

(Framework) Hygiene Concept of Europa-Universität Flensburg (EUF) Governing the Implementation of:

- Courses, Exams, and EUF-Internal Meetings, Events, and Work Activities (e.g., Committee Meetings, Appointment Procedures*
-Work in Offices

*hereafter referred to as “events”

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Introduction

In-person exams, classes, practical sessions, and events are now generally possible.

On the basis of general principles of risk assessment and recommendations for handling events (Robert Koch Institute), the Executive University Board of EUF has adopted the following (framework) hygiene concept for the aforementioned activities.

This hygiene concept will be continuously updated to reflect any future legal requirements, decrees and findings. This version and all subsequent updates will be announced to all university members, in both German and English, via the EUF homepage and via internal e-mail distribution lists.

I General principles

The principle of protection against infection applies for all events, including the preparation and follow-up activities related to each event. This means that, in adhering to the hygiene rules, every individual takes on a responsibility towards himself/herself and others.

If the practical components of a course are held outside in the open air (e.g., on the campus grounds), hygiene regulations and interpersonal distance regulations are to be applied accordingly.

All EUF employees and students will be informed of this hygiene concept via email and the university homepage. In case of special event-specific hygiene requirements, students will be informed in advance.

In addition to the provisions set forth in this hygiene concept, occupational health and safety requirements continue to apply.

II. Spatial and organizational conditions for classes and events

1. General instructions on infection protection will be posted in all buildings and building entrances. These must be observed.
2. Both classrooms and bathrooms/washrooms will be professionally cleaned once a day, with the cleaning focus on contact surfaces.
3. For each classroom or event/meeting room, the maximum number of persons (including both students and lecturers) who may use that room at any given time will be specified. This maximum room capacity will be clearly posted at the front of each room.
4. The following hygiene rules must be observed in all classes and events:
 - Good hand hygiene and appropriate forms of coughing/sneezing are required.
 - Participants are urged to maintain a minimum interpersonal distance of 1.5 meters, whenever possible.
 - Participants are urged to wear at least a medical mask (but masks of FFP2 quality standard are welcomed and appreciated) in situations, classes or events where the required minimum distances (1.5m) cannot be maintained and/or where the practical component of the event predominates (for example, lab, teaching kitchen, or technology sessions).
 - In work and study contexts, anyone who is asked by another person to continue wearing a mask is urged to comply with that request.
5. To provide enough fresh air, doors and/or windows should be kept open during classes and events whenever possible. This does not apply to smoke or fire doors, such as those in laboratories or workshops. Every 20 minutes, classrooms and meeting/event rooms should be intensively aired out (with the windows completely open) for at least 5 minutes. Continuous ventilation is preferred.
6. Eating and drinking in classrooms and event/meetings rooms is allowed. When possible, please maintain a minimum interpersonal distance from others while eating or drinking, and (preferably) stay in your seat or the spot where you are standing.
7. Soap, paper towels, and instructions on how to wash hands correctly are to be provided in the bathrooms, and - if wash basins, towel and soap dispensers are available - also in the classrooms and meeting/event rooms.

8. Those who violate the EUF hygiene concept will be expelled from their building or grounds by the university, either on a one-time basis or, in the event of repeated or serious violations, for an appropriate period of time. Violations will be documented.
9. Certain laboratories or practicals may require further regulations, due to special features of the room or technical equipment or special requirements for class or exam.

III. Working in Offices

1. A minimum interpersonal distance of 1.5 meters must be maintained.
2. Hands must be disinfected after entering campus buildings.
3. Home office or mobile work are allowed in consultation with one's supervisor. For technical-administrative personnel (TAP), the working conditions agreement for that employee group apply.
4. Only one computer work station is to be used in shared offices working spaces occupied by two or more persons, unless the minimum interpersonal distance can be maintained and/or physical barriers can be set up.
5. Where there is free window ventilation, rooms should be thoroughly aired out every 20 minutes: Depending on the outside temperature, this ventilation process should last 3 minutes during the winter (outside temperatures < 6°C), and 5 minutes during the spring and fall, and 10 minutes in the summer. Some thermal discomfort must be tolerated for the sake of improved health protection.
6. In copy rooms, tea kitchens and social rooms, attention must be paid to the minimum interpersonal distance and to room capacities (the maximum number of persons permitted in each room). Hands should be washed thoroughly after use.

Organization within EUF

Currently valid regulations may be revoked for important reasons, such as new state decrees. In this case, classes, meetings and other events may also be cancelled or held online.

This hygiene concept for Europa-Universität Flensburg will enter into force immediately after its adoption by the Executive University Board.

Flensburg, May 25, 2022

Executive University Board of Europa-Universität Flensburg