

# Information from the Bauhaus-Universität Weimar

This English translation is for information purposes only. The original German text is the legally binding version.

<input checked="" type="checkbox"/> The President <input checked="" type="checkbox"/> The Chancellor	<b>7. Bauhaus-Universität Weimar Basic Hygiene Plan</b>		Edition 21/2022
	Issued Dept./Unit SI	Telephone 1210	Date 14.10.2022

## 1. General Information

The following statements and instructions make up the Bauhaus-Universität Weimar general hygiene plan in terms of the specific recommendations or legal regulations made by the responsible offices and authorities. All members (employees and students) of the Bauhaus-Universität Weimar must observe these regulations in the event of infection risk, epidemic, or pandemic in accordance with § 21 of the Thuringian Higher Education Act (ThürHG). These temporary measures are limited to the duration of the infection risk, the identified national endemic situation, or the global pandemic outbreak phase.

The general hygiene plan does not replace legally mandated hygiene requirements that are already in place, such as the Technical Rules for Biological Substances (100 protective measures for activities involving biological agents in laboratories; 500 basic measures for activities with biological agents) or the Technical Rules for Hazardous Substances (401 - skin contact hazard identification, assessment, response; 406 - inhalation hazard).

Members and affiliates of the Bauhaus-Universität Weimar are obligated to comply with the relevant general regulations issued by the city of Weimar and the state of Thuringia, as well as any regulations issued by the Federal Government.

In order to prevent the spread of the coronavirus or other infectious illnesses, all university members are required to follow the Bauhaus-Universität Weimar general hygiene regulations. Maintaining sufficient distance from others, regular hand-washing, and observing proper sneezing and coughing etiquette is of particular importance.

Any deviations from the hygiene measures listed (e.g. not maintaining sufficient distance from others or not adhering to proper work tools, etc.) due to methods of operation must be justifiably explained in an infection protection concept and appropriate compensatory measures (compensation or replacement) must be determined. Further explanations can be found in point 14 on Developing Infection Prevention Concepts.

## 2. Hygiene Regulations in the Case of Symptoms

Coronavirus infection may be reasonably suspected if symptoms such as fever, cough, sore throat, or a lack of sense of smell or taste, shortness of breath, or a runny nose are present.

Bauhaus-Universität Weimar members or any relatives who may be experiencing symptoms such as fever, coughing, and shortness of breath must stay at home and should contact their doctor or responsible health department by telephone to receive further instruction. The Public Health Department is the

authority on which concrete measures are to be taken in each individual case. These instructions must be followed without exception.

Employees must report instances of illness to their supervisor immediately. An official sick note (Arbeitsunfähigkeitsbescheinigung) should also be scanned and sent as an e-mail attachment with the subject line »AU\_last name\_first name« to Human Resources (dezernat.personal[at]uni-weimar.de).

### **3. High-Risk Individuals**

Information and support for individuals who are at a higher risk of suffering from severe COVID-19 effects is available from the Robert Koch Institute.

Advice and information from in-house medical staff can be obtained by contacting Dr. Wick in Human Resources via telephone (58-2210).

If necessary, protective measures for high-risk individuals must be included in Developing Infection Prevention Concepts (see point 14 in Developing Infection Prevention Concepts).

### **4. Hand Washing**

The university follows the hand hygiene regulations recommended by the Robert Koch Institute and the Federal Centre for Health Education. Hands should be washed often and thoroughly—at least 20 seconds with plenty of soap is essential. Following proper hand hygiene recommendations is possible in all university buildings.

*When should I wash my hands?*

- The absolute minimum you should be washing your hands is:  
after entering any building or arriving at the workplace
- after using the restroom
- after blowing your nose, coughing, or sneezing
- after having contact with waste or rubbish
- before eating or before and after preparing food (e.g. during breaks)
- before taking medication or using cosmetics (e.g. creams, lip care, etc.)
- before and after having physical contact (if unavoidable) with colleagues

*How do I wash my hands properly?*

- Hold your hands under running water. The water temperature has no influence on reducing pathogens.
- Run your hands together with soap for 20-30 seconds (palms, backs of the hands, fingertips, between fingers, thumbs, fingernails). Do not use soap bars, containers with communal cleansers, or fabric towels.
- Rinse your hands under running water. Use a paper towel or your elbow to turn off the tap.
- Dry your hands thoroughly and ideally with paper towels--do not forget to dry the areas between your fingers!

Hand disinfectant is available throughout the university where legally required.

## 5. Coughing and Sneezing Hygiene

*How do we prevent the spread of infection?*

- Cough or sneeze as far away from others as possible and turn your head away.
- Use disposable tissues. Use them only once. Throw them in the garbage once they have been used and wash your hands.
- If a tissue is not available, cough or sneeze into the crook of your elbow--not into your hand!
- When coughing or sneezing, do not remove your face mask if others are in the immediate vicinity (closer than 1.50 m away).

## 6. Ventilation

- Rooms must be regularly and correctly aired out to avoid the accumulation of airborne particles. The best way to do this is through cross-ventilation, where the room is aired out for a few minutes via doors and windows open on both sides of the room. Rooms must be aired out every 20 minutes for 3-10 minutes (every 60 minutes in offices). The time spent airing out rooms every hour should not fall below 10 minutes in the summer and 3 minutes in the winter.
- To make this easier, some rooms have been equipped with CO<sub>2</sub> meters which signal when ventilation is necessary. Be sure to follow the operating instructions posted in rooms equipped with aerosol concentration measuring devices.
- Ventilation systems are not to be turned off during operating or working hours, as this may lead to an increase in the concentration of airborne virus particles, thus increasing the risk of infection.
- Air recirculation equipment (without outside air supply), such as fans, air conditioners, or heating equipment, is only permitted in single-occupancy rooms, since they generally do not reduce the concentration of airborne particles and the airflow they produce spreads airborne particles throughout the room.
- Adequate ventilation (e.g. via windows — see first bullet point) must be provided in waiting and standing areas (e.g. central printing and copy rooms) and where the accumulation of people is unavoidable (e.g. at reception desks).

## 7. Hygiene Regulations in the Workplace (particularly for employees)

- Please see the FAQs on the university's »Information Regarding the Coronavirus« webpage for information on shared spaces (see point 14. Developing Infection Prevention Concepts).
- Personal protective equipment must be kept separate from everyday clothing. Personal protective clothing must be cleaned regularly. Personal protective clothing that has been worn (e.g. lab coat) must be stored separately in the work areas after use and must be cleaned immediately.
- Meal times and breaks should be spent alone if possible (e.g. alone in your office). If multiple people are present, be sure to maintain the minimum hygienic distance.
- The number of people in break areas must be limited. Break times must be staggered to ensure that not all employees take their breaks at the same time. Do not share bottles, cups, glasses, dishes, or other utensils. Wash dishes with water and dish soap after use. Dishwashers, if being used, should run at least 60° C.
- The interiors of company vehicles, including steering wheels and gear shifts, must be regularly cleaned with commercially available cleaners, especially if the vehicles are used by several people.

## 8. Hygiene Regulations in Classrooms (particularly for students)

- University buildings may only be entered if absolutely necessary (e.g. to attend lectures, seminars, tutorials, etc.). Avoid gathering in groups in the corridors and make your way to your seat quickly.
- Be sure to pay close attention to signs and floor markings when entering university buildings.

- Hand sanitizer is available at the entrance areas to all rooms. Be sure to sanitize your hands prior to taking your seat.
- Seating plans complying with distancing regulations have been provided for each room. Please use only the designated seating areas. The seating plan may not be changed under any circumstances.
- Your own actions also help prevent the spread of infection. Be sure to maintain a minimum distance of 1.5 metres from others at all times, including in the university's outdoor areas, when entering buildings and on stairs. Refrain from physical contact with others, such as shaking hands or hugging.
- For the use of rooms, see point 10. Physical Distancing.

## 9. Hygiene Regulations for Events

For the implementation of general hygiene measures, please refer to the FAQs FOR EVERYONE section on the coronavirus information website and see the »Bauhaus-Universität Weimar Regulations«, the FAQs FOR STUDENTS, and the FAQs FOR EMPLOYEES.

## 10. Physical Distancing

- The WHO recommends maintaining a physical distance of at least 1.50 m from others.
- Markings (e.g. floor markings, security tape, etc.) can be used to designate appropriate distances on, for instance, pathways and waiting and standing areas. When marking paths, the general regulations set out in the »Technischen Regel für Arbeitsstätten Verkehrswege ASR A1.8« must be observed.
- It is often difficult for the visually impaired to maintain the recommended physical distance without assistance. This should be taken into account when implementing markings (e.g. seat or floor markings, one-way paths, etc.). If necessary, instruction or training is required on site and assistance may have to be provided. Consequently, the minimum required physical distance cannot be maintained at all times. In these cases, masks must be worn by both the assistant and the visually impaired individual.
- Avoid all forms of physical contact. In cases where this is not possible, hands should be washed after any physical contact. In particular, avoid touching the eyes, nose, or mouth with unwashed hands. Refrain from shaking hands or hugging when greeting others.
- Do not speak in the direct direction of your conversation partners.
- Meetings should only be held in well-ventilated rooms and with ample distance between participants. Meetings should be as short as possible (the time factor is crucial in preventing the spread of infection) and should take in appropriately sized room. Small, fixed teams (2-3 people) should be formed and work procedures adapted. Check if it is possible to hold meetings over the telephone or videoconference.
- Reduce multiple occupancy of work rooms by using spare rooms as much as possible. If this is not possible due to operational reasons, individuals must maintain a distance of 1.5 metres between one another in rooms with multiple occupancy for periods longer than 10 minutes. If working requirements do not permit this, appropriate protection compensation must be provided for all individuals present, in particular proper ventilation and appropriate physical barriers between individuals. The necessary compensation measures must be outlined in an infection prevention concept (see point 14 on Developing Infection Prevention Concepts).
- If, due to working requirements, more than one person is present in a room for longer than 10 minutes, the minimum 1.5 metres distance between individuals cannot be maintained and partitions between workspaces or other measures cannot be implemented, or there is an increased emission of airborne particles (e.g. because people have to speak loudly), the Bauhaus-Universität Weimar will provide masks for the relevant employees (see point 11 on **Masks**).

- The use of elevators is restricted and the minimum physical distancing regulations must be observed.
- When travelling together in vehicles for business, the minimum physical distance of 1.5 metres must be observed. The number of individuals in vehicles must be limited accordingly. If the minimum distance cannot be observed, passengers must wear an FFP2 mask without an exhalation valve while travelling (see point 11 on **Masks**).

## 11. **Masks**

In accordance with § 2 of the SARS-CoV-2 »Arbeitsschutzverordnung (Corona-ArbSchV)« (in effect since 01.10.2022), if the 1.5 metre distance cannot be maintained, in cases of activity involving physical contact, cases where indoor activities are taking place and multiple people are present, and cases where technical and organisation protection measures are not sufficient to protect employees (see point 10 Physical Distancing, bullet point 8), a mask (MNS) must be worn. A medical mask (also referred to in German as an MNS) is understood to be a surgical mask, an FFP2 mask or a mask listed in the Corona-ArbSchV appendix.

The preferred masks at the Bauhaus-Universität Weimar are surgical masks or FFP2 masks without exhalation valve.

Individuals with specific pre-existing health conditions are exempt from mask requirements. This includes individuals with respiratory illnesses, skin diseases or, if applicable, mental illnesses. Proof of such pre-existing conditions must be on hand. At least 1.5 metres must be strictly maintained between individuals in these cases.

In cases involving individuals with hearing impairments, a transparent medical mask may be worn to facilitate communication. As medical devices, these masks are subject to legally required testing and conformity assessment procedures. This type of mask enables lip-reading. Important: This type of mask does not primarily protect the wearer, but serves to protect others.

The need for masks must be communicated by the relevant department head in a risk assessment. The risk assessment must contain the following information:

1. If the technical regulations on room occupancy and distancing outlined in the Basic Hygiene Plan (technical measures include designated room space per occupant, individual breathing areas, increased ventilation, etc.)
2. cannot be observed for operational or organizational reasons (e.g. cases where observing distancing regulations or working from home office is not possible), or
3. if despite the implementation of possible technical and organisational measures described in the Basic Hygiene Plan, the risk of infection through airborne particles is expected.

A risk assessment for these cases, including the need (quantity and time period) for masks, must be sent to the Service Centre for Security Management. Following the submission of the risk assessment, Staff Council will be consulted. After a review by the Service Centre for Security Management and approval from the Staff Council, the decision will be communicated to the appropriate department head. The Koordinationsgruppe Corona (corona coordination group) is responsible for the procurement of masks through the Finance Department, Referat Beschaffung. Once the necessity and procurement have been established, wearing a medical mask (MNS) is required.

Wearing a medical mask (MNS) is recommended in Bauhaus-Universität Weimar buildings, when entering and exiting rooms or moving between rooms, in washrooms, foyers, kitchens (other than when food or beverages are being consumed), and in other waiting areas of the university (e.g. in front of photocopiers).

### How Long to Wear a Medical Mask (MNS)

Medical masks (MNS) are intended for one-time use. They should be changed regularly and disposed of

after use. If the mask is affected by moisture or otherwise contaminated, it must be replaced immediately. As of now, these masks cannot be chemically or thermally disinfected. Any instructions included with the masks apply.

The uninterrupted time spent wearing the mask should not exceed 8 hours (maximum wearing time). Within this maximum wearing time, a recovery breathing period of 30 minutes every 75 minutes must be provided.

If the medical mask is worn for a shorter period, the recovery breathing period can be adjusted accordingly. Risk assessment is required in these cases. For light physical work, the mask should not be worn for longer than 3 hours before a recovery / free breathing period.

## **12. Catering**

In general, the provision of food and beverages is to be kept to a minimum and the following regulations are to be observed:

- Pre-portioned and individually sealed food is recommended.
- Hygiene and distancing regulations must be observed. Regarding seating, special care must be taken to ensure that the minimum physical distance is observed during meals.
- A central serving area is recommended to prevent excessive gathering. If this is not possible, only table service is permitted.
- Reusable dishes, cutlery, glasses and other catering equipment must be washed in high-temperature dishwashers (> 70° C).
- Self-serve stations may only provide individually packaged dishes and cutlery.

If catering services are being provided, the provider must be made aware of and adhere to the regulations at the Bauhaus-Universität Weimar, in particular the Basic Hygiene Plan.

## **13. Working from Home (mobile work)**

Home Office to Control Infection Risk Through Reducing Contact:

In accordance with § 2 of the SARS-CoV-2 »Arbeitsschutzverordnung«, working from home in the form of mobile work may be arranged through mutual agreement between employees and supervisor within the context of the stipulations set out in the Flexible Work Location Agreement, provided this does not disrupt operational processes and the work can be performed from home without restriction. The agreement must be documented using the »Vereinbarung Mobile Arbeit zum Zwecke des Infektionsschutzes« form.

Should exceptional personal circumstances arise, in particular care obligations or increased health risks, working from home will be permitted.

Pandemic-Mandated Home Office / Mandatory Home Office:

If pandemic conditions make it necessary for employees to work from home, this will be communicated to employees via the various information channels. The rules and general regulations will also be communicated in these cases. The regulations laid out in the Flexible Work Location Agreement will also apply.

## **14. Developing Infection Prevention Concepts**

The following regulations apply to room usage in compliance with hygiene regulations at the Bauhaus-Universität Weimar as relates to the coronavirus pandemic:

The current Bauhaus-Universität Weimar Basic Hygiene Plan is the standard for the use of every type of room at the Bauhaus-Universität Weimar. The individual responsible for the room or, in the case of planned events, the event organiser must communicate in writing compliance with the specified hygiene regulations in accordance with the Basic Hygiene Plan (must confirm compliance with the Basic Hygiene Plan for the intended use of the room, e.g. event, student workroom, conference, office, etc.). If, in special cases, individual requirements outlined in the Basic Hygiene Plan cannot be met, the individual responsible for the room or the event organiser must explain and justify any deviations in writing and submit this in an infection prevention concept and specify measures to compensate for these deviations to ensure hygiene standards are maintained (see »General Information« in the Bauhaus-Universität Weimar Basic Hygiene Plan). Any infection prevention measures developed for this purpose must be sent to the Service Centre for Safety Management. The Service Centre for Security Management will consult with the Staff Council during the review process. Once the concept has been reviewed by the Service Centre for Security Management and the Staff Council, it will go on to be discussed for approval by the Presidium. The resulting decision will be communicated by the Presidium to the individual responsible for the infection prevention concept.

The Basic Hygiene Plan comes into effect on the day following its announcement, thus replacing the Basic Hygiene Plan published in Mdu 12/2022.

Weimar, 14 October 2022

Prof. Dr. Jutta Emes  
President (interim)

Dr. Horst Henrici  
Chancellor