

## Notices of the Bauhaus-Universität Weimar

<input type="checkbox"/> President <input type="checkbox"/> Chancellor	<b>Hygiene plan of the Bauhaus-Universität Weimar</b>		Version <b>65/2020</b>
	Processing dept./div. <b>BdK</b>	Telephone <b>-1210</b>	Date <b>19 October 2020</b>

### General information

The following explanations and information make up the hygiene plan of the Bauhaus-Universität Weimar as per the recommendations and legal regulations stipulated by the responsible government offices and authorities. Pursuant to Section 21 of the Thuringian Higher Education Act (ThürHG), all members (full-time employees and enrolled students) and affiliates of the Bauhaus-Universität Weimar must observe this plan in the event of a risk of infection, epidemic or pandemic. The plan applies for a limited period of time, either for the duration of the period of risk of infection or for the period identified as a national epidemic or global pandemic.

The hygiene plan does not replace specific hygiene requirements already prescribed by law, such as the Technical Rules for Biological Agents (100 – Protective measures for activities involving biological agents in laboratories; 500 – Basic measures for activities involving biological agents) or the Technical Rules for Hazardous Substances (401 – Risks resulting from skin contact; 406 – Sensitising substances for the respiratory system).

Members of the Bauhaus-Universität Weimar are obligated to acknowledge and comply with the relevant general decrees issued by the town of Weimar and the regulations of the Free State of Thuringia. Use of the German federal government's coronavirus app is recommended.

In order to prevent the spread of the coronavirus and other infectious illnesses, all university members are required to observe the general hygiene regulations of the Bauhaus-Universität Weimar. It is particularly important to maintain a sufficient distance from others, to wash your hands regularly and to observe the proper coughing and sneezing etiquette.

Any deviations from the hygiene measures detailed below due to operational reasons (e.g. not maintaining the recommended minimum distance, not adhering to hygiene regulations when using work tools, etc.) must be described and justified in an infection protection concept and appropriate compensation or replacement measures defined. See the section on **preparing infection protection concepts** for further explanations.

### Hygiene measures in case of symptoms

A justified suspicion of a coronavirus infection exists if symptoms commonly associated with the virus are present: fever, coughing, a sore throat, loss of sense of smell or taste, shortness of breath and rhinitis.

Members and affiliates of the Bauhaus-Universität Weimar with symptoms must stay at home and contact their doctor or the responsible health authority immediately by telephone for further instructions. The health authority will decide which concrete measures must be taken in each individual case. These instructions must then be followed without fail.

Employees must notify their superior of their illness without delay – even if they are working remotely. Scan in the sick note (*Arbeitsunfähigkeitsbescheinigung*) and submit it to Human Resources via email (dezernat.personal[at]uni-weimar.de) with the subject line "AU\_Last\_Name\_First Name". Students are also required to inform the university via email (studium[at]uni-weimar.de).

Employees may seek individual advice from the university's medical officer, especially regarding risks associated with a previous illness or pre-existing condition. Please call Ms. Stumpf in the Service Centre for Security Management (Tel.: +49 (0) 36 43/58 12 10).

### Individuals at higher risk

Information and support are currently available from the Robert Koch Institute for individuals at higher risk of suffering more severe symptoms should they contract COVID-19.

Please call Ms. Stumpf in the Service Centre for Security Management if you would like to consult the university's medical officer (Tel.: +49 (0) 36 43/58 12 10).

Measures must be included in infection protection concepts to protect individuals at higher risk as necessary (see the section on **preparing infection protection concepts**).

## **Hand washing**

The university follows the recommendations on hand hygiene of the Robert Koch Institute and the Federal Centre for Health Education (BZgA). Regular, thorough hand washing – for at least 20 seconds, using plenty of soap – is essential. Hand hygiene facilities are available in all university buildings.

The soap dispensers in university buildings are refilled regularly. If dispensers are empty, contact the responsible facility manager.

When should I wash my hands?

At the very least, you should wash your hands:

- after entering buildings or arriving at your workplace;
- after using the toilet;
- after blowing your nose, coughing or sneezing;
- after having contact with waste;
- before meals, or before and after preparing meals (e.g. during breaks);
- before taking medicine or using cosmetics (e.g. creams, lip care, etc.);
- before and after physical contact with colleagues where this is unavoidable.

How do I wash my hands properly?

- Hold your hands under running water. The water temperature has no impact on reducing pathogens.
- Lather your hands thoroughly for about 20–30 seconds (palms, backs of the hands, fingertips, between the fingers, thumbs, fingernails). Do not use soap bars, communal containers with skin cleansers or cloth towels.
- Rinse your hands under running water. Use a single-use towel or your elbow to turn off the tap.
- Dry your hands carefully, ideally using single-use towels – don't forget the spaces between your fingers!

Hand disinfectant is available at the university everywhere that it is legally required.

## **Coughing and sneezing etiquette**

How can you help to prevent the spread of infection?

- Cough or sneeze as far away from other people as possible and turn away from them.
- Use single-use tissues – and only use them once. Then dispose of them and wash your hands thoroughly.
- If you don't have a tissue, cough or sneeze into the crook of your arm, not into your hand!
- If other people are in your immediate vicinity (closer than 1.5 m), do not remove your mouth and nose covering when you cough or sneeze.

## **Airing and ventilation**

• The accumulation of aerosols in a room's air can only be avoided through the regular and correct ventilation of rooms. Cross-ventilation is ideal for this, as the room's air is then exchanged within a few minutes by opening opposite windows and doors. Therefore, air rooms every 20 minutes for 3–5 minutes (and offices every 60 minutes).

• To assist in the airing of rooms, CO<sub>2</sub> meters have been installed in highly frequented rooms to indicate when they need to be aired. In rooms equipped with measuring devices to detect virus-laden aerosol concentrations in indoor air, please observe the instructions provided in the rooms.

• Ventilation systems may not be switched off during operating/working hours, as this may lead to an increase in the concentration of viruses in the room air and thus to an increased risk of infection.

• The use of recirculation devices (without any supply of fresh air), such as fans (e.g. floor standing fans), personal cooling systems (e.g. mobile air conditioners and split air conditioners) or heating devices (e.g. fan heaters) is only permitted in rooms occupied by just one person. This is because they generally do not supply fresh air to help reduce aerosol concentrations and the air flow actually helps to spread aerosols throughout the room.

• Adequate ventilation (e.g. window ventilation) must be ensured in waiting/standing areas (e.g. central printing and copying rooms) and areas where crowds tend to be unavoidable (e.g. at reception counters, etc.).

### **Hygiene measures in the workplace, specifically for employees**

- Assign work tools to individuals or clean them using commercially available cleaners and single-use tissues before passing them on. Do not reuse tissues and cloths. Where this is not possible, ensure regular cleaning – especially before passing work tools on to others. Suitable protective gloves must be worn when using tools otherwise – provided these do not create additional hazards (e.g. getting caught in rotating parts). The amount of time gloves may be worn and employees' health conditions (e.g. allergies) must also be taken into account.
- Personal protective equipment must be kept separate from everyday clothing and cleaned regularly. Any personal protective clothing used (e.g. lab coat) must be stored separately in the work areas after use and cleaned immediately.
- Take meals and breaks alone wherever possible (e.g. in your office). If several people are present, be sure to maintain the minimum safety distance.
- The number of persons in the break room must be limited. Break times must be staggered to ensure that employees do not all take a break at the same time. Do not share bottles, cups, glasses, dishes and other utensils. Wash dishes with water and washing up liquid after use. If using a dishwasher, run a programme where the temperature is at least 60°C.
- Clean items and surfaces used communally (e.g. work surfaces, keyboards, telephones, IT equipment, etc.) regularly using a commercially available detergent. Disinfection measures are only necessary if there is a known or suspected case of infection with SARS CoV-2 in the workplace.
- Ensure communal areas (e.g. office kitchens) are kept clean. Ideally, use single-use cleaning cloths to clean and wash up. Regularly clean or disinfect all places used by many people, such as door handles, lift buttons, etc., and use your forearm or elbow to operate these wherever possible (see previous bullet point).
- Clean the inside of university vehicles including the steering wheels and gear stick regularly, especially if they are used by several people.

### **Hygiene measures in teaching rooms, especially for students**

- Only enter university buildings when absolutely necessary (e.g. to attend lectures, seminars, tutorials, etc.). Avoid forming groups in the corridors and go sit down quickly.
- We have put up signs and added markers to the floors – please take note of these when you enter a building.
- You must register your attendance of a class either electronically, using your thoska card or in writing. We need this information to facilitate contact tracing in case of an infection.
- Hand disinfectants are available at the room entrances. Please disinfect your hands before you take a seat.
- We have prepared a seating plan for each room to ensure the necessary minimum distances. Please only use the marked seats. Under no circumstances should the markings be changed.
- Your personal behaviour can also help to prevent the spread of infection. Always clean your chair and desk afterwards using disinfectant or disinfectant wipes. Maintain a minimum distance of 1.5 m from other people at the university, including in open spaces, when entering/exiting buildings, on stairs and in sanitary facilities. Avoid direct physical contact with other people (e.g. shaking hands or hugging).

### **Physical distancing (safety distance)**

- The WHO recommends maintaining a safety distance of at least 1.5 m from others.
- Areas can be marked out (e.g. on floors, using barrier tape, etc.) to indicate the safety distance on circulation routes, in waiting and standing areas, etc. When marking circulation routes, observe the general requirements of the Technical Rules for Workplaces – Circulation Routes ASR A1.8.
- It is often difficult for people with a severe visual impairment to maintain the recommended safety distance without assistance. This should be taken into account when designing guiding concepts (e.g. seat or floor markings to indicate the required distancing, one-way regulations, etc.). On-site instructions or training may be required and assistance may need to be provided. This may mean that the safety distance cannot be maintained at times. In such cases, both the assistant and the person with a visual impairment must wear a mouth and nose covering.
- Avoid all forms of physical contact. When this is not possible, wash your hands after physical contact. In particular, avoid touching your eyes, nose or mouth with unwashed hands. Refrain from shaking hands or hugging when greeting others.
- Do not speak directly at others. Instead speak »past« them.
- Meetings should be held over the telephone or via video conference. If this is not possible, meetings should take place in well-ventilated rooms with sufficient distance between participants. Meetings should be kept as short as possible (time 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 accordingly.
- Best possible use should be made of the available work space to reduce the multiple occupancy of offices. Alternatively, workstations should be as far apart as possible (at least 1.5 m).
- If the distancing regulations cannot be adhered to at the employee's workplace for work-related reasons and

technical measures such as partitions between workplaces cannot be implemented, the affected employees must at least wear a mouth and nose covering to protect each other (also see the section on **face masks**). Depending on the risk of infection ascertained in the risk assessment, a filtering half mask (at least FFP2 or comparable without an exhalation valve) is required as personal protective equipment. The same applies if a person cannot wear a face mask during direct interaction. In these cases, the Bauhaus-Universität Weimar will provide mouth and nose coverings or filtering half masks.

- The number of people using a lift must be restricted, taking the required safety distance into account.
- The minimum distance must be maintained when sharing vehicles during business trips. The number of people occupying vehicles must be limited accordingly. If the distancing requirement cannot be met, passengers not complying with the distancing requirement must wear an FFP half mask without an exhalation valve during the journey.

### **Face masks**

Mouth and nose coverings are not the same as medical masks, surgical masks, or filtering face pieces (FFP masks). Medical masks and FFP masks should be reserved for healthcare professionals for their protection and the protection of others. Mouth and nose coverings are worn as a physical barrier to prevent the transmission of airborne droplets or saliva when you breathe, cough or sneeze. These masks are made of commercially available materials in a wide variety of designs. Although such mouth and nose coverings do not have any proven protective function for the wearer, they can help to prevent the spread of the virus in the event of an infection. They can hinder the spread of the droplets produced when you cough, sneeze or speak. Moreover, they can help stop you from touching your mucous membranes with potentially contaminated hands. Wearing a mask can also help to boost awareness and encourage mindfulness when dealing with others (physical distancing). These masks are produced by individuals and companies such as textile manufacturers. If you do not have a mask to hand, wear a scarf or shawl over your mouth and nose.

Generally speaking, you will still need to maintain a minimum physical distance of 1.5 m while wearing a mouth and nose covering! This distance may be reduced for short periods of time if necessary (e.g. large crowds of people, organisational work processes, etc.).

In the buildings of the Bauhaus-Universität Weimar, all members of the university as well as guests and visitors are required to wear a mouth and nose covering on all circulation routes (corridors, hallways and routes within meeting and seminar rooms), in sanitary facilities, in foyers, in kitchens (except when eating or drinking) and in other waiting areas (e.g. in front of photocopiers).

People with certain pre-existing conditions are exempt from the obligation to wear a face mask. These include people with respiratory illnesses, skin ailments or mental illnesses, for example. They must carry official confirmation to this effect with them at all times. The safety distance of at least 1.5 m to others must of course still be maintained though.

What must you bear in mind when wearing a mouth and nose covering? The proper handling of masks is essential to ensure the most effective protection:

- Observe and apply the product-specific instructions and hygiene rules for putting on, taking off and cleaning the mask.
- Ensure that your nose and mouth are covered to your chin and that the mask is as tight as possible around the edges.
- Change your mask at the very latest when it has been dampened by your breathing. Germs can accumulate there otherwise. Remove the damp mask and replace it immediately. Avoid touching or moving your mask while wearing it.
- When removing your mask, avoid touching the outside if possible, as pathogens may have accumulated there. Hold the mask by its sides or ties and carefully remove it.
- Masks should be stored in an airtight bag or, preferably, washed immediately after wearing at 60°C to 95°C. It should then be ironed for optimal reuse. In order to ensure the mask's functionality and robustness, observe the maximum number of wash cycles recommended by the manufacturer. Observe all instructions provided by the manufacturer.
- People with a hearing impairment may rely on lipreading to communicate with others. If necessary, remove your mouth and nose covering for brief conversations (while continuing to observe the distancing and hygiene regulations). The mouth and nose covering can potentially be replaced with a transparent face shield.

### **Gloves**

If you need to wear gloves, bear in mind that these will become contaminated when handling files, books, etc. or when blowing your nose. They will therefore need to be changed. Wash your hands thoroughly before and after using gloves. Before putting on gloves, dry your hands completely. Be sure to only use gloves once.

Single-use gloves made of nitrile or latex should only be worn for a short period of time and only if absolutely necessary. The total time spent wearing gloves should not exceed 2 hours per day. Skin damage may occur if

this period is exceeded. Damaged or injured skin is more difficult to clean and provides a breeding ground for germs.

If you need to wear gloves for more than 2 hours, the use of cotton gloves is recommended. These can be reused following appropriate cleaning (washing with a strong detergent at at least 60°C).

### **Catering**

Keep the provision of food and drinks to a minimum and observe the following instructions in particular:

- Offer food and drinks in pre-portioned, sealed containers.
- Observe the hygiene and distancing regulations. With regard to seating, take special care to ensure that the minimum distance is maintained during meals.
- A central point of issue is recommended to prevent too many people convening in one place. If this is not possible due to space limitations, only table service is permitted.
- Always wash reusable crockery and cutlery as well as glasses and other catering equipment in high-temperature washers (>70°C).
- Implement suitable measures to avoid contamination during transport or storage, e.g. refrigerated containers.
- Only use individually packed crockery and cutlery at self-service stations.

If catering services are provided, the service provider must be informed of the Thuringian infection protection regulations to prevent the spread of SARS-CoV-2 as well as of the regulations at the Bauhaus-Universität Weimar (especially the hygiene plan).

### **Remote work**

Managers and employees may reach a mutual agreement regarding remote work. Remote work is permitted as long as it does not hinder operational processes and work can be completed at home. Such an agreement must be reached directly between the employee and their manager and documented in writing (if necessary, via email). Further regulations on the need to work from home are laid out in the coronavirus step-by-step plan.

### **Preparing infection protection concepts (from 19 October 2020)**

The following procedure applies for the planned room usage from 19 October 2020 to prove compliance with the coronavirus hygiene regulations at the Bauhaus-Universität Weimar:

The current hygiene plan of the Bauhaus-Universität Weimar sets the hygiene standard for all kinds of room usage at the university. The person responsible for the room (or in the case of planned events, the organiser) is solely responsible for documenting in writing that the stipulated hygiene measures have been put in place and the hygiene plan observed (confirmation of compliance with the hygiene plan for the intended room usage, e.g. for a specific event or as a student workroom, conference room, office, etc.). If individual requirements of the hygiene plan cannot be complied with in a specific usage case, the room manager/organiser must present and justify the deviations in a written infection protection concept and detail the compensation or replacement measures for ensuring hygiene (also see the sections of the hygiene plan of the Bauhaus-Universität Weimar providing **general information** and on **preparing infection protection concepts**). This infection protection concept must be submitted to the Service Centre for Security Management, which will review the concept together with the Staff Council (co-determination). Once it has completed its review, the Presidium will consider the infection protection concept. The Presidium will inform the author of the infection protection concept of its decision.

The hygiene plan will come into force on 19 October 2020 and replace the hygiene plan dated 28 May 2020 (MdU 22/2020).

Weimar, 15 October 2020

Prof. Dr. Winfried Speitkamp  
President

Dr. Horst Henrici  
Chancellor