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## **Comprehensive hygiene concept for the resumption face-to-face classes at the DIT (including library operations)**

In accordance with the current 13<sup>th</sup> Bavarian Infection Protection Measures Ordinance (Bayerische Infektionsschutzmaßnahmenverordnung - BayIfSchMV) dating from June 5<sup>th</sup>, 2021 and entered into force on June 7<sup>th</sup>, 2021, universities are allowed to resume their face-to-face classes for the summer semester 2021 under certain conditions.

The presidents of the Bavarian HAWs, in coordination with the BStMWK and the BStMG, have agreed on the attached guidelines (Annex 1). They will be applicable subject to stricter, higher-ranking regulations and define a minimum standard which will be implemented by the universities under their own responsibility and in accordance with their specific requirements. The University Management of the DIT will specify the details of the implementation of these guidelines in the present comprehensive hygiene concept, which is adapted to suit the regional infection situation and the space and content requirements of the respective courses of study.

The aim of these guidelines and of the comprehensive hygiene concept is to enable on-campus activities, while, at the same time, protecting the students and the employees engaged in on-campus activities, and enabling contact tracing in the event of infections and contributing to the containment of the pandemic.

By publishing this comprehensive hygiene concept on the intranet and sending it to the distribution lists of all DIT staff and students, as well as to the Fraunhofer Project Group on the campus and the facility management service provider Caverion, all members of the university will be made aware of it, and also expressly advised of its binding nature. The faculties shall be obliged to pass on the comprehensive hygiene concept to their respective lecturers and to also inform them of its binding nature. If any external companies are engaged on campus or if access is granted to external parties, then the respective client or organiser shall be obliged to inform them about the comprehensive hygiene concept and to document this accordingly.

All members of the DIT are responsible for ensuring compliance with the guidelines. Also within their own areas of responsibility, the concerned persons must be instructed in an appropriate manner

regarding the infection protection rules that are currently applicable. The University Management will make random checks for compliance with the infection protection regulations.

The regulations of the Bavarian Infection Protection Measures Ordinance (Bayerische Infektionsschutzmaßnahmenverordnung - BayIfSchMV) in its most current form and, if required, the orders of the local authorities that are based on these, may contain stricter regulations than the comprehensive hygiene concept of the DIT. The University Management will provide information about any updates that may have an impact on the university operations as soon as possible.

**This will be based on the following key points:**

**1. Conducting the courses**

Starting from June 7<sup>th</sup>, 2021, face-to-face classes can again take place at the DIT under the following conditions:

- a) In buildings, the maximum number of participants allowed, including vaccinated and convalescent persons, shall be determined by the number of seats available, maintaining a minimum distance of 1,5 m from other seats.
- b) FFP2 masks are compulsory for students on the university premises. For employees, the obligation to wear a medical face mask applies except after reaching the respective office workstation, provided that a minimum distance of 1.5 m is maintained in the office. For lecturers, the obligation to wear a medical face mask also applies during attendance events, provided that other persons are present. Appropriate notices point out the applicable rules at all main entrance doors of the THD properties. From an occupational health and safety perspective, the crisis team has drawn up a guideline for covering the mouth and nose and communicated this to all staff as early as May 2020 (Annex 2).
- c) If the 7-day incidence in the respective district is above 50, the participants in attendance events must provide negative corona test evidence twice a week and generally maintain a minimum distance of 1.5 m. If the 7-day incidence in the respective district is below 50, the obligation to provide evidence does not apply.

**2. Hygiene regulations for individuals**

Upon entering the university premises (indoor and outdoor areas), strict adherence to the following hygiene regulations, in particular, is mandated:

- a) Wherever possible, the minimum distance of 1.5 metres must be maintained. Additional protection equipment, such as plexiglass panels, have been installed in some library areas.
- b) At events and face-to-face meetings, an interpersonal distancing of 1.5 metres per participant in all directions must be possible. The faculties shall design their areas with this in mind. A Corona-mode will also be added as a parameter for the DIT room booking system

thabella, in addition to the regular mode, in order to show the seating capacities with due consideration for this parameter.

- c) Irrespective of the obligation to wear masks, groups must avoid congregating in common traffic and meeting areas, and a minimum interpersonal distance of 1.5 metres must be maintained. Appropriate notices have been posted at all the main entrance doors of the premises.
- d) Persons belonging to groups with an increased risk of a severe course of disease in the event of infection (risk groups as defined by the Robert Koch Institute) and pregnant women are advised to take the necessary measures for their own personal protection. This may include wearing respiratory protection of the required protection class in each case (see Guidelines for Face Coverings, Annex 2). Through its Occupational Safety Specialists, the DIT shall offer appropriate advice and counselling to the members of the university. A specific corona hazard assessment has been drawn up for the DIT in consultation with the Occupational Safety Specialist (Annex 3). All supervisors and senior staff will be required to implement these for their employees. Furthermore, members of risk groups in the teaching field are free to decide whether they wish to avail of the possibility of offering their courses as pure online courses without physical attendance, provided that they are able to present a corresponding certificate to their respective dean, which will then be forwarded to the HRM for filing. The same will apply to persons who are exempt from wearing a face mask for health reasons.
- e) The Corona-specific regulations for office work and home office are organised in accordance with the requirements of the University Management and with due consideration for the current employment and maternity protection regulations, depending on the situation. As of now, the Vice-Chancellor's directive dated 12th March 2021 (Annex 4) shall apply.
- f) Business trips - provided that the 7-day incidence in the respective district/destination is below 50 - are again approvable. General business trip approvals are again valid for trips between THD locations and for trips to destinations with a 7-day incidence below 50. In the case of a 7-day incidence above 50 in the respective district/destination, business trips are examined on a case-by-case basis and - provided the superior confirms the necessity - generally approvable. Business trip applications must be submitted in good time and always before the start of the trip.
- g) According to the FMS of 20 October 2020, if the 7-day incidence exceeds the value of 35 new infections per 100,000 inhabitants in this risk area, any meetings shall be limited to events that cannot be postponed. If possible, video and telephone conferences shall be held. Depending on the regional and supra-regional infection situation, this regulation can be changed at any time by order from the University Management.
- h) Individuals will not be allowed to enter the DIT if

1. they have knowingly had contact with a confirmed COVID-19 patient in the last 14 days, or
2. they have symptoms that may indicate a COVID-19 infection; this could include, in accordance with the RKI, fever, dry cough, breathing problems, loss of taste/odour, sore throat and limbs.

Point 2 will not apply in the case of individuals who have a medical certificate in the German or English language confirming that there are no indications of a Coronavirus SARS-CoV-2 infection and who present this certificate to the DIT. The medical certificate must be based on a molecular biological test for a Coronavirus SARS-CoV-2 infection, carried out in a member state of the European Union or any other state included in the RKI list of states with sufficient quality standards for this purpose, and carried out no more than 48 hours before presentation to the university. Please note that a so-called "antibody test" is not sufficient. Appropriate notices will be posted at key points on the premises. Corresponding information will also be posted on the Internet and Intranet. Students will be informed by e-mail.

- i) In addition, appropriate reference will also be made to hygiene recommendations such as regular hand washing, coughing into the crook of the arm, and disinfection of hands, by means of suitable notices at key points on the premises.
- j) Staying in confined spaces such as elevators should be avoided (here single use).
- k) All members of the university are strongly advised to use the Corona-Warn-App during their stay on the university grounds.
- l) Compliance with the regulations under points 2 a)-k) must be checked by all superiors on a random basis.
- m) Depending on the regional and national infection situation, the University Management may issue instructions to shut down the university (so-called lock-down). A list of relevant units that are relevant to the system, which will have to continue to function without fail even if the DIT is closed, has been drawn up (Annex 6). The certificates of systemic relevance have been issued to the employees listed therein.

### **3. Organizational hygiene regulations**

The DIT shall implement the following organisational measures:

- a) Cleaning materials and disposable towels shall be provided in sufficient quantities in sanitary areas and laboratories, as well as in the lecture rooms. Opportunities for hand disinfection shall be provided at the entrance areas of all buildings and in the sanitary areas.
- b) Objects (work equipment, tools, etc.) should be used in a personalised manner wherever possible. If this is not possible, surface disinfectants and wiping tissues shall be provided in the facilities to enable cleaning of the objects before each use.

- c) Rooms shall be cleaned regularly. Tables and commonly used equipment (tools, test equipment, computer keyboards etc.) must be cleaned regularly by the respective users. Surface disinfectants and wipes will be provided in the lecture rooms and laboratories to facilitate this. The respective lecturer/organiser will point this out before the start of each lecture/event and after it has ended.
- d) To reduce the risk of smear infection, spaces should be kept open as far as possible and handle contacts minimised. The respective lecturer/organizer will open the door at the beginning of the lecture/event and close it only after all participants have entered.
- e) Regular ventilation has to be ensured for all premises. The DIT has prepared the attached ventilation concept (Annex 7). This now replaces the previous instructions on ventilation measures and is based on the provisions of occupational health and safety laws with the applicable regulations.
- f) In areas with public traffic such as service points, protection equipment made of plexiglass panels have been installed.
- g) Basically, all members of the university shall be obliged to carry masks with them. Quotas of FFP2 masks and medical face masks have been issued to THD employees. Employees can order additional FFP2 masks and medical face masks from the crisis management team at any time. The DIT has also set up a mask sale.

#### **4. Room concepts, collection of contact data**

The following precautions have to be taken before resuming on-campus activities:

- a) The seating arrangements or arrangement of the participants shall be designed so that a minimum interpersonal distance of 1.5 metres can be maintained.
- b) Teachers will be responsible in the lecture halls and rooms in accordance with points 1.b) and 4.a) and will therefore have the right to determine who will be allowed or denied access. If necessary, they may issue orders for the compulsory wearing of masks and for the seating arrangements.
- c) If necessary, the classes are to be divided into several self-contained groups and carried out as a combination of in-person and digital modes.
- d) Classroom teaching will be conducted with the maximum number of participants that is possible in accordance with the room capacity in thabella in the Corona operation. Attendees may occupy only designated seats.
- e) To enable contact tracing, the data of all participants of each on-campus course, every laboratory visit, as well as personal visits to the library at the DIT, will be documented by using the software solution "darfichrein". The functionality of the software is described in Annex 8. A procedural description for collecting contact data with due compliance with the requirements of data protection, information security as well as infection protection, has

been saved in the DPM and approved by the DPO. It is mandatory for all members of the university to consent to the contact data collection and this will be a prerequisite for participation in the on-campus and practical sessions.

- f) In seminar rooms, the number of seats that are free for use will be indicated.
- g) The DIT's representative for severely disabled persons has been entrusted with the task of working out possible solutions for the participation of severely disabled persons in combined on-campus and digital modes.

## 5. Other university areas

- a) Library operation: The library will reopen with all locations for visitor traffic and lending operations as of June 14<sup>th</sup>, 2021. The requirements of the Bavarian Infection Protection Measures Ordinance (Bayerische Infektionsschutzmaßnahmenverordnung) apply in their most current form. According to § 24 in conjunction with § 14 of the 13th BayIfSchMV, a minimum distance of 1.5m must be maintained between individual users and there is a minimum area per user to be observed, so that waiting times may occur at times during admission. Please follow the instructions of the staff in charge of implementing the regulation at all times.
- b) Conducting tests: The minimum interpersonal distance of 1.5 metres should also be maintained during exams. Wearing of masks is also compulsory as set out in Section 1.b). For music exams, the minimum interpersonal distance must be 2 metres (e.g., wind instruments, vocal). Large rooms with the possibility of free air circulation (e.g., gymnasiums, city hall) are recommended for tests. Options for digital examination and alternative forms of examination (homework; Skype colloquia, etc.) will be used as an alternative to attendance examinations in accordance with the BayFEV.
- c) Food sales: The relevant provisions of the law on infection protection and the framework hygiene concept for gastronomy, insofar as it corresponds to the regulations of the applicable Bavarian Ordinance on Protective Measures Against Infectious Diseases, shall apply.
- d) Service offers of the DIT: Public traffic, which is not essential for the research and teaching activities of the university, has been reduced as much as possible. It has been replaced largely by telephone, postal or electronic communication. For services offered by the university that require personal contact, organisational measures have been put in place in an attempt to avoid crowding (allocation of individual appointments, definition of service offices according to Annex 9). Here, too, interpersonal distance regulations and contact data collection must be ensured for all members of the university.
- e) Conducting events: The relevant infection protection regulations for events, meetings, gatherings, as well as for conferences, congresses and sports, also apply to public areas and buildings on the university grounds. When allocating rooms, priority will always be given

to the research and teaching activities of the university. For events that external parties would like to organise on the premises of the DIT, the concept published on the intranet will be applicable [https://intranet.th-deg.de/ media/externe veranstaltungen konzept thd 200708.pdf](https://intranet.th-deg.de/media/externe_veranstaltungen_konzept_thd_200708.pdf).

- f) Conducting university sports activities: The relevant sports-related provisions of the law on infection protection (including the framework hygiene concept for sports) shall apply when conducting university sports activities. University sports activities may be conducted only within the framework of the regulations of the applicable Bavarian Ordinance on Protective Measures Against Infectious Diseases.
- g) Excursions will require a case-by-case approval from the University Management.

## **6. Contact details and procedure in the event of (potential) infection**

If you have any questions, you can always contact the Crisis Management Team [krisenstab@th-deg.de](mailto:krisenstab@th-deg.de) as before. This team also coordinates the involvement of other contact persons, such as the Occupational Safety Specialists or the Campus Doctor in charge.

In case of any suspicion of COVID-19 infection, confirmed COVID-19 disease or quarantine order, please inform your supervisor and the Crisis Management Team immediately at [krisenstab@th-deg.de](mailto:krisenstab@th-deg.de).