

# Hochschule für Technik Stuttgart

## Hygiene concept Corona Pandemic

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Adopted 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 requirements for infection control and the necessary hygiene requirements in the Ordinance of the State Government on Infection Control Measures against the Spread of the SARS-Cov-2 Virus (Corona Verordnung – CoronaVO) of June 24, 2020, as amended, must be observed.

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. These rules of conduct are supplemented by regular shock ventilation.

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:

1. A minimum distance between persons should be maintained: at least 1.5 m, if possible 2 m.
2. No touching, hugging or handshakes.
3. 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.
4. 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 behavior (into the crook of the arm).

1. 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.
2. 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.
3. 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.
4. 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 meters cannot be maintained.

The present measures for occupational health and safety are announced to all members of HFT Stuttgart. Signs are posted throughout the university to wear protective mouth-nose-cover.

## 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.

## 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.

With confirmed infections, all cases must be reported to the direct supervisor and the rectorate at [arbeitsicherheit@hft-stuttgart.de](mailto:arbeitsicherheit@hft-stuttgart.de). 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 should maintain sufficient distance (at least 1.5 m) to other persons.
- 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.

### 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.

- 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).
3. Ventilation
- If possible, rooms should be briefly ventilated regularly throughout the day (before the start of the lecture/meeting and regularly every 20 minutes). Please pay attention to the CO2 traffic lights installed in the rooms!
  - 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
- Signs indicating the wearing of mouth-nose-covers will be prominently displayed in all lecture rooms and in entrance and common areas.
  - In all buildings, there are hand washing and disinfection facilities either in the entrance area or in the corresponding lecture halls.
5. Infection control measures for activities outdoors and for journeys in official vehicles
- 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.

## Special organisational measures

1. Access to the university / ensuring sufficient protective distances
  - The opening hours of the university for students are at Monday to Friday 07:00 to 23:00 and, if necessary, for courses at weekends.
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 \(hft-stuttgart.de\)](https://www.hft-stuttgart.de/corona-info-support) (only available in

German).

- 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 meters from other persons is maintained.

## 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

- 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.
- The meeting rooms must be ventilated regularly and before and after use.

## 4. 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.

## 5. 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.

Stuttgart, 04.10.2022



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