

Hygiene plan

for the Examination Period Summer Semester 2021

Kempten University of Applied Sciences

24 June 2021
V3.1

Vice President Teaching and Professional Development
Kempten University of Applied Sciences

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0 Preface

This Recommended Action / Hygiene Plan applies to students taking written and oral examinations. The Hygiene Plan 1 for Kempten University of Applied Sciences V3.5 dated 14 June 2021 remains generally applicable.

1 Access to the university / Taking examinations

Access to university premises remains prohibited during the examination period for anyone testing positive for 2 COVID-19 or showing symptoms of the disease.

Anyone who has suffered COVID-19 or who has been instructed to self-isolate or quarantine by the responsible health 3 authority or according to the applicable Bavarian Regulation on Infection Prevention can enter the university's premises once again after recovery or the prescribed period has expired, without needing to present further evidence.

If you test positive for COVID-19 within 14 days of taking an examination, you must report this immediately to 4 Academic Registry using the email address covid19@hs-kempten.de, citing the examinations that you have taken on site.

2 General basic principles

2.1 D-H-M+V rules

Written and oral examinations are being conducted on the basis of "D-H-M+V" rules. 5

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

2.1.1 Distance (minimum distance)

Across the entire site and throughout all buildings at Kempten University of Applied Sciences, people must stay at 7 least 1.5 metres apart from one another.

2.1.2 Hygiene

The necessary hygiene measures include:

- 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 desks and chairs (backs and seats)

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. 9

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. 10

c) Regular ventilation / air circulation

To ensure air circulates adequately during the examination, 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. 11

Mobile air filtering systems can be used to improve the air quality, but this does not replace regular blasts of fresh air. 12

d) Disinfection measures

See the section on Examination procedure – Disinfection procedure. 13

2.1.3 Respiratory protection/masks (surgical mask or FFP2 mask)

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). 15

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. 16

FFP2 masks are not provided by Kempten University of Applied Sciences; thus each person must bring their own. 17

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. 18

For the duration of an examination, a certified medical face mask (surgical-standard mask in accordance with DIN EN 14683:2019-10) can be used, but this must then be changed back to an FFP2 mask upon completion. 19

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 medically prevented from attending examinations. 20

2.2 Record of contact details

Kempten 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. 21

“*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.*” 22

Source: *Corona Pandemic – Bavarian State Government*

Contact details are recorded using a tool called “darfichrein”, which requires a smartphone with an app for scanning QR codes. No special app is required for the purpose of recording contact details, which is a browser-based process. 23

Data protection regulations (Art. 13 GDPR) will be observed. 24

The registration process to be conducted in examination rooms is described in Appendix B. 25

2.3 Seating / Numbering of seats

The seats authorised for the examination are numbered. Every seat is clearly marked with a number. 26

Only the numbered seats may be used during the examination. 27

Candidates must follow the instructions of the examination officiators when selecting a seat. 28

2.4 Disinfection procedure

The equipment required for working on and conducting the examination (e.g. tables, chairs, etc.) may only be used by a specific person. 29

Students are responsible for disinfecting their own exam table and chair. 30

Disinfection is performed using disinfectant wipes with an authorised disinfectant. Detailed instructions for the disinfection procedure are provided in the appendix. 31

2.5 Testing plan

2.5.1 Voluntary self-testing for students

Every student participating in an examination on site pursuant to § 19 of the 13th BayIfSMV will 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. 32

Each faculty is being provided with self-tests, which students can collect from the Faculty Office upon presentation of proof that they have registered for the examination in question. 33

These self-tests are to be conducted at home, no more than 48 hours prior to the start of the examination. The recommendation is to conduct the test no later than one day before the examination is due to take place to allow adequate time for a definitive PCR test to be conducted in a test centre, should the self-test produce a false positive. 34

You can access written instructions for performing a self-test (in English & German) by clicking this link:
https://syncandshare.lrz.de/getlink/fiB5AFjPhiidmzzhpp98KThW/Gebrauchsanweisung_Technomed_-Selbsttest.pdf 35

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 are prohibited from entering the university's premises, must 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 if the PCR test provides a positive result by emailing covid19@hs-kempten.de. 36

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

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3 Examination procedure

3.1 Campus site

The D-H-M rules apply across the entire campus site. It is obligatory to wear an FFP2 mask across the entire site, i.e. including outdoors, or in indoor areas where there is movement / corridors; during examinations in examination rooms, it is obligatory to wear specially certified masks.

3.2 Access to university buildings

During the examination period for Summer Semester 2021, it is obligatory for everyone (visitors, students and staff) to wear an FFP2 mask in all buildings, particularly in indoor areas where there is movement / corridors. While examinations are being conducted in examination rooms, certified masks must be worn.

Examinations are being conducted in the buildings A, canteen, canteen annexe, S, TE, TM, V and W.

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Students are instructed to use the shortest route possible to the rooms allocated for their examinations. Students are not permitted to loiter in buildings where they are not taking an examination.

3.3 Written examinations

Written examinations involving the disinfection of tables are conducted according to the following procedure:

- Students enter the room (face masks obligatory)
- Students open the “darfichrein” tool by scanning a QR code (face masks obligatory)
- Students present their proof of identity (even if a plexiglass screen is in place, everyone must still wear a face mask)
- Students put on one of the disposable gloves provided (face masks obligatory)
- Students use the glove to take a disinfectant wipe (face masks obligatory)
- Students go to their exam table & seat (face masks obligatory)
- Students disinfect their exam table & seat (face masks obligatory)
- Students sit down (face masks obligatory)
- Students enter their allocated seat into the “darfichrein” tool and complete registration (face masks obligatory)
- Students hand in their examination script as they leave the room (face masks obligatory)
- Students dispose of the disinfectant materials as they leave the room (face masks obligatory)
- Students log the fact that they have left the examination room in the “darfichrein” tool

3.3.1 Entry to the examination room

Face masks (specially certified masks) must be worn continuously once you enter the examination room.

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At the entrance to the examination room, students open the “darfichrein” tool for the purpose of contract tracing by scanning the QR code posted outside (only completing registration after being allocated a seat).

3.3.2 Identity check

Identity checks are conducted as instructed by the examination officiators. Instructions issued by the examination officiators must be followed.

By completing the identity check, students declare themselves fit to take the examination. 46

The required identity check will generally be conducted upon entry to the examination room. Face masks must be worn (obligatory). 47

Students are instructed to have their personal ID and student ID card ready for inspection upon entering the examination room to avoid “spending time searching” for these documents. 48

The identity check does not require the student's signature. 49

3.3.3 Provision of disinfectant materials

Disinfectant materials (disinfectant wipes) and the accompanying gloves are issued as students enter the examination room. 50

One glove suffices for using the disinfectant wipe. Each student will be provided with the one glove. 51

The disinfection procedure is described in the appendix. 52

After completing the disinfection procedure, students enter their allocated seat into the “darfichrein” tool. 53

3.3.4 Conduct during the examination

Wearing a face mask (certified surgical mask or FFP2 mask) also remains obligatory for the entire duration of the examination. 54

At least every 45 minutes, a blast of fresh air will be sent through the room for 4-5 minutes. The duration of the examination will be extended by the time required to introduce blasts of fresh air, e.g. for an examination set to last 90 minutes, during which 5 minutes is spent introducing fresh air after 45 minutes have passed, the total time allowed for the examination will be 95 minutes. Due to the cold weather conditions, students are instructed to wear appropriate clothing during ventilation. 55

No questions are permitted during the examination. Any questions about organisational matters must be asked before the written examination commences. 56

Students may only leave the room during an examination in important exceptional cases (e.g. urgent visit to the toilet). 57

Students are not permitted to hand in their examination scripts and hence exit the examination prematurely. 58

3.3.5 End of the examination / Handing in examination scripts

Students must write their room and seat number on their examination paper. If an envelope is provided for submitting the papers, the room and seat number must also be written on this. 59

After the examination has ended, no student may leave the room until instructed to do so. The room is to be vacated in an orderly manner. 60

Examination scripts are to be handed in as instructed by the examination officiators. The examination officiators' instructions must be followed. 61

Upon leaving their exam table & seat, students are to take the disposable glove containing the disinfectant wipe with them and to dispose of this in the dedicated waste bin as they leave the room (see appendix). 62

Everyone must wear a face mask (obligatory) when leaving their seat. 63

Upon leaving the room, students log their exit from the room in the “darfichrein” tool. 64

3.4 Oral examinations

Oral examinations involving the disinfection of tables are conducted according to the following procedure: 65

- Students enter the room (face masks obligatory)
- Students open the “darfichrein” tool by scanning a QR code (face masks obligatory)
- Students present their proof of identity (even if a plexiglass screen is in place, everyone must still wear a face mask)
- Students put on one of the disposable gloves provided (face masks obligatory)
- Students use the glove to take a disinfectant wipe (face masks obligatory)
- Students go to their exam table & seat (face masks obligatory)
- Students disinfect their exam table & seat (face masks obligatory)
- Students sit down (face masks obligatory)
- Students enter their allocated seat in the “darfichrein” tool and complete registration (face masks obligatory)
- Students dispose of the disinfectant materials as they leave the room (face masks obligatory)
- Students log out of the “darfichrein” tool upon leaving the examination room

3.4.1 Order of procedure

The D-H-M (“AHA”) rules must be observed. Wearing a face mask (specially certified mask) remains obligatory for 66 the entire duration of the examination.

The candidate or group of candidates that has just completed an examination must have left the room before the next 67 candidate or group of candidates is admitted. Face masks must be worn (obligatory) until leaving the building.

At the entrance to the examination room, students open the “darfichrein” tool for the purpose of contract tracing by 68 scanning the QR code posted outside the room (only completing registration after being allocated a seat).

3.4.2 Identity check

Identity checks are conducted as instructed by the examination officiators. Instructions issued by the examination 69 officiators must be followed.

The required identity check will generally be conducted upon entry to the examination room. Face masks must be 70 worn (obligatory).

The identity check does not require the student's signature. 71

3.4.3 Provision of disinfectant materials

Disinfectant materials (disinfectant wipes) and the accompanying gloves are issued as students enter the examination 72 room.

One glove suffices for using the disinfectant wipe. Each student will be provided with the one glove. 73

The disinfection procedure is described in the appendix. 74

After completing the disinfection procedure, students enter their allocated seat in the “darfichrein” tool. 75

3.4.4 End of the examination / Handing in examination scripts

The disinfectant wipe and disposable glove are discarded in the waste bin provided (see appendix). 76

Everyone must wear a face mask (obligatory) when leaving their seat. 77

3.5 Leaving the examination room / building

As previously described, the examination room is to be vacated in an orderly manner, as instructed by the examination officiators. Everyone must wear a face mask (obligatory). 78

Upon leaving the room, students log their exit from the room in the “darfichrein” tool. 79

Students must exit the building via the shortest route possible. Everyone must wear a face mask (obligatory). 80

The D-H-M rules apply across the entire campus site. This means that the minimum distance must always be maintained and a face mask must be worn. 81

4 Closing remarks

Sincere thanks go to all students for their cooperation and assistance throughout these examinations. 82

Observing the recommended actions, as described, should ensure examinations can be conducted safely for everyone concerned. Stay healthy! 83

This **Recommended Action / Hygiene Plan for examination officiators** 84

was compiled

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 by **Mr Johannes Maurer** – Safety Engineer, Kempten University of Applied Sciences.

Kempten, 24 June 2021 85

Appendix A – Disinfection procedure – disinfectant wipes

The disinfection procedure using disinfectant wipes consists of six steps, which must be completed in the correct order. 86

Step 1 – Take a disposable glove as you enter the examination room

Only a single disposable glove is provided for each person. 87

Face masks must be worn (obligatory). 88



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. 89

Face masks must be worn (obligatory). 90



Fig. 2 Take a disinfectant wipe

Be sure to avoid contact with clothing or eyes. 91



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. 92

Face masks must be worn (obligatory).



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).

95

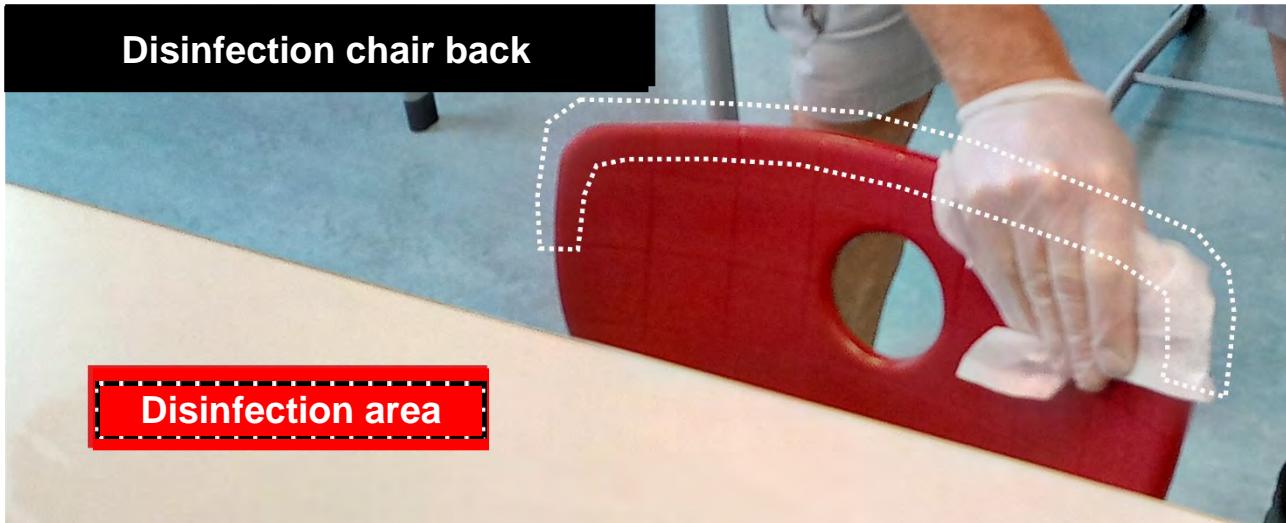


Fig. 5 Disinfect chair back

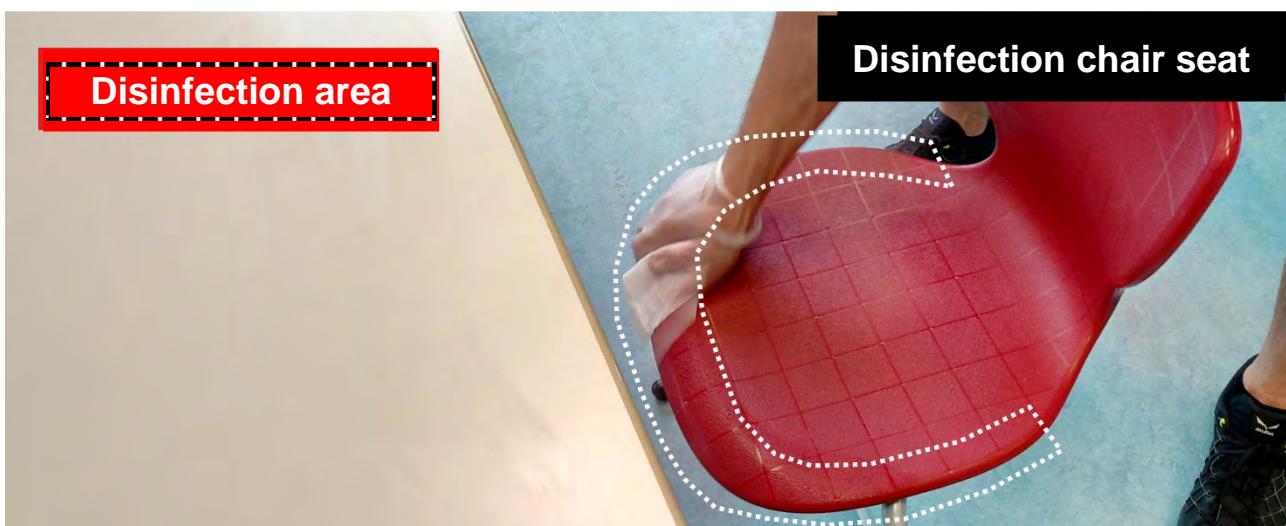


Fig. 6 Disinfect chair seat

Step 5 – Storing disinfectant material during the examination

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).

97

Disinfectant wipe in disposable glove

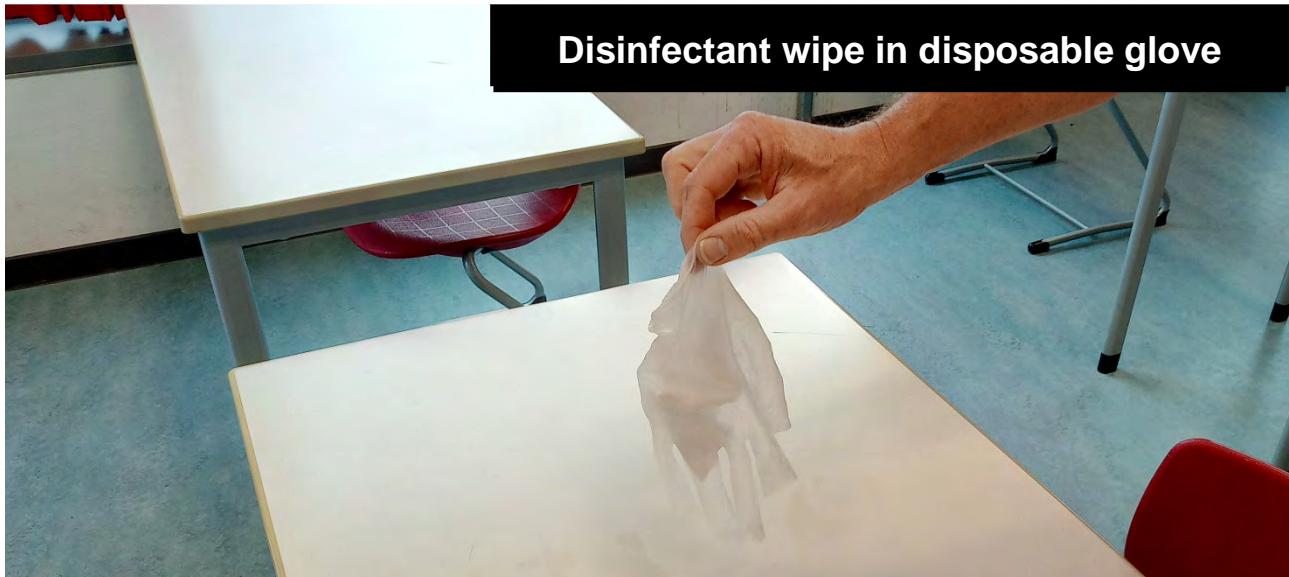


Fig. 7 Remove glove

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

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Place glove at front corner of table



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

Appendix B – Recording contact details using the “darfichrein” tool

Kempten University of Applied Sciences is introducing the “darfichrein” tool for recording contact details during the examination period for Summer Semester 2021. 100

“darfichrein” is an exclusively browser-based tool, so there is no need to install an additional app on your smartphone. Your personal details are stored in encrypted form in the browser on your device, which is currently the most sensible solution on the market in terms of data protection technology. 101

The data for recording contact details are encrypted in GDPR-compliant form and stored on German servers at the AKDB data centre for the prescribed period of 4 weeks before being securely deleted. 102

Should the Public Health Authority request contact details due to the occurrence of an infection, the university will retrieve the data from the database and pass this on the Public Health Authority. 103

People register their presence in a room by scanning the special QR code posted outside each room at the university. 104



Fig. 10 Example of a poster for logging in using a QR code

The first time that you use the “darfichrein” tool, you will be asked to enter the following details for contact-tracing 105 purposes:

- First name
- Family name
- Street and house number
- Postcode
- Place
- Means of contact: email or telephone number
- Enter a 4-digit PIN

This data is stored in encrypted form in the browser and does not need re-entering for subsequent log-ins, although it can be deleted at any time.

The specific seat occupied in a room can be entered via a drop-down list in the browser. 106

After completing an event, you need to log yourself out again in the browser. 107