

# Regulations covering hygiene and general conditions at OVGU for the 2020/21 winter semester during the coronavirus pandemic

(Version 13.10.2020)

## Contents

Preliminary Remarks .....	2
1 Personal Infection Prevention .....	3
2 Mouth & nose coverings .....	3
3 Room hygiene.....	4
3.1 Ventilation .....	4
3.2 Cleaning .....	4
3.3 Hygiene in bathroom areas .....	4
4 Basic principles regarding university-specific room usage.....	4
4.1 Room reservations .....	5
4.2 Holding of classes .....	5
4.3 Outdoor classes .....	7
4.4 Laboratory practicals in small groups - group work.....	7
5 University library / refectory .....	7
6 Persons at higher risk of complications resulting from COVID-19 .....	7
7 Routing .....	7
8 Reporting chains and conduct in the case of a confirmed COVID-19 infection .....	7
8.1 Reporting chains.....	7
8.2 Dealing with notifications from the CORONA-WARN app .....	8
9 Interaction with employees/students traveling in from risk areas (particularly if traveling to and fro).....	8
10 Contacts.....	9
10.1 Internal contact details.....	9
10.2 External contacts details .....	9
11 Entry into force.....	9
Appendix 1.....	10
Appendix 2.....	11

## Preliminary Remarks

Following the experiences of the 2020 summer semester with an abrupt transition to online teaching and only a few face-to-face classes, it was the wish of the majority at Otto von Guericke University (OVGU) to once again increase the “in person” proportion of lectures during the winter semester. The associated challenges are enormous, and this hybrid semester can only succeed if every member of OVGU agrees to a body of rules and regulations that is also consistently applied. Even so, there are many external circumstances over which we have virtually no influence. The plan that we have devised provides us with parameters, but it will need to be continuously updated and will only be successful if each and every one of us acts in both our own interests and the interests of OVGU.

With this in mind, by ensuring a hygienic environment, OVGU is contributing to the preservation of the health of each member of the university, be they an employee or a student. Furthermore, all members of OVGU will be required to take careful note of the [hygiene regulations of the Robert Koch Institute \(RKI\)](#).

This plan sets out, among other things, the conditions under which face-to-face teaching can take place at OVGU during the coronavirus pandemic. Any negative impacts on the operation of the university that may arise as a result of measures implemented by the public health department to deal with cases of infection, should be minimized as far as possible. Fundamentally, due to the minimum distancing requirement of 1.50 m and the consequent limitation on the use of the university’s premises, it will only be possible to hold face-to-face classes to a greatly reduced extent.

Please check the OVGU website regularly regarding possible short-notice changes or restrictions that may, among other things, occur due to changes to the control ordinance currently in force. Students and employees of the Faculty of Medicine are subject to special provisions.

In the case of classes that deviate from the following general conditions, an individual hygiene plan must be submitted to [corona@ovgu.de](mailto:corona@ovgu.de). For information, please also contact [corona@ovgu.de](mailto:corona@ovgu.de).

## 1 Personal Infection Prevention

The COVID-19 virus is transmissible from person to person. The main mode of transmission is infection through droplets or aerosols. Predominantly this takes place via the mucous membranes of the respiratory tract. Furthermore, transmission is also possible indirectly via the hands if they then come into contact with the mucous membranes of the mouth, nose and/or eyes.

In brief here are the most important actions to take:

- **If you have COVID-19 symptoms, e.g. acute respiratory symptoms and/or fever and/or a loss of or change to your sense of taste or smell, stay at home.**
- **Keep your distance:** wherever possible, a minimum distance of 1.50 meters must be maintained to other people.
- If it is not possible to **maintain the minimum distance**, a **mouth and nose covering in the form of a textile barrier (mask)** must be worn. This helps to capture droplets that are ejected when, for example, coughing, sneezing or speaking. This can help to reduce the risk of infecting another person by coughing, sneezing or speaking (protection of others).
- **No touching**, no hugging and no hand shaking.
- **Hand hygiene:**
  - [Wash your hands](#) regularly and carefully for at least 20 seconds, especially after arriving at work and before eating.
  - Do not touch your face, and especially the mucous membranes, with your hands, i.e. do not touch your mouth, eyes or nose.
  - Where possible, do not touch publicly accessible objects such as door handles or lift buttons with your full hand or fingers.
  - It is not necessary to constantly disinfect your hands, as careful hand washing is sufficient. In the event that it is not possible to wash your hands immediately, hand sanitizer dispensers are available when you enter the university buildings.
- **Comply with coughing and sneezing etiquette:** Coughing and sneezing in the crook of the arm are among the most important methods of prevention. When coughing or sneezing, maintain the greatest possible distance, and preferably turn away.
- Speaking to others face-to-face at only minimal distances must be avoided.
- Rooms and corridors must be **ventilated regularly, preferably by cross-ventilating**.

**Each and every individual is personally responsible** for maintaining appropriate personal hygiene.

At the main entrance to every building contactless, unmounted hand sanitizer dispensers are available. Should you have any questions, K51, ext. 58391 will be pleased to assist. Additional requirements for essential hand sanitizer can be reported to K43, ext. 56082

## 2 Mouth & nose coverings

The RKI recommends that mouth and nose coverings be worn across the board in certain situations in public areas as an additional way of reducing the speed at which the COVID-19 virus spreads in the population. OVGU is following this recommendation.

- In principle, all individuals are **required to wear mouth & nose coverings (Appendix 1) in all buildings**. This also includes entering the corridors or when using bathroom facilities, if there

is insufficient ventilation or a high footfall (e.g. during changeover periods between classes).

- When **entering** and **leaving** the **lecture hall/seminar room/laboratory** a **mouth & nose covering** must be worn and you must go to your seat immediately. There is NO requirement to wear a mask during lessons in the classrooms or in the workplace.
- However, in general a **mouth & nose covering** must be worn if it is **not possible to maintain a minimum distance of 1.5 meters**.
- OVGU has supplied its employees with one mouth & nose covering. It is the responsibility of the individual user to obtain any additional masks that may be needed. OVGU will not provide any additional mouth & nose coverings or similar.

### 3 Room hygiene

#### 3.1 Ventilation

Regular and proper ventilation is especially important as this will ensure that the indoor air is regularly replaced. Before and after each use of a room and in every break, a “short, sharp” ventilation, preferably cross-ventilation, should be undertaken by opening the windows and, where possible, doors as wide as possible for several minutes. If, for structural reasons, the windows in a room cannot be opened in any way at all, the room shall be deemed unsuitable for teaching unless the air can be exchanged using an air conditioning unit. Attention must be paid to ensuring sufficient ventilation of corridors, stairwells, tea rooms and bathroom facilities.

#### 3.2 Cleaning

“In general, the infectiousness of COVID-19 on inanimate surfaces decreases as a function of material and environmental factors such as temperature and humidity,” (RKI 2020). “There is currently no [evidence of transmission via surfaces](#) in the public sphere,” (RKI 2020). Nevertheless, the RKI recommends the cleaning of surfaces in public areas. In contrast to cleaning, the RKI does not recommend the routine disinfection of surfaces. Appropriate cleaning with soapy water is fully adequate.

If disinfection is considered necessary on a case-by-case basis, please contact K51 (ext. 58391).

The following areas will be cleaned especially thoroughly and in heavily frequented areas whenever possible by the relevant cleaning personnel every day: door knobs and handles (e.g. on drawers and windows) and the edging of doors, flights of stairs and handrails, light switches, control panel buttons.

#### 3.3 Hygiene in bathroom areas

In all toilet facilities, liquid soap dispensers and single use towels are provided that are regularly replenished (contact: K51, ext. 58391). Bins are available for single use paper towels.

At the entrance to the bathrooms, clearly visible signs remind users of the applicable distance rules. The wearing of masks is mandatory. Toilet seats, fittings, wash basins and floors are cleaned daily.

### 4 Basic principles regarding university-specific room usage

To avoid transmission via droplet infection, in principle a **minimum distance of 1.50 meters** must be maintained between all persons. During their presentations in class, lecturers and speakers must maintain a **minimum distance of 2 meters** to any other persons.

Desks in the seminar rooms will be set out at the correct distance from one another in order to comply with the distance requirements; superfluous desks and chairs will be removed if possible. A maximum occupancy rate has been specified for lecture halls and seminar rooms (see TSR system).

In lecture halls with fixed seating, **only the labeled seats** may be occupied.

Before and after each class, the room must, as a function of its size and the number of participants, be **thoroughly ventilated for at least 10-15 minutes**. The respective teaching staff member is responsible for this. Rooms that cannot be ventilated or do not have automatic ventilation, cannot be used for face-to-face teaching.

Rooms in which classes take place will be **thoroughly cleaned every day**.

Clearly visible signs will remind users of their obligation to maintain the minimum distance and comply with protection measures in the lecture halls/faculty buildings.

#### 4.1 Room reservations

Rooms can be reserved as usual via the room planning and timetabling office (K31.2). In so doing, in addition to the date and time of the class, the time needed before and after for room preparation (in each case approx. 15 minutes for ventilation) and the maximum number of participants expected to be present must be indicated.

There is an overview of the maximum number of spaces that may be used in the lecture halls / seminar rooms taking into account the applicable distance rules on the TSR pages on the intranet.

#### 4.2 Holding of classes

When holding face-to-face classes, the following minimum standards must be adhered to:

- A “one-way system” must be implemented in the classrooms to enable greater social distancing. In the case of rooms with two doorways, one doorway will be labeled as the entrance and one as the exit (K3, K51 / in the faculty buildings with support by the faculties).
- The rooms may only be occupied at most by the number of participants stated when the room was booked and only the available seats / seats labeled accordingly (where the seating is fixed) may be used.
- Participation in classes is **only permitted after first [registering in the TSR system](#)** which should, where necessary, enable students of a module to be notified of any cases of infection that occur. Registration in the TSR system has no significance with regard to examinations. The following persons are excluded from participation in classes:
  - persons who are subject to a quarantine order pursuant to the SARS-CoV2 Quarantine Ordinance of Saxony-Anhalt or on the instructions of the public health department, in the corresponding time period;
  - persons with COVID-19 symptoms, e.g. acute respiratory difficulties and/or fever and/or a lost or changed sense of taste or smell, unless they are able to demonstrate with a medical certificate that they are not infected with COVID-19. Signs to this effect will be displayed at the entrance to the lecture hall/seminar room;
  - persons who have been in contact (Category I - see Appendix 2) with an individual who has tested positive for Covid-19, for a period of 7 days after the contact or for the duration of a period of quarantine ordered by the public health department.

By participating in the class, all persons present affirm that they are not subject to any relevant grounds for exclusion.

- **Tracking and tracing:** As soon as an individual enters a room, they must register by scanning a QR code (also possible via the web client or participant lists). In the case of students this is

done by registration number, in the case of employees by login-name of the OVGU account and in the case of visitors by entering contact details (at least the following information: first and last name, full address and telephone number, date and time). This data will then be stored only centrally by OVGU for a duration of four weeks after the end of the class and provided to the responsible health authorities in full on demand. These personal details are not accessible to third parties, and specifically not to other class participants. If they are not required by the health authorities, the data / lists will be immediately deleted / destroyed once the storage period expires. If necessary, registration will enable the identification of contacts in order, as far as possible, to prevent the need for a wide-ranging imposition of quarantine and to enable the university to continue to operate. **Chains of infection must be traceable at all times. In order to track possible chains of infection, it is necessary to document the participants in classes, examinations etc. The more easily contacts can be traced, the quicker it will be possible for the responsible public health department to categorize and isolate the relevant contacts in case of infection.** Data protection information can be obtained from the data protection manager (ext. 58261) or from [corona@ovgu.de](mailto:corona@ovgu.de).

- At the start of every class, the teaching staff must
  - remind those present of the hygiene rules that must be followed, especially with regard to distance rules and the obligation to wear a mouth and nose covering when out of their seats and with respect to their conduct in any breaks and when leaving the lecture hall/seminar room;
  - notify the students that they must inform the lecturer and the President's Office ([corona@ovgu.de](mailto:corona@ovgu.de)) immediately in the following circumstances: (I) positive COVID-19 test, (II) contact (category I - see appendix 2) with an individual who has tested positive for COVID-19 within a period of 14 days prior to the class.
  - Teaching staff are able to check the number of participants via a specific QR code for lecturers. The class may not take place if the maximum permissible number of participants is exceeded.
- After the class, the lecture hall/seminar room must be vacated in compliance with the minimum distance requirements. The teacher must instruct the students to begin vacating the room with the row that is closest to the exit.
- If classes last longer than 90 minutes, they must include a 15-minute break during which time the room must be thoroughly ventilated. During this time, the students must remain in their seats (with the exception of leaving to use the bathrooms).
- After the class, the teacher must disinfect any microphones used with disinfectant wipes (available from K43 if required).
- If the teacher becomes aware of any COVID-19 infections or contacts with persons infected with COVID-19, he or she must inform the President's Office ([corona@ovgu.de](mailto:corona@ovgu.de)) immediately.
- Should there be any infringements of the distancing rules and protective measures, lecturers are entitled to exclude those persons concerned from the class.
- **Accessibility:** teaching content should be produced in such a way that it is available to students who are not or cannot be present on site or purely online teaching should be ensured.

### 4.3 Outdoor classes

For classes held outside of buildings, your attention is drawn to the need to maintain the social distancing rule of 1.50 meters.

### 4.4 Laboratory practicals in small groups - group work

It is possible to carry out practicals and group work in fixed small groups provided that the minimum distancing rules are adhered to. If the minimum distance cannot be maintained, then participants will be obliged to wear a mouth & nose covering. In the case of classes in the Faculty of Medicine where the minimum distancing requirements cannot be met (fixed cohorts) there is an exemption from the requirement to wear a mouth & nose covering.

## 5 University library / refectory

Separate hygiene plans apply to the university library (<https://www.ub.ovgu.de/>) and the refectory (<https://www.studentenwerk-magdeburg.de/corona/>).

## 6 Persons at higher risk of complications resulting from COVID-19

Certain groups of people are at greater risk of complications from COVID-19; for more on this see the [information and assistance from the Robert Koch Institute for persons at greater risk of complications resulting from COVID-19](#) .

Protecting all employees of the university and the students has the highest priority. Against this background, the following has been laid down on the basis of the data so far available:

- Membership of a so-called risk group and any protective measures to be taken by the employer must be determined on a case-by-case basis upon application to the occupational medical service. Employees will be required to fulfill their duties within the framework of the recommendations made by the occupational medical service. The corresponding deployment will, as usual, be administered by the management.
- Pregnant women in particular must be protected. The deployment of pregnant lecturers will be in accordance with the risk assessment and the recommendations of the occupational medical service on a voluntary basis.
- Students belonging to a group that is at higher risk of complications from COVID-19 as per the RKI may stay away from classes that require attendance in person and work through the course content online. In any case, lecturers must be kept informed by the student.

## 7 Routing

As far as possible, gatherings in common areas where the minimum distance of 1.50 meters to other people cannot be maintained, must be prevented through the use of signage and a “one-way system” in rooms.

Lifts may only be used by a maximum of 2 people wearing mouth and nose coverings. In this case, people who have difficulty walking or people who are transporting heavy loads must be given priority.

## 8 Reporting chains and conduct in the case of a confirmed COVID-19 infection

### 8.1 Reporting chains

The reporting (see Appendix entitled “Reporting Chains”) of confirmed COVID-19 infections at OVGU follows a fixed sequence. If a person has a positive test for COVID-19 their contacts must be identified. The person concerned and/or OVGU will be requested to do so by the public health department. Only in such cases will the track and trace data recorded by the university be reported to the authorities. In

order to minimize the negative impacts on the study programs - especially of new students - at OVGU resulting from widespread quarantine measures ordered by the public health department, overfilling of rooms must be avoided and course participants will be required to register for classes through the TSR system and also by using the QR codes. In the event that there are cases of infection among the student body, all students of a module will be notified by the university as a precaution, irrespective of whether they have participated in the relevant class or not.

**Category I contacts** are persons who have been in close contact with a laboratory-confirmed case of infection with the COVID-19 virus (see Appendix 2). These contacts must report immediately to the public health department as soon as they become aware of the positive test and must self-isolate. If there are no symptoms, even without receiving instructions from the authorities to do so, they must enter voluntary quarantine until the result of their test is known. In these cases, remote working must be facilitated by the employee's manager or teaching content provided online for students. In the event of a positive test result, the public health department will decide upon the further steps to be taken.

People with no immediate, direct personal contact with a case of COVID-19 infection are classified as **Category II Contacts** (see Appendix 2). These people are recommended to reduce their contacts with other people, to comply especially carefully with the hygiene rules, to wear a mouth and nose covering more frequently to protect others and if they begin to show symptoms indicative of a COVID-19 infection, to immediately make contact with their general practitioner and/or with the public health department. However, if it seems likely that they have been infected, remote working may be agreed in order to break any possible chain of infection. In such cases, students can access teaching content online.

If there has only been contact to a Category I Contact, then careful attention must be paid to the development of any symptoms. Otherwise no further measures are necessary.

Under all circumstances **OVGU ([corona@ovgu.de](mailto:corona@ovgu.de)) must be notified** both by students and employees about the presence of a COVID-19 infection or in the event of contact with a Category I Contact. Further appropriate measures will be taken (see above) in consultation with the responsible manager(s).

## 8.2 Dealing with notifications from the CORONA-WARN app

The app helps to track and break chains of infection. It notifies users if they have been in contact with an individual who has verifiably tested positive for COVID-19. There are two display modes: low (green or yellow) and high (red) risk level. OVGU recommends the installation and active use of the Corona Warn app. Details can be found on the university's [FAQ pages](#).

## 9 Interaction with employees/students traveling in from risk areas (particularly if traveling back and forth)

Increasingly, domestic cities / districts are also being declared risk areas. If employees or students come from these areas and have their regular residence there, the following measures must be taken:

- the employees/students are strongly recommended to install the Corona Warn app and to check it daily.
- If they receive a notification that they are a Category I Contact (Appendix 2), the rules set out in this plan apply.



- If it is possible, attendances should be reduced, and remote working agreed. Students should check if participation in classes is compulsory and if necessary, seek alternatives with their lecturers.
- If attendance is required, the hygiene rules must be adhered to particularly strictly by employees and students, especially the requirement to wear a mask and the distancing rules.
- If employees work in locations where it is not possible to maintain the required minimum distance to other employees, the use of plexiglass screens (available from K42 if needed), the wearing of mouth & nose coverings or the use of individual offices must be considered. If convenient, it may also be possible to alter an individual's hours of work.

## 10 Contacts

### 10.1 Internal contact details

General: [corona@ovgu.de](mailto:corona@ovgu.de)

K51: 58391

K43: 56082

K42: 56090

### 10.2 External contacts details

#### Contact for the occupational health service at OVGU

Am Krökentor 8, 39106 Magdeburg, Gebäude 43 | Raum 003

Tel: +49 (0)391 675 6079

#### OVGU Faculty of Medicine Walk-In Testing Center

Faculty of Medicine Campus, Leipziger Str. 44, 39120 Magdeburg

Advice hotline Mon-Fri: 8 am to 4 pm on +49 (0)391 671 7799

#### Magdeburg Public Health Department

Lübecker Str. 32, 39124 Magdeburg

Tel.: +49 (0)391 540 2000

Mon - Fri: 8 am to 4 pm

#### Magdeburg Public Health Department Walk-In Testing Center

Brandenburger Strasse 8, 39104 Magdeburg

Hotline: +49 (0)391 540 6036 or +49 (0)391 540 6001

[hotline.corona@ga.magdeburg.de](mailto:hotline.corona@ga.magdeburg.de)

## 11 Entry into force

These regulations / general conditions come into force from 19.10.2020.

## **Appendix 1**

### **Information on dealing with mouth & nose coverings (masks)**

Especially in situations where spatial distancing cannot be adhered to (a distance smaller than 1.50 m), mouth & nose coverings are useful.

If mouth and nose coverings are worn by employees and students, the advice of the Federal Institute for Drugs and Medical Devices (BfArM) must be followed:

- even with mouth & nose coverings, the WHO-recommended minimum safe distance to other people of 1.50 meters should be maintained.
- Before you put on your mask, you should thoroughly wash your hands with soap and water.
- When putting on a mouth and nose covering, attention should be paid to ensuring that the inside is not contaminated. The mask must be correctly placed over the mouth, nose and cheeks and fit as closely as possible at the edges in order to minimize the ingress of air at the sides.
- On first use the mask should be tested to ensure that it allows sufficient air through that normal breathing is hindered as little as possible.
- A soaked mouth and nose covering should be removed and replaced immediately.
- Both the outside and the inside of a used mouth and nose covering can potentially contain pathogens. If possible, in order to prevent contamination of the hands they should not be touched.
- After removing the mouth and nose covering, the hands should be thoroughly washed in compliance with the general hygiene rules (at least 20-30 seconds with soap).
- The mouth and nose covering should be worn for no more than one day. If it becomes especially damp, it should be replaced more frequently.
- Mouth and nose coverings should ideally be washed at 95 °C, but at least at 60 °C with heavy duty detergent and then allowed to dry completely. Where applicable, the manufacturer's instructions should be followed.

## Appendix 2

### Definition of contacts as per the Robert Koch Institute (RKI)

According to the RKI, contacts are those persons with a defined contact with an infected person within the period from 2 days prior to appearance of the initial symptoms in the infected person.

**Category I contacts** with close contact (higher infection risk): including

- persons with a total of at least 15 minutes of face-to-face contact, for example in the context of a conversation. This includes, for example, people who live together in the same household,
- persons with direct contact to secretions or bodily fluids, especially the respiratory secretions of a confirmed COVID-19 case, such as kissing, contact with vomit, mouth-to-mouth resuscitation, being coughed or sneezed on, etc.,
- persons who, following a risk assessment by the public health department, have with a high degree of probability been exposed to a relevant concentration of aerosols (e.g. indoor celebrations, singing or sports).

**Category II contacts** (lower infection risk):

Examples of circumstances:

- People who have spent time in the same room as a confirmed COVID-19 case, e.g. classroom, workplace, who did not, however, have a cumulative total of at least 15 minutes of face-to-face contact with the COVID-19 case, family members who have not had at least 15 minutes of face-to-face (or conversational) contact.