

Hochschule für Technik Stuttgart

Hygiene concept Corona Pandemic

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Preamble

Since January 2020, the corona pandemic has spread to numerous countries. Due to the acute need to reduce the risk of infection from the corona virus, numerous measures have also been taken at the HFT Stuttgart.

The protection of the health of all members and members of the university is at the heart of the measures in force at HFT Stuttgart.

Goal setting

The aim of the measures is to reduce the risk of infection for university members effectively and in a targeted manner, to make traces of infection traceable, to ensure that medical preventive capacities are maintained and, at the same time, to maintain (study) operations at the university. In this sense, the HFT Stuttgart makes its contribution by temporarily reducing personal contacts between people.

The measures below are reasonable precautions to reduce the risk of infection for everyone.

This hygiene concept regulates university operations against the background of 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 is expanded and supplemented if necessary by a corresponding appendix.

The official Corona reporting updates the hygiene concept regularly.

Legal basis

The requirements for infection protection and the necessary hygiene measures in the Ordinance of the State Government on infection protection measures against the spread of the SARS-Cov-2 virus (Corona Ordinance - CoronaVO, as well as CoronaVO Study Operation and Art) in the currently valid version must be observed.

In addition, the general hygiene requirements in accordance with §§ 3,4 No. 3 of the ArbSchG and DGUV-V1, which are specified in detail in the ArbStättV and its Technical Rules and other regulations, also apply.

The framework hygiene concept is based on the basic pillars of the generally applicable rules for infection prevention and infection reduction, in particular through compliance with distance regulations, compliance with general hygiene and occupational safety requirements, wearing a mouth and nose cover, as well as proper data collection.

The term of this hygiene concept is based on the terms specified in the "Corona Regulation" of the State of Baden-Württemberg.

Basic rules of conduct

The corona virus is transferable from person to person. The main route of transmission is droplet infection. This is primarily done directly through the mucous membranes of the respiratory tract. In addition, transmission is also possible indirectly via hands, which are then brought into contact with the oral or nasal mucosa and the conjunctiva. The self-protection measures come first!

The hygiene concept is based on the generally applicable rules for avoiding and reducing infections.

The basic rules are:

- 1) A minimum distance between persons must be maintained: at least 1.5 m, if possible 2 m.
- 2) No touching, hugging or shaking hands.
- 3) Hand hygiene (washing or disinfecting, e.g. after blowing the nose, coughing or sneezing; after using public transport; after contact with stair railings, door handles, handholds, etc.) If possible, do not touch publicly accessible objects such as door handles or elevator buttons with your full hand or fingers, use elbows if necessary.
1. Wash properly: Lather wet hands with soap (30 sec), rinse thoroughly, dry.
2. Disinfection: Proper disinfection of the hands is useful if thorough hand washing is not possible. Rub the dry hands with a hand disinfectant (moisten completely), observe the exposure time (at least 30 sec) and then apply skin protection agent.
- 4) Correct sneezing and coughing behaviour (into the crook of the arm).
- 5) The wearing of a non-medical everyday mask or a comparable mouth-nose cover is mandatory in all areas (e.g. corridors, hallways, washrooms).
- 6) In case of unavoidable contact with other persons or if protective distances cannot be maintained
- 7) mouth and nose covers must be worn. It is compulsory to wear a mouth-nose cover in the courtyard.
- 8) Regular surface disinfection of contact surfaces and objects in rooms that are frequently touched by persons.
- 9) Outside the events organized by the university, there is a ban on accumulation in the buildings and on the university grounds. Exceptions will be announced on the homepage.
- 10) Regular and sufficient ventilation of interior rooms that serve the stay of persons.

Employees whose treatment of a disease with COVID-19 is not possible or only possible to a limited extent due to personal conditions or who show an increased risk of a severe course of a disease with COVID-19 on the basis of a medical certificate are not allowed to do activities with increased personal contact and not for activities in which the distance of 1.5 meters can not be maintained.

The present occupational health and safety measures are made known to all HFT members and relatives. The instructions given to employees and students are supplemented by changes in the work / study processes caused by the corona pandemic, hygiene requirements and occupational safety requirements. In addition, information signs / notices with the prescribed rules of conduct are affixed throughout the university (safety clearance requirement, "cough and sneeze labels", hand hygiene, mouth-nose protection masks, etc.).

Access and participation bans

There is an entry ban for the entire university and a participation ban in all university events for people who:

1. be or have been in contact with a person infected with the coronavirus, e.g. maintain face-to-face contact for at least 15 minutes at a distance of less than 1.5 m, if 14 days have not yet passed since the last contact
2. show typical symptoms of an infection with the corona virus (odour and taste disorders, fever, dry cough and sore throat)
3. do not wear a mouth and nose cover. This prohibition does not apply if compliance is unreasonable in individual cases or if access or participation is necessary for special reasons and the risk of infection for third parties is minimized as far as possible by protective measures. Compare. § 7 para. 2 CoronVO.

Compulsary notification

Fever, dry cough and shortness of breath, but also breathing problems, loss of sense of taste/odor, sore throat and pain in the limbs can be signs of infection with the corona virus. Members and relatives with corresponding symptoms should be asked to leave the premises immediately or to stay at home. Until the suspicion has been clarified by a doctor, the employee must be assumed to be unfit for work. The persons concerned should immediately contact a physician or the public health department by telephone for clarification.

In order to identify and inform those persons (students, employees and guests) who have had contact in the case of confirmed infections, all cases must be reported to the direct superior, the Rectorate at: arbeitssicherheit@hft-stuttgart.de and to the local health office. For **students**, a special function mail has been set up: corona@hft-stuttgart.de

Special technical measures

1. Workplace design

- University members and members must keep sufficient distance (at least 1.5 m) from other people. Where this is not possible even through measures of work organization, alternative protective measures must be taken.
- Transparent partitions are to be installed in case of public traffic and, if possible, to separate workplaces with otherwise not given protective distance.
- The employees of the administration and the faculties are encouraged to communicate with as little contact as possible within the administration and with students and teachers.
- In the post office and registry, postal receipts as well as circulation files etc. are processed, therefore employees there are exposed to particular dangers. A distance of 1.5 m is necessary between the employees anyway, but a smear infection by the mail, files etc. is still possible. Therefore, the wearing of gloves is a top priority.
- Telephones should only be used by one person. If this is not possible, the use of the telephone handset is waived and the hands-free system is used. Such telephones should be cleaned regularly. Disinfecting cleaning cloths are provided.

2. Sanitary rooms, tea kitchens and break rooms

- Personal hygiene must be ensured by the possibility of hand disinfection or hand washing. To clean the hands, sufficient skin-friendly liquid soap and towel dispensers are provided in the sanitary rooms and replenished regularly.
- Toilet seats, fittings, sinks and floors must be cleaned daily.
- Adequate cleaning and hygiene must also be provided, and the cleaning intervals may need to be adjusted.
- To improve the hygiene status, door handles and handrails must be cleaned regularly by the cleaning service.
- In the sanitary rooms, common rooms and tea kitchens, all users must pay particular attention to hygiene (dishwashing, cloth towels, ...)
- Textiles issued must be replaced after they have been used by one person.
- Adequate clearance must be ensured in break rooms and tea kitchens (e.g. by ensuring that tables and chairs are not too close together, introduce special seating arrangements).
- Make sure that there are no queues.

3. ventilation

- If possible, rooms should be ventilated regularly throughout the day (surge ventilation, 10 min). Regular ventilation is good for hygiene and promotes air quality, since the number of pathogens in indoor air can increase in closed rooms. Ventilation reduces the number of fine droplets that may be in the air.
- When ventilating (if technically possible) the heating must be switched off.
- In buildings / rooms with ventilation and air conditioning systems (HVAC - individual ventilation is not possible), the building management controls the HVAC system so that a maximum supply of fresh air is ensured.

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

- In all lecture halls as well as in entrance and lounge areas, signs indicating hygiene regulations and distance rules will be clearly visible and placed in appropriate locations.
- In all buildings, hand washing and disinfection facilities are available either in the entrance area or in the corresponding lecture halls.
- In the buildings of the university, as well as on the entire university grounds, there is a ban on accumulating. The university grounds must be left after the end of events.
- 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 to be cleaned regularly, if possible several times a day, with a detergent containing surfactants.
- The surface of technical equipment such as PC keyboards, telephones, printers, copiers, etc. is cleaned before use by the users* using moist disposable disinfectant wipes.
- The legal distance rules must be observed.
- The use of the passenger elevators is limited to one person
- Smoking is prohibited on the entire HFT premises.

5. Infection protection measures for activities outdoors and when driving with company vehicles

- Smoking is prohibited on the entire HFT premises until further notice.
- For work-related (company and customer) contacts on the entire university premises, distances of at least 1.5 m must be observed.
- The work processes for these activities must be checked to determine whether isolated work is possible if this does not result in additional hazards. The client must take this into account when placing the order.
- Company vehicles are to be equipped with utensils for hand hygiene, disinfection, paper towels and garbage bags.
- If business trips are classified as unavoidable, a maximum of 2 people may use a vehicle so that the distance of 1.5 m is maintained. Solo trips should be preferred.
- When returning the vehicle, the steering wheel, cockpit, center console, door handles and other surfaces / vehicle parts that have been touched are to be disinfected by the vehicle user and the paper towels are to be disposed of with the garbage bag. The cleaning must be documented in writing (logbook). The vehicle must be thoroughly ventilated by opening the windows or doors.

Special organizational measures

6. Access to the HFT / ensuring adequate safety distances

- The university is closed from 20:00 hrs. as of the start of lectures in WS 20/21.
- There is a ban on collecting on the entire premises of the HFT.
- Where feasible, the entrances are used either as entrance or exit doors.
- The use of traffic routes (including stairs, doors, elevators, etc.) must be adapted so that sufficient distance can be maintained.
- In heavily frequented corridors and foyers, right-hand traffic is required and, if necessary, directional traffic is indicated.
- Where experience has shown that crowds of people accumulate (entrances, elevators, lecturers' rooms, etc.), signs will indicate the safety distances in particular. Additionally, the safety distances of the standing areas are marked with adhesive tape.
- The use of passenger elevators is limited to one person only, if possible elevator rides should be avoided completely.
- In all corridors and hallways, the toilets and the inner courtyard, the obligation to wear a mouth-and-nose cover applies.
- The visitors* and users are to be documented according to point 12 of this concept.

7. Work equipment / tools

- Tools and work equipment are to be used as personally as possible. Where this is not possible, regular cleaning should be provided, especially before handing it over to other people.
- Gloves should be worn when taking books back from the library.

8. Access by third parties for the purpose of maintenance or repair work

- The access of non-university persons is to be kept to an absolutely necessary minimum.
- Employees from external companies have to register with the property management, who hand them over the applicable hygiene rules of the university.
- External persons who pass through work areas must be recorded by the person responsible for the facility or the employer (UBA, property management) with their name, address, telephone number, company, time of entering and leaving.

Special personal measures

9. Mouth and nose protection and personal protective equipment (PPE)

- **Obligation to wear masks:** From 13.10.2020 on the HFT premises, **all rooms** and outdoor areas on the HFT premises will be **subject to an unrestricted obligation to wear masks** (corridors, inner courtyard, lecture halls, elevator, meeting rooms, kitchens and group offices, the latter if more than one person is present).
- "Community masks" are not protective masks, they merely reduce the speed of aerosol expulsion when sneezing or coughing. The persons using them may not be protected by this mask. Therefore, when using these masks, a distance of 1.5 m from other persons who also wear a mask should be maintained if possible.

10. mobile working

Due to increasing corona numbers, mobile working can be used immediately in consultation with the respective superiors. No applications are required for this.

A central overview is created of the days and times on which the individual departments, deaneries and course offices are occupied. Voting on this takes place in the individual units and is reported to the Rectorate via the superiors by 16.10.2020 (rektorat@hft-stuttgart.de). This rule is initially valid up to and including November 03, 2020.

Special regulations of the HFT Stuttgart

11. Access with a special permit

- Students who, due to their personal situation, cannot take part in online lessons should be given the opportunity in individual cases to gain access to the computer rooms of the faculties by means of a special permit.
- If students are dependent on special software and hardware, the person responsible must check whether they can be guaranteed the use of a personally assigned HFT computer in compliance with the hygiene concept.

12. Data collection

- The persons obliged to collect data may collect and save first and last name, address, date and period of attendance and, if available, telephone number or email address from visitors, users or participants. This does not apply if and to the extent that data is already available.
- The data must be kept for a period of four weeks and then deleted.
- It must be ensured that unauthorized third parties are not aware of the data.

- The data are to be transmitted to the competent authority on request, if this is necessary to track possible infection routes. Any other use is prohibited.
- Persons who are obliged to collect data must exclude people who refuse to collect their contact details from visiting or using the facility or participating in the event.
- An app can also be used for data collection.

13. Events, classroom lectures and practical exercises

An event in the sense of this concept is a temporally and locally limited and planned event with a defined objective or intention in the responsibility of an organizer, a person, organization or institution, in which a group of people specifically participates.

All face-to-face events outside the lecture schedule up to and including November 03, 2020 will be cancelled. Block 4 will be closed. The use of work rooms and studios will be organized by the study programs in accordance with the Occupational Safety and Health Department. Meetings are still permitted, subject to compliance with the hygiene concept.

Lectures: Hybrid teaching can be continued under adherence to the hygiene concept. Teachers can switch to online teaching at any time on their own responsibility after informing the students and the course offices in good time.

Anyone who holds a course (lecturer) must comply with all hygiene and occupational safety requirements, observe the regulations on banning access and participation, and carry out data collection.

- Event participants must be informed about access and participation bans, distance regulations and hygiene requirements, cleaning possibilities for hands.
- A minimum distance of 1.5 m must be ensured. This means that the tables in the lecture rooms must be set wide apart accordingly, which means that significantly fewer students are admitted per room than in normal operation. The maximum group size thus depends on the room size and room layout. The maximum number of people who may be in a room is displayed at the entrance door.
- The number of persons must be strictly adhered to. The seating in the rooms is specially marked so that it is clearly visible which seats may be occupied. The seats marked as not available must be kept free.
- Partner and group work must be avoided.
- The mouth-nose cover must not be removed.
- The stay in the classrooms and buildings is to be limited to the absolutely necessary time.
- Practical exercises can be carried out in compliance with the hygiene rules and occupational safety requirements of the applicable Corona-VO.
- When students enter and leave the rooms, a minimum distance of 1.5 m is required. Appropriate markings on the floor indicate the minimum distance.
- Ventilation must be provided regularly.

In order to trace a possible chain of infection, attendance lists must be recorded by the teacher and kept for at least four weeks, unless electronic recording is used.

Exceptions to the minimum distance are possible, provided the infection prevention measures described above are observed, if teaching takes place in a group of permanently fixed composition with up to 35 students and these students do not belong to other groups with a different composition (**cohort events**). These exceptions must be applied for at the rectorate and reported to the responsible public health department.

In addition, it will be possible for students to use certain (previously announced) rooms in relation to their studies. Prerequisites for this are compliance with the distance regulation and documentation of attendance. (temporary stay)

14 Meetings

- Presence meetings are offered on the basis of the hygiene concept. Alternatively, telephone or video conferences can be used for meetings.
- In cases where face-to-face meetings are unavoidable, a sufficient safety distance (at least 1.5 m) must be maintained between the participants.
- The meeting rooms must be ventilated before and after use.
- Everyone who enters the room has the opportunity to clean the tables. Cleaning material is provided.

Others

The Hygiene Plan Corona Pandemic of the HFT Stuttgart is valid until its cancellation by the rectorate.

If necessary, the hygiene plan will be adapted to the current course of the corona pandemic.

October 12th 2020



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