

# Hochschule für Technik Stuttgart

## Hygiene concept Corona Pandemic

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by the rectorate

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## Preamble

Since January 2020, the Corona pandemic has been spreading in numerous countries. Due to the acute need for measures to contain the risk of infection by the Corona virus, numerous measures have also been taken at HFT Stuttgart.

The focus of the measures applicable at HFT Stuttgart is to protect the health of all members of the university.

## Objective

The aim of the measures is to effectively and purposefully reduce the risk of infection for members of the university, to make infection paths traceable, to guarantee the maintenance of medical precautionary capacities and at the same time to maintain (study) operations at the university. In this sense, HFT Stuttgart is making its contribution to realise the aim. The measures listed below are sensible precautionary measures that will reduce the risk of infection for everyone.

This hygiene concept regulates university operations considering the current situation. Due to the different faculties and central facilities, this hygiene concept is to be understood as a general concept of minimum requirements and will be extended and supplemented by a corresponding annex if required.

The Corona regularly reporting updates and concretises the hygiene concept.

## Legal basis

The the general hygiene requirements according to §§ 3, 4 No. 3 of the Occupational Safety and Health Act (Arbeitsschutzgesetz, ArbSchG) and the accident prevention law (DGUV-V1), which are specified in the German Workplace Ordinance (Arbeitsstättenverordnung, ArbStättV) and its technical rules as well as other ordinances, apply.

The general hygiene concept is based on the basic pillars of the generally applicable rules for infection prevention and infection reduction, in particular through compliance with the distance regulations, compliance with the general hygiene and occupational health and safety requirements and the wearing of a mouth-nose cover indoors (especially lecture rooms) and in highly frequented areas on the campus of HFT Stuttgart.

## Basic rules of conduct

The Corona virus is transmissible from person to person. The main route of transmission is droplet infection. This mainly occurs directly via the mucous membranes of the respiratory tract. In addition, transmission is also possible indirectly via hands, which are then brought into contact with the mucous membranes of the mouth or nose and the conjunctiva of the eyes. Self-protection measures come first!

The hygiene concept is based on the generally applicable rules for infection prevention and infection reduction. The basic rules are:

- | A minimum distance between persons should be maintained: at least 1.5 m, if possible 2 m.
- | No touching, hugging or handshakes.
- | Hand hygiene (washing or disinfecting, e.g. after blowing the nose, coughing or sneezing; after using public transport; after contact with stair rails, door handles, grab rails, etc.). If possible, do not touch publicly accessible objects such as door handles or lift buttons with your full hand or fingers; use your elbow if necessary.
- | Wash properly: Lather wet hands with soap (30 sec), rinse thoroughly, dry.
- | Disinfection: Proper disinfection of hands is useful when thorough hand washing is not possible. Rub dry hands with a hand disinfectant (moisten completely), observe exposure time (min. 30 sec) and then apply skin protection product.

- | Correct sneezing and coughing behaviour (into the crook of the arm).
- | Wearing a medical mask or FFP2 mask is strongly recommended in the indoor rooms and highly frequented areas. The university management can order the wearing of the mouth-nose cover on the basis of the house right depending on the layout of the events, the spatial conditions and/or the infection occurrence.
- | In non-public or semi-public areas (e.g. offices, meeting rooms, laboratories, studios and workshops), medical or FFP2 masks are also recommended in the case of unavoidable contact with other persons or protective distances that cannot be maintained.
- | Possibility of regular surface disinfection of contact surfaces and objects in rooms that are frequently touched by people. Disinfectants are provided in the respective rooms. Apart from the events organised by the university, there is a ban on gathering in the buildings and on the grounds of the university. Exceptions will be announced on the website.
- | Participation in classroom events for students and lecturers in closed rooms is dependent on the presentation of proof of vaccination, convalescence or testing (3G proof).

Employees for whom, on the basis of a medical certificate, treatment of a disease with COVID-19 is not possible or only possible to a limited extent due to personal conditions, or for whom there is an increased risk of a severe course of a disease with COVID-19, should, as far as possible not be deployed for activities with increased contact with persons and for activities for which the distance of 1.5 metres cannot be maintained.

The present measures for occupational health and safety are announced to all members of HFT Stuttgart. In addition, signs/ notices with the prescribed rules of conduct (safety distance requirement, "cough and sneeze etiquette", hand hygiene, protective masks for mouth and nose, etc.) are posted throughout the university.

## Eligible persons, access and participation bans

A ban on access to the entire university and a ban on participation in all university events applies to persons who

- | have tested positive or wait for their test result.
- | have typical symptoms of an infection with the corona virus (smell and taste disorders, fever, dry cough and sore throat).

## Obligation to report

Fever, dry cough and shortness of breath, as well as breathing problems, loss of sense of taste/smell, sore throat and aching limbs can be signs of infection with the Corona virus.

Members and affiliates with such symptoms are requested to leave the premises immediately or rather to stay at home. Until a medical clarification of the suspicion has been made, it must be assumed that the employee is unable to work. The affected persons should immediately call a doctor or the public health department for clarification.

With confirmed infections, all cases must be reported to the direct supervisor, the rectorate at [arbeitssicherheit@hft-stuttgart.de](mailto:arbeitssicherheit@hft-stuttgart.de) and to the local public health department. A separate functional email has been set up for students: [corona@hft-stuttgart.de](mailto:corona@hft-stuttgart.de)

## Special technical measures

### 1. Workplace design

- University staff and university members must maintain sufficient distance (at least 1.5 m) to other persons. Where this is not possible, even through work organisation measures, alternative protective measures must be taken.

- Transparent partitions must be installed when there is public traffic and, if possible, also to separate workplaces where there is otherwise no protective distance.
- The employees of the administration and the faculties are encouraged to communicate with as less contact as possible within the administration as well as with students and teaching staff.
- In the mail room and registry, incoming mail as well as circulating files etc. are processed, thus employees in this area are exposed to particular hazards. A distance of 1.5 m between employees is necessary anyway, but a smear infection from the mails, files etc. is still possible. Therefore, wearing gloves is a top priority.
- Telephones should only be used by one person. If this is not possible, the telephone receiver is not used and the hands-free device is used. Such telephones should be cleaned regularly. Disinfectant wipes will be provided.

## 2. Sanitary rooms, kitchenettes and break rooms

- Personal hygiene shall be ensured by providing facilities for hand disinfection or hand washing. For cleaning hands, sufficient liquid soap and towel dispensers are provided and regularly replenished in the sanitary rooms.
- Toilet seats, taps, washbasins and floors must be cleaned daily.
- Sufficient cleaning and hygiene must also be provided beyond this; if necessary, the cleaning intervals must be adjusted.
- To improve the hygiene status, door handles and handrails are to be cleaned regularly by the cleaning service.
- In the sanitary rooms, common rooms and kitchenettes, all users must ensure special hygiene (washing dishes, cloth towels, etc.).
- In break rooms and kitchenettes, sufficient distance must be ensured (e.g. by not placing tables and chairs too close together, introducing special seating arrangements).
- Ensure that there are no queues.

## 3. Ventilation

- If possible, rooms should be ventilated regularly throughout the day (before the start of the lecture/meeting and regularly every 20 minutes). Regular ventilation serves hygiene and promotes air quality, as the number of pathogens in the room air can increase in closed rooms. Ventilation reduces the number of fine droplets containing pathogens that may be present in the air.
- When airing, switch off the heating (if technically possible).
- In buildings / rooms with ventilation and air-conditioning systems (RLT - individual ventilation is not possible), the building management controls the RLT system in such a way as to ensure maximum supply of fresh air.

## 4. Infection protection measures in the buildings of HFT Stuttgart

- In all lecture halls as well as in entrance and common areas, signs indicating hygiene regulations and distance rules will be clearly visible and placed at appropriate locations.
- In all buildings, there are hand washing and disinfection facilities either in the entrance area or in the corresponding lecture halls.
- Hand contact surfaces (e.g. door handles and grips, staircases and handrails, light switches, tables, telephones, photocopiers and all other grip areas such as computer mice and keyboards) are cleaned regularly, if possible several times a day, with a surfactant-based cleaning agent.
- The surfaces of technical equipment such as PC keyboards, telephones, printers, copiers, etc. are cleaned before usage by the users themselves with moist disposable disinfectant wipes.

## 5. Infection control measures for activities outdoors and for journeys in official vehicles

- Smoking is prohibited on all university premises.
- For contacts on the entire university premises, distances of at least 1.5 m are to be maintained.

- The work procedures for these activities must be checked to see whether isolated work is possible if this does not create additional hazards. The client must take this into account when placing the order.
- Official vehicles must be equipped with utensils for hand hygiene, disinfection, paper towels and rubbish bags.
- If official journeys are considered unavoidable, a maximum of two persons may use one vehicle, so that the distance of 1.5 m is maintained. Preference should be given to driving alone.
- When returning the vehicle, the steering wheel, cockpit, centre console, door handles and other surfaces / vehicle parts that have been touched must be disinfected by the vehicle user and the paper towels disposed of using the waste bag. The cleaning must be documented in writing (log book). The vehicle must be thoroughly ventilated by opening the windows or doors.

## Special organisational measures

### 1. Access to the university / ensuring sufficient protective distances

- Until further notice, the opening hours of the university for students will remain at Monday to Friday 07:30 to 20:00 and, if necessary, for courses at weekends.
- Where experience has shown that people gather (entrances, lifts, lecturers' rooms, etc.), signs will be erected to draw special attention to the safety distances. In addition, the protective distances of the standing areas are marked with adhesive tape.
- The use of passenger lifts is limited to one person; if possible, lifts should not be used at all.

### 2. Home office

Working from home office is possible within the framework of DV teleworking.

### 3. Work Equipment / Tools

- Wherever possible, tools and work equipment are to be used in a person-related manner. Where this is not possible, regular cleaning is to be provided, especially before handing over to other persons.

### 4. Access by non-university persons for the purpose of maintenance or repair work

- Employees of external companies must be registered by the building administration, which will provide them with the university's applicable hygiene regulations.

## Special regulations of HFT Stuttgart

### 1. Lectures and extracurricular events in face-to-face

- Lectures shall take place in-person.
- Online events are allowed in individual, justified exceptional cases in order to ensure teaching operations. The approval process takes place via an online form in JIRA: The link to apply for exemptions can be found here: [Corona | Info and Support \(hft-stuttgart.de\)](#) (only available in German).
- All scheduled courses may be carried out face-to-face. It is strongly recommended to continue to follow the hygienic rules.
- Provided that local conditions and the requirements of face-to-face study do not conflict with this, it is recommended that a minimum distance of 1.5 metres from other persons is maintained.
- As far as possible, room planning and occupancy are based on the safety distance to be maintained.
- For events outside of curricular lectures, the measures of this hygiene concept apply analogously. Due to the above-mentioned general conditions, approval by the rectorate is still required for extra-curricular events.

## 2. Use of laboratories, workshops, studios and student workrooms

- When using laboratories, workshops and studios, the measures apply analogously to face-to-face events.

## 3. Meetings

- Meetings in presence are possible on the basis of the hygiene concept, provided they are necessary and appropriate in this form. Alternatively, telephone or video conferences are to be used for meetings.
- In the case of face-to-face meetings, a sufficient safety distance (at least 1.5 m) between the participants should be ensured. If a sufficient safety distance is not possible, masks are recommended.
- Room capacities should be based on the safety distance to be maintained.
- Persons entering the room have the opportunity to clean the tables. Cleaning materials are provided.
- The meeting rooms must be ventilated regularly and before and after use.

## 4. Library

The library is still open for visitors under the above-mentioned conditions. The library has its own hygiene concept. See: [Bibliothek | HFT Stuttgart \(hft-stuttgart.de\)](https://www.bibliothek.hft-stuttgart.de).

## 5. Corona tests at HFT Stuttgart

Staff and lecturers still have the option of using self-tests provided to the departments and teams by the administration.

Rapid tests will no longer be offered for students since they are currently free of charge at all test centres.

## 6. Miscellaneous

The hygiene concept for the Corona pandemic of HFT Stuttgart is valid until its cancellation by the rectorate.

If necessary, the hygiene concept will be adapted to the current development of the Corona pandemic. Further information and current changes can be found on the [homepage](#) and in the Moodle course "[Information on the Corona virus](#)".

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