

# **Recommended Action / Hygiene Plan**

## for students taking examinations

Kempten University of Applied Sciences

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V2.2

***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 for Kempten University of Applied Sciences V2.2. dated 26 October 2020 remains generally applicable. 1

## 1 Access to the university / Taking examinations

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

Anyone who has suffered COVID-19 or who has been instructed to self-isolate or quarantine by the responsible health 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. 3

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

## 2 General basic principles

### 2.1 D-H-M rules

Written and oral examinations are being conducted on the basis of “D-H-M” rules.

- A** Distance
- H** Hygiene
- M** Masks (covering nose and mouth)

#### 2.1.1 Distance (minimum distance)

Across the entire site and throughout all buildings at Kempten University of Applied Sciences, people must stay at 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.

##### **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.

##### **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.

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

##### **d) Disinfection measures**

See the section on Examination procedure – Disinfection procedure.

#### 2.1.3 Respiratory protection / masks (covering nose and mouth)

It is obligatory to wear a mask covering your nose and mouth (referred to as “community masks”) inside buildings.

**The obligation to wear a mask covering your nose and mouth across the entire campus site is stipulated in the Hygiene Plan that remains in force at Kempten University of Applied Sciences.**

**In indoor areas at the university where there is movement / corridors and in examination rooms, it is obligatory to wear masks certified to at least the standard stipulated in DIN EN 14683. It is also possible to wear an FFP2-grade mask, or higher protection level, but without a vent. It is not sufficient to wear a general mask covering your mouth and nose in these areas!**

## 2.2 Seating / Numbering of seats

The seats authorised for the examination are numbered. Every seat is clearly marked with a number. 16

Only the numbered seats may be used during the examination. 17

Candidates must follow the instructions of the examination officiators when selecting a seat. 18

## 2.3 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. 19

Students are responsible for disinfecting their own exam table and chair. 20

Disinfection is performed using disinfectant wipes with an authorised disinfectant. Detailed instructions for the disinfection procedure are provided in the appendix. 21

## 3 Examination procedure

### 3.1 Campus site

The D-H-M rules apply across the entire campus site. It is obligatory to wear a mask covering your nose and mouth across the entire site, i.e. including outdoors, while in indoor areas where there is movement / corridors and in examination rooms, it is obligatory to wear specially certified masks. 22

### 3.2 Access to university buildings

**During the examination period for Winter Semester 2020/21, it is obligatory for everyone (visitors, students and staff) to wear a mask covering their nose and mouth across the entire campus site, while specially certified masks must be worn in indoor areas where there is movement / corridors and in examination rooms.** 23

Examinations are being conducted in the buildings A, canteen, canteen annexe, S, TE, TM, V and W. 24

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. 25

### 3.3 Written examinations

**Written examinations involving the disinfection of tables** are conducted according to the following procedure: 26

- Students enter the room (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 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)

### 3.3.1 Entry to the examination room

Face masks (**especially certified masks**) must be worn continuously once you enter the examination room. 27

### 3.3.2 Identity check

Identity checks are conducted as instructed by the examination officiators. Instructions issued by the examination officiators must be followed. 28

By completing the identity check, students declare themselves fit to take the examination. 29

The required identity check will generally be conducted upon entry to the examination room. Face masks must be worn (obligatory). 30

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. 31

The identity check does not require the student’s signature. 32

### 3.3.3 Provision of disinfectant materials

Disinfectant materials (disinfectant wipes) and the accompanying gloves are issued as students enter the examination room. 33

One glove suffices for using the disinfectant wipe. Each student will be provided with the one glove. 34

The disinfection procedure is described in the appendix. 35

### 3.3.4 Conduct during the examination

Wearing a face mask also remains obligatory for the entire duration of the examination. 36

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. 37

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

Students may only leave the room during an examination in important exceptional cases (e.g. urgent visit to the toilet). 38

Students are not permitted to hand in their examination scripts and hence exit the examination prematurely. 39

### 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. 40

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. 41

Examination scripts are to be handed in as instructed by the examination officiators. The examination officiators' instructions must be followed. 42

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). 43

Everyone must wear a face mask (obligatory) when leaving their seat. 44

## 3.4 Oral examinations

**Oral examinations involving the disinfection of tables** are conducted according to the following procedure: 45

- Students enter the room (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 dispose of the disinfectant materials as they leave the room (face masks obligatory)

### 3.4.1 Order of procedure

The D-H-M ("AHA") rules must be observed. Wearing a face mask (**especially certified mask**) remains obligatory for the entire duration of the examination. 46

The candidate or group of candidates that has just completed an examination must have left the room before the next candidate or group of candidates is admitted. Face masks must be worn (obligatory) until leaving the building. 47

### 3.4.2 Identity check

Identity checks are conducted as instructed by the examination officiators. Instructions issued by the examination officiators must be followed. 48

The required identity check will generally be conducted upon entry to the examination room. Face masks must be worn (obligatory). 49

The identity check does not require the student's signature. 50

3.4.3 End of the examination / Handing in examination scripts	
The disinfectant wipe and disposable glove are discarded in the waste bin provided (see appendix).	51
Everyone must wear a face mask (obligatory) when leaving their seat.	52
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).	53
Students must exit the building via the shortest route possible. Everyone must wear a face mask (obligatory).	54
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 in certain circumstances.	55
4 Closing remarks	
Sincere thanks go to all students for their cooperation and assistance throughout these examinations.	56
Observing the recommended actions, as described, should ensure examinations can be conducted safely for everyone concerned. Stay healthy!	57
This <b>Recommended Action / Hygiene Plan for examination officiators</b> was compiled	58
on behalf of and in collaboration with <b>Professor Dirk Jacob</b> – <i>Vice President Teaching and Professional Development</i> and with the technical support of <b>Dr Peter Nikodem</b> – <i>Medical Officer, Kempten University of Applied Sciences</i> by Mr <b>Johannes Maurer</b> – <i>Safety Engineer, Kempten University of Applied Sciences</i> .	
Kempten, 20 January 2021	59

## Appendix: Disinfection procedure – disinfectant wipes

The disinfection procedure using disinfectant wipes consists of six steps, which must be completed in the correct order. 60

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

Only a single disposable glove is provided for each person. 61

Face masks must be worn (obligatory). 62



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.

63

Face masks must be worn (obligatory).

64



Fig. 2 Take a disinfectant wipe

Be sure to avoid contact with clothing or eyes.

65



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.

66

Face masks must be worn (obligatory).

67



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.

68

Face masks must be worn (obligatory).

69

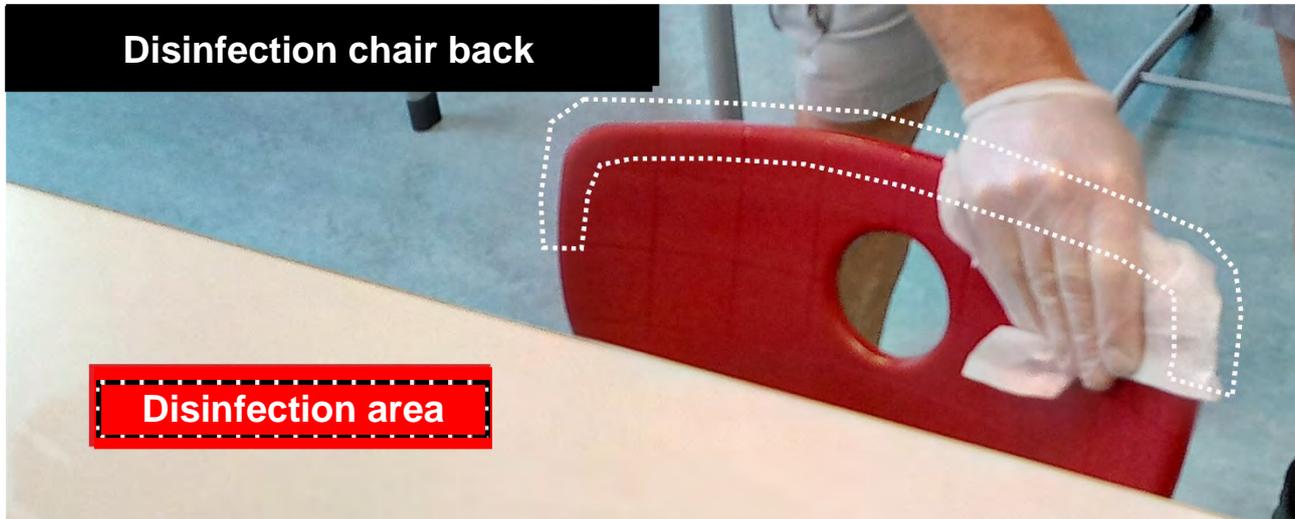


Fig. 5 Disinfect chair back

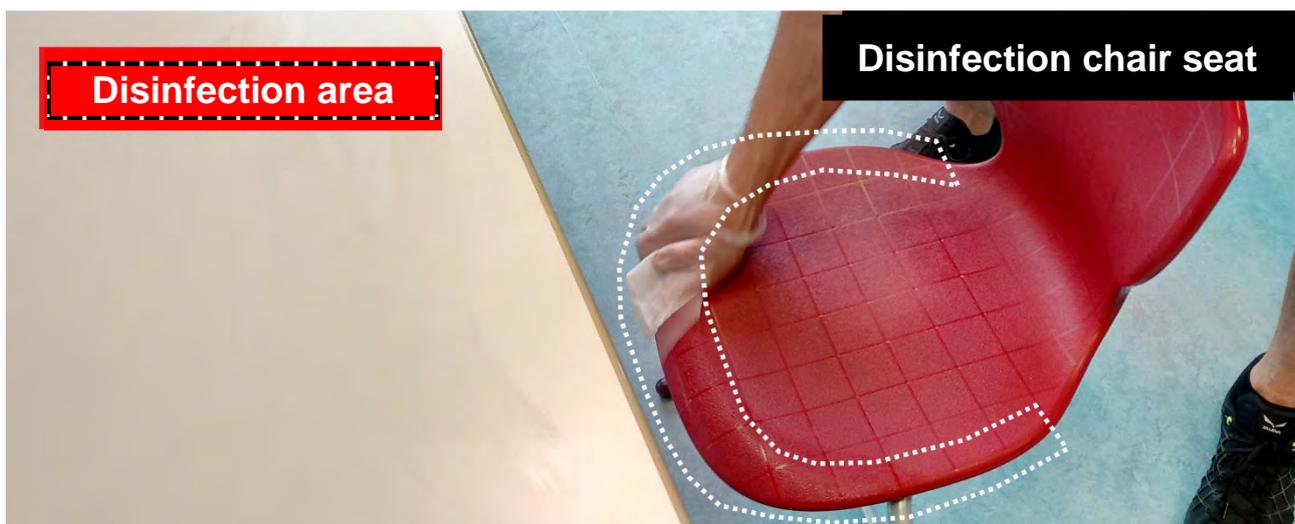


Fig. 6 Disinfect chair seat

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.

70

Face masks must be worn (obligatory).

71



Fig. 7 Remove glove

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

72



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.



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