

# **Coronavirus Hygiene Plan**

## **Neubrandenburg University of Applied Sciences**

### **Winter Semester 2021/22**

Version: 09.09.2021

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## List of abbreviations

COVID-19	coronavirus disease 2019
Dez. I/II/III	Office I, II Personnel or III of the Neubrandenburg University of Applied Sciences
IfSG	Infektionsschutzgesetz [German Protection against Infection Act]
RKI	Robert Koch Institute
SARS-CoV-2	severe acute respiratory syndrome coronavirus 2

## PRELIMINARY REMARKS

*The hygiene plan regulates important key points defined in Section 36 combined with Section 33 of the German Protection against Infection Act (IfSG). The Neubrandenburg University of Applied Sciences contributes to maintaining the health of members of the University by creating a hygienic environment. All members of the Neubrandenburg University of Applied Sciences are required to carefully follow 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 hygiene plan will be continually updated. Please keep up to date about possible changes by visiting the website of the Neubrandenburg University of Applied Sciences daily. The Coronavirus Crisis Office is available should you have any questions.**

**All hygiene regulations in the current hygiene plan of the Neubrandenburg University of Applied Sciences must be complied with when on University grounds. All members and guests of the University bear full responsibility for their own personal hygiene.**

**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) The teaching, research and administrative operations at the Neubrandenburg University of Applied Sciences can take place in person in principle; nevertheless, teaching operations will take place in digital formats and other distance learning formats. Where adherence to hygiene rules is not possible, for example, if insufficient room capacity is available, teaching and other activities must be implemented in online formats. The timetable for classes is registered using the normal lesson and room planning in Office III and the faculties.  
Regular teaching sessions as specified in the lecture plans for the teaching units do not require special approval from the Coronavirus Crisis Office; this also applies for StudiumPlus sessions.
- (2) University buildings may only be used for the purposes of the University. The University can permit their use for other purposes. Exceptions must be requested from the Rector's Office and the Coronavirus Crisis Office.
- (3) In principle, students may only come onto campus to participate in face-to-face and practical classes. Any presence on the University campus that is not urgently required must be avoided.
- (4) Members of the University who have symptoms such as fever, muscle aches and pains, cough, runny nose, diarrhoea and the like and/or have had contact with a confirmed case of coronavirus must not come onto the University campus until they have had a medical assessment. Members of the University who are already on the University campus and develop relevant symptoms are requested to immediately leave campus. Until a medical assessment of the suspected case has been carried out, the person must not come onto the campus and it is assumed that the employed person is not able to work.

## Section 2 Participation in face-to-face classes and examinations

- (1) Only those persons who at the start of the class or examination have proof as defined by section 2 number 7 of the COVID-19 Protective Measures Exemption Directive (SchAusnahmV) dated 8 May 2021 (BAnz AT 08.05.2021 V1) that they do not have an infection with the SARS-CoV-2 virus may attend teaching sessions in face-to-face format and other face-to-face formats of the University (all events). The submission of a **negative test result** is not required for **vaccinated persons** as defined in section 2 number 2 of SchAusnahmV and **recovered persons** as defined in section 2 number 4 SchAusnahmV (3G rule). This also applies for

research and artistic personnel at the University as defined in section 55 of the State University Act of Mecklenburg-Vorpommern.

- (2) As proof of the test, the tested person must submit confirmation of the correctness of the details by means of an oath (see appendix)<sup>1</sup>. This proof must not be more than 72 hours old.
- (3) The test must be performed in the person's own household as a matter of principle. Students and staff can obtain self-tests from their faculty offices or supervisors.
- (4) Lecturers and organisers are authorised to appropriately check those proofs (3G rule) named under (1) before the start of each event.
- (5) Persons who have symptoms that indicate a COVID-19 infection as defined by the current criteria of the Robert Koch Institute (<https://www.rki.de/covid-19-steckbrief>, in German) must not participate in face-to-face events including examinations. Exceptions to this are possible with the submission of a negative nucleic acid test (PCR, PoC-PCR or another method of nucleic acid amplification technique) that is not older than 48 hours.
- (6) University management and persons authorised by University management (deans, lecturers and persons who organise events) may take measures, which in individual cases may extend to exclusion from the event, against persons who are charged with not meeting their obligations from paragraphs 1 and 6.

### Section 3 Maintaining physical distancing, wearing masks

- (1) A **minimum distance** of 1.5 metres must be maintained from other people unless defined otherwise in the following rules.
- (2) In lecture theatres and suitable rooms the distance between the seats can be reduced to one seat's distance (using a chess board pattern or maximum 50 percent room occupancy). For special situations, particularly in laboratories or rooms for special practical applications and artistic work, deviations from the minimum distance as defined in sentence 1 are possible. A room occupancy rate greater than this is permissible provided that all those participating in the class have provided proof as defined by section 2 number 2 or 4 SchAusnahmV.

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<sup>1</sup> Extract from the German Criminal Code, section 156, False declaration in lieu of oath: Whoever falsely makes a declaration in lieu of an oath before an authority which is competent to administer such declarations or falsely testifies whilst referring to such a declaration incurs a penalty of imprisonment for a term not exceeding three years or a fine.

- (3) After entering the lecture theatre/seminar room, students must promptly take their seats. After the class, students must leave the lecture theatre/seminar room in an orderly manner and while maintaining the physical distancing requirement according to the instructions of the lecturer or organiser. At the end of the class, the participants/students must immediately leave the building while maintaining the required distance from others.
- (4) In University buildings that are accessible to the public or members of the University and in work areas and operational sites in closed rooms, a qualified **face mask** as defined in section 1b paragraph 1 of the State Coronavirus Regulation for Mecklenburg-Vorpommern (Corona-LVO M-V) must be worn.

This does not apply

- at fixed standing or seated workplaces if a minimum distance of 1.5 metres can be complied with or the transmission of viruses is prevented by similarly suitable physical barriers;
- for strenuous physical work;
- for musical or artistic performances and for musical rehearsals;
- when playing sports;
- when eating and for identification;
- if contact will only be made with members of the person's own household;
- 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;
- if it is not reasonable due to the special circumstances of a specific case;
- if the obligation cannot be implemented due to the type of teaching session or examination.

In these cases, care must be taken that another form of protection for other persons is provided that is at least equivalent to the use of masks.

- (5) In outdoor areas and while complying with the minimum distance, wearing a mask can be dispensed with.
- (6) The specifications of the SARS-CoV-2 Occupational Health and Safety Regulation dated 21 January 2021 (BAnz AT 22.01.2021 V1), last amended by article 1 of the Regulation on 21 April 2021 (BAnz AT 22.04.2021 V1), shall remain unaffected.

- (7) The lecturers and organisers must ensure using suitable means that the applicable hygiene measures are adhered to and the maximum attendee number is not exceeded.

#### Section 4 Recording contacts

- (1) For all face-to-face classes, a record of contacts must be kept. This can be implemented using the Uni-Now application (instructions can be found here: <https://www.hs-nb.de/hochschule/aktuelles/corona-info/digitale-kontakterfassung/>) or using attendee lists (see appendix/portal).
- (2) The lists must be prepared by the lecturers or organisers and kept for four weeks in a folder organised by week in the faculty offices. The lecturers and organisers are responsible for keeping a complete record of contacts.
- (3) By participating in the classes, participants/students confirm that they will comply with the relevant hygiene measures and that there are no reasons for exclusion from a face-to-face class (signs or symptoms of suspected COVID-19 infection).

#### Section 5 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) An overview of the maximum number of spaces in the lecture theatres/seminar rooms that can be used, which considers the applicable distancing regulations, is located in the University portal.
- (3) Allocations are preferably staggered. This is intended to reduce multiple use of the walkways, halls and stairwells.

#### Section 6 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 considerably more often than usual. Seminar rooms and office spaces should be ventilated 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 7 Cleaning

- (1) Rooms in which classes are conducted are regularly cleaned by the centrally contracted cleaning company.
- (2) Surface disinfectant is also provided for self-use.

## Section 8 Office work

- (1) Office work must be organised so that the required work activities and service workflows can be carried out even under the applicable coronavirus regulations.
- (2) Use of offices by several staff members at the same time must be avoided in principle. This requires coordination within the structural areas. If vaccinated or recovered staff members provide appropriate proof, they can use double rooms at the same time.
- (3) The recommendation to perform the twice-weekly self-test at home, for which staff are responsible for carrying out immediately prior to starting work in person, remains unaffected. Staff can obtain tests and face masks from the management of the structural areas. According to section 1b of the State Coronavirus Regulation for Mecklenburg-Vorpommern together with the directive pertaining to exceptions to the COVID-19 protective measures (COVID-19 Protective Measures Exemption Directive, SchAusnahmV), self-tests can now be omitted under the following conditions:
  - the person has full vaccine protection, that is, more than 14 days have passed since the administration of the last required dose of a vaccine approved in the European Union or
  - the person has recovered, that is, the person has demonstrably overcome a coronavirus infection in the last six months and the relevant positive PCR test was at least 28 days ago.
- (4) Office rooms must also be ventilated regularly (see Section 6 Ventilation).
- (5) The Neubrandenburg University of Applied Sciences offers staff, in coordination with the supervisor, the option of continuing to carry out official duties at home provided that there are no issues relating to the fulfilment of duties.

If this is the case, staff must be available during normal office hours by email and telephone. If staff are not present at the University, telephones in offices must be redirected to University mobile phones, private mobile phones or other telephones. Carrying out official duties at home always requires the agreement of the supervisor.



- (6) Staff 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 9 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 or even ongoing applications.
- (4) The previously described hygiene rules must also be adhered to when using official vehicles. All seats may be used in official vehicles while respecting the 3G rule. If the 1.5 m distance cannot be maintained in the official vehicle, a qualified mask as defined in section 3(4) must be worn; the driver of the official vehicle is not required to wear a face mask.

### Section 10 Meetings and committee work

- (1) Internal University meetings and committee sessions must be reduced to the bare necessities while complying with all previously communicated precautionary and hygiene rules or replaced by formats that do not require personal presence. Section 2(1) also applies here as appropriate.
- (2) All committee work is preferentially conducted by video or telephone conferences. The chairpersons decide whether they will utilise appropriate options or if they want to convene an in-person meeting on site. If committee meetings are called on site, the precautionary and hygiene rules stated in this hygiene plan must be followed and the chairperson is responsible for their compliance.

- (3) Regarding upcoming test lectures in the current ongoing appointments process, for the time being in-person presentations are preferable due to their importance and to ensure that the best possible candidates are selected based on merit.

#### Section 11 Access by persons from outside the University

- (1) Access by persons from outside the University must be minimised as much as possible. Section 2(1) also applies here as appropriate.
- (2) The contact data of persons from outside the University and the time of entry to and departure from the University must be documented by the receiving person.
- (3) 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 the information and documentation.

#### Section 12 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 particular 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 taken into account. Protective gloves are administered and issued centrally by Office III.

#### Section 13 Reporting chain

- (1) If as a member of the University you suspect that you are infected with coronavirus, we request that in all cases you do not visit the office and that you immediately inform your supervisor. The same applies if you have been in contact with an infected person.
- (2) In addition, the guidelines for handling suspected cases or a confirmed case of coronavirus (SARS-CoV-2) in offices of the State of Mecklenburg-Vorpommern for the protection of staff and to maintain working capacity shall apply.
- (3) In case of **suspected infection** (symptoms or contact with an infected person), please comply with the following reporting chain:

In a suspected case, you must immediately inform your supervisor, the personnel office (kscholz@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 test result** for employees, immediately inform your supervisor, the Personnel Office (kscholz@hs-nb.de or 0395 5693 1212) and the Crisis Office at corona@hs-nb.de.

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

- (4) The Crisis Office immediately reports positive cases to the responsible health department or, outside service hours, the corresponding control centre. The control centres can be contacted 24/7 and forward the reports to the responsible health department.

#### Section 14 University library

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

#### Section 15 Fitness and music room

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

#### Section 16 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 17 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 regarding special hazards due to an existing medical condition or individual disposition. Anxiety and psychological stress can also be covered by these measures.

#### Section 18 Pedestrian routes

- (1) It must be ensured that the safety distance is also maintained in hallways and on the University campus in general.

(2) Students or guests must be informed prior to an event about a pedestrian route that minimises contact.

(3) The use of transport routes (including stairs, doors, elevators) must be adjusted so that sufficient distance can always be kept from others. Only single individuals may use personal elevators.

The identification of the pedestrian route and any signage must always be observed.

### Section 19 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.

### Section 20 Catering

(1) Food and drinks can only be provided in single-person packs. Food and drink may only be consumed at a fixed place at which a minimum distance of 1.5 metres can be assured.

The hygiene plan must be brought to the attention of the health departments.

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.). Adherence to the personal and organisational hygiene rules (physical distancing requirement, cough and sneeze etiquette, hand hygiene, PSA) must also be pointed out.

If a member of the University (staff, student) becomes aware of a case of infection or assumes there to be one, the health department responsible for the University, or outside service hours the corresponding control centre, must be immediately informed. The control centres can be contacted 24/7 and forward the reports to the responsible health department.

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

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

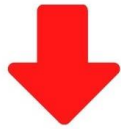
[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Hygiene.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Hygiene.html)

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



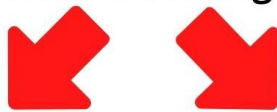
**Meldung** des Verdachts



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)



**Gesundheitsamt Neubrandenburg**

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



## Appendix 2

**Declaration on oath** Qualified self-disclosure of the presence of a negative antigen self-test used to detect the SARS-CoV-2 virus

The test was performed without the supervision of a competent person.

### **Tested person**

Surname, first name

.....

Address of primary residence (street, building no., postcode, city, country)

.....

If applicable, address of current place of residence

.....

Date of birth

.....

Telephone number

Email address

.....

### **Coronavirus antigen self-test**

Test name: .....

Manufacturer's name: .....

Test date and time: .....

The test result was negative.

I affirm in lieu of oath that the information I have provided is true and complete. I am aware that wilfully or by negligence furnishing an incorrect self-disclosure can be penalised under employment or public service law.

.....

Date, signature of the tested person

If the tested person is a minor: Date, signature of the legal guardian