systems are not to be turned off during operating or working hours, as this may lead to an increase in the concentration of airborne virus particles, thus increasing the risk of infection.
- Air recirculation equipment (without outside air supply), such as fans, air conditioners, or heating equipment, is only permitted in single-occupancy rooms, since they generally do not reduce the concentration of airborne particles and the airflow they produce spreads airborne particles throughout the room.
- Adequate ventilation (e.g. via windows) must be provided in waiting and standing areas (e.g. central printing and copy rooms) and where the accumulation of people is unavoidable (e.g. at reception desks).

### **Hygiene Regulations in the Workplace (particularly for employees)**

- 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.
- Shared objects and surfaces (e.g. work surfaces, keyboards, telephones, IT equipment, etc.) must be regularly cleaned with a standard cleaner. 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, including steering wheels and gear shifts, must be regularly cleaned, especially if they are used by several people.

### **Hygiene Regulations in Classrooms (particularly for students)**

- University buildings may only be entered if absolutely necessary (e.g. to attend lectures, seminars, tutorials, etc.). Avoid gathering in groups in the corridors and make your way to your seat quickly.
- Be sure to pay close attention to signs and floor markings when entering university buildings.
- Be sure to register on site using your thoska or in writing before attending a course. Your contact information is necessary for rapid contact tracing in the event of an infection.
- Hand sanitizer is available at the entrance areas to all rooms. Be sure to sanitize your hands prior to taking your seat.
- Seating plans complying with distancing regulations have been provided for each room. Please use only the designated seating areas. The designated markings may not be changed under any circumstances.
- Help prevent the spread of infection by making sure to always disinfect your chairs and tables. Be sure to maintain a minimum distance of 1.5 metres from others at all times, including in the university's outdoor areas, when entering buildings and on stairs. Refrain from physical contact with others, such as shaking hands or hugging.

## Physical Distancing

- The WHO recommends maintaining a physical distance of at least 1.50 m from others.
- Markings (e.g. floor markings, security tape, etc.) can be used to designate appropriate distances on, for instance, pathways and waiting and standing areas. When marking paths, the general regulations set out in the »Technischen Regel für Arbeitsstätten Verkehrswege ASR A1.8« must be observed.
- It is often difficult for the visually impaired to maintain the recommended physical distance without assistance. This should be taken into account when implementing markings (e.g. seat or floor markings, one-way paths, etc.). If necessary, instruction or training is required on site and assistance may have to be provided. Consequently, the minimum required physical distance cannot be maintained at all times. In these cases, masks must be worn by both the assistant and the visually impaired individual.
- 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 speak in the direct direction of your conversation partners.
- 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. Meetings should be as short as possible (the time factor is crucial in preventing the spread of infection) and should take in appropriately sized room. Small, fixed teams (2-3 people) should be formed and work procedures adapted.
- Reduce multiple occupancy of work rooms by using spare rooms as much as possible. If this is not possible due to operational reasons, each individual must have at least ten square metres in rooms with multiple occupancy for periods longer than 15 minutes. If working requirements do not permit this, appropriate protection compensation must be provided for all individuals present, in particular proper ventilation and appropriate physical barriers between individuals. In these cases, each individual present must wear a mask. A minimum distance of 1.5 metres must be maintained between individuals. The necessary compensation measures must be outlined in an infection prevention concept (see section on »Establishing Infection Prevention Concepts«).
- If, due to working requirements, more than one person per ten square metres of space is present in a room for longer than 15 minutes, the minimum 1.5 metres distance between individuals cannot be maintained, or there is an increased emission of airborne particles (e.g. because people have to speak loudly), the Bauhaus-Universität Weimar will provide masks for the relevant employees (see section on »Mouth-and-Nose Coverings«).
- The use of elevators is restricted and the minimum physical distancing regulations must be observed.
- When travelling together in vehicles for business, the minimum physical distance of 1.5 metres must be observed. The number of individuals in vehicles must be limited accordingly. If the minimum distance cannot be observed, passengers must wear a mask while travelling (see section on »Mouth-and-Nose Coverings«).

## Mouth-and-Nose Covering

Mouth-and-Nose Coverings/masks (MNB) are not medical masks (MNS), surgical masks, or filtering face pieces (FFP masks). Masks 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. While this type of coverage has not been proven to protect the wearer themselves, it can help prevent the virus from being passed on to others in the event of infection. The droplets that are produced when coughing, sneezing, or speaking can be slowed down by the mask. In addition, this makes contact between hands and mouth/nose/mucous membrane more difficult.

Wearing a mask can also help to strengthen awareness and encourage mindfulness when dealing with others (physical distancing). 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.).

All Bauhaus-Universität Weimar members, staff and visitors are required to wear a mask when moving between locations (e.g. corridors, hallways, paths within meeting rooms or seminar rooms) as well as in washrooms, foyers, kitchens (excluding during the consumption of food or beverages), and in other waiting areas (e.g. in front of photocopiers).

Individuals with pre-existing health conditions are exempt from mask requirements. This includes individuals with respiratory illnesses, skin diseases or, if applicable, mental illnesses. Proof of such pre-existing conditions must be on hand. At least 1.5 metres must also be maintained between individuals in these cases.

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:

- The product-specific instructions and hygiene rules for wearing, removing and cleaning masks must be observed.
- 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.

- 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.
- Individuals with hearing impairments may rely on lip-reading or seeing the mouth of the individual with whom they are communicating. If necessary, masks may be pulled down for short conversations while observing distancing and hygiene regulations. The mask may be replaced by a transparent face visor if necessary.

### **Mouth-and-Nose Covering**

According to § 3 of the SARS-CoV-2 Arbeitsschutzverordnung (Corona-ArbSchV) of 21 January 2021, a mask is understood to be a medical mask (surgical mask or FFP2 mask or a mask listed in the Corona-ArbSchV appendix).

The preferred mask at the Bauhaus-Universität Weimar is the FFP2 without exhalation valve.

Individuals with specific pre-existing health conditions are exempt from mask requirements. This includes individuals with respiratory illnesses, skin diseases or, if applicable, mental illnesses. Proof of such pre-existing conditions must be on hand. At least 1.5 metres must also be maintained between individuals in these cases.

The need for masks must be communicated by the relevant department head in a risk assessment. The risk assessment must contain the following information:

1. That the technical regulations on room occupancy and distancing outlined in the Basic Hygiene Plan (technical measures include designated room space per occupant, individual breathing areas, increased ventilation, etc.) cannot be observed for operational or organizational reasons (e.g. cases where observing distancing regulations or working from home office is not possible), or
- 2.
3. that despite the implementation of possible technical and organisational measures, the risk of infection through airborne particles is expected.

A risk assessment for these cases, including the need (quantity and time period) for masks, must be sent to the Service Centre for Security Management. Following the submission of the risk assessment, Staff Council will be consulted.

After a review by the Service Centre for Security Management and approval from the Staff Council, the decision will be communicated to the appropriate department head. The Koordinationsgruppe Corona (corona coordination group) is responsible for the procurement of masks through the Finance Department, Referat Beschaffung.

### **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).

The same regulations for masks apply for the handling and procurement of gloves (see above).

## **Catering**

In general, the provision of food and beverages is to be kept to a minimum and the following regulations are to be observed:

- Food and beverages that are offered must be pre-portioned and sealed.
- Hygiene and distancing regulations must be observed. Regarding seating, special care must be taken to ensure that the minimum physical distance is observed during meals.
- A central serving area is recommended to prevent excessive gathering. If this is not possible, only table service is permitted.
- Reusable dishes, cutler, glasses and other catering equipment must be washed in high-temperature dishwashers (> 70° C).
- Appropriate measures must be taken to prevent contamination during transport and storage (e.g. refrigerated containers).
- Self-serve stations may only provide individually packaged dishes and cutlery.

If catering service is provided, the provider must be instructed on the »Thüringer Verordnung über grundlegende Infektionsschutzregeln zur Eindämmung der Ausbreitung des Coronavirus SARS-CoV-2«, as well as the regulations at the Bauhaus-Universität Weimar, specifically the Basic Hygiene Plan.

## **Home Office**

Working from home may be arranged through mutual agreement between employees and supervisors, provided this does not disrupt operational processes and the work can be performed from home without restriction.

In the event of a sharp increase in the infection rate, the Presidium, advised by the Crisis Unit, will decide whether to enter a phase in which employees are given the option to work from home, provided there are no compelling operational reasons for not doing so. The goal of this measure is to minimize the amount of contact as much as possible while at the same time ensuring that work can be carried out in all areas of the university. The regulations laid out in the »SARS-CoV-2-Arbeitsschutzverordnung (Corona-ArbSchV)« must be observed.

The phase of reducing contact as much as possible is followed in the transition back to mandatory presence by a phase with the goal of significantly reducing all contact. This also applies in phases with increasing or high rates of infection, which in turn leads to the risk of having to enter a phase of the greatest possible contact reduction. In such transition phases, it is possible to work alternating between home office and in-person at the university.

Each department is responsible for decisions on specific arrangements, taking into account the special needs of parents, caregivers and employees belonging to risk groups. Home office agreements are to be made directly between the supervisor and the employee and are to be documented in writing (if necessary by e-mail).

## **Establishing Infection Prevention Concepts**

The following regulations apply to room usage in compliance with hygiene regulations at the Bauhaus-Universität Weimar as relates to the coronavirus pandemic:

The current Bauhaus-Universität Weimar Basic Hygiene Plan is the standard for the use of every type of room at the Bauhaus-Universität Weimar. The individual responsible for the room or, in the case of planned events, the event organiser must communicate in writing compliance with the specified hygiene regulations in accordance with the Basic Hygiene Plan (must confirm compliance with the Basic Hygiene Plan for the intended use of the room, e.g. event, student workroom, conference, office, etc.).

If, in special cases, individual requirements outlined in the Basic Hygiene Plan cannot be met, the individual responsible for the room or the event organiser must explain and justify any deviations in writing and submit this in an infection prevention concept and specify measures to compensate for these deviations to ensure hygiene standards are maintained (see »General Information« and »Establishing Infection Prevention Concepts« in the Bauhaus-Universität Weimar Basic Hygiene Plan). Infection prevention concepts should then be submitted to the Service Centre for Security Management. The Service Centre for Security Management will consult with the Staff Council during the review process. Once the concept has been reviewed by the Service Centre for Security Management and the Staff Council, it will go on to be discussed for approval by the Presidium. The resulting decision will be communicated by the Presidium to the individual responsible for the infection prevention concept.

The Basic Hygiene Plan comes into effect on the day following its announcement, thus replacing the Basic Hygiene Plan published in MdU 69/2020.

Weimar, 1 March 2021

Prof. Dr. Winfried Speitkamp  
President

Dr. Horst Henrici  
Chancellor