

Hygiene plan for students and visitors valid until 15 September 2021 V3.5

Kempton University of Applied Sciences

Contents

0 Preface	2
1 Presence at Kempten University of Applied Sciences / Physical attendance in classes	3
1.1 Prohibited entry	3
1.2 Action upon testing positive for COVID-19	3
1.3 Groups at risk	3
1.4 Pregnant women / expectant mothers	3
2 General hygiene regulations / basic principles	4
2.1 D-H-M+V rules.....	4
2.1.1 Distance (minimum distance).....	4
2.1.2 Hygiene and disinfection	4
2.1.3 Respiratory protection/masks (FFP2 masks).....	5
2.1.4 Ventilation	5
2.2 Testing plan	5
2.2.1 Voluntary self-testing for students when the 7-day infection rate is below 50 per 100,000 inhabitants	5
2.2.2 Obligatory testing for students when the 50-day infection rate exceeds 50 per 100,000 inhabitants	6
2.2.3 Conducting self-tests by students	6
3 Further hygiene regulations/measures	7
3.1 Access to Kempten University of Applied Sciences	7
3.1.1 Access to lecture theatres	7
3.1.2 Access to laboratories	7
3.1.3 Access to the library	8
3.1.4 Access to the canteen.....	8
3.2 Identity checks / recording contact details.....	8
3.3 Conduct during face-to-face classes.....	8
3.4 Corona-Warn-App.....	8
4 Closing remarks	9
Appendix A – Disinfection procedure – disinfectant wipes	10
Step ❶ – Take a disposable glove as you enter the lecture theatre.....	10
Step ❷ – Take a disinfectant wipe	11
Step ❸ – Disinfect table	12
Step ❹ – Disinfect chair (back and seat)	13
Step ❺ – Storing disinfectant material during the course	14
Step ❻ – Dispose of disinfectant material after examination	15

0 Preface

This hygiene plan applies to students and visitors attending Kempten University of Applied Sciences until 15 September 2021. For the period from 4 July 2021 until 31 July 2021, the “*Hygiene Plan for the Examination Period Summer Semester 2021*” will apply. 1

No face-to-face classes will take place at Kempten University of Applied Sciences until and including 15 September 2021, irrespective of the current infection rate. Exceptions to this, according to § 23 of the 13th BayIfSMV, are practical training blocks and classes that require special premises such as laboratories. In addition, face-to-face classes can be offered for which, however, any subject matter relevant to examinations will also be provided in digital format. 2

Kempten University of Applied Sciences is issuing the following behavioural and hygiene measures to implement the “Corona Strategy” devised by the Bavarian State Ministry. This hygiene planned is based on, inter alia: 3

- Fourth Act to Protect the Population in an Epidemic Situation of National Magnitude dated 22 April 2021 (BGBl. I 2021 p. 802)
- Thirteenth Bavarian Regulation on Infection Prevention Measures (13th BayIfSMV) dated 5 June 2021, amended 23 June 2021 (in particular here, § 4, § 14, § 17, § 19, § 22, § 23 and § 24)
- SARS-COV-2 Occupational Safety Rules, version dated 20 August 2020 (GMBI 2020 pp. 484-495), most recently amended: GMBI 2021 pp. 622-628 (No. 27/2021 dated 7 May 2021)
- SARS-CoV-2 Occupational Safety Directive dated 21 January 2021 (BAnz AT 22.01.2021 V1), most recently amended by Article 1 of the Directive dated 21 April 2021 (BAnz AT 22.04.2021 V1)
- Framework Hygiene Plan for Resumption of on-site Operations at Universities of Applied Sciences (UAS) during Winter Semester 2020/2021 (including libraries at Bavarian universities of applied sciences)

This hygiene plan comes into force on 24 June 2021. 4

It is subject to revision should the Bavarian State Government amend the directives. The old hygiene plan would then no longer be valid. 5

1 Presence at Kempten University of Applied Sciences / Physical attendance in classes

1.1 Prohibited entry

In consultation and collaboration with “Hochschule Bayern e.V.”, the following edict applies to Kempten University of Applied Sciences: 6

“Any such persons are prohibited from entering the university’s premises who are aware of having had contact within the past 14 days with someone confirmed to be infected with COVID-19, who are displaying symptoms that might indicate a COVID-19 infection according to the RKI, e.g. fever, dry cough, respiratory problems, loss of the sense of taste/smell, throat and limb pains.”

Exemption from this is subject to presenting the university with a personal medical certificate written in German or English to confirm that there are no indications of an infection with the coronavirus SARS-CoV-2. The medical certificate must stem from a molecular-biological test for the presence of an infection with the coronavirus SARS-CoV-2 that has been conducted in a member state of the European Union, or other state that the RKI has included in a list of states with adequate quality standards for this purpose, presented within 48 hours of issue to the university. It should be noted that an ‘antibody test’ does not suffice for this purpose.”
Source: Framework Hygiene Plan WS 20/21 – Hochschule Bayern 7

1.2 Action upon testing positive for COVID-19

If you have tested positive, you must immediately report this to the university by emailing covid19@hs-kempten.de, also stating which classes you have attended in person during the past 14 days. This is the only way to ensure that contacts can be traced as quickly as possible. 8

1.3 Groups at risk

If you belong to a group that the Robert Koch Institute deems to be at risk of serious illness and you intend to attend an authorised class in person, you are required to take the necessary measures to protect yourself or refrain from attending. Please seek advice from the medical practitioners treating you. 9

1.4 Pregnant women / expectant mothers

Expectant mothers can only attend classes in person if permitted to do so by the relevant faculty. A risk assessment must have been produced by the organisational unit in question. For practical classes (e.g. in the laboratory handling hazardous substances), the judgement of the lecturer in charge is required. 10

Students can notify the “Office for Equal Opportunities, Family Affairs and Diversity” in case of pregnancy. 11

2 General hygiene regulations / basic principles

Infections are to be avoided throughout Kempten University of Applied Sciences, including its satellite premises, by adhering to the “D-H-M+V” rules. This also applies to any outdoor areas belonging to Kempten University of Applied Sciences. 12

2.1 D-H-M+V rules

Anyone attending Kempten University of Applied Sciences must fully comply with the **D-H-M+V rules** across the entire site, in all university buildings (campus) and in all premises rented by the university: 13

- D** Distance
- H** Hygiene
- M** Masks (covering nose and mouth)
- V** Ventilation

2.1.1 Distance (minimum distance)

Across the university’s entire site, in all university buildings and in all premises rented by the university, everyone must take care to maintain a **minimum distance of 1.5 m** from other people. 14

2.1.2 Hygiene and disinfection

The necessary hygiene measures include: 15

- a) Washing hands regularly and avoiding hands touching the face
- b) Coughing or sneezing into a tissue or the crook of the elbow
- c) Disinfecting work tools and operational equipment

a) Washing hands regularly

Regular handwashing is one of the most effective protective measures. Studies have shown that washing hands correctly and thoroughly is more effective than using hand sanitisers. 16

b) Coughing and sneezing

Keeping your distance also applies here. Cough and/or sneeze into a tissue, or place your mouth and nose into the crook of your elbow. 17

c) Disinfection

Work tools and operational equipment (e.g. tables, pens, etc.) are to be used by only one person, or they must be disinfected before handing to someone else. 18

Anything requiring such procedures (e.g. work tools and operational equipment) will be disinfected by cleaning professionals appointed by Kempten University of Applied Sciences and/or staff of Kempten University of Applied Sciences (e.g. electrical laboratory equipment). 19

In exceptional cases, students can perform the disinfection procedure following instructions (see Appendix A). Kempten University of Applied Sciences will provide the authorised disinfectants. 20

2.1.3 Respiratory protection/masks (FFP2 masks)

In all buildings at Kempten University of Applied Sciences, it is compulsory to wear a particle-filtering half-mask (FFP2/FFP3 without vent compliant with DIN EN 149:2001+A1:2009). 21

It is no longer obligatory to wear a mask outdoors on campus – a distance of 1.5 metres is to be maintained from all other people. 22

FFP2 masks are not provided by Kempten University of Applied Sciences; thus each person must bring their own. 23

The obligation to wear a face mask also applies in areas where people are moving around and are likely to encounter others (e.g. corridors, passageways, stairwells, elevators, etc.) at Kempten University of Applied Sciences. Face masks are obligatory for everyone – all students, staff and visitors to Kempten University of Applied Sciences. 24

No exemption can be made from the obligation to wear a mask – even based on a medical certificate. According to the presented risk assessment, anyone certified as “*exempt from wearing a mask*” is prevented from attending classes in person on medical grounds. 25

FFP2 masks are to be worn continuously indoors. This also applies upon entering offices. 26

In line with the recommendation of the “Coordination Group for Biological Work Materials (KOBAS) of the German Social Accident Insurance (DGUV)”, FFP2 masks are to be changed if they are penetrated by moisture, and at least each new workday. 27

Irrespective of the obligation to wear a mask, everyone is to avoid forming groups in areas where people are moving around or cross paths. 28

We ask all students and visitors to refrain from “*shaking hands or embracing as a greeting or farewell*”. 29

2.1.4 Ventilation

To ensure air circulates adequately during classes, besides the air conditioning systems in buildings being set to maximum throughput, a blast of fresh air is to be introduced for 4-5 minutes at least every 45 minutes by opening the windows and entrance doors. 30

Mobile air filtering systems can be used to improve the air quality, but this does not replace regular blasts of fresh air. 31

2.2 Testing plan

2.2.1 Voluntary self-testing for students when the 7-day infection rate is below 50 per 100,000 inhabitants

As long as the 7-day infection rate is below 50 per 100,000 inhabitants, any students wishing to attend face-to-face classes run by the university will each be provided with an approved SARS-CoV-2 antigen test for their own use, referred to in short as a self-test. The use of these self-tests by students is voluntary. Self-tests will be offered in class. 32

Each faculty will be provided with self-tests for this purpose, to be distributed internally amongst lecturers by their line managers. 33

These self-tests are to be conducted right at the start of the class. Teachers and students can arrange to start the class earlier to accommodate this process. 34

2.2.2 Obligatory testing for students when the 50-day infection rate exceeds 50 per 100,000 inhabitants

If the 7-day infection rate exceeds 50 per 100,000 inhabitants, any students wishing to attend face-to-face classes run by the university must present either written or electronic evidence of a negative test result twice a week from either 35

- a) a PCR or POC antigen test, or
- b) an antigen test authorised by the Federal Institute for Drugs and Medical Devices, self-conducted non-professionally under supervision (self-test),

issued no more than 48 hours prior to the start of the day of the face-to-face class and in compliance with the provisions of the COVID-19 Protection Measures Exemption Ordinance (“SchAusnahmV”).

Asymptomatic persons who possess proof of vaccination in their name (vaccinated persons) or proof of recovery (persons who have recovered) are exempted from the need to present evidence of having taken a test. 36

As an alternative to presenting proof of a negative test, every student will be provided with an approved SARS-CoV-2 antigen test for their own use, referred to in short as a self-test. In the absence of proof of either a negative test result, vaccination or recovery, the use of these self-tests by students is a mandatory requirement for attending a class. 37

Each faculty is being provided with self-tests, to be distributed internally amongst lecturers by their line managers. 38

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2.2.3 Conducting self-tests by students

These self-tests are to be conducted right at the start of the class. Teachers and students can arrange to start the class earlier to accommodate this process. 40

You can access written instructions for performing a self-test (in English & German) by clicking this link: 41

https://syncandshare.lrz.de/getlink/fiB5AFjPhiidmzzhpp98KThW/Gebrauchsanweisung_Technomed_-Selbsttest.pdf

A video on how to use them correctly (German audio, but clear visual guide) can be found here:

https://technomed.at/vid/technomed_boson_antigen_tutorial_de_anim.mp4

If the result of your self-test is positive, you must immediately leave the university’s premises to self-isolate at home and arrange for a follow-up PCR test (with a doctor or at a local test centre; call 116117, or contact your local health authority). You must inform the university immediately of the positive test result by emailing covid19@hs-kempten.de. 42

After use, the self-test kits must be properly disposed of in the special containers provided. 43

If requested, the lecturer can issue confirmation that a test has been conducted with a negative result, which serves as the proof cited in Point 2.2. 44

3 Further hygiene regulations/measures

3.1 Access to Kempten University of Applied Sciences

Students are not permitted to remain in buildings or on the premises of Kempten University of Applied Sciences after attending authorised classes, unless this is for other reasons related to their studies. Presence on the entire university premises is to be limited to the absolutely essential degree. 45

It should be noted that the person in charge of any gathering commands the house rules, including the authority to expel any student breaching the hygiene plan from the room. 46

If the number of infections exceeds 50 per 100,000 inhabitants during the course of 7 days, then communications (with e.g. Academic Registry, the Student Advisory Service, or the International Office) will take place by telephone, email or video conference – and only in person if an appointment has been agreed in advance by telephone. 47

3.1.1 Access to lecture theatres

Access to lecture theatres, and thus buildings, is only permitted from 10 minutes prior to the start of each lecture. Corridors in buildings are not to be used as waiting areas. 48

Upon entering the building, everyone should make their way as quickly as possible to the lecture theatre indicated on the timetable. 49

Each lecture theatre should be used by only one group of students per day. The responsibility for this lies with the relevant faculties. Only the designated seats may be used. The designated seats are to be used throughout the day by only one and the same person. 50

No one is permitted to remain in a lecture theatre outside the time slot indicated on the relevant timetable. 51

3.1.2 Access to laboratories

Access to laboratories, and thus buildings, is only permitted from 10 minutes prior to the start of each session. Corridors in buildings are not to be used as waiting areas. 52

Laboratories are only to be entered for a valid reason and in accordance with the timetable, or for vital work on a project or final thesis. 53

Work tools and operational equipment are to be used by only one and the same person wherever possible. In cases where this is not possible, they must be disinfected before each use. The laboratory supervisor in each case is responsible for the disinfection process using authorised disinfectants. 54

Hands must be washed before using work tools and operational equipment (see D-H-M+V rule). 55

The laboratory supervisor is responsible for ensuring sufficient ventilation. 56

The laboratory supervisor's instructions must be followed in full. The relevant laboratory rules and regulations apply. 57

3.1.3 Access to the library

In accordance with § 24 of the 13th Bavarian Regulation on Infection Prevention Measures stipulates, the library is open, subject to certain conditions. The maximum permitted occupancy is one person per 10 m² of floor space, equating to 80 people inside the library. FFP2 masks must be worn (obligatory) throughout. Access is controlled by means of a card system. 58

Please continue to use the returns box to get books back to us. 59

3.1.4 Access to the canteen

The canteen at Kempton University of Applied Sciences is subject to both this hygiene plan and the specific hygiene plan and specifications for catering facilities, for which Augsburg Student Union is responsible. 60

3.2 Identity checks / recording contact details

Kempton University of Applied Sciences is obliged by the Bavarian State Ministry to keep a “*record of contact details*” for everyone using any of its buildings or rented premises throughout Summer Semester 2021. 61

“To enable contact tracing in the case of a subsequently detected COVID-19 infection amongst” students, staff and visitors, “a record must be kept of people’s names and reliable contact details (telephone number, email address or residential address) together with the time and date of the visit. This information may only be passed to and upon the instruction of the responsible health authorities for the purpose of notification.” 62

Source: Corona Pandemic – Bavarian State Government

Data protection regulations (Art. 13 GDPR) will be observed. 63

Student ID or a Campus Card is required as proof of identity. 64

It is compulsory for everyone attending classes in person to provide their contact details for the record. This will involve either entering personal details manually on a sheet of paper provided in class or using the sign-in plugin in Moodle. 65

3.3 Conduct during face-to-face classes

Students may only leave the room during a face-to-face class in important exceptional cases (e.g. visit to the toilet). 66

Certified surgical or FFP2 masks must be worn throughout the entire class. Lecturers can remove their mask if positioned behind a protective screen, in which case a distance of at least 3 metres must be maintained between the lecturer and the closest class member. 67

The instructions of the lecturer in charge must be followed. 68

3.4 Corona-Warn-App

The University Executive Board recommends using the Corona-Warn-App (also) at Kempton University of Applied Sciences. 69

“The Corona-Warn-App helps us to realise if we have come into contact with an infected person, thus possibly presenting a contamination risk. This enables us to break the chain of infection more swiftly. The app is provided by the Federal Government.”

Source: Corona-Warn-App – Federal Government

4 Closing remarks

We ask all students to play an active part in implementing the measures prescribed in this hygiene plan towards minimising the risk of infection. 70

Sincere thanks for your efforts – stay healthy! 71

The **Hygiene Plan for Summer Semester 2021** was compiled 72
on behalf of and in collaboration with **Professor Dirk Jacob** – *Vice President Teaching and Professional Development*
and with the technical support of **Dr Peter Nikodem** – *Medical Officer, Kempten University of Applied Sciences*
and Mr **Johannes Maurer** – *Safety Engineer, Kempten University of Applied Sciences*.

Kempten, 24 June 2021 73

Appendix A – Disinfection procedure – disinfectant wipes

The disinfection procedure using disinfectant wipes consists of six steps, which must be completed in the correct order. 74

Step ❶ – Take a disposable glove as you enter the lecture theatre

Only a single disposable glove is provided for each person. 75

Face masks must be worn (obligatory). 76



Fig. 1 Take a disposable glove

Step ② – Take a disinfectant wipe

Having put on the disposable glove, each student must take a disinfectant wipe from the box/dispenser provided and then proceed to their allocated seat.

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Face masks must be worn (obligatory).

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Fig. 2 Take a disinfectant wipe

Be sure to avoid contact with clothing or eyes.

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Fig. 3 Disinfectant wipe

Step ③ – Disinfect table

Upon reaching the exam desk, use the disinfectant wipe to sanitise the immediate working area (approx. 1 metre wide). The disinfectant applied in this manner evaporates without further action. 80

Face masks must be worn (obligatory). 81



Fig. 4 Disinfect table

Step ④ – Disinfect chair (back and seat)

After the working area, the chair must also be disinfected at the points of contact with the hands.

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Face masks must be worn (obligatory).

83

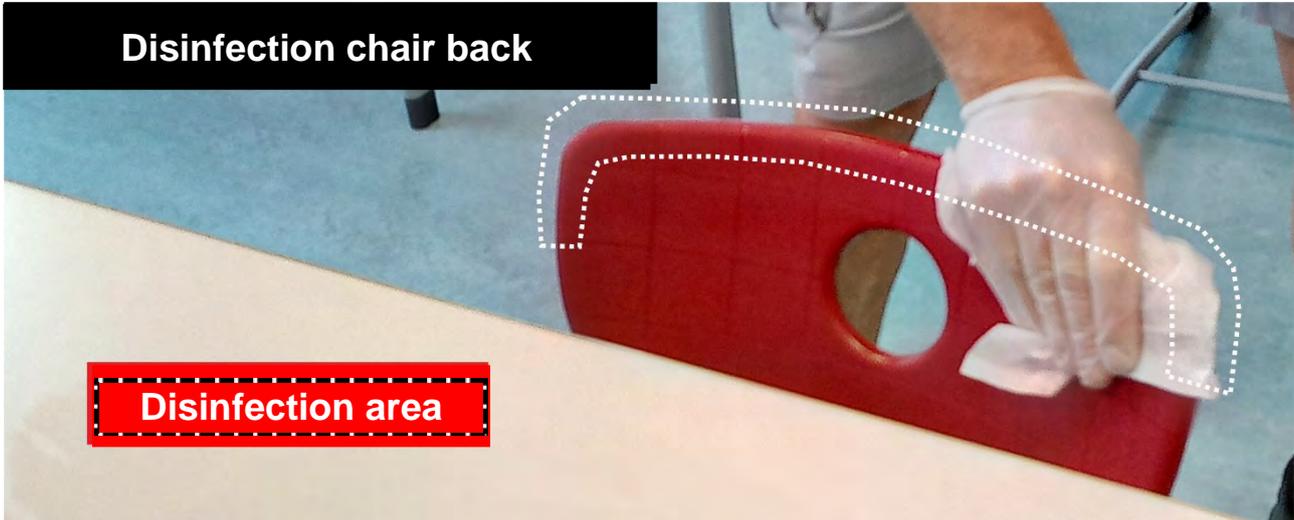


Fig. 5 Disinfect chair back

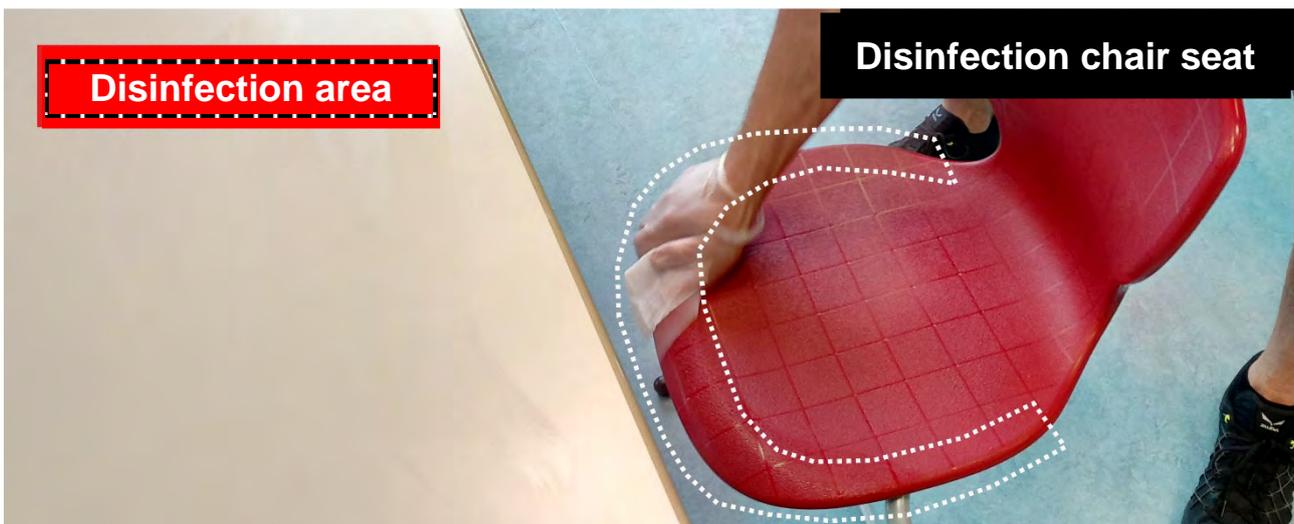


Fig. 6 Disinfect chair seat

Step 5 – Storing disinfectant material during the course

Wrap the used disinfectant wipe in the glove by placing it in your palm and pulling the glove over it.

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Face masks must be worn (obligatory).

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Fig. 7 Remove glove

After this, place the glove at the front corner of the table for the time being.

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Fig. 8 Wrap disinfectant wipe in glove

Step ⑥ – Dispose of disinfectant material after examination

Used disinfectant material (disinfectant wipes wrapped in gloves) must only be disposed of in a metal waste bin with a lid.



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Fig. 9 Dispose of disinfectant material after examination in waste bin provided