

(Framework) Hygiene Concept of Europa-University Flensburg (EUF)
for the Implementation of
- Exams and Classes in Fall Semester 2020/2021
- Meetings for EUF-internal Affairs (Committee Meetings, Academic Job
Searches, Etc.) (hereafter referred to as "classes" or "events")

Version: January 26, 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.

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

- In-person exams
- Courses that cannot be taught using digital teaching formats
- In-person meetings associated with internal university affairs

The guidelines for developing hygiene concepts in all state and state-recognized universities in the country stipulate that students must be distinguished from staff members. For staff members, occupational health and safety requirements apply.

This hygiene concept will be continuously updated to reflect any future legal requirements, decrees and findings. The present version is based on the State Ordinance for Combatting the Coronavirus SARS-CoV-2 at Higher Education Institutions, issued on January 10, 2021.

This version and all subsequent updates will be communicated to all university members via its publication, in German and English versions, on the EUF homepage and via internal email distribution lists.

General principles

For all classes **and events**, including their preparation and follow-up work, the principle of protection against infection applies. This means that, in adhering to the hygiene rules, each person bears responsibility both for herself/himself and for others.

Mouth-to-nose coverings, hand hygiene, cough-sneeze etiquette, and distance regulations (at least 1.5 m) are the essential

Proper hand hygiene, cough-sneezing etiquette and distance regulations (interpersonal distance of at least 1.5 m) are essential to minimizing risks in all classes and events. The use of mouth-nose coverings and gloves are additional precautions; they cannot substitute these basic measures. Protection against infection takes priority over the holding of a class or event.

The amount of time spent on the EUF campus must be limited to that which is strictly necessary. Mouth-to-nose coverings must be worn throughout the campus grounds. Gatherings outside of the areas designated for classes 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.

A medical mouth-nose covering (an OP mask or an FFP 2-, N95- or KN95-compliant mask) must be worn on all pathways and routes within the university. It is also mandatory to wear a medical mouth-nose covering (an OP mask or an FFP 2-, N95- or KN95-compliant mask) at one's seat, desk or workstation within all classrooms, examination rooms, meeting rooms, event spaces, and laboratory rooms.

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). Participants 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.

II. 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 another person or persons is approaching. The familiar road traffic regulations symbols must be observed; detours must be accepted. Elevators may only be used when strictly necessary (for example, by persons in wheelchairs), 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, with a focus on cleaning all contact surfaces. A regular supply of fresh air must also be guaranteed.
7. Rooms that are used several times a day (no more than twice a day, if possible) 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.
8. The following hygiene rules must be observed in all classes and events: Mouth-nose coverings must be worn, hand hygiene must be observed, and cough-sneeze etiquette and distance regulations (at least 1.5 m between persons) must be adhered to. Each participant is required to bring her/his own mouth-nose-covering.
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 or by wearing a mouth-nose covering, protection against spitting or, if necessary, gloves. 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. doors should be kept open if possible during classes or events, in order to avoid the use of door knobs and provide sufficient fresh air. This does not apply to smoke or fire

doors, e.g. those in laboratories or workshops. Rooms without ventilation systems must intensively aired out in short bursts (3-5 minutes in total) every 20 minutes.

13. Eating and drinking in classrooms is forbidden. As an exception, during in-person exams each student may use her/his own drinking bottle and consume pre-packaged and sealed food (for example, packaged bars, fruit sugar packets, etc.). It is permitted to remove one's mouth-nose-covering while eating.
14. 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.
15. 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**.
16. 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.
17. After a class **or event** has ended, EUF buildings should be left quickly using the paths marked, and in compliance with safe distance regulations.
18. 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.
19. 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.
20. 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 events must be requested by the department/seminar via application to the Presidium, 14 days in advance (separate procedures apply for the area of curricular teaching). The application must include a position statement explaining, for example, the need for that class/event and its feasibility in terms of the available personnel. Larger extracurricular events and curricular events with special conditions (e.g. in the area of sports practice), must also submit an event-specific hygiene concept.

Only classes and events that have been approved by the Presidium may take place.

For important reasons, e.g. new state decrees, the approval can be withdrawn at short notice. In this case the event is to be cancelled or carried out online.

approval can be withdrawn on short notice or further conditions can be set, if there is an important reason to do so (eg, the issuing of new state decrees). In such cases, the

class/exam/event in question must either 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

The Presidium of EUF