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

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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. Smaller lectures and other teaching formats, for example practicals and tutorials, that cannot be held online for didactic reasons should be possible at the beginning of the summer semester in small groups with a limited number of participants and following strict hygiene rules. 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. At present we are working under high pressure on a testing strategy to enable further steps towards opening up more fully in the summer semester. At this point we would like to make it clear that even then the following hygiene regulations must be adhered to.

This plan provides us with parameters for a hybrid semester, 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 course 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 (including lecture halls, seminar rooms and bathroom facilities). 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. 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 Medical Face Masks

The infection protection authorities recommend the general wearing of a medical face mask (FFP2 or surgical mask) in public spaces. OVGU is following this recommendation.

- In principle, all persons are required to wear a medical face mask (Appendix 1) in all buildings including the publicly accessible areas. This includes when entering the corridors or using the bathroom facilities.

- Medical face masks must also be worn in the lecture halls/seminar rooms/laboratories and students must take their seats immediately. There is a general requirement to wear a medical face mask during the entire class for all participants. For teaching staff the requirement to wear a medical mask applies if it is not possible to maintain a minimum distance of 3 meters from the students.

- For classes (e.g. laboratory practicals) where the minimum distance of 1.50 meters cannot be adhered to, and/or for internal meetings, it is mandatory to wear an FFP2 mask.

- There is no requirement to wear a mouth and nose covering at work stations.

- In general, a medical face mask must always be worn in buildings.

- On campus a medical face mask must be worn if it is not possible to maintain a minimum distance of 1.50 meters.

- OVGU will make the necessary medical face masks (FFP2 or surgical masks) available to its employees. A need for medical face masks can be reported to K43, ext. 56082

3 Testing

The OVGU will soon make an offer to its employees for a free self-test under supervision per week. Further information will be published in the 14th week. A certificate with the test result will also be issued within the framework of this self-test for internal use at the OVGU. The test offer is initially intended primarily for those who do not work on a mobile basis.

As capacities will initially be limited, it is essential to make use of the offer of the test centres in the city or at one's own place of residence. An overview of the rapid test centres in Magdeburg can be found here. The rapid test centre in the IBA shop is operated by the University Hospital Magdeburg. Pharmacies also offer rapid antigen tests without registration. An overview of the pharmacies in Saxony-Anhalt that offer tests is listed here.

It should be noted that the offer of a test is not to be understood in the sense of a "free test" and does not have any facilitating effects on strict adherence to the hygiene concept. A negative result does not exempt from the obligation to wear a mask or the distance requirement.

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: 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 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 and a medical face mask must be worn by all participants. For teaching staff the requirement to wear a medical mask applies if it is not possible to maintain a minimum distance of 3 meters from the students.

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 (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

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 from 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 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: (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) 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 in teaching:** Teaching content in a face-to-face class must be organized in such a way that it is accessible to students who are not present on site.
5.3 Outdoor classes
For classes taking place outside of buildings (please pay attention to the regulations of the current tier in the tier plan for 2021), all persons present must maintain a distance of 1.50 meters from one another.

5.4 Laboratory practicals in small groups – group work
Carrying out practicals or group work in fixed small groups is possible for all participants provided that the minimum distance of 1.50 meters is adhered to and a medical face mask is worn throughout. If the minimum distance cannot be maintained, it is mandatory to wear an FFP2 mask.

5.5 Official business / internal meetings
As previously, wherever possible business meetings should take place online. If it is imperative to arrange meetings in person, then the rule is that there should be 10 square meters of space available to each person present. It is essential that minimum distances and ventilation rules are adhered to. The wearing of an FFP2 mask during these meetings is mandatory. Since participants may be subject to quarantine if a positive coronavirus case is subsequently detected, it is important to weigh up carefully if the meeting really needs to be held face-to-face.

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 and conduct in the case of a confirmed COVID-19 infection

9.1 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.

Category I Contact Persons include people

- who had close contact (within 1.50 meters) with a person who was probably infectious and were not wearing a mouth & nose covering/protection, in general in the context of a longer period of face-to-face contact, or who had contact with a person who was probably infectious irrespective of the distance, if it can be assumed that there was a high concentration of infectious aerosols in the room (RKI 2021, see Appendix 2).
- who have been in close contact with a laboratory-confirmed case of infection with the COVID-19 virus. 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 medical face mask 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) 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).

9.2 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.

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 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 06.04.2021.
Appendix 1

Instructions for dealing with medical face masks

If it is not possible to maintain a distance of 1.50 meters, a medical face mask (FFP2 or surgical mask) must be worn.

The following instructions from the German Federal Institute for Drugs and Medical Devices (BfArM) must be adhered to when wearing a medical face mask:

- Even with a mask 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 mask, attention should be paid to ensuring that the inside is not contaminated.
- The mask must fit well and cover the mouth, nose and cheeks. The edges of the mask must fit tightly so that as little air as possible can be inhaled past rather than through the mask. The fit can be improved by adjusting the length of the ear loops (e.g. by knotting).
- 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 mask that is soaked through should be removed and replaced.
- If possible, when removing the mask this should be done by only handling the tapes.
- After removing a mask, the hands should be thoroughly washed in compliance with the general hygiene rules (at least 20 to 30 seconds with soap).
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 cumulatively at least 15 minutes of face-to-face contact without a mouth and nose covering/protection (wearing a mask can prevent transmission at close range and thus change the contact category) with a source case, e.g. in the context of a meeting. 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 have been exposed to infectious aerosols in the room (e.g. parties, singing together or practicing sport indoors without adequate ventilation). Here a mouth and nose covering/protection does not offer adequate protection against transmission.
- Persons who have been exposed to a confirmed COVID-19 case on a flight, irrespective of whether or not they were wearing a mask:
  i. passengers who were in the same row as the confirmed COVID-19 case or who sat in the two rows in front of or behind this person, irrespective of the flight duration.
  ii. Crew members or other passengers, if one of the above-mentioned other criteria applies (e.g. longer discussion; or similar).
  iii. Subject to the availability of corresponding data and an evaluation by the local authorities, it is recommended to initiate contact tracing if the flight took place within the last 14 days (maximum duration of the incubation period).
- Optional (at the discretion of the Health Authorities, also in view of practicability): persons who have spent time with the confirmed COVID-19 case in a relatively confined space or an unclear contact situation (e.g. school classes, school meals eaten together, group classes) and irrespective of the individual risk determination.

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

- Near field exposure (< 1.50 m) over a period of less than 15 minutes
- Source case and contact person wore a mouth and nose covering/protection correctly and throughout in situations where a 1.50 m minimum distance could not be maintained. The following conditions must be met in the process: (1) mouth and nose protection or mouth and nose covering as defined by the BfArM (or in accordance with the new Eurostandard (CWA 17553)) AND (2) if these were worn correctly and throughout, i.e. with a tight seal and over both the mouth and nose. See RKI website.
- Short-term stay (reference value <30 min) in a room with presumed accumulation of infectious aerosols.