

# Hygiene and Safety Plan

## Neubrandenburg University of Applied Sciences

### Summer Semester 2022

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## List of abbreviations

BfArM	Bundesamt für Arzneimittel und Medizinprodukte [Federal Institute for Drugs and Medical Devices]
COPD	chronic obstructive pulmonary disease
COVID-19	coronavirus disease 2019
Dez. I/II/III	Office I, II Personnel or III of the Neubrandenburg University of Applied Sciences
DIN	Deutsches Institut für Normung [German Standards Organisation]
HSB	University library
IfSG	Infektionsschutzgesetz [German Protection against Infection Act]
FFP	filtering facepiece
RKI	Robert Koch Institute
SARS-CoV-2	severe acute respiratory syndrome coronavirus 2
WHO	World Health Organization

## PRELIMINARY REMARKS

*The Neubrandenburg University of Applied Sciences helps to maintain the health of members of the University by creating a hygienic environment. All members of the Neubrandenburg University of Applied Sciences are required to comply with the hygiene instructions of the Robert Koch Institute (RKI).*

The regulation relating to special measures to prevent the spread of the coronavirus SARS-CoV-2 in universities shall also apply (University Coronavirus Regulation for Mecklenburg-Vorpommern – HochschulCoronaVO M-V). The specifications in the SARS-CoV-2 Occupational Health and Safety Regulation and the German Protection against Infection Act remain unaffected.

**The hygiene plan will be continually updated. Please keep up to date with any changes by visiting the website of the Neubrandenburg University of Applied Sciences daily. The Coronavirus Crisis Office is available should you have any questions.**

**Comply with all hygiene regulations in the current hygiene plan of the Neubrandenburg University of Applied Sciences when on University grounds. All members and guests of the University bear full responsibility for their own personal hygiene. The hygiene plan and the supplementary requirements must be followed. Violations may, where applicable, lead to fines being imposed in accordance with the act relating to the prevention and control of infectious diseases in humans (Protection against Infection Act, IfSG).**

**All academic teaching staff and all bodies that make up the University governance (rector's office, offices of the deans, offices, central operating units, heads of departments) are responsible for ensuring that hygiene rules are complied with and that the rules of the hygiene plan are implemented appropriately in each party's area of responsibility. In the Central University Administration, the flow of information to the individual areas is ensured by regular meetings with the chancellor.**

## Section 1 University operations

- (1) At the Neubrandenburg University of Applied Sciences, all learning and teaching can be conducted face-to-face in principle. Other formats are offered to students who cannot participate in face-to-face classes because of the pandemic.
- (2) In University buildings it is mandatory to wear a mask. More detailed provisions are contained in section 3.
- (3) For other events held for private purposes or outside the teaching period, the Coronavirus Ordinance for Mecklenburg-Vorpommern shall apply on the University grounds. These events must be applied for with the Crisis Office.
- (4) Members of the University who have symptoms such as fever, muscle aches and pains, cough, runny nose, loss of smell or taste, diarrhoea and the like must not come onto the University campus until the symptoms have resolved. Members of the University who are already on the University campus and develop relevant symptoms are requested to immediately leave campus. Until the suspected case has been assessed, the person must not come onto the campus.
- (5) In addition, all members of the University are recommended to regularly carry out coronavirus self-tests. The University will continue to provide each person with two self-tests per week until further notice.

## Section 2 Principles for face-to-face conduct of study

- (1) Face-to-face classes and examinations may be held in compliance with the hygiene regulations of the Neubrandenburg University of Applied Sciences.
- (2) The teaching staff or event hosts are responsible for adhering to the hygiene rules in the classes or events.
- (3) By participating in the classes, participants/students confirm that they will comply with the relevant hygiene measures and that there are no reasons that they should be excluded from a face-to-face class (such as signs or symptoms of suspected COVID-19 infection).
- (4) The University may, in the case of a violation of the hygiene rules, take appropriate measures that may, in a given case, lead to exclusion from the event and extend to expulsion of the person from the University grounds.

## Section 3 Physical distancing rules, wearing a mask

- (1) On the campus of the Neubrandenburg University of Applied Sciences and in classes, all persons are required to minimise the likelihood of infecting themselves

and others by always keeping the greatest distance possible to other persons. There are no specific minimum distances or seating plans.

- (2) In University buildings a medical face mask (for example, surgical masks as defined by EN 14683) or a respiratory mask (as defined in the annex to the current version of the Coronavirus Protective Mask Ordinance of Mecklenburg-Vorpommern, for example, FFP2 masks) as defined in Section 3 Paragraph 2(4) and (5) of the Corona-LVO M-V must be worn.

This does not apply

- a. when working in a single office;
- b. for presenters who maintain a minimum distance of 1.5 metres;
- c. for strenuous physical work if a minimum distance of 1.5 metres is maintained;
- d. for musical or artistic performances and for musical rehearsals;
- e. when playing sports;
- f. when eating and for identification if a minimum distance of 1.5 metres is maintained;
- g. if contact will only be made with members of the person's own household;
- h. for persons who can substantiate that it is not possible or reasonable for him or her to wear a medical mask, whereby credible evidence of this must be provided by a medical certificate;
- i. if it is not reasonable due to the special circumstances of a specific case;
- j. if the obligation cannot be implemented due to the type of teaching session or examination;
- k. outside.

In cases relating to clause 2, care must be taken to use another means of protecting other people that is at least equivalent.

Section 3 (1) clause 2 no. 1 of the University Coronavirus Regulation does not apply at the Neubrandenburg University of Applied Sciences.

- (3) Those who cannot wear a face mask due to a medical condition must be able to show the relevant medical certificate and must maintain a distance of at least 1.5 metres from other people.
- (4) In addition, section 2 paragraphs 2 and 3 of the Corona-LVO M-V and section 7 of the Corona-LVO M-V shall apply.

#### Section 4 Room usage

- (1) Any required room bookings must be registered with Office III. Along with the date and time of the class, the request must indicate the required preparation and decontamination time (at least 15 minutes in each case due to the necessary ventilation) and the number of maximum participants present.
- (2) Allocations are preferably staggered. This is intended to reduce use of the walkways, halls and stairwells by several groups.
- (3) If the available rooms do not enable full application of the protective hygiene measures, only a smaller number of people is permitted or the face-to-face class should be avoided altogether.

#### Section 5 Ventilation

- (1) All rooms must be regularly and adequately ventilated. Rooms should be ventilated for at least 15 minutes before and after use, particularly if other people have previously used the room. In rooms without technical ventilation systems, the windows should be opened more often than usual. Seminar rooms and office spaces should be ventilated at least every 20 minutes for several minutes.
- (2) The lecturer or organiser is responsible for such ventilation.
- (3) Rooms that cannot be ventilated to the outside or that do not have automatic ventilation cannot be used for face-to face teaching.

#### Section 6 Personal hygiene and cleaning

- (1) All persons are requested to pay attention to personal hygiene (particularly washing/disinfecting hands) and to note the general hygiene rules of the Robert Koch Institute.
- (2) Hand disinfection facilities are provided in the hallways of the teaching buildings.
- (3) Rooms in which classes are conducted are regularly cleaned by the centrally contracted cleaning company.
- (4) Surface disinfectant is also provided for self-use.

#### Section 7 Occupational health protection

- (1) Wherever it can be implemented, working from home must be prioritised. This must be organised in agreement with the supervisor.
- (2) If the decision is made by the supervisor for work to be carried out at home, staff must be available during normal office hours by email and telephone.
- (3) If working from home is not possible or does not permit completion of work tasks over the long term, it should be possible for employees to work in a single office.

Use of offices by several staff members at the same time must be avoided in principle. This requires coordination within the structural areas.

- (4) Contacts between University staff must be reduced to the absolute minimum necessary.
- (5) As soon as several people are in one room and technical or organisational measures (e.g. Plexiglass walls) do not provide adequate protection, mandatory wearing of masks is also required at workplaces.
- (6) All employees are still strongly recommended to regularly perform self-tests. The University provides two free self-tests per week to employees.
- (7) The University also provides surgical face masks and FFP2 masks to employees.
- (8) Office rooms must also be ventilated regularly (see Section 5 Ventilation).
- (9) Employees of the Neubrandenburg University of Applied Sciences must also endeavour, even under the current restrictions due to the COVID-19 pandemic, to provide current and future students with a comprehensive advisory service. To this end, for reasons of general protection of health, primarily contactless options for providing advice (online consultation, email, telephone) shall be used until further notice. For a personal consultation on site in special cases, a prior appointment (by telephone or email) is necessary.

#### Section 8 Official travel

- (1) Official travel must be reduced to the absolute minimum and replaced where possible by alternatives such as telephone and video conferences. If official travel is essential, the required hygiene rules must always be adhered to.
- (2) Travel to regions that have been listed by the RKI as high-risk areas is prohibited. The instructions of the RKI and the German Foreign Office must be followed. The applicant is responsible for complying with all rules.
- (3) For essential official travel, the following must be noted on the travel application by the applicant: 'Travel is essential and necessary for teaching/research; the applicable hygiene rules will be adhered to.' The same applies for off-site work as well as ongoing applications.
- (4) The previously described hygiene rules must also be adhered to when using official vehicles. If the minimum distance of 1.5 m cannot be maintained in the official vehicle, a qualified mask as defined in section 3 must be worn. The driver of the official vehicle is not required to wear a face mask.

## Section 9 Meetings and committee work

- (1) Meetings and committee sessions within the University are possible, provided that the above hygiene rules are applied. Preference should still be given to formats that do not require personal presence (video or telephone conferences), however.

## Section 10 Access by persons from outside the University

- (1) Access by persons from outside the University must be minimised as much as possible.
- (2) Persons from outside the University must also be informed about measures that currently apply in operations regarding protection against infection with SARS-CoV-2. The host member of the University is responsible for providing information and maintaining documentation.

## Section 11 Work equipment and tools

- (1) Tools and work equipment (e.g. spades) must be used by specific individuals.
- (2) Where this is not possible, regular cleaning (soap solution or surface disinfection) must be carried out, particularly before the tools or equipment are handed over to other people. The person using the tools or equipment is responsible for this. Otherwise, suitable protective gloves must be used when using work equipment/tools, provided that additional hazards do not arise as a result. Limitations on the wearing time and the individual disposition of the staff member (e.g. allergies) must also be considered. Protective gloves are administered and issued centrally by Office III.

## Section 12 Reporting chain

- (1) In case of **suspected infection** (symptoms or being a close contact of an infected person), please comply with the following reporting chain:

In a suspected case, you must immediately inform your supervisor, the personnel office (kheiden@hs-nb.de or 0395 5693 1212) and the Crisis Office at corona@hs-nb.de. Students immediately inform the secretary of the faculty and the Crisis Office at corona@hs-nb.de.

Suspected cases must leave a call-back number if they are unable to speak to someone; you will be contacted as quickly as possible.

For a **positive PCR test result** for employees, immediately inform your supervisor, the Personnel Office (kheiden@hs-nb.de or 0395 5693 1212) and the Crisis Office at corona@hs-nb.de.

If students receive a positive test result, you must immediately inform the secretary of the faculty and the Crisis Office at corona@hs-nb.de.



### Section 13 University library

- (1) See the hygiene plan of the University library.

### Section 14 Fitness and music room

- (1) Use outside the teaching period is currently not permitted.

### Section 15 General university sport

- (1) The permissibility and organisation of general university sport is guided by the valid provisions of the State Coronavirus Regulation for Mecklenburg-Vorpommern (Corona-LVO M-V).
- (2) Otherwise, the sporting academic programme and general university sport are guided by the hygiene and safety concepts developed in coordination with the responsible health departments.

### Section 16 Occupational preventive medicine and protection of high-risk groups

- (1) Occupational preventive medicine must be available or offered to staff. Organisation is carried out by Office III. Staff can be advised individually by the University doctor, also in regard to special hazards due to an existing medical condition or individual disposition. Anxiety and psychological stress can also be covered by these measures.
- (2) Pregnant employees and students must be protected against damage to their health due to an infection with SARS-CoV-2. It is necessary to review the conditions under which these women work and study during the pandemic. Contact with other people must be reduced to a minimum. This can be achieved by various protective measures and can in special cases also lead to a prohibition of employment. As soon as an employee or student notifies the University of her pregnancy, the persons responsible in the various areas must take this into account as part of the hazard assessment. The basis of the hazard assessment is the memorandum from the Mecklenburg-Vorpommern State Office for Health and Social Affairs "Coronavirus SARS-CoV-2, Occupational Health and Safety during Pregnancy". If an infection with SARS-CoV-2 has been verified in the workplace of a pregnant woman, the employer must promptly declare a prohibition on employment for the pregnant woman until the end of the 14th day after the case occurred, provided that no other protective measures are taken; for several cases until the end of the 14th day after the last verified case.<sup>1</sup>

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<sup>1</sup> See: file:///C:/Users/PERSCH~1/AppData/Local/Temp/Coronavirus+SARS-CoV-2+-+Arbeitsschutz+in+der+Schwangerschaft.pdf

## Section 17 Pedestrian routes

- (1) It must be ensured that distance is also maintained where possible in hallways and on the University campus in general. Identification of the pedestrian route and any signage must always be observed.

## Section 18 Information management

- (1) Information about the valid hygiene requirements is published on the homepage of the Neubrandenburg University of Applied Sciences. Members of the University are also informed by means of posters and emails.
- (2) The rector's office must ensure that the prevention and occupational health measures taken are fully communicated throughout the University. Protective measures must be explained and instructions made clear (including by using signage, posters, floor markings, etc.).
- (3) The hygiene plan must be brought to the attention of the health departments.

### **Contact details for the responsible health department**

Landkreis Mecklenburgische Seenplatte – Gesundheitsamt  
(Mecklenburgische Seenplatte District – Health Department)  
Platanenstraße 43  
17033 Neubrandenburg, Germany  
Mecklenburg-Vorpommern  
Tel.: 0395 57087 8000 / 0395 582 2222  
Email: [infektionsschutz@lk-seenplatte.de](mailto:infektionsschutz@lk-seenplatte.de)

### **Occupational doctor contact details**

BAD Gesundheitszentrum Neubrandenburg  
Feldstraße 2  
17033 Neubrandenburg  
Tel.: 0395 4226157  
Fax: 0395/4226158  
Homepage: <https://www.bad-gmbh.de/standorte/location-detail/gesundheitszentrum-neubrandenburg-119>

The hygiene plan must be communicated to the health department.

Date:

Comments by the health department were incorporated and the health department was informed of such.

Date:

The hygiene plan must be communicated to the Crisis Office of the Ministry of Education.

Date:

The hygiene plan is enacted as a service instruction.

Date:

Signed

Sources:

SARS-CoV-2 Occupational Health and Safety Standard; Federal Ministry of Labour and Social Affairs; dated: 16.04.2020 Link: [https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf;jsessionid=8E195DD9778E549C05761E224EF7F7D0.delivery2-replication?\\_\\_blob=publicationFile&v=1](https://www.bmas.de/SharedDocs/Downloads/DE/PDF-Schwerpunkte/sars-cov-2-arbeitsschutzstandard.pdf;jsessionid=8E195DD9778E549C05761E224EF7F7D0.delivery2-replication?__blob=publicationFile&v=1)

Recommendations of the RKI for hygiene measures as part of the treatment and nursing of patients with an infection caused by SARS-CoV-2; dated 05.06.2020

[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Hygiene.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Hygiene.html)

Coronavirus Hygiene Plan for Schools in Mecklenburg-Vorpommern; dated: 27.07.2020

Appendix 1

# Meldekette im Verdachtsfall

**Verdachtsfall** (Symptome und/oder Kontakt zu einer bestätigt an Covid19 erkrankten Person)



**Nicht-Betreten bzw. sofortiges Verlassen** des HS-Campus und Kontakt zum Hausarzt



**Meldung** des Verdachts



Meldung **Studierende**: Sekretariat des Fachbereichs & Krisenstab  
(corona@hs-nb.de)

Meldung **Mitarbeitende**: Vorgesetzte\*r & Personaldezernat & Krisenstab  
(corona@hs-nb.de)

## Positives Testergebnis



Meldung **Studierende**:  
Sekretariat des Fachbereichs

Meldung **Mitarbeitende**:  
Vorgesetzte\*r & Personaldezernat



**Meldung an den Krisenstab** (corona@hs-nb.de)

Deutsch	English
Meldekette im Verdachtsfall	Reporting chain for a suspected infection
Verdachtsfall (Symptome and/oder Kontakt zu einer bestätigt an Covid19 erkrankten Person)	Suspected infection (symptoms and/or contact with a confirmed case of COVID-19)
Nicht-Betreten bzw. sofortiges Verlassen des HS-Campus und Kontakt zum Hausarzt	No attendance or immediate departure from the HS campus and contact GP
Meldung des Verdachts	Reporting the suspected infection
Meldung Studierende: Sekretariat des Fachbereichs & Krisenstab (corona@hs-nb.de)	Reporting by students: Secretary of the faculty & Crisis Office (corona@hs-nb.de)
Meldung Mitarbeitende: Vorgesetzte*r & Personaldezernat & Krisenstab (corona@hs-nb.de)	Reporting by staff: Supervisor & Personnel Office & Crisis Office (corona@hs-nb.de)
Positives Testergebnis	Positive test result
Meldung Studierende: Sekretariat des Fachbereichs	Reporting by students: Secretary of the faculty
Meldung Mitarbeitende: Vorgesetzte*r & Personaldezernat	Reporting by staff: Supervisor & Personnel Office
Meldung an den Krisenstab ( <a href="mailto:corona@hs-nb.de">corona@hs-nb.de</a> )	Reporting to the Crisis Office (corona@hs-nb.de)