

# HYGIENE AND SAFETY MEASURES

**WS 2020/2021** (effective from September 16, 2020)

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<sup>1</sup>). A violation of the quarantine regulations will be penalized.
- BEFORE entering the University, please check your health for general and respirational symptoms (cough, cold, altered sense of taste, illness, fever). If you notice any of these symptoms, you should not enter the University. Please contact a doctor.
- If you develop symptoms during your lectures, you should immediately leave the University.

## BASIC RULES

- Always keep a minimum distance of 1.5 meters to other persons.
- Everyone is obliged to participate in the contact data collection so that possible infection chains can be followed up.
- When entering the University, you have to wear a face mask (outside in the designated areas, inside everywhere). You have to bring your own face mask. In case you forget 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).
- Wash your hands regularly and thoroughly, avoid handshakes and hugs, stick to the cough and sneeze etiquette.
- Please make use of the disinfectant dispensers that you can find in the entrance areas of all buildings as well as on all floors.
- We recommend using the Corona warning app of the Robert-Koch-Institute (RKI).
- If you belong to a high-risk group or are pregnant, please take care of increased self-protection according to your doctor’s advice.

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<sup>1</sup> [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)

## CODE OF CONDUCT DURING LECTURES

- Keep the minimum distance of 1.5 meters to others. Crowds are to be avoided at all costs.
- When entering the lecture room, please keep distance to the persons in front of you 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.
- As soon as you are sitting at your place, you may remove your face mask. If you move from your place during the lecture, you have to put on the face mask. When leaving the lecture room, you also have to wear a face mask.
- At the entrance of the lecture room, you find disposable wipes for disinfecting hands and surfaces.
- 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 participants of the lecture must be registered with their contact details.
- 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.
- 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.
- In the offices and in 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.
- 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.
- Make sure that the offices are ventilated as thoroughly as possible (e.g. by opening the doors) and air the room every 20 minutes.
- The names of all visitors in an office have to be documented in case that the health authorities need to follow up infection chains.

## LABORATORIES / LIBRARY / CAFETERIA / REFECTORY (MENSA)

- For the laboratories (<https://sharepoint.hof-university.de/SitePages/arbeitsicherheit.aspx>) and the library (<https://www.hof-university.de/studierende/info-service/bibliothek.html>), separate hygiene rules apply.
- For the cafeteria and the refectory (Mensa), the hygiene rules of Studentenwerk Oberfranken apply.