

# Hygiene Plan of the RheinMain University of Applied Sciences

(Last updated: March 31, 2022)

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## Preamble

This hygiene plan outlines the current state of legal requirements for hygiene measures at the RheinMain University of Applied Sciences. It is continuously updated.

### 1. Personal hygiene

The coronavirus is transmitted from person to person. The main mode of transmission is via droplet infection. This occurs mainly via the mucous membranes of the respiratory tract.

Beyond this, transmission is also possible indirectly via hands that then come into contact with mouth and nose droplets or with the conjunctiva (eyes).

#### Most important measures

- People who have symptoms of illness (e.g. fever, dry cough, breathing problems, loss of taste/sense of smell, sore throat, aching of limbs, stomach ache, nausea, vomiting, diarrhea) must stay at home.
- Inside university buildings, there is a general obligation to wear a medical mask if distancing of 1.5 meters cannot be guaranteed. According to the regulations, medical masks include surgical masks or protective masks certified under the FFP2, KN95, or N95 standards, or comparable masks. As a general rule, the wearing of a medical mask is generally advisable. Managers or instructors will find appropriate individual solutions for people who cannot wear face coverings for medical reasons if a doctor's certificate is produced.
- Do not touch your face with your hands, especially not the mucous membranes, i.e. mouth, eyes and nose.
- Do not touch, hug, or shake hands with others.
- Thorough hand hygiene (e.g. after entering the university, before and after eating, before and after using the toilet and before putting on and taking off a mask).

#### Hand hygiene involves

- a) Washing your hands with soap for 20-30 seconds (see also <https://www.infektionsschutz.de/haendewaschen/>) or if not possible,
  - b) Hand disinfection: For this, a sufficient quantity of hand sanitizer needs to be placed on your dry hands and rubbed into them for about 30 seconds until the hands are completely dry. In doing so, it is important to make sure there is complete coverage of the hands (see also [www.aktion-sauberehaende.de](http://www.aktion-sauberehaende.de)).
- If possible, try not to touch objects that are accessible to the public such as door handles and elevator buttons with your hands or fingers; try to use your elbow if possible
  - Coughing and sneezing into your elbow are some of the most important preventive measures. When coughing or sneezing, maintain as much distance as possible from other people and turn around if you are able to do so.

- Talking to others at a close distance must be avoided (no conversations in which heads are in immediate proximity. Please do not look over someone's shoulder, lean over books etc.).

Even if a mask is worn, the usual hygiene requirements, particularly the current advice from the Robert Koch Institute ([www.rki.de](http://www.rki.de)) and the Federal Center for Health Education (BZgA, [www.bzga.de](http://www.bzga.de)) ([www.bzga.de](http://www.bzga.de)), must continue to be followed.

## **2. Room hygiene: Lecture halls, seminar rooms, and administration offices**

To avoid transmission via droplet infection a minimum distance of 1.5 meters (5 feet) between individuals must be maintained in university settings. Seating should be arranged so that no face-to-face contact is possible. If – even if only temporarily – the distancing of 1.5 meters cannot be maintained, medical masks must be worn during the entire class.

To avoid transmission via aerosols, regular and proper ventilation is particularly important, as this allows the air inside the room to be exchanged. Brief and intensive airing should be undertaken by completely opening the windows. Ventilation via tilted windows is largely ineffective, as very little air is exchanged using this method. Windows that are locked in place for security reasons must therefore be opened for airing under the supervision of a member of the university staff.

### Manual ventilation

- As an example, offices should be aired once per hour. Meeting and seminar rooms should be aired every 20 minutes.
- The ventilation duration should be 3 to 5 minutes during colder seasons: in warmer seasons, it should not be less than 5 to 10 minutes.
- In particular, meeting and seminar rooms and rooms that are used by several people should be aired intensively before and after use.
- During ventilation, air quality can be monitored by measuring the CO<sub>2</sub> concentration, e.g. with a CO<sub>2</sub> traffic light. A CO<sub>2</sub> concentration of 1000 ppm is still acceptable, but the figure should be less than this if possible. To enable this, more intensive or frequent airing is required.

### Technical ventilation:

As an alternative to manual ventilation, technical ventilation can also be undertaken using a professionally installed, operated and maintained interior ventilation system (also known as an RLT system). The ventilation systems at the RheinMain University of Applied Sciences are normally operated with 100 percent external air. If the operation using air recirculation cannot be completely avoided, if possible higher filter levels, e.g. ePM 1.80 percent (what used to be called F9) should be used. UV-C treatments may also be used to kill bacteria as an additional or supporting feature. RLT systems are turned on to their rated output at least two hours before and after the building is used.

## Cleaning

The DIN 77400 standard (Cleaning services in school buildings – requirements for cleaning) must be followed. The standard also applies to universities and defines the principles for contractually-compliant, environmentally responsible and hygienic school (including university) cleaning, taking into account recent developments in technology and cleaning methods, as well as legal requirements under the Infection Protection Act. However, in contrast to cleaning, the routine disinfection of surfaces in schools and universities is not recommended by the RKI during the current COVID pandemic. Appropriate cleaning is normally deemed to be sufficient.

If disinfection is deemed to be necessary in a particular case, this should be conducted using a cold solution with subsequent wiping. A spraying method of disinfection, i.e. the coverage of surfaces without a mechanical component, is less effective and also raises occupational safety issues, as disinfectant may be inhaled (the same applies to warm, potentially steam-based disinfectant). Room gassing for disinfection purposes is also generally not suitable. The application or wetting time should also be followed. Depending on the disinfectant (if dried residue is an irritant), subsequent thorough cleaning is necessary. The surface disinfectant should be chosen in such a way that follow-up cleaning is not necessary.

### **3. Hygiene in sanitary facilities**

Sufficient liquid soap dispensers must be supplied in all bathrooms and disposable paper towels or automatic towel rolls provided and replenished regularly. Appropriate disposal containers for paper towels and toilet paper must be provided. At the entrance to the toilets, a clearly visible notice will alert users to the fact that the “AHA rules” need to be followed in the toilet facilities. Toilet seats, faucets, wash basins, and floors must be cleaned daily. In the event of soiling with fecal matter, blood or vomit, a disposable towel soaked in a multi-purpose disinfectant must be applied as a preventive measure after removing the contamination. Baby changing mats must be disinfected immediately after use.

### **4. Classes and locations for self-study**

The university buildings are open again as normal in the summer semester 2022 (see signage).

#### Contact tracing

Under the current Coronavirus Protection Regulations of the state of Hesse, contact tracing is no longer permissible.

#### Student study and work spaces

Student study and work spaces in university buildings can again be used to their full extent. It is compulsory to wear a medical mask if minimum distancing of 1.5 meters cannot be safely maintained.

#### Lecture halls/seminar rooms

Full occupancy of the lecture halls and seminar rooms is again possible.

The wearing of a medical mask is compulsory throughout the class if distancing of 1.5 meters cannot be maintained.

### Laboratories/computer labs/project rooms

The relevant staff are responsible for cleaning equipment (including laboratory equipment) appropriately before and after classes.

### Office workstations

It is compulsory to wear a medical mask if minimum distancing of 1.5 meters cannot be safely maintained. Where this is not possible due to the nature of the work, alternative protective measures must be taken, such as through the use of transparent screens. Work should be structured in such a way that free room capacity is used, thereby avoiding the repeated use of rooms and ensuring that there are sufficient protective gaps in the timetable.

## **5. Protection against infection during breaks**

During breaks, the minimum distance to others must be maintained. This also applies in the office and in kitchenettes. It is compulsory to wear a medical mask if minimum distancing cannot be safely maintained.

## **6. Meetings**

In-person meetings are possible if the hygiene rules are followed.

## **7. Examinations**

### 7.1. Written examinations

Examiners or teaching staff will monitor compliance with maximum occupancy and seating plans. Entry checks are generally the duty of examiners or teaching staff. Identification of students will generally be made either directly upon entry into the examination room or at the candidates' seats.

Entry to the examination room is permitted only to those who are not obviously ill. Obviously ill students must be excluded from the examination. The reasons should be recorded by the exam supervisor. Prior to the examination, the supervisors will inform students about personal hygiene measures and room hygiene.

### 7.2. Oral examinations

- Examiners should select an examination room that is big enough to ensure the required minimum distancing of 1.5 meters between candidates and examination staff, as well as between the staff themselves.
- A sufficiently large waiting area for examination candidates in front of the examination room must be ensured.

## 8. Events (other than classes & examinations and meetings)

Events unrelated to university operations in the stricter sense are possible, providing you comply with the current state and federal regulations. We explicitly refer you here to the need to comply with the hygiene regulations.

## 9. Persons at higher risk

For certain groups of individuals, the risk of severe COVID-19 disease progression is higher (see information from the Robert Koch Institute: ([https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html))).

The lifting of the attendance obligation based on an increased level of individual risk due to severe illness is as a general rule only possible on the basis of a doctor's note. The doctor's note must contain confirmation that there is a risk of severe disease progression in the event of an infection with the SARS-CoV-2 coronavirus, according to the criteria of the Robert Koch Institute (see also [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html)) due to the person's particular condition. The costs for the medical certificate are to be borne by staff themselves. The assessment of the extent to which a higher individual risk exists will be made using a current doctor's note and the judgment of the Occupational Safety Service (BAD). For a risk assessment, employees should contact their managers, who will then contact Occupational Safety, Health and Environmental Protection (AGU, [arbeitsicherheit@hs-rm.de](mailto:arbeitsicherheit@hs-rm.de)). Furthermore, the employment instructions from the Hessian Ministry of Higher Education, Research and the Arts (HMWK) of March 21, 2022 apply (see annex).

**Students** who are at risk of developing severe illness upon being infected with the SARS-CoV-2 virus and who provide a doctor's certificate will normally be exempted by the responsible Examination Board from attending in-person classes. Alternative formats will be arranged with them instead.

The in-person requirement is suspended for a) People who have tested positive for the coronavirus, b) Close contacts of positive cases and c) People who have typical symptoms. The duration of the suspension is 10 calendar days, providing that there are no other official requirements. These will take priority. Proof of infection can be provided by a positive self-test; the confirmation or rejection of the result can be made using a subsequent PCR test.

## 10. Reporting obligation

Suspected illness and the onset of COVID-19 cases at the university must be reported by the employee or student to the responsible public health department ("Gesundheitsamt").

## 11. Hygiene resources

Specific resources for upholding the hygiene plan will be provided as follows:

- Mobile plexiglass screens for offices can be manufactured on request by Department VIII.1 (joinery).

- Fixed hand sanitizer dispensers are installed in bathroom facilities and entrances. Should sanitizer be required beyond this, Department VIII will provide this to the Dean's Offices and heads of departments/central organizational units.
- Dept. VIII will provide Dean's Offices and heads of departments/central organizational units with medical masks or FFP2 masks for people who are at particular risk (working in confined spaces).
- COVID self-tests will be made available on a voluntary basis to all employees on every second working day at the university (at least twice weekly, with corresponding attendance).

## **12. Annex**

Employment instructions for handling the coronavirus in work areas, from the Hessian Ministry of Higher Education, Research and the Arts (HMWK).



**Dienstanweisung zum Umgang mit dem Corona-Virus im  
Geschäftsbereich des  
Hessischen Ministeriums für Wissenschaft und  
Kunst**

Die nachfolgenden Regelungen gelten ab dem 02. April 2022 bis auf Weiteres.

**1. Schutzmaßnahmen zum betrieblichen Infektionsschutz**

Auf der Grundlage einer Gefährdungsbeurteilung im Sinne des § 2 SARS-CoV-2-Arbeitsschutzverordnung haben die Dienststellen erforderliche Maßnahmen zum betrieblichen Infektionsschutz zu prüfen und ggfs. umzusetzen.

Im Wege der Gefährdungsbeurteilung für die Liegenschaft werden arbeitsplatzbezogene, tätigkeitsbezogene sowie individuellen Gefahren im Zusammenhang mit der weiterhin bestehenden pandemischen Lage ermittelt/geprüft. Hierbei wird auch geprüft, welche Maßnahmen in Betracht kommen können, die geeignet sind, einen wirkungsvollen Schutz gegen eine Infektion mit dem Coronavirus zu bieten. Dies sind unter anderem spezielle Hygienevorschriften. Die individuellen Schutzmaßnahmen finden sich unter Ziffer 2 dieser Anweisung.

**2. Individuelle Schutzmaßnahmen**

Bei Beschäftigten mit einem erhöhten individuellen Risiko für einen schweren Krankheitsverlauf infolge einer COVID 19-Infektion sind alle Maßnahmen zu prüfen, um diesen ein Arbeiten in der Dienststelle unter Berücksichtigung der geltenden Hygiene- und Abstandsregeln zu ermöglichen. Zu prüfen sind dabei insbesondere die Zuweisung eines Einzelzimmers, eine Tätigkeit in Randzeiten oder auch die Zuweisung einer anderen Tätigkeit im Rahmen von Umsetzungen oder Abordnungen bei Beschäftigten innerhalb der arbeitsvertraglich vereinbarten Entgeltgruppe oder bei Beamtinnen und Beamten innerhalb des Weisungsrechts. Soweit für Beschäftigte mit einem erhöhten individuellen Risiko für einen schweren Krankheitsverlauf infolge einer COVID 19-Infektion auch die Präsenzarbeit mit Schutzmaßnahmen nicht möglich ist, kann ein mobiles Arbeiten bis zu 100% des individuellen Beschäftigungsumfangs gewährt werden. Der Nachweis des



Risikos erfolgt durch ein entsprechend aussagekräftiges, ärztliches Attest. Die Kosten hierfür haben die Beschäftigten selbst zu tragen. Soweit weder ein Arbeiten von zuhause/mobiles Arbeiten, insbesondere wegen der Besonderheiten der jeweiligen Aufgabe, noch die Präsenzarbeit mit Schutzmaßnahmen möglich sind, sind Plusstunden auf dem Gleitzeitkonto, Über- und Mehrarbeitsstunden einzubringen. Erst dann ist auf Grundlage einer arbeitsmedizinischen Untersuchung im Rahmen pflichtgemäßen Ermessens unter Abwägung der Fürsorgepflicht und der Erfüllung der Dienstleistungspflicht bzw. Funktionsfähigkeit der Verwaltung über die ausnahmsweise Erteilung von bezahlter Dienst- oder Arbeitsbefreiung zu entscheiden.

Es wird daraufhin hingewiesen, dass beim Arbeiten von zuhause/mobilen Arbeiten vertrauliche Daten und Informationen so zu schützen sind, dass Dritte keine Einsicht nehmen können und keinen Zugriff haben.

### **3. Empfehlung zum Tragen einer Mund-Nasen-Bedeckung in Dienstgebäuden des Landes**

Es wird empfohlen, in den Dienstgebäuden eine OP-Maske oder eine Schutzmaske der Standards FFP2, KN95, N95 oder vergleichbar ohne Ausatemventil (medizinische Maske) zu tragen, wenn ein Abstand von 1,5 Metern zu weiteren Personen nicht sicher eingehalten werden kann. Diese Empfehlung findet ihre Grundlage sowohl in § 1 CoBaSchuV als auch in den Hinweisen des RKI und dient der Verringerung von Infektionen.

Für Gäste gilt diese Empfehlung ebenfalls; sie sind entsprechend darauf hinzuweisen.

### **4. Angebot von Testungen**

Die Dienststellen haben im Rahmen der Gefährdungsbeurteilung insbesondere zu prüfen, ob ein Testangebot an die Beschäftigten erforderlich ist, soweit diese nicht ausschließlich in ihrer Wohnung arbeiten, um die Sicherheit und Gesundheit der Beschäftigten bei der Arbeit zu gewährleisten. Dabei sind insbesondere das regionale Infektionsgeschehen sowie besondere tätigkeitsspezifische Infektionsgefahren zu berücksichtigen.

## **5. Informationspflichten gegenüber den personalverwaltenden Dienststellen**

Beschäftigte haben ihre personalverwaltende Dienststelle in den nachfolgenden Fällen unaufgefordert zu informieren:

- nachweisliche Infektion mit dem Coronavirus SARS-CoV-2,
- Einstufung als enge Kontaktperson (mit erhöhtem Infektionsrisiko) nach der RKI-Definition (vgl. Kontaktpersonen-Nachverfolgung bei SARS-CoV-2-Infektionen Stand: 15. September 2021 in der aktuellen Fassung),
- Absonderungspflicht aufgrund der Coronavirus-Einreiseverordnung (CoronaEinreiseV) vom 28. September 2021 in der jeweils gültigen Fassung,
- Anordnung einer Absonderung durch ein Gesundheitsamt.

Für nachweislich mit dem Coronavirus SARS-CoV-2-Infizierte gilt wird die Präsenzpflicht für bis zu 10 Tage aufgehoben, sofern nicht bereits aufgrund Coronavirus-Einreiseverordnung oder einer behördlichen Quarantäneanordnung eine Absonderungspflicht besteht. Abweichende Quarantänezeiträume der Coronavirus-Einreiseverordnung und in Quarantäneanordnungen der Gesundheitsämter gelten vorrangig. Die Aufhebung der Präsenzpflicht endet mit dem Wegfall der Absonderungspflicht.

Während dieser Zeit erbringen die Beschäftigten ihren Dienst/ihre Arbeitsleistung, sofern möglich, mit ihrem mobilen dienstlichen PC bzw. an einem vorhandenen Telearbeitsplatz zuhause.

## **6. Zusammenarbeit**

Die sich aus dem gem. HPVG, SGB IX und HGIG ergebenden Beteiligungsregelungen für in dieser Dienstanweisung nicht geregelte Umsetzungsmaßnahmen der Dienststelle bleiben unberührt.

## **7. Aufhebung der vorangegangenen Regelungen**

Die dieser Dienstanweisung zum Umgang mit dem Corona-Virus im Geschäftsbereich des Hessischen Ministeriums für Wissenschaft und Kunst vorangegangenen Dienstanweisungen werden aufgehoben.

Wiesbaden, den 01.04.2022

gez. Ayse Asar

(Staatssekretärin)