Regulations covering hygiene and general conditions at OVGU for the 2021 summer semester during the coronavirus pandemic

Version dated 22.04.2021

New: Additional information in Chapters 2, 3 and 5.3 and in Appendix 1

Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Remarks</td>
<td>2</td>
</tr>
<tr>
<td>1  Personal Infection Prevention</td>
<td>3</td>
</tr>
<tr>
<td>2  Requirement to Wear a Mask</td>
<td>4</td>
</tr>
<tr>
<td>3  Testing</td>
<td>4</td>
</tr>
<tr>
<td>4  Room hygiene</td>
<td>5</td>
</tr>
<tr>
<td>4.1 Ventilation</td>
<td>5</td>
</tr>
<tr>
<td>4.2 Cleaning</td>
<td>5</td>
</tr>
<tr>
<td>4.3 Hygiene in bathroom areas</td>
<td>5</td>
</tr>
<tr>
<td>5  Basic principles regarding university-specific room usage</td>
<td>6</td>
</tr>
<tr>
<td>5.1 Room reservations</td>
<td>6</td>
</tr>
<tr>
<td>5.2 Holding of classes</td>
<td>6</td>
</tr>
<tr>
<td>5.3 Official business / internal meetings</td>
<td>8</td>
</tr>
<tr>
<td>6  University library / refectory</td>
<td>8</td>
</tr>
<tr>
<td>7  Persons at higher risk of complications resulting from COVID-19</td>
<td>8</td>
</tr>
<tr>
<td>8  Routing</td>
<td>9</td>
</tr>
<tr>
<td>9  Reporting chains</td>
<td>9</td>
</tr>
<tr>
<td>10 Contacts</td>
<td>10</td>
</tr>
<tr>
<td>10.1 Internal contact details</td>
<td>10</td>
</tr>
<tr>
<td>10.2 External contacts details</td>
<td>10</td>
</tr>
<tr>
<td>11 Entry into force</td>
<td>10</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>11</td>
</tr>
</tbody>
</table>
Preliminary Remarks

During the 2021 summer semester we would like to be able to establish some opportunities for learning together, even this is only possible within limited confines. Types of class that cannot be carried out online for didactic reasons should be possible from the beginning of the summer semester in small groups with a limited number of participants and following strict hygiene rules (e.g. laboratory practicals and physical education classes). It may be possible (for example with a functioning approach to coronavirus testing) to increase the number of participants further over the course of the semester. The testing strategy and program is currently in the trial phase and the intention is for it to be expanded to allow the implementation of additional opening steps. At this point we would like to make it clear that even then the following hygiene regulations must be adhered to.

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. Even so, there are many external circumstances over which we have virtually no influence. Our efforts will be focused on reopening services such as the library, at least to a limited extent, and enabling small learning groups on campus.

If our international students are not able to travel to Germany, then it will continue to be possible to study online.

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 curtailment of the use of the university’s premises, it will only be possible to hold a greatly reduced number of face-to-face classes.

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 Dean’s Office of the relevant Faculty. Central inquiries concerning courses with deviating rules must be sent to corona@ovgu.de. For information, please also contact 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.
- **Medical face masks** (FFP2 or surgical masks) must be worn in all university buildings. 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.

Contactless, unmounted hand sanitizer dispensers are available at the main entrance to every building. In case of any questions, K51, tel.: 58391 will be pleased to assist. Additional requirements for essential hand sanitizer can be reported to K43, ext. 56082.
2 Requirement to Wear a Mask

The infection protection authorities recommend the general wearing of a medical face mask (surgical or FFP2 mask) in public spaces. OVGU is following this recommendation. Moreover, the wearing of medical masks has a significant bearing on the definition of contacts (Appendix 1). If it is not possible for contacts to be avoided during teaching and everyday life at the university, the consistent wearing of medical face masks when in contact with others offers a high probability of preventing the need for quarantine.

- In principle, all persons are required to wear a medical face mask in all buildings including the publicly accessible areas. This includes when entering the corridors or using the bathroom facilities.
- An FFP2 mask must be worn by students and lecturers during classes in laboratories and seminar rooms. The wearing of a medical face mask (surgical mask or FFP2 mask) in lecture halls is mandatory for both students and lecturers.
- Wearing an FFP2 mask is mandatory during meetings.
- The provisions of the Covid-19 Occupational Health and Safety Regulation issued by the Federal Ministry of Labor and Social Affairs apply in the workplace.
- On campus a medical face mask must be worn if it is not possible to adhere to the minimum distance of 1.50 meters.

3 Testing

OVGU offers a weekly, free antigen self-test under supervision in the OVGU test center to all of its staff and students. Further information is available from www.termine.ovgu.de/testzentrum. A certificate will be issued by the test center with the test result, which is valid for 24 hours and within OVGU. The offer of testing is initially intended for all those who are not working from home.

It must be noted that the offer of a test should not be seen as an “exemption” of any kind. A negative result does not exempt the holder from complying with the hygiene regulations in force at OVGU (e.g. the obligation to wear a mask).

Where physical education classes or laboratory practicals where minimum distances cannot be maintained are held, a documented negative rapid antigen test or antigen self-test (not older than 24 hours) is mandatory for participation.

Since capacities will initially be limited, it is essential to utilize the services offered by the test centers in the city or in your own place of residence. An overview of the rapid testing centers in Magdeburg: www.schnelltest-magdeburg.de/#drivein. The rapid testing center in the IBA Shop is run by Magdeburg University Hospital.

Equally, pharmacies offer rapid antigen tests without the need for an advance appointment. An overview of the pharmacies in Saxony-Anhalt that offer tests can be found here: www.ak-sa.de/aktuelles-presse/covid-19/test-apotheken.html.

New as of 22.04.: In addition, it is possible to obtain self-tests for home testing from the test center. The allocation is currently sufficient for all employees not working from home to be offered at least one test per week. If the more stringent measures of the Protection Against Infection Act (incidence > 100) should come into force, the entitlement will rise to two tests/week.
4 Room hygiene

4.1 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, depending on the room size and number of participants, a “short, sharp” ventilation, preferably cross-ventilation, should be undertaken by opening the windows and, where possible, doors as wide as possible for 10-15 minutes. The respective teaching staff member is responsible for this. Smaller meeting rooms must be ventilated every 20 minutes for 5-10 minutes. “Permanent ventilation with windows tilted open may also, through continuous exchange of air, prevent the concentration of virus in the indoor air from becoming too great” (German Federal Institute for Occupational Safety and Health, status 06.02.21)

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.

4.2 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.

4.3 Hygiene in bathroom areas
In all toilet facilities, liquid soap dispensers and single use towels are provided that are regularly replenished (contact 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 medical face masks is mandatory. Toilet seats, fittings, wash basins and floors are cleaned daily.
5 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. The wearing of a mask is mandatory, as set out in Chapter 2.

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 set 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. Smaller meeting rooms must be ventilated every 20 minutes for 5-10 minutes. 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.

5.1 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 (e.g. 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.

5.2 Holding of classes

Face-to-face classes must be planned and executed as hybrid classes so that students who are not present in person may access the teaching content.

In the case of face-to-face classes, the following minimum standards must be adhered to:

- The rooms may only be occupied at most by the reduced 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.

- The wearing of a mask applies pursuant to Chapter 2 - “Face Masks”

- 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 from the faculties).

- 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 (see Appendix 1) 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 personnel number 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 centrally only 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 participants of the class. 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. 58621) or from 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 medical face mask 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) immediately in the following circumstances:
    - positive COVID-19 test,
    - close contact (see Appendix 1) 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.
• 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) immediately.

• Should there be any infringements of the distancing rules and protective measures, lecturers are entitled to exclude those persons concerned from the class.

5.3 Official business / internal meetings

As previously, wherever possible business meetings should take place online. If it is not possible to avoid arranging meetings in person, the rule is that a high concentration of infectious aerosols in the room must be prevented. Appendix 1 provides specific instructions on achieving this. It is essential that minimum distances and ventilation rules are adhered to. The wearing of an FFP2 mask during these meetings is mandatory. The choice of room must be made in such a way that at least 10 square meters are available to each person.

6 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/).

7 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 OVGU 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 risk group and the consequent protective measures must be determined in coordination with the occupational health service. Employees will be required to fulfill their duties within the framework of the recommendations made by the occupational health service.

• Pregnant women in particular must be protected. The deployment of pregnant lecturers outside of online teaching will be in accordance with the risk assessment and the recommendations of the occupational health 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.
8 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.

Elevators may only be used by 1 Person wearing a medical face mask. In this case, people who have difficulty walking or people who are transporting heavy loads must be given priority.

9 Reporting chains

The reporting (see PDF Documents 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.

OVGU (corona@ovgu.de) must be notified both by students and employees about the existence of a COVID-19 infection and/or any contact with a Category I Contact. Further appropriate measures will be taken in consultation with the responsible manager(s) and/or Dean’s Office.
10 Contacts

10.1 Internal contact details
General: corona@ovgu.de
K51: 58391; K43: 56082; K42: 56090

10.2 External contacts details

Contact for the occupational health service at OVGU
Breiter Weg Breiter Weg 180, D-39104 Magdeburg
Tel.: +49 (0)391 598 0380

Contact for the Department of Occupational Health and Safety & Environmental Protection at OVGU
Am Kröketor 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

11 Entry into force

These regulations / general conditions come into force from 22.04.2021
Appendix 1

Definition of contacts as per the Robert Koch Institute (RKI, status: 13.04.2021)

“On the basis of the changed criteria for the classification of the contacts of a confirmed COVID-19 case in close contacts with an increased risk of infection, the previous division into category 1 and category 2 contacts no longer applies.” (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html, Ch. 3)

“Contacts with a confirmed COVID-19 case shall be defined as close contacts (with increased risk of infection) in the event that at least one of the following situations applies:

- Close contact (<1.5 m, near field) longer than 10 minutes without adequate protection# (adequate protection = case and contact person correctly wearing mouth and nose protection or FFP2 mask throughout).

- Speaking with the case (face-to-face contact, <1.5 m, irrespective of the duration of the meeting) without adequate protection (adequate protection = case and contact person correctly wearing mouth and nose protection or FFP2 mask throughout).

- Simultaneous presence of contact and case in the same room, with probably a higher concentration of infectious aerosols irrespective of the distance for > 10 minutes, even if correctly wearing mouth and nose protection or FFP2 mask throughout.” (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html, Ch. 3.1)

The RKI also provides a risk assessment for close contacts. This is especially useful for Group C (= “Contact irrespective of the distance with a high concentration of infectious aerosols in the room”). (https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html, Appendix 1.C)

Contact irrespective of the distance (high concentration of infectious aerosols in the room)

“Virus-loaded small particles can accumulate indoors if ventilation is insufficient because they are able to float in the air for hours. Virus contained in small particles/aerosols remains (under experimental conditions) capable of reproducing with a half-life of approximately one hour. In the case of a high concentration of infectious virus particles in the room, even those people who were located far from the positive case (far field) are at risk. The saturation of the aerosols with infectious particles depends on the activity of the infectious person: breathing<speaking<shouting/singing. Per second a person singing expels around as many particles as 30 people speaking.

In a situation of this kind, the risk increases with:

- the number of infectious people in the room
- the number of non-infectious people in the room (faster mixing of the aerosol)
- the infectiousness of the case (which is greater at the onset of the disease than later on in its course)
- the length of stay of the infectious person(s) in the room
- the intensity of the particle emission
- the intensity of the breathing activity (frequency, depth of breathing) of the exposed persons (e.g. when playing sport)
- the narrow confines of the room and
- the lack of fresh air supply.”