HYGIENE AND SAFETY MEASURES

SS 2021 (effective from May 11th, 2021)

The following rules are intended to protect students, employees and visitors of Hof University especially during teaching in presence. For the containment of the pandemic, possible infection chains must be traceable.

HEALTH CHECK

- A prohibition of access to the University is in place for those persons who fall into the categories of the “Bayerische Einreise-Quarantäneverordnung – EQV” and the criteria of the Robert-Koch-Institute (RKI) (e.g. if you were in touch with COVID-19 cases or returned from a risk area abroad\(^1\)). A violation of the quarantine regulations will be penalized.

- At the moment, there are no restrictions for entry from a risk area within Germany.

- Before entering the University, please check your health! Persons with symptoms of an acute infectious disease may not enter the university. This holds true especially for the following symptoms typical for COVID-19: fever, cough, shortage of breath, altered sense of taste/smell, sore throat, cold, aching limbs. Please contact a doctor in this case. With light, newly emerged symptoms that do not increase (e.g. a cold without fever and occasional coughing), you may enter the University only if at least for 24h (from the first appearance of the symptoms) no fever was developed.

- In this case, administrative staff has to work – if possible – from home if no sick note is provided. Lecturers have to switch to online teaching.

- If you develop symptoms during your lectures or working hours, you should immediately leave the University. If required, thermometers are available at the HR department and the first-aid room A220 (campus Hof) and in the secretariat (campus Münchberg).

BASIC RULES

- Always keep a minimum distance of 1.5 meters to other people.

- Everyone is obliged to participate in the contact data collection so that possible infection chains can be followed up.

- When entering the University (outside in the designated areas, inside everywhere), you have to wear a face mask (preferably FFP-2 masks). The masks are mandatory everywhere inside the university buildings (except for employees in their own offices). You have to bring your own face mask. In case you forgot to bring a face mask, the reception (building B) provides disposable face masks.

- Crowd gatherings are not allowed on the University grounds (neither inside nor outside).

- Outside, smoking is prohibited in the areas where face masks are mandatory.

\(^1\) [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)
• Wash your hands regularly and thoroughly, avoid handshakes and hugs, stick to the cough and sneeze etiquette.

• Please make use of the hand disinfectant dispensers that you can find in the entrance areas of all buildings as well as on all floors and make also use of the disposable wipes dispensers at the entrance of all lecture rooms.

• We recommend using the Corona warning app of the Robert-Koch-Institute (RKI).

• If you belong to a high-risk group or you are pregnant, please take care of increased self-protection according to your doctor’s advice.

**CODE OF CONDUCT DURING LECTURES**

• Keep the minimum distance of 1.5 meters to others. Crowds have to be avoided at all costs.

• During lectures in presence, please keep distance to the persons in front of you when entering the room and avoid group formations and pushing. Enter the room speedily and immediately sit down at your place. Please first sit down at the tables which are furthest from the entrance. The places where you are allowed to sit are marked with blue stickers. The arrangement of tables and chairs may not be altered.

• At the entrance of the lecture room, you find disposable wipes for disinfecting hands and surfaces.

• Masks are not only mandatory when entering and leaving the lecture room but also during the complete lecture.

• Do not share items or lecture materials with other persons.

• Provide for an optimum airing during the lecture (e.g. by open doors). Additionally, in every lecture, the lecturer will appoint a student to ventilate the room every 20 minutes (except in the rooms B 023 and G023 a+b).

• All students as well as the teacher of the lecture must use QRONITON to enter their personal details for contact-tracing. The QR-code for the log-in can be found on the tables in all rooms.

• Lecturers have to wear a face mask (preferable FFP-2 masks) during the lecture. Face shields are not allowed.

• In the lecture rooms, the lecturers temporarily have the right and duty to exercise property rights.

• After the lecture, please open the windows and leave the lecture room in an orderly manner.

• Students who are exempted from the face mask obligation must carry a medical certificate at all times and present it whenever required. These students are asked to attend online lectures whenever possible.

• Between lectures, you may only stay in the designated areas. You are obliged to leave your contact details there as well and to wear a face mask.

• In the toilets, you must wear a face mask. The maximum number of people allowed in the toilet is equal to the number of sinks available. Please also keep the minimum distance when waiting in the hall in front of the toilets.

**CODE OF CONDUCT IN THE OFFICES**

• Keep the minimum distance of 1.5 meters also in the offices.

• Generally, University staff are asked to work from home as often as possible.

• To maintain the working processes of the University, each department must be staffed with at least one person. The personal laptop must be taken home every day to be able to work from home if necessary.
• If a room is used by several people at the same time, an area of 10 m² must not be undercut for each person in the room, provided the activities to be carried out allow this. To secure the protection of staff, partitions are mounted in the offices if needed.

• Make sure that the offices are ventilated as thoroughly as possible (e.g. by opening the doors) and air the room every 20 minutes.

• In the offices and the meeting rooms, there is no obligation to wear a face mask. If the “owner” of the office requests that you wear a face mask, please oblige. Any crowd gatherings are to be avoided.

• In case of meetings with several people (in offices and meeting rooms), the organizer/person issuing the invitation is responsible for entering all participants in the contact-tracing list in Sharepoint. Lecturers use QRONTION for that.

• For contact-tracing, names of all visitors who spent more than 15 minutes in an office as a guest, must be entered in the contact-tracing list in Sharepoint to be able to supply the health authorities with the necessary data if needed. Responsible for the listing in Sharepoint is the “owner” of the office. In departments with student contact QRONTION can be used alternatively.

• Students are asked to avoid personal contact in the offices and to establish contact electronically. If personal contact cannot be avoided, please make an appointment in advance.

LABORATORIES

• For courses in the laboratories that will take place in presence, quick tests will be available for students and university staff and, if applicable, external persons participating in these courses only.

• The tests are performed by the respective test person as a self-test.

• All hygiene measures (1.5 m distance to other people as well as wearing a mask) must be performed during the testing procedure.

• Students who do not participate in the self-test will not be allowed to take part in the laboratory courses and have to leave the university grounds immediately. A person tested positive is not allowed to participate in the laboratory courses.

• The test is not applicable for those who have been vaccinated twice or have recovered. As proof, either the vaccination certificate or proof of recovery must be presented.

• Participation in the testing procedure does not release the participants from wearing a mask during the laboratory courses.

• The test concept as well as a video course for the testing procedure is available here: https://moodle.hof-university.de/course/index.php?categoryid=756.

• The separate hygiene concept for the laboratories is available here: https://sharepoint.hof-university.de/SitePages/arbeitssicherheit.aspx.

LIBRARY / CAFETERIA / RELECTORY (MENSA)

• The separate hygiene concept for the library is available here: https://www.hof-university.de/studierende/infoservice/bibliothek.html.

• For the cafeteria and the refectory (Mensa), the hygiene rules of Studentenwerk Oberfranken apply.