

## (Framework) Hygiene Concept of Europa-University Flensburg (EUF) for the implementation of

- Exams and practicals in Spring Semester 2020 and Fall Semester 2020
- Meetings for EUF-internal affairs (committee meetings, academic job searches, etc.) (hereafter referred to as "classes" or "events")

Version: May 11, 2020

### Introduction

With the state decree of April 30, 2020, universities in Schleswig-Holstein are allowed to hold examinations, practicals and in-person classes that are included in course curricula but cannot be carried out in a digital format due to their character.

As a prerequisite for carrying out such events, a hygiene concept must be approved by the responsible public health department.

On the basis of general principles of risk assessment and recommendations for handling events (Robert Koch Institute), the Presidium of EUF has adopted the following (framework) hygiene concept for

- Exams
- Practical courses that cannot be taught using digital teaching formats
- Meetings associated with internal university affairs

The hygiene concept will be continuously updated in accordance with future legal requirements, decrees and findings.

This version and the following updates will be published, in German and English, on the EUF homepage and via internal mail distribution lists to all university members.

### General principles

For all classes and events, including their preparation and follow-up work, the principle of protection against infection applies.

In all classes and events, proper hand hygiene, cough-sneezing etiquette and distance regulations (at least 1.5 m) are the most important measures for minimizing risks. The use of mouth-nose coverings and gloves are additional precautions, and cannot substitute these basic measures.

Protection against infection takes priority over the holding of a course or event. The amount of time spent on the EUF campus must be limited to that which is strictly necessary. Gatherings outside the areas designated for courses are generally forbidden. Three

people together is already considered to be a gathering. If practical components of a course are held outside the buildings (e.g. on the campus lands), hygiene regulations and distance regulations are to be applied accordingly.

If organizational or spatial measures are not enough to ensure the minimum distance between persons, a mouth-and-nose covering must be worn. A mouth-nose covering must also be worn inside the buildings in areas outside of the classrooms.

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

Before a class or event begins, all participants will be registered and asked about their state of health. Those who show respiratory symptoms (e.g. coughing, sore throat or aching limbs) will be asked to leave the class unless they can present a medical certificate stating that the respiratory symptoms are not infectious (e.g. persons with asthma who have coughing symptoms). Attendees who belong to a risk group as specified by the Robert Koch Institute will be offered an alternative venue for that class, in accordance with the organizational and spatial possibilities.

The names of persons taking the class or event are to be noted on an attendance list, with their data for contacting them and ensuring their traceability in the event of infection. These attendance lists are to be sent by the departments/seminars to the Service Center for Examination Matters (SPA) and kept there for a period of four weeks after the class has ended. During this time, the data must meet the applicable protection regulations. Upon request, the lists are to be handed over to the responsible health office.

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

### Spatial and organizational conditions for classes and events

1. Europa-Universität Flensburg (Building Management and Infrastructure Department) will obtain and centrally store the materials required to comply with infection protection (disinfectants, gloves, etc.) The department/area or person planning each class is responsible for requesting the materials required for that class or event in a timely manner.
2. Routes through the buildings to the classrooms and bathrooms will be indicated or marked to prevent person-to-person contact and to maintain minimum distances.
3. Staircases will be marked as “entry staircases” and “exit staircases,” in order to consistently channel the flow of people to minimize person-to-person contact. To maintain the distance between people, corridors will be outfitted with directional markings or can be marked as one-way routes, if possible. As a general rule, it is forbidden to walk or overtake when people are approaching. The familiar road traffic regulations symbols must be observed; detours must be accepted. Elevators may only be used when strictly necessary, and then only by one person at a time.

4. In all buildings and entrances, general instructions on infection protection will be posted and must be observed.
5. If the distance regulation cannot be guaranteed when entering a classroom, participant registration will take place in several places.
6. Both classrooms and bathrooms will be professionally cleaned once a day.
7. Rooms that are used several times a day must also be cleaned and ventilated between each use. For small-attendance classes or events, both lecturers and workplace users are to disinfect the workplaces (table surfaces/work and laboratory equipment) using the surface disinfectant provided. In the case of large exams, the workplaces will be cleaned professionally after each exam.
8. To ensure sufficient air exchange and maintain cleanliness, no more than two activities per day should be held in any given room, if possible.
9. For each classroom, a maximum number of persons allowed to use that room at the same time will be specified. The number will include both students and lecturers, in accordance with required distance and hygiene regulations. The maximum possible number of persons allowed in a given room will be clearly visible at front of the room. If necessary, exactly which seating or workstations are to be used must be marked.
10. For classes: the lecturer will decide how to divide students into groups. Students are not allowed change or swap groups on their own.
11. If the maximum number of people allowed in special rooms or laboratories cannot be upheld, further measures to minimize risk must be taken—for example, by reducing the number of participants, using mouth-nose coverings, spitting protection, or gloves, if necessary. All class or event participants are required to bring their own mouth-nose coverings. Further protective materials must be given to all participants before they enter the classroom, to the degree that they lack access to appropriate protective materials.
12. During the class or event, doors should be kept open if possible to avoid the use of door knobs and to provide sufficient fresh air. This does not apply to smoke or fire doors, e.g. those in laboratories or workshops. In rooms without ventilation systems, the windows must be kept open (at least in the tilt position).
13. Eating and drinking in the event rooms is not allowed. During the breaks, participants must leave the buildings to the extent that this is possible, while observing required distance rules. They may also go to designated special areas, when these are available. Here, too, the distance rule applies.
14. Soap and paper towels as well as hygiene instructions for proper hand washing are to be provided in the bathrooms and - if wash basins, towel and soap dispensers are available - also in the classrooms and event rooms.
15. Classrooms must be prepared by lecturers before the start of each class. Necessary

materials should be laid out on the (work) places, to the extent possible. The materials must not be touched directly; rather, gloves are to be worn.

16. After a class or event has ended, EUF buildings should be left quickly using the paths marked, and in compliance with safe distance regulations.
17. In accordance with EUF regulations, lecturers are authorized to exclude students or participants from a class or exam if that person does not observe the rules of hygiene and fails to do so after a single warning.
18. 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.
19. Participants affected by regulations pursuant to Item 18 which are not specified in this hygiene concept will be notified in a timely manner.

## Organization within EUF

All planned classes or event must be requested by the department/seminar 14 days in advance, via application to the Presidium. The request must include a position statement explaining, for example, the need for that class and its feasibility in terms of available personnel.

Only classes and events that have been approved by the Presidium may be held.

Approval can be withdrawn on short notice if there is an important reason to do so (for example, new state decrees). In this case, the class or exam must be cancelled.

This hygiene concept for Europa-Universität Flensburg will enter into force immediately following its approval by the Flensburg public health authorities.

Flensburg

The Presidium of EUF