



Hygiene Plan Coronavirus

for all campuses of
Hochschule Wismar University of Applied Sciences:
Technology, Business and Design
during the pandemic caused by SARS-CoV-2

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List of abbreviations

BfArM Federal Institute for Drugs and Medical Devices
MBWK Ministry of Education, Science and Culture
CNC computerized numerical control
COPD Chronic obstructive pulmonary disease
COVID-19 Coronavirus disease 2019
Div. I/III Division I or III at UAS Wismar
DIN *Deutsches Institut für Normung* (German Institute for Standardization)
HSB University Library
HSZW Central University Workshop
IfSG *Infektionsschutzgesetz* (Protection Against Infection Act)
ITSMZ IT Service und Media Centre
LSF Online portal for teaching, studies and research provided by the Hochschul-Informationen-System eG
MAL Machines and Systems Laboratory
MSCW Maritime Simulation Centre Warnemünde
OPAC Online public access catalogue
PELA Production Studio for E-Learning Applications
RKI Robert Koch Institute
RNr Room number
SAL Maritime studies, systems technology, logistics
SARS-CoV-2 Severe acute respiratory syndrome coronavirus 2
SES Ship Engine Simulator
SK *Studienkolleg* (preparatory courses)
SHS Ship Handling Simulator
SST Ship Safety & Security Trainer
StudIP Study-related internet support for face-to-face teaching
SW Labor Black&White Laboratory
SZ Language Centre
VPN Virtual private network
VTSS Vessel Traffic Services Simulator
WHO World Health Organization
WINGS GmbH Wismar International Graduation Services GmbH

1 Preface

In accordance with this Hygiene Plan, teaching will take place both on site, as well as in digital formats. The exact details regarding the mix of formats, the planning and realisation are determined by the faculties who are responsible for the academic matters.

Keeping a distance of 1.5m to others, wearing face masks and the observance of the RKI's hygiene principles form the basic protection for the entire on-site operations during the coronavirus pandemic. Furthermore, by opting to use the Corona-Warn-App, a national warning system is integrated into daily life at the University.

Direct contact between individuals must be kept to a minimum, as long as this still allows the completion of the required activities and tasks. The aim is still to keep the number of persons on campus and the duration of their stay on the premises to a minimum. If possible, decision-making processes and advisory sessions should continue to be held over the phone or using digital formats. Normal work procedures in the administration and central facilities are to be gradually reopened to the public.

Members of teaching staff and persons responsible for classes/courses are demanded to register the participants at each event and to store these lists for four weeks before destroying them, in order to enable the successful tracing of persons who have been in contact with confirmed cases of COVID-19. The participants must be urged to observe the self-distancing and hygiene regulations immediately prior to and after the end of the classes/courses.

A set of guidelines has been created for events that must be held on site, but are not related to teaching and examinations. These guidelines should make it possible to gradually reintroduce such events. The organisers of the events must make a responsible decision on whether it is necessary to hold the event on site. If events are planned to be held on site, the organisers of the events are responsible for making sure the guidelines are observed.

UAS Wismar has extended its Hygiene Plan for the protection of members of teaching staff and students, as well as further members of staff at all of its campuses, for winter semester 2020/21 on the basis of the decrees issued by the Ministry of Education on 10/7, 6/8, 28/8, and 14/9/2020. The protection of health will continue to be priority number 1. The COVID-19 Hygiene Plan defines important principles pursuant to § 36 in connection with § 33 *Infektionsschutzgesetz* - IfSG (Protection Against Infection Act). The main body describes the principles for ensuring a hygienic environment that shall maintain the health of members of the university community. Special guidelines and resulting information, as well as individual hygiene concepts, e.g. for events, have been defined in appendices that are continuously amended and updated.

Furthermore, all members of the university community at UAS Wismar are obliged to carefully observe the hygiene information issued by the Robert Koch Institute (RKI).

2 Personal Hygiene

The novel coronavirus can be transmitted from one person to another. The main form of transmission is via droplet infection. This mainly occurs directly via the mucous membranes in the respiratory tract. Transmission can also occur indirectly, via the hands, which are then brought into contact with the mucous membranes in mouth and nose, or the eyes' conjunctiva.

2.1 Most important measures

- Stay at home if you are showing several typical signs of illness such as high temperature, muscle ache, cough, runny nose, diarrhoea ('justified suspected case' as defined by RKI that must be reported)
- Keep at a safe distance: If possible, always keep a distance of 1.5 metres to other persons.
- Do not touch, hug or shake hands with others.
- Hand hygiene: wash your hands regularly and thoroughly for at least 20 seconds (see www.infektionsschutz.de/haendewaschen.html [de])
- Do not touch your face with your hands, especially the mucous membranes, i.e. the mouth, the eyes, and the nose.
- Wash your hands thoroughly prior to eating.
- Try your best not to touch objects that might be used by other persons, such as door handles or buttons in lifts, with your whole hand or fingers.
- Observe coughing and sneezing etiquette: Coughing and sneezing into the inside of the elbow are amongst the most important prevention measures. When coughing or sneezing, keep as far away from others as possible; it is best to turn away.
- Wear a face mask as a textile barrier: This can catch droplets emitted by coughing, sneezing and speaking. This can help reduce the risk of infecting other persons by coughing, sneezing or speaking (protection of others), please see the section Face coverings.
- Avoid speaking to anyone eye-to-eye with only a short distance between you (do not hold conversations in which heads are directly next to one another: please do not look over your shoulder, do not lean over your workbooks etc.).
- Air the rooms and corridors on a regular basis.

Even if face masks are being worn, it must be made sure that the usual hygiene regulations, in particular, the current recommendations issued by the RKI and the Federal Centre for Health Education are observed.

It is not necessary to disinfect hands with sanitiser; according to experts, the dangers outweigh the advantages. The most important measure is to regularly wash hands thoroughly with soap.

Visitors to the campus will be reminded of the common hygiene regulations on notices displayed all over campus and at the entrances to all of the buildings; members of the university community shall be kept up-to-date on the website (also visible on StudIP via Feed-

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Reader) and via the intranet; and the students will receive information, e.g. through the Students' Union (AStA).

2.2 Face coverings

Since 14 September 2020, it is compulsory to wear a face covering in all buildings as it is not possible to guarantee the required distance (distance to others of less than 1.5 m) at all times. It is strongly recommended that face coverings are worn at all times on all of UAS Wismar's campuses. The face covering can be removed inside rooms once seats have been taken and if it is possible to observe the required minimum distance in these rooms. This also applies for the use of offices and e.g. meeting rooms.

Workmen and women are only allowed to remove their face coverings if they are working in rooms by themselves or if they are only working together with members of their own team. As soon as members of the university community enter these rooms, all persons must cover their faces.

Community masks and also scarves can be used to cover faces.

In addition to covering the nose and mouth, it is also possible to cover the area around the eyes with a visor; however, this does not replace a face mask (a visor only stops spray). The Central University Workshop has produced such visors; they can be ordered there for special requirements.

2.3 Install the Corona-Warn-App

UAS Wismar supports the Federal Government's and Robert Koch Institute's efforts in the fight against the COVID-19 pandemic and recommends the app is used by the members of the university community.

A warning of "increased risk" from the Corona-Warn-App informs the user that s/he has been near to a person who has tested positive for COVID-19. Please take note of point 5.2.

3 Room Hygiene and Access Routes

3.1 Keep your distance

In order to avoid transmission through droplet infection, a minimum distance of 1.5 metres must be observed at all times in all situations at the University. The minimum distance regulation must be considered a technical, organisational and personal measure and observed at all times on the university premises.

3.2 Airing

Open the windows! Regular and thorough airing is particularly important as it replaces the air in the room. Prior to and after every use of a room, as well as during every break, the room must be aired intensively for several minutes.

A room is not suited for teaching purposes if windows in a room cannot be opened at any time due to building measures, unless a room ventilation system guarantees the exchange

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of air.

3.3 Cleaning

The following surfaces should be cleaned particularly thoroughly in areas that are used most frequently, if possible on a daily basis:

- Door handles and knobs (e.g. on drawers and windows), as well as parts of the door that are touched when they are opened/closed
- Stair railings and hand railings
- Light switches
- Desks/tables and telephones, as well as
- all other areas subject to frequent touching, e.g. computer mice and keyboards.

In contrast to cleaning, routine disinfection of all surfaces at UAS Wismar is not recommended, even during the current COVID pandemic. Adequate cleaning is absolutely sufficient.

If, in certain circumstances, it is considered necessary to disinfect surfaces, they should be wiped down with a cold disinfection solution. The time it takes for the disinfectant to soak in or cover the surface must be observed. Depending on the type of disinfectant used (if the dried rests have an irritant effect), it might be necessary to thoroughly clean all surfaces following disinfection.

3.4 Hygiene in sanitary facilities

A sufficient number of liquid soap dispensers and single-use hand towels must be provided in the sanitary facilities and refilled regularly. Corresponding bins must be provided for single-use hand towels and toilet paper.

In order to avoid too many people using the sanitary facilities at one time, prominently visible notifications must be displayed at the entrance, which point out that only one person at a time (depending on the size of the WCs) may use the sanitary facilities.

Toilet seats, taps, sinks and the floors must be cleaned every day. If the facilities are contaminated with faeces, blood or vomit, the surfaces must be disinfected with disinfection agents by scrubbing and wiping the surface with a soaked single-use towel. The person cleaning the facilities must wear standard rubber gloves for work purposes and at least a basic face mask.

In order to protect the members of administrative and teaching staff, it is recommended that staff WCs are separated for exclusive use by members of staff. A realistic number of staff WCs could be one male toilet and one female toilet in every building. As with the various opening hours for the buildings on campus, individual regulations should be agreed for every building.

3.5 Access routes

If possible, there occupancy of the rooms will be staggered. This should help reduce the amount of people using the access routes, corridors and stairs at the same time. In all other

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situations, it must also be made sure that the students access the course/examination rooms at staggered intervals.

Prior to the start of the respective course/examination, the person holding the class/course/examination must inform the students, attendees or examination candidates of an access route that minimises the amount of contact.

If required, tape will be stuck to the floor to mark paths and areas in which persons can stand.

Use of Lifts

Lifts can only be used by one person at a time.

4 Principles for the Use of Rooms

4.1 Access to the buildings

The desired proportion of on-site courses/classes/examinations can only be provided if the buildings are accessible. However, UAS Wismar differentiates between the kind of access it provides to its buildings (even those with limited amounts of public access). Since 14 September 2020, there are two different kinds of access:

- Unlimited access to the buildings - if the general hygiene and distancing regulations can be clearly indicated and realised. OR
- Limited access to the buildings - meaning that students and guests have to be collected at the door by the responsible members of staff at the respective organisational unit and taken to the course/class/appointment.

The decision as to which option should be used for which building is to be made at the discretion of the head of the organisational unit using the building (faculty, department or central institution etc., with the exception of ITSMZ - which has been ordered to close the building to the public). If buildings are used by several organisational units, they must come to their own agreement. The Crisis Team and Division 1 must be informed about the decision. The opening hours for the building must be announced on the internal web portal.

The ITSMZ remains closed for all teaching classes, examinations and other events in order to protect the health of members of staff at this critically important facility.

4.2 Definition of maximum number of possible places

Tables and chairs in lecture halls, seminar rooms, laboratories, meeting and board rooms etc. will be spread apart to comply with the minimum distance regulations, or, if the seating is fixed, marked with dots. Various definitions can be made depending on the size, shape and amount of fixed furniture in a room. The way the furniture has been set out should not be moved.

Division 1 is responsible for defining the number of places for the centrally administered rooms.

The faculties' were responsible for making the required decisions for their own rooms and some adjustments have been made as more experience has been gained.

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A list of rooms detailing the maximum possible numbers of places is available for download on the internal web portal. Please note that the maximum number of persons in the rooms does not only apply to students, but also to members of teaching staff. The maximum number of places for examinations can differ from those for classes.

Deviations are only possible after the Health and Safety Officer has created a health risk assessments for the individual rooms.

5 Management of Contact Persons and COVID-19 Cases

5.1 Collection of the participants' personal details

As a general rule of principle, the names of all participants at all kinds of class/event must be recorded to enable the tracing of contact persons. The details can be collected in either analogue or digital form, but must be stored for four weeks in such a form that they can be handed over to the *Gesundheitsamt* (hereinafter Public Health Office) on demand. The persons holding the event are responsible for the collection of the personal details. The lists must (if applicable, only with the additional help of the University's central employee and student databases) make it possible to quickly pass on the surnames, first name(s), addresses and telephone numbers to the Public Health Office.

5.2 What to do if you suspect you might be ill

If you suspect that you might be ill with COVID-19, you must not come to work. The same applies if you have been in direct contact with a person who has fallen ill with COVID-19. Decisions as to which employees must leave the work premises due to suspected infection with the coronavirus will be met by the line manager/superior following consultation with the HR Department and the Crisis Team.

5.3 Notification duties of the University

5.3.1 Reporting chain for professors

Please make sure you observe the following procedure:

1. Inform the Rector.
2. Inform the HR Department in Div. III personalabteilung@hs-wismar.de, and provide a telephone number that can be used for contacting you. You will be called asap and jointly arrange the next steps.
3. Please inform the Crisis Team using the notification form at hs-wismar.de/corona [de] (or krisenstab@hs-wismar.de).

5.3.2 Reporting chain for members of staff

Please make sure you observe the following procedure:

1. Inform your line manager/superior.
2. Inform the HR Department in Div. III personalabteilung@hs-wismar.de, and provide a telephone number that can be used for contacting you. You will be called asap and

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you must arrange the next steps together with your line manager/superior.

3. Inform the Crisis Team using the notification form at hs-wismar.de/corona [de] (or krisenstab@hs-wismar.de).

5.3.3 Reporting chain for contract lecturers teaching on site and fee-based staff at events

Please make sure you observe the following procedure:

1. Inform the responsible professor or your contact for the lecture/class/course.
2. Inform the management of the respective faculty. (FIW Ms. Korf: sylvia.korf@hs-wismar.de; FWW Ms. Kätelhön: silvia.kaetelhoen@hs-wismar.de; FG Ms. Thormann: gabriele.thormann@hs-wismar.de) and provide a telephone number that can be used for contacting you. You will be called asap and jointly arrange the next steps.
3. Inform the Crisis Team using the notification form at hs-wismar.de/corona [de] (or krisenstab@hs-wismar.de).

5.3.4 Reporting chain for students taking part in on-site teaching

Please make sure you observe the following procedure:

1. Inform the management of the respective faculty. (FIW Ms. Korf: sylvia.korf@hs-wismar.de; FWW Ms. Kätelhön: silvia.kaetelhoen@hs-wismar.de; FG Ms. Thormann: gabriele.thormann@hs-wismar.de). If necessary, the administration will inform members of teaching staff.
2. If you live in a student hall of residence, please also inform the *Studierendenwerk* (Student Services) Rostock-Wismar. (Ms. Degner k.degner@stw-rw.de).
3. Inform the Crisis Team using the notification form at hs-wismar.de/corona [de] (or krisenstab@hs-wismar.de), which must be completed in full.

5.4 Information regarding the management of quarantine and travel to Wismar

In the coming months, travel will be a special challenge for on-site teaching at the University. Students as well as members of teaching staff travel to Wismar from several different regions and at varying frequency and then return to their home regions.

Whilst work-related travel, international excursions and travel to German districts with more than 50 new COVID-19 per 100 000 inhabitants are not permitted until further notice, private holidaymaking can have an effect on the work environment. In particular, line managers/superiors are asked to coordinate both the management of quarantine and the management of return from travel for the members of staff together with the HR Department; and, following consultation, to determine any required measures.

5.4.1 Entry to the State of Mecklenburg-Vorpommern from risk areas

Please take note of Mecklenburg-Vorpommern's Quarantine Ordinance¹, as amended from

¹ Regulations Defined by the State Government with Regard to Quarantine Measures for People Entering/Returning to Mecklenburg-Vorpommern from Abroad to Help Fight the Novel Coronavirus SARS-CoV-2 (*SARS-CoV-2-Quarantäneverordnung - SARS-CoV-2-QuarV*) of 9 April 2020. This can be accessed online on the state's service portal: <http://www.landesrecht-mv.de/jportal/portal/page/bsmvprod?feed=bsmv-lr&st=lr&showdoc-case=1¶mfromHL=true&doc.id=jlr-CoronaVQuarVMVrahmen>. Last amended: 14/9/2020

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time to time, prior to entering the State of Mecklenburg-Vorpommern from international and national risk areas. Currently, if you have entered the State of Mecklenburg-Vorpommern from one of these risk areas, you are required to travel directly to your home or other suitable accommodation immediately after entry and to isolate there permanently for a period of 14 days following entry; this also applies to persons who entered the Federal Republic of Germany via another federal state.

International risk areas

The Robert Koch Institute (RKI) provides information declaring international risk areas: www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html.

Persons entering the Federal Republic of Germany that have been to a risk area for any length of time within the 14 days prior to entry, can be subject to compulsory quarantine in accordance with the respective quarantine ordinances of the responsible federal states.

National risk areas

National risk areas are displayed on the Robert Koch Institute's webpages. These can be seen as the areas shaded red on the overview "[*COVID-19-Fälle der letzten 7 Tage/100.000 Einwohner*](#)" [de] that is updated every day.

5.4.2 Travel to Wismar and accessing the campuses

Persons who have come from one of the above-named areas are not permitted access to the campuses and buildings of UAS Wismar or any of the locations in Germany in which examinations are held by the WINGS GmbH for a period of 14 days. Exceptions to the quarantine regulations are defined in *QuarantäneVO M-V* (Quarantine Ordinance Mecklenburg-Vorpommern) §2 for locations in Mecklenburg-Vorpommern and in the respective regulations of the other federal states.

5.4.3 Reporting chain prior to entry from risk areas

You are obliged to contact your competent health authority and to inform them that you are affected by the above-named stipulations.

Please contact the University in due time prior to your arrival, or if you have already come to Wismar, please take note of the following prior to accessing the campus:

German students must contact the management of their faculty. (FIW Ms. Korf: sylvia.korf@hs-wismar.de; FWW Ms. Kätelhön: silvia.kaetelhoen@hs-wismar.de; FG Ms. Thormann: gabriele.thormann@hs-wismar.de). If necessary, the administration will inform members of teaching staff.

International students inform the International Office (international.office@hs-wismar.de)
The International Office will send a list of names and the respective dates of birth to the competent Public Health Office and to the *Studierendenwerk* (Student Services) Rostock-Wismar.

Inform the Crisis Team using the notification form at hs-wismar.de/corona [de] (or krisenstab@hs-wismar.de), which must be completed in full.

If you have a room in a hall of residence or would like to live there, please also inform the

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Studierendenwerk (Student Services) Rostock-Wismar. (Ms. Degner k.degner@stw-rw.de). The Crisis Team will contact the responsible Public Health Office in the district Nordwestmecklenburg (or Rostock), or, if it is outside of office hours, the corresponding competent control centre. The control centres can be contacted 24/7 and forward any notifications to the Public Health Office.

5.4.4 Persons who have been in direct contact with a person who has a confirmed case of COVID-19 and show signs of illness

All members of the university community (staff and students), as well as guest lecturers, or contract lecturers who have had direct contact with a person who has tested positive for COVID-19 in the last 14 days and show several typical signs of illness such as a high temperature, muscle ache, cough, runny nose, diarrhoea etc. (defined by the RKI as a 'justified suspected case' that must be reported), must avoid any unnecessary contact to other persons and stay at home. These persons should call their general practitioner immediately (do not, under any circumstances, go to your GP's practice without calling them in advance!) or contact the on-call medical services (Tel.: 116117). They must also immediately contact the local competent Public Health Office. The reporting chain at the University must also be activated.

5.4.5 Persons who have been in direct contact with a person who has a confirmed case of COVID-19, but show no signs of illness

Members of the university community who have been in direct contact with a person who has been diagnosed with a confirmed case of COVID-19 within the last 14 days, but show no signs of illness, must immediately contact the local competent Public Health Office and avoid any unnecessary contact to other persons. The reporting chain at the University must also be activated. These persons must avoid accessing the university premises/buildings until they have been checked over by a doctor. UAS Wismar will allow members of staff to complete their work tasks in a more flexible and independent manner, e.g. in telework or through work from home, if this arrangement is suitable for the corresponding tasks. If this is not possible, the University must consider granting absence from work. No doctor's certificate shall be issued if no illness has been diagnosed.

5.4.6 Persons with typical symptoms of COVID-19

Members of the university community who show several typical signs of illness such as a high temperature, muscle ache, cough, runny nose, diarrhoea etc., must avoid accessing the university premises at UAS Wismar until they have been checked over by a doctor. These persons should call their general practitioner immediately (do not, under any circumstances, go to your GP's practice without calling them in advance!) or contact the on-call medical services (Tel.: 116117). They must also immediately contact the local competent Public Health Office. The reporting chain at the University must also be activated.

5.5 Competent Public Health Offices

5.5.1 Public Health Offices for the Wismar and Malchow campuses

Landkreis Nordwestmecklenburg

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FD Gesundheit/ Kinder-und Jugendärztlicher Dienst

Rostocker Str. 76, 23970 Wismar

Tel.: +49 3841 3040-5332

Fax: +49 3841 3040-85332

email: GA@nordwestmecklenburg.de

5.5.2 Control Centre for the Wismar and Malchow campuses

Integrierte Leitstelle Westmecklenburg

Fachdienst Feuerwehr und Rettungsdienst -

Graf-Yorck-Straße 21, 19061 Schwerin

Tel.: +49 385 50000

Fax: +49 385 5000 117

email: ilwm@schwerin.de

www.schwerin.de/mein-schwerin/leben/ordnung-sicherheit-verkehr/feuerwehr-rettungsdienst/leitstelle/

5.5.3 Public Health Office for the Rostock-Warnemünde campus

Hanse- und Universitätsstadt Rostock

Gesundheitsamt Abt. Hygiene und Infektionsschutz SG Umwelthygiene

Paulstr.22, 18055 Rostock

Tel.: +49 381 381-5382

Fax: +49 381 381-9559

email: ga.infektionsschutz@rostock.de

5.5.4 Control Centre for the Rostock-Warnemünde campus

Brandschutz- und Rettungsamt

Erich-Schlesinger-Str. 24, 18059 Rostock

Tel.: +49 381 381-3700

Fax: +49 381 381-3860

email: feuerwehr@rostock.de

6 Persons at Greater Risk of Experiencing a Severe Course of COVID-19

The protection of all members of the university community has the highest priority. Persons belonging to groups at risk of a severe course of COVID-19, defined as such by the Robert Koch Institute, must obtain confirmation that they belong to a group at risk from their own general practitioner or own specialist.

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Information for employees

The University has agreed with the B.A.D. GmbH that the company doctor will provide telephone consultation hours for addressing problems faced by members of staff who feel strongly unsettled by the overall situation and require support with the evaluation of the danger faced by themselves at the workplace. In order for the company doctor to be able to provide a telephone consultation session, s/he requires:

- the contact details including a contact telephone number as well as
- the medical record from your general practitioner, and
- prior arrangement of the telephone consultation session with the In-House Medical Service.

The employee will be called by the company doctor. Following the consultation, Dr. Bock will write a letter to the employee with recommended guidelines. The University will not receive direct notification of this letter. The employee should arrange a meeting with his/her manager/superior to discuss and organise the work situation based on these recommendations. If you are interested, please contact the In-House Medical Service.

Information for students

Students suffering from one or more underlying diseases are not subject to compulsory attendance at teaching classes or examinations. The University will strive to enable the continuation of studies pursuant to the same regulations that apply for students with disabilities and chronic illnesses.

7 Entry into Force

The Public Health Offices have agreed to this Hygiene Plan.

Public Health Office of the District Nordwestmecklenburg

1. Approval on 30/09/2020

Public Health Office of the Hanseatic City of Rostock

1. A copy was provided on 17/09/2020

A copy was provided for information purposes to the Ministry of Education's Crisis Team:
30/09/2020

The Hygiene Plan entered into force at UAS Wismar as an official instruction on 30/09/2020.

The Rector