

Coronavirus Hygiene Plan

Neubrandenburg University of Applied Sciences

Winter semester 2020/21

Version: 15.02.2021

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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/IIP/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

Change history

Date	Update to/in
15.02.2021	Comments, 1. Personal hygiene, 3. Hygiene measures for face-to-face classes, 4. Principles for university-specific room usage
30.11.2020	Meetings and committee work
26.11.2020	Official travel
09.11.2020	Room planning (addition of the responsibility of Office III and FB)
04.11.2020	Comments, 1. Personal hygiene, 3. Hygiene measures for face-to-face classes and 4. Principles for university-specific room usage

PRELIMINARY REMARKS

The hygiene plan regulates important key points defined in Section 36 combined with Section 33 of the German Infection against Protection 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).

- Studying and teaching in the 2020/21 winter semester will be conducted online from 11 January 2021 for all students at the Neubrandenburg University of Applied Sciences until further notice. Classes for which special laboratory or study rooms at the University are essential are excluded from this requirement.
- Examinations will be conducted or taken in digital formats as a matter of principle in accordance with the valid framework examination regulations. If digital or alternative examination formats cannot be implemented, in exceptional cases examinations can be conducted in person while strictly complying with the hygiene regulations of the Robert Koch Institute.
- Teaching staff and examiners are requested to urge all participants to comply with distancing and hygiene rules immediately before and after face-to-face sessions.
- Chains of transmission must be able to be traced at all times! Contact tracing of chains of transmission requires prompt documentation of those who participate in face-to-face sessions.
- The University library currently offers only a click-and-collect service for printed media.
- Student study rooms remain closed.
- The Neubrandenburg University of Applied Sciences has decided that the buildings will remain open.
- The cafeteria of the Neubrandenburg University of Applied Sciences remains closed for the time being. The student canteen currently offers a limited takeaway menu.

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.

In principle, the following applies:

Members of the University who have symptoms such as fever, muscle aches and pains, cough, runny nose, diarrhoea and so on 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 the relevant symptoms are requested to immediately leave campus.

Until a medical assessment of the suspected case has been carried out, it is assumed that the employed person is not able to work.

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



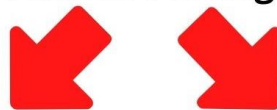
Meldung des Verdachts



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
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 university 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 (corona@hs-nb.de)	Reporting to the Crisis Office (corona@hs-nb.de)
Gesundheitsamt Neubrandenburg	Neubrandenburg Health Department

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 (appendix/portal)** shall apply.

Affected persons should immediately seek medical advice by telephone. If the doctor suspects a case of COVID-19, this must be reported to the health department. For confirmed infections, those persons who have had contact with the infected person must also be identified and informed that they are also at risk of infection. Attendance must always be documented for this purpose.

All hygiene regulations in the current hygiene plan of the Neubrandenburg University of Applied Sciences must be complied with when on University grounds. First and foremost, each and every individual is responsible for ensuring appropriate personal hygiene.

The right to determine who shall be allowed or denied access may be applied in case of violations. All University members are encouraged to be especially attentive in this regard and in case of doubt to directly point out to people the rules that apply on campus.

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.

1. PERSONAL HYGIENE

The novel coronavirus can be transmitted from person to person. The primary mode of transmission is droplet transmission. This occurs predominantly via the mucous membranes of the respiratory tract. However, indirect transmission from hands that then touch the mucous membrane of the mouth or nose or the conjunctiva of the eyes is also possible.

Most important measures:

- In case of respiratory tract symptoms, you must not enter the University.
- Keep your distance (at least 1.5 m).
- No touching, hugging or handshaking.
- Hand hygiene: wash hands regularly and thoroughly for at least 20 seconds (see <https://www.infektionsschutz.de/haendewaschen.html>).
- Do not touch your face, particularly the mucous membranes, that is, do not touch your mouth, eyes or nose.
- Thoroughly wash your hands before eating.
- Do not touch publicly accessible objects such as door handles or elevator buttons with your whole hand or fingers where possible.
- Adhere to cough and sneeze etiquette: coughing and sneezing into your elbow are some of the most important preventive measures. Keep the greatest possible distance when coughing or sneezing and turn away from other people.
- There is a general obligation to always wear a surgical mask or an FFP2 mask in the buildings of the University. Surgical masks or FFP2 masks may only be removed when working alone at your own workplace. This rule also applies for classes.
- Discussions (face-to-face) at close quarters are prohibited (no conversations in which heads are close to one another).
- All rooms and hallways must be aired regularly.

When doing so, it is essential that the standard hygiene requirements, particularly the current recommendations from the RKI and the Federal Centre for Health Education, are still followed despite the wearing of surgical masks or FFP2 masks.

Hand disinfection is not strictly necessary; according to experts the hazards outweigh the advantages. **The most important measure is regularly and thoroughly washing hands with soap.**

Every member of the University – teachers, students and staff – bears a special individual responsibility to follow the hygiene rules and thus to disrupt any chains of transmission.

Instructions for handling face masks (DIY masks)

The current instructions for wearing a face mask can be found at:

https://www.rki.de/SharedDocs/FAQ/NCOV2019/FAQ_Mund_Nasen_Schutz.html

Until further notice, it is mandatory **to wear a surgical mask (covering the mouth and nose) or an FFP2 mask** when entering buildings of the Neubrandenburg University of Applied Sciences.

In particular, masks must be worn in the buildings of the Neubrandenburg University of Applied Sciences when moving from place to place. That is, **surgical masks or FFP2 masks can only be removed at your workplace (office, seminar room, lecture theatre, laboratory, etc.) if there are no other people in the room.**

Those wearing face masks cannot rely fully on the masks protecting themselves or others from an infection, however. **The minimum distance of 1.5 m must be maintained in all cases, that is, on the University grounds and in the University buildings, even when wearing a face mask.**

The instructions from BfArM about the use of face masks, surgical masks and filtering facepieces (FFP masks) can be found at:

<https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutz-masken.html>

Mandatory face masks do not apply for people who are unable to wear a face mask for medical or psychological conditions or a disability and can verify this exemption by a medical certificate. These persons must keep a minimum distance of 2 m from other people until they have reached their workplace.

Disposal:

Worn **surgical masks (single use) and FFP2 masks** can be disposed of in normal household waste. Special waste containers are not necessary.

2. ROOM HYGIENE

To avoid transmission via droplets, a distance of at least 1.5 metres must be maintained even when teaching. This means that the tables in the rooms used must be placed sufficiently far apart from one another and thus considerably fewer students per laboratory/seminar room/lecture theatre are permitted than during normal operation.

Ventilation

Rooms without technical ventilation systems:

Regularly and correctly ventilating rooms is particularly important because this replaces the air in the room. Regular ventilation helps to maintain hygiene and improves the air quality because in enclosed rooms the number of pathogens in the air can increase. Ventilating rooms reduces the number of droplets in the air that potentially contain pathogens. Rooms should be ventilated for at least 15 minutes before 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. Thermal discomfort must be tolerated in the interests of protecting health.

In seminar rooms and classrooms, intermittent ventilation or cross-ventilation by opening windows fully for several minutes should be carried out several times daily but as a matter of principle in every break. Ventilating rooms by leaving windows tilted open is largely ineffective because hardly any air is replaced. If windows cannot be left opened in a room because of the structural measures, it is not suitable for teaching purposes. Windows locked for safety reasons must be opened for ventilation. **The lecturers, other teaching staff or other supervisors are responsible for ventilating rooms.**

Special instructions for ventilation systems:

The transmission risk via ventilation systems is classified overall as low. It is advised not to switch ventilation systems off because this can lead to an increase in the concentration of aerosols in the air in the room and thus to an increase in the risk of infection. **Office III will adjust the ventilation systems so that the risk of infection due to aerosols is minimised.** The recommendations of the professional association for heating, ventilation and air-conditioning systems must be considered here. (https://www.bghm.de/fileadmin/user_upload/Coronavirus/Coronavirus-BGHM-Handlungshilfe-Lueftungstechnik.pdf)

The ventilation systems of the Neubrandenburg University of Applied Sciences draw in filtered fresh air from outside, heat or cool the air and then feed it into the lecture theatre. The air is then drawn out of the lecture theatre to the outside. This ensures that there is a permanent exchange of air. The air is generally filtered several times. The ventilation systems in lecture theatres 1–3 have a rotary heat exchanger. This heat exchanger feeds some air from the lecture theatre back in after double filtering the air. The ventilation system for lecture theatres 4 and 5 has a coil heat exchanger. Heat is exchanged using the medium of water and thus there is no replacement of air.

Essential face-to-face classes (lectures with learning and expertise objectives that cannot be achieved by other forms of presentation, particularly using digital formats) can be held in all lecture theatres with the ventilation systems switched on. Office III (Building and Operations Engineering) recommends preferential use of lecture theatres 4 and 5 because these theatres have the option of ventilation using the external doors.

Cleaning

Cleaning must be performed according to the contractually defined cleaning plan by the contract building cleaning service. Rooms in which face-to-face classes take place are cleaned at least once a day (including tabletops, handrails, door handles and knobs as well as light switches and operating elements).

The following also applies:

Routine surface disinfection in the communal and public areas including frequent contact surfaces is not recommended by the RKI even during the current COVID pandemic. Appropriate cleaning is the method of choice here.

If disinfection in an isolated situation is considered necessary, this should generally be carried out as wipe disinfection with a cold solution. Spray disinfection, that is, wetting of the surface with no mechanical action, is less effective and also questionable for occupational health reasons because disinfectants can be inhaled (particularly with warm, possibly steaming disinfectant solutions). Gassing of rooms for disinfection is also not indicated here as a matter of principle. The exposure time or wetting time must be adhered to. Depending on the disinfectant used (if dried residue has an irritant effect), a final thorough cleaning is required.

Coronaviruses are enveloped viruses and are relatively sensitive to many disinfectants. Agents that are verified as being effective against enveloped viruses ('limited virucidal activity') can be used for disinfection. Agents with an expanded range of activity against viruses such as 'limited virucidal PLUS' or 'virucidal' can also be used. Suitable agents are included in the list of tested and recognised disinfectants and methods (RKI list) and in the VAH list (https://edoc.rki.de/bitstream/handle/176904/5723/2017_Article_ListeDerVomRobertKoch-Institut.pdf?sequence=1&isAllowed=y). The use of alcohol-based products must be limited to small areas for fire safety reasons.

The following areas are cleaned (at least once) daily in high-traffic areas:

- door handles and knobs (e.g. on drawers and window handles) as well as the plates behind handles and knobs,
- stairs & handrails,
- light switches,
- tables and
- all other contact areas.

Disinfection is also recommended for all equipment such as microscopes. It must be checked whether the materials are suitable for disinfection.

Cleaning is carried out at regular intervals by the contract cleaning company. **The responsibility for carrying out cleaning lies with Office III.**

Hygiene in bathroom facilities

In all toilets sufficient liquid soap and single-use hand towels must be provided and regularly restocked. The appropriate waste containers for single-use hand towels and toilet paper are provided.

At the toilet entrance it must be pointed out on highly visible signage that only one student/employee may be in the toilets at any one time (depending on the size of the bathroom facility, maintaining distance of 1.5 m must be possible).

In the bathroom facilities and the tea rooms, the toilet seats, taps, wash basins and floors are cleaned one to two times daily.

In case of soiling with faeces, blood or vomit, a preventive scrub/wipe disinfection using a single-use cloth soaked in disinfectant is required after removal of the contamination. Professional rubber gloves and a simple face mask must be worn when cleaning such soiling.

The bathroom facilities are cleaned by the cleaning company of the Neubrandenburg University of Applied Sciences. A cleaning record should be hung in the entry area of the toilets to make apparent to all that the cleaning has been carried out. **The responsibility for carrying out cleaning lies with Office III.**

3. HYGIENE MEASURES FOR FACE-TO-FACE CLASSES

In principle, students should only come onto campus to participate **in unavoidable face-to-face classes**.

The Neubrandenburg University of Applied Sciences is obliged in accordance with administrative regulation pertaining to coronavirus of the state of Mecklenburg-Vorpommern dated 31 October 2020 (GVOBl. M-V. p. 926), section 8 paragraph 2 and appendix 37 as well as section 2 paragraph 9 and appendix 9 to record the presence of people with regard to both time and place.

The instructions for digital contact tracing can be found at:

<https://www.hs-nb.de/hochschule/aktuelles/corona-info/digitale-kontakterfassung/>

Teachers and examiners are responsible for recording contacts and complying with the hygiene rules during unavoidable face-to-face sessions.

Any presence on the University campus that is not urgently required must be avoided. **By entering the University, participants/students affirm that they will comply with the relevant hygiene measures and that there is no reason for exclusion from attending the University (signs or symptoms of suspected COVID-19 infection, return from a high-risk area, quarantine and so on).**

To avoid transmission by droplets, a minimum distance of 1.5 metres between all participants must be maintained during face-to-face classes. The lecturers and other teaching staff must maintain a distance of at least 2 metres from other people during the lecture.

Tables in the seminar rooms are placed appropriately far apart from one another to ensure the distancing requirement; any excess tables and chairs are removed if possible. In lecture theatres with fixed seating, only labelled places may be occupied. Rooms are assigned centrally by Office III or by those responsible for room assignment in the faculties. Rooms in which the hygiene rules cannot be implemented are not assigned as a matter of principle and must also not be used.

Before and after each face-to-face class, the room must be thoroughly ventilated depending on the size and number of participants (see also under 'Ventilation', section 2). The **lecturers and examiners or other supervisors** are responsible for ventilating the room. Rooms that cannot be ventilated to the outside or that do not have automatic ventilation cannot be used for face-to face teaching.

Rooms in which classes are conducted are cleaned by the centrally contracted cleaning company (see also under 'Cleaning', section 2).

The **lecturers or examiners** or other supervisors must ensure using suitable means (entry checks or the like) that the applicable hygiene measures are adhered to and the maximum attendee number is not exceeded. After entering the lecture theatre/seminar room, students must promptly take their seats. After the class, those present in the lecture theatre/seminar room are organised by the **lecturers or examiners** or other supervisors and leave the room while maintaining the distancing requirement. The row closest to the exit

leaves the room first. At the end of the class, the participants/students must immediately leave the building while maintaining the required distance from others.

If presentations last longer than 90 minutes they must be interrupted by a 15-minute pause during which the room must be thoroughly ventilated (see under 'Ventilation' for instructions, section 2). The participants/students remain in their seats during the pause (with the exception of using bathroom facilities). After every 20 minutes' teaching, the windows in the seminar rooms should be opened for several minutes to minimise the aerosol content during the presentation and prevent possible infections.

The **lecturers or examiners** or other supervisors are responsible for ensuring compliance with the above rules. The participants/students must be informed of these rules for the first time at the latest the day before the presentation.

If **lecturers or examiners** or other supervisors **become aware** of COVID-19 infections, corresponding symptoms or contacts to COVID-19 cases, **the prescribed reporting chain must be immediately initiated by him or her** (see page 7).

Face-to-face classes

All learning and teaching will be conducted online until further notice. Face-to-face classes that require special laboratories or rooms may be held in compliance with the hygiene regulations of the Robert Koch Institute and in compliance with the hygiene plan of the Neubrandenburg University of Applied Sciences.

Every face-to-face class must be registered with the crisis office of the University.

Examinations

Examinations will be conducted or taken in digital formats as a matter of principle in accordance with the valid framework examination regulations. If digital or alternative examination formats cannot be implemented, in exceptional cases examinations can be conducted in person while strictly complying with the hygiene regulations of the Robert Koch Institute.

It is mandatory to comply with the above rules. In principle, the following applies:

- Distance must be maintained between examinees and from and between the examiners (at least 1.5 m)
- Students may only use their own writing materials and equipment (e.g. no shared pens for signing the attendance lists and instructions)
- Examination rooms must be ventilated before and after each examination
- Examination rooms are cleaned as described in the section on 'Cleaning'
- Disposable gloves are worn when handing out and collecting examination materials

- Provision of disinfectants that must be used before and after the examination by all participants in the examination,
- Maximum occupancy/group size is defined for a written/oral examination depending in the particular room size (see attachment, Appendix 5)

Planning for **unavoidable** written examinations

Examination plans must be prepared early by the responsible party and the room requirement must be determined in accordance with this. The adjusted, reduced room capacities must be taken into account in the process. **Rooms are assigned centrally by Office III based on group size or by those responsible for room assignment in the faculties.**

Between individual examinations a break of at least 60 minutes must be scheduled to allow for thorough and adequate ventilation of the rooms. For each room, seating plans for each examination specific for the participants must be prepared by the examiner/supervisor and published in a suitable manner before the examination and in the rooms. Compliance with these plans must be assured. **The examination board is responsible for compliance with the hygiene rules and implementation of the hygiene measures.**

Planning for oral examinations

Oral examinations must be carried out online where possible. Oral examinations can take place in person under strict compliance with the applicable hygiene rules and rules to prevent contact. For in-person examinations, as few people as possible may be in the room, that is, the examinee and two examiners. **The examiners are responsible for compliance with the hygiene rules and implementation of the hygiene measures.**

Colloquia (oral sections of final examinations) must also be carried out online where possible. The University public can attend for this purpose. For colloquia carried out in person, other members of the University are not permitted to be present.

Registration of examinations

Examinations must be registered with administration (the examination board) in compliance with the rules developed beforehand by the University.

Conducting **unavoidable face-to-face examinations**

The examiners/supervisors check compliance with the maximum occupancy and, where applicable, the seating plan. As a rule, the entry check is the responsibility of the examiners/supervisors.

Entry to the examination room is only permitted to those who

- are registered for the examination,
- are not obviously sick when attending the examination and
- have provided a statement that they are, based on their own perception, healthy and do not have any symptoms of a respiratory tract infection or coronavirus infection (e.g. cough, fever, diarrhoea, sudden loss of taste or smell).

Obviously ill students must be excluded from the examination. The reasons must be logged by the examiners/supervisors.

The examiners/supervisors inform the students before the examination about the personal hygiene measures and the room hygiene. In principle, the following applies:

- Modes of conversation must be avoided during which heads are less than 1.5 metres apart
- Examiners/supervisors must not bend over students' workplaces
- Students must leave the University building after the examinations

For these unavoidable face-to-face sessions, it is necessary to apply to the crisis office. During these face-to-face classes there is a general obligation to always wear a surgical face mask or an FFP2 mask if there is more than one person in the room.

The person teaching or examining in each case is responsible for compliance with the current hygiene rules.

Room usage

Desired room bookings are taken by Office III or those responsible for rooms in the faculties. Along with the date and time of the class, the required preparation and decontamination time (at least 15 minutes in each case due to the necessary ventilation) as well as the number of maximum participants present must be stated. Office III will discuss the planned room bookings in detail after collecting them and coordinate the corresponding room allocation.

An overview of the maximum number of spaces in the lecture theatres/seminar rooms that can be used, which takes into account the applicable distancing regulations, is located in the University portal online and in Appendix 5 of this hygiene plan.

Allocations are preferentially staggered. This is intended to reduce multiple use of the walkways, halls and stairwells.

The tables in the rooms must be positioned sufficiently far apart from one another to ensure that the distance of 1.5 m between participants is maintained.

Infection protection during breaks

After the presentation the students/participants must leave the campus. Even during breaks it must be ensured that distance is maintained. Staggered break times can prevent too many people visiting the bathroom facilities at the same time. Compliance with the specific valid hygiene regulations also applies in the canteen and cafeteria.

4. PRINCIPLES FOR UNIVERSITY-SPECIFIC ROOM USAGE

To avoid transmission by means of droplets, a minimum distance of 1.5 metres (at least 10 m²/person) must be adhered to wherever possible in University activities.

Staff and students must keep sufficient distance (at least 1.5 m) from other people. Where this is not possible even by measures to organise work, alternative protective measures must be taken. For example, if there is regular contact with the public in offices, transparent screens must be installed. This must also be implemented in offices where several workplaces have to be occupied at the same time and the minimum distance cannot be adhered to due to the layout of the room. Alternatively, it must be checked whether the workplaces concerned can be distributed over several rooms by using free capacity.

Office workplaces¹

Office work must be organised so that the required work activities and service workflows can be ensured under the applicable coronavirus regulations. To do so, any staff with responsibility for personnel (rector, pro-rectors, deans, professors, department heads, managers of the central operations units, office managers) must implement 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.

Wherever it can be implemented, working from home must be prioritised. This must be organised in agreement with the particular supervisor.

If the decision is made by the supervisor for work to be carried out at home in principle, staff must be available during normal office hours by email and telephone. If staff are not present at the University, the telephones in the office must be redirected to University mobile phones, private mobile phones or other telephones. All structural areas of the University's central administration and central facilities must be accessible by email and telephone in all cases.

Office rooms must be regularly ventilated.

The 'Hygiene and protection specifications for participation of students and staff in consultations during restricted operation to combat the pandemic caused by SARS-CoV-2' regulate how to deal with contact with the public.

Contacts between staff in the University must be reduced to an absolute minimum. Any contacts must be documented daily by staff. This documentation must be stored for four weeks.

¹ SARS-CoV-2 occupational health and safety standard

Official travel²

Official travel in areas that are particularly affected by coronavirus outside the state of Mecklenburg-Vorpommern and official travel in risk areas outside Germany are prohibited in principle.

Areas that are particularly affected in Germany are those areas in which the incidence in the last 7 days is > 50 cases per 100,000 residents. The incidence rates for districts and towns can be found in the COVID-19 situation reports of the RKI, which are updated daily (see [here](#)).

Official travel that has been approved and not yet occurred must be cancelled and reapplied for in compliance with the above rule.

For official travel within Mecklenburg-Vorpommern, the following applies:

Such travel will only be approved if it is required to maintain the functionality or to carry out essential tasks of the Neubrandenburg University of Applied Sciences. A stringent standard must be applied here.

As far as possible, technical alternatives such as telephone or video conferences must be used. If official travel is approved by the University management as an exception, the AHAL rules (physical distance, hygiene, masks, ventilate) must be followed. The applicant/traveller is responsible for complying with all rules.

If official travel is to be approved by the University management as an exception, the application must include a detailed written justification by the applicant and the particular supervisor.

Meetings and committee work

Internal and public events apart from learning and teaching are not permitted. Any usage agreements already issued must be revoked.

Board meetings, appointments committees and interviews must be conducted online; such activities may only be conducted in person in urgent exceptional cases. Trial teaching sessions as part of the appointment procedure are being conducted online only for the time being.

University library

The University library is offering a loans and collection service only until further notice. You can find more information at:

<https://www.hs-nb.de/bibliothek/hauptmenue/informieren/infos/wichtige-information-covid19/>

² Position paper: Official travel, version 24.11.2020

PC pools

The tables with the PC technology are designed for use by one person. The minimum distance to the next person must always be 1.5 metres. The distance between the rows in front and behind must also be at least 1.5 metres. If separation of the tables is not possible, free places must be blocked. The PC pools are equipped with disinfectant dispensers that must be used by computer users for hand disinfection before and after each use.

Fitness and music room

Use of the fitness and music rooms is currently not permitted. The University management will decide about exceptional approvals on a case-by-case basis.

Printer

Print orders are issued by email or telephone. Print orders are collected separately and only after making an appointment beforehand.

Post

Postal items are submitted without contact. The appropriate post-boxes are used preferentially for this purpose or the postal items are placed on a table in front of the actual post counter.

Personnel employed in the post room must wear FFP2 masks if they accept or deliver incoming and outgoing post in the responsible post offices.

Office III ensures the following:

- Equipment of University vehicles with materials for hand hygiene and disinfection as well as paper towels and rubbish bags; signs in the vehicles that the contact surfaces in the vehicle must also be wiped down before and after every trip with the materials provided
- Greatest possible reduction in the number of people who use a vehicle at the same time or sequentially; this also applies for the multi-car and cars (BMW, Nissan Leaf, SEAT, VW Bus)
- Regular wiping down of the interior spaces, mainly the contact surfaces, of University vehicles

Trips to purchase materials or to make deliveries must be reduced as much as possible, journey plans must be appropriately optimised.

Occupational preventive medicine and protection of high-risk groups

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 regards to special hazards due to an existing medical condition or individual disposition.



Anxiety and psychological stress must also be covered by these measures. The University doctor proposes suitable and required protective measures to the University if the rules cited in this hygiene plan are not adequate from a medical perspective.

5. PEDESTRIAN ROUTES

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

Students, examination candidates or guests must be informed prior to the particular event about a pedestrian route that minimises contact.

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.

Where experience has shown that people gather (time and attendance recording, toilets, elevators, lecture theatres, staircases, etc.), the protective distance should be marked with tape.

Identification of the pedestrian routes and any placement of signage, etc. are organised by Office III.

6. ACCESS BY PERSONS FROM OUTSIDE THE UNIVERSITY

Access by persons from outside the University must be minimised as much as possible. 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. 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.

7. WORK EQUIPMENT/TOOLS

Tools and work equipment (e.g. spades) must be used by specific individuals. 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.

8. PERSONS AT HIGHER RISK OF SEVERE COVID-19 DISEASE PROGRESSION

Certain groups of people are at higher risk of severe disease progression with COVID-19 (see information from the RKI at https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html).

In light of this, on the basis of data available to date and after consultation by the Ministry for Education, Science and Culture with the State Office for Health and Social Affairs as well as leading scientists from the University Medicine Rostock, the following stipulations are issued:

- a) Belonging to one of the at-risk groups and any protective measures implemented by the employer must be applied for to the chancellor and proven by the persons concerned.
- b) Pregnant women and their unborn children must be given special protection. Pregnant women are employed based on a hazard assessment and the recommendations of the occupational medicine service.
- c) The presence of a severe disability may be but is not necessarily associated with risk. A severe disability alone and without evidence of a medical condition that increases risk is no reason that this person cannot be employed in in-person operations at the University. If a severe disability is attributed to reasons other than the above-mentioned underlying medical conditions, fitness for service must be assumed in principle.
- d) Students who have one or more of the underlying medical conditions stated by the RKI can, upon application and with written evidence, be released from study-related face-to-face classes. The same applies if there are persons at higher risk of severe disease progression living in the household.
- e) Staff who have one or more of the underlying medical conditions stated by the RKI can, upon application and with written evidence, be released from in-person work on the campus of the Neubrandenburg University of Applied Sciences. The same applies if there are persons at higher risk of severe disease progression living in the household.

If it is required that persons who belong to at-risk groups carry out their activities in the buildings of the Neubrandenburg University of Applied Sciences, it is particularly important to achieve the greatest possible reduction of the risk of infection by means of appropriate protective measures. Affected staff can, as required, be advised personally by the occupational doctor (see below for contact details) who will suggest suitable protective measures if the protective measures defined in this hygiene plan are insufficient. The employer will only learn of this if the staff member expressly consents.

9. GENERAL

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 (distancing requirement, cough and sneeze etiquette, hand hygiene, PSA) must also be pointed out.

If a member of the University (staff, student) is known to be a case or is assumed to be one, the health department responsible for the University (Mecklenburg Lake District;), or outside service hours the corresponding control centre (see contact details on p. 26), must be immediately informed. The control centres can be contacted 24/7 and forward reports to the responsible health department.

Actions in a suspected case of infection

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 service office and that you immediately inform your supervisor. The same applies if you have been in contact with an infected person.

Under no circumstances should you visit the service office acting on your own authority because otherwise the primary objective of interrupting any chains of infection cannot be achieved.

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.

Reporting chain

In case of suspected infection (symptoms or contact with an infected person), please comply with the following reporting chain:

1.

In a **suspected case**, employees must immediately inform their 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.

2.

For a **positive test result** for employees, immediately inform your supervisor, the personnel office (kscholz@hs-nb.de or 0395 5693 1212 or plueg-ge@hs-nb.de or 0395 5693 1206) and the crisis office at corona@hs-nb.de.

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

3.

The crisis office reports positive cases immediately 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.

Suspected cases must not go onto the campus of the Neubrandenburg University of Applied Sciences or you must leave the campus immediately and contact your treating doctor.



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>

Contact details for the responsible health department

Landkreis Mecklenburgische Seenplatte

Gesundheitsamt

Platanenstraße 43

17033 Neubrandenburg, Germany

Mecklenburg-Vorpommern

Tel.: 0395 57087 3147 / 0395 57087 8000 / 0395 582 2222

Email: infektionsschutz@lk-seenplatte.de

Contact person: Ms Birgit Manthe

10. ENACTMENT

The hygiene plan is enacted as a service instruction. The health department approves of the current plan.

Date: 15.02.2020

signed

Professor Dr Gerd Teschke

The Rector

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

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

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

11. Appendices

Appendix 1: Reporting chain in suspected cases

Appendix 2: Hygiene and protection specifications for participation of students and staff in consultations during restricted operation to combat the pandemic caused by SARS-CoV-2

Appendix 3: Action framework for implementing presentations in indoor and outdoor areas of the Neubrandenburg University of Applied Sciences (apart from classes) in person with restricted operation to combat the pandemic caused by SARS-CoV-2

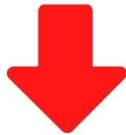
Appendix 4: Guideline on the use of service vehicles during restricted operation to combat the pandemic caused by SARS-CoV-2

Appendix 5: Maximum room allocation – see [Link Portal](#)

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



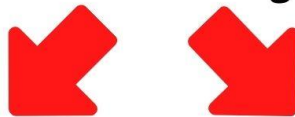
Meldung des Verdachts



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
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 university 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 (corona@hs-nb.de)	Reporting to the Crisis Office (corona@hs-nb.de)
Gesundheitsamt Neubrandenburg	Neubrandenburg Health Department

Appendix 2

Hygiene and protection specifications for participation of students and staff in consultations during restricted operation to combat the pandemic caused by SARS-CoV-2

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.

For personal consultations the following hygiene and protective measures apply:

- Please attend punctually at the agreed time and keep to the pedestrian route within the building.
- Throughout your entire time on the campus of the Neubrandenburg University of Applied Sciences you must keep a minimum distance from other people of 1.5 m and wear a face mask. Bandanas, scarves and the like can also be used for this purpose. If you cannot or will not wear a mask, please use contactless consulting options without exception.
- At the start of the consultation, please confirm on the form, which also includes a record of your contact details, that the following reasons that exclude a personal consultation are not present:
 - Presence of respiratory symptoms (cough, runny nose, difficulty breathing and similar) and/or fever;
 - Positive COVID-19 test in the last 14 days;
 - Contact with a person who has tested positive to COVID-19 in the last 14 days, if known;
 - Quarantine requirement after returning from abroad.
- Personal meetings can only be attended alone or, if absolutely essential (enrolment of minors), accompanied by a maximum of one other person.

If within a period of 14 days after the consultation you test positive to COVID-19 or are identified as a contact of a person with COVID-19, please immediately inform your contact person at the University. For this purpose, you will be given their contact details at the end of the consultation.

Many thanks for your understanding!

Appendix 3

Action framework for implementing presentations in indoor and outdoor areas of the Neubrandenburg University of Applied Sciences (apart from classes) in person with restricted operation to combat the pandemic caused by SARS-CoV-2

The coronavirus (SARS-CoV-2) pandemic is creating considerable changes across all areas within and outside the Neubrandenburg University of Applied Sciences (HS NB). The pandemic situation is a health risk for all persons.

Within HS NB a number of events normally take place that are currently cancelled, held as online events or which require individual applications with crisis management to determine if they can be conducted. We require an action framework for holding events that satisfy state regulations as well as the general hygiene and distancing rules. This includes events for internal organisation

(e.g. committees, work meetings, etc.) as well as events with external parties (e.g. project meetings with external contractual partners, professional development with external participants or lecturers).

Exceptions to this are events for teaching activities and the renting of rooms of HS NB to third parties for conducting external events. These rules give all members of the University confidence in their actions and an action framework for conducting events in indoor and outdoor areas of the HS NB.

Planning and conducting events in indoor and outdoor areas of the HS NB

Direct contact between persons must be kept to a minimum as a matter of principle, provided that this is possible as part of the activities and tasks to be completed. Votes are to be taken by telephone or in digital format.

The organiser must decide responsibly whether an in-person event on site must be held. If events are called on site, the rules of the HS NB as listed below must be followed. The organiser is responsible for adhering to these rules.

The following rules apply and must be adhered to:

I. For events at HS NB in general the following shall apply:

- The number of attending persons must be reduced to the required minimum number in order to minimise the possible infection numbers.
- Persons with symptoms of COVID-19 must not attend an event, unless they have a medical certificate that rules out COVID-19 with a high likelihood. This confirmation must have been prepared in the 48 hours prior to the event. Participants will be made aware of this when being invited to the event and at the start of the event.
- Those who have returned from high-risk areas must not attend events, unless they have a medical certificate that rules out COVID-19 with a high likelihood. This confirmation must have been prepared in the 48 hours prior to the event. Participants will be made aware of this when being invited to the event and at the start of the event.
- All persons who are in quarantine due to the quarantine regulations of the state of Mecklenburg-Vorpommern must not attend events, unless they have a medical certificate that rules out COVID-19 with a high likelihood or confirmation from the health department that the quarantine has been lifted. This confirmation must have been prepared in the 48 hours prior to the event. Participants will be made aware of this when being invited to the event and at the start of the event.
- A list of attendees with contact details of all participants must be kept for documentation in accordance with data privacy regulations. This list must be stored by the organiser for four weeks and provided to the local health authorities upon request. After this storage period, the list must be disposed of in accordance with data privacy regulations.
- The generally applicable hygiene measures must be followed. The participants must be informed of these measures when invited to attend and at the start of the event. The handout with the generally applicable hygiene measures at the HS NB for participants is provided in the appendices.
- Buffet-like meals (e.g. catering) are ruled out for events. Alternatively, drinks and/or snacks can be given to participants on a small scale.

- Every event that is planned must be registered with Office III/central room planning through bahlcke@hs-nb.de.

II. For events at HS NB with more than 10 persons, the following shall also apply:

A hygiene concept must be prepared. The following must be described:

- Name of the organiser as the responsible person
- Justification of the necessity of this in-person event
- Handling of the generally applicable hygiene rules (distance, hygiene, face masks, etc.)
- Time and rooms used
- Measures to regulate the movement flows in the room and in the building (entrance and exit as well as behaviour during the event incl. signage and waiting areas)
- Documentation of the participants (contact details) in accordance with data privacy regulations
- Cleaning and, if applicable, disinfection of the rooms, surfaces and equipment
- Ventilation schedule
- Handling of special risks
- Documentation of the instruction of the participants
- Dealing with participants at increased risk (e.g. contact with persons who have COVID-19-like symptoms and/or who have been tested)

Crisis management can provide support and advice in this regard. The event must be approved by the rector's office.

III. For events at HS NB with more than 49 persons, the following shall also apply:

- For events with 50 attendees or more, approval of the rector's office must be obtained. The hygiene concept is sent to crisis management and from there submitted to the rector's office for a decision. The contact address is: Krisenstab-Corona@hs-nb.de.
- A sample for a hygiene concept for an in-person event in indoor and outdoor areas at HS NB can be found in the appendix/portal.
- This action framework describes the basic rules for conducting events in indoor and outdoor areas and can be augmented in the particular areas according to requirements by the person responsible for the event.

Appendix 4

Guideline on the use of service vehicles during restricted operation to combat the pandemic caused by SARS-CoV-2

If as part of official travel private or service vehicles are used, the following must be noted:

- Apart from the driver, a maximum of one other person may also travel in the vehicle while a maximum of two persons in addition to the driver can travel in the mini-bus.
- Persons with symptoms such as fever, muscle aches and pains, cough, runny nose, diarrhoea or the like are excluded from using service vehicles unless there is a medical certificate stating that these symptoms are of no concern.
- Before starting the journey, hands must be disinfected with the hand disinfectant gel located in the vehicle.
- For each journey a list must be kept of those travelling in the vehicle (name, address, telephone number).
- Any air conditioning must be turned off.
- Throughout the entire journey, it is essential that all persons in the vehicle (with the exception of the driver) wear a face mask without an exhalation valve.
- If possible, particularly for longer journeys, the vehicle should be regularly and briefly ventilated.
- For journeys with the driver and (only) one other person, the other person should sit in the back seat.