



Hygiene and infection protection concept of the Augsburg University of Applied Sciences

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APPENDIX

- Hygiene rules at the Augsburg University of Applied Sciences
- University rules



A) General rules

a) 3G rule

The Augsburg University of Applied Sciences is open for attendance teaching. However, students are generally only permitted to enter the buildings of the University premises with **3G certificate**. Because the 7-day incidence value in Augsburg is over 35, only persons who have been vaccinated against, recovered from or tested for COVID-19 are permitted to access closed areas. The 3G rule also applies in the library. There is an exception for exams. The 3G rule does not apply to performing professional activities, i.e. does not apply to staff. The University is obliged to check the vaccine, recovery or test evidence provided. This is done by regular, frequent and consistent random checks in the classes.

Vaccinated

People who have been vaccinated with a vaccine approved in the European Union (currently the Pfizer BioNTech, AstraZeneca, Moderna and Johnson & Johnson vaccines), have proof of vaccination in English, German, French, Italian or Spanish or in an electronic document and who received their final vaccine dose at least 14 days ago are considered fully vaccinated against COVID-19.

Recovered

People who can provide proof of a previous infection with the coronavirus SARS-CoV-2 in English, German, French, Italian or Spanish or in an electronic document, who were tested for the virus by means of the PCR method, and who tested positive at least 28 days but no more than six months ago are considered recovered. If the COVID-19 infection was more than six months ago, recovered individuals also require one vaccine dose to be considered compliant with the 3G rule.

Tested

Tested individuals need to provide written or electronic proof of a negative test result for infection with the coronavirus SARS-CoV-2. The negative result must have been obtained either from a PCR test, a PoC-PCR test or a test using other nucleic acid amplification techniques performed no more than 48 hours ago, or a PoC antigen test performed no more than 24 hours ago.

b) Ban on entry

You are prohibited from entering the University premises if:

1. You have a **COVID-19 infection**
2. You are in quarantine
3. You have **symptoms** that could indicate a COVID-19 infection according to the RKI, e.g. fever, dry cough, breathing difficulties, lost sense of taste/smell, sore throat, muscle pains, or
4. You are obliged to quarantine at home in line with the **Coronavirus Entry Ordinance (CoronaEinreiseV)**: <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html>.

The relevant health department always decides on the end of an ordered period of isolation. You are only permitted to enter the University premises again after your quarantine has been officially ended by a health department.



International students

International students who were in a high-risk area or an area of a variant of concern in the last 14 days are requested to contact the International Office for more information: international@hs-augsburg.de.

c) Obligation to wear a mask and maintain distance

In buildings and enclosed spaces, i.e. especially in halls and corridors, in movement and meeting areas and when entering and leaving rooms, you are generally required to wear a medical-grade mask. The obligation to wear a mask does not apply at a fixed sitting, standing or workstation, provided that a minimum distance of 1.5 meters to other persons can be reliably maintained. The obligation to wear a mask also applies to fully vaccinated or recovered persons.

Definition of mouth and nose covering

Mouth and nose coverings (so-called community masks or everyday masks) are not adequate. A mouth and nose covering according to the SARS-CoV-2 occupational health and safety regulation (so-called medical-grade face mask or surgical mask) or a Class P2 filtering half mask (so-called FFP2 mask) must be worn. The obligation to wear a mask applies in all meeting and traffic areas.

Medical-grade face masks will be made available to the University staff if needed.

Students and visitors must bring their own mouth and nose covering. If you are going to be spending an extended period of time on the campus, please remember to bring spare masks with you.

Distancing

A distance of 1.5 meters should be kept, if possible. However, it is no longer necessary to measure (maximum) participant numbers in attendance classes. If the distancing rule cannot be observed, masks must be worn. Avoid unnecessarily congregating in movement and meeting areas. Elevators can only be used by one person at a time.

d) Corona-Warn-App

All University members are recommended to use the **Corona-Warn-App**.

e) General hygiene rules

All University members are explicitly made aware of the general hygiene rules (see appendix):

- Maintain a sufficient distance to other persons
- Wash hands correctly and regularly
- Hygiene when coughing & sneezing
- Medical-grade mouth and nose covering when required distance cannot be maintained

Facilities to **clean your hands** with liquid soap and dry them with disposable towels are provided in all buildings of the University. In addition, **hand sanitizer** is provided in the washrooms and in highly frequented areas. If possible, door handles, elevator buttons etc. should be handled with your lower arm or elbow.

f) Ventilation

Avoid spending time in densely occupied and poorly ventilated rooms. Rooms without technical ventilation systems must be aired regularly by opening the windows fully. Ventilation should take place at least every 60 minutes in offices and workrooms and every 20 minutes in meeting and seminar rooms. Air the room for between three and ten minutes, depending on the season.



You can find an overview of all rooms that have an automatic ventilation system in the Intranet under www.hs-augsburg.de/Arbeitssicherheit-und-Notfallmanagement.page.

In all other rooms, the direct users (students, professors and staff) are responsible for ensuring sufficient ventilation. If possible, cross-ventilation should take place.

g) Catering facilities on the campus and breaks

The current catering options by Augsburg Student Services can be accessed at: <https://studentenwerk-augsburg.de/food-drink/canteens-cafeterias/augsburg/hs-augsburg/>. The entry and hygiene rules of the Augsburg Student Services apply: <https://studentenwerk-augsburg.de/food-drink/>.

Meals brought to the workplace should be consumed with consideration of distancing rules. Personal utensils, particularly cutlery and dishes, should not be shared with others. Please make sure to clean your hands before entering and using break rooms. The minimum distance of 1.5 meters between persons must be maintained in the break rooms also. Particular attention should be paid to cleanliness in the kitchenettes and disposable cleaning cloths should be used, if possible.



B) Measures for employees and lecturers

a) Overview of occupational protection measures

The following aspects, in particular, should be taken into consideration for the fundamental, technical, organizational and personal measures for health and safety at work:

1. **Design of the work environment**, for example arrangement of workspaces to maintain distance, sufficient ventilation, equipment such as dividers and barriers, definition of internal traffic routes, if applicable.
2. **Contact reduction**, for example through digital communication, forming and retaining work groups, organization of working hours (staggered shifts), working from home.
3. **Hygiene and cleaning**, for example washing hands regularly and thoroughly; if this is not possible, provision of suitable and moisturizing hand sanitizer; adapting cleaning intervals.
4. **General behavior rules**, for example maintaining distance; avoiding greeting forms involving direct physical contact; sneezing and coughing into your elbow or a paper towel; staying at home if you have any symptoms of illness.
5. Employees can receive **vaccinations against the coronavirus SARS-CoV-2** during working hours (work absence). Information on vaccination is available on the website of the Augsburg University of Applied Sciences: www.hs-augsburg.de/Intranet/Coronavirus.
6. When defining and implementing measures of occupational infection protection, the University can take into consideration the known **vaccination or recovery status** of employees.

b) Working from home

The Augsburg University of Applied Sciences is obliged to take all suitable technical and organizational measures to reduce personal contact for operational reasons. Simultaneous use of rooms by multiple persons should be reduced to the minimum required for operation of the University. Office work and working from home should be carried out individually according to the relevant managers and with consideration of the applicable regulations on occupational and maternity protection.

In general, working from home can be approved for every state position that is fully or partly suitable for this, if the employee wishes to work from home and has the necessary technical infrastructure. However, operation of the University must always be maintained.

c) Use of offices and other rooms

The University is taking measures to reduce the amount of unprotected contact between people (including indirect contact via surfaces) and the concentration of airborne viruses in the work environment as far as possible. Work in the University office should be organized in such a way that sufficient protective distances are maintained. When rooms are used by multiple persons at the same time, suitable protective measures must be taken to ensure protection of employees, in particular through ventilation measures and suitable barriers between persons present.



In the workplace, a distance of at least 1.5 meters to others must be maintained. If this is not possible, transparent barriers should be installed. Changes to the furniture or the arrangement thereof are possible. The use of other areas and rooms suitable for the respective activity can be taken into consideration.

Mask or distance: Employees are obliged to wear medical-grade face masks or FFP2 masks if the **minimum distance of 1.5 meters** cannot be maintained or if increased aerosol emission can be expected during the activities, for example because loud speaking is required. For employees, the **obligation to wear a mask** during their occupational activities only applies in the context of occupational health and safety regulations. Lecturers can remove their masks in the lecture hall if they can maintain the required distance to the audience. The distance can be created or reinforced by a transparent barrier. If you are alone in an office, there is no need to wear a mouth and nose covering.

d) Meetings

Congregating for operational reasons (meetings etc.) should be reduced to the necessary minimum and should take place by telephone or video conference where possible. If this is not possible, suitable protective measures must be taken to ensure equivalent protection of employees, in particular through ventilation measures and suitable barriers between persons present. Meetings should be kept short and as much distance as possible should be maintained between the participants. If a distance of at least 1.5 meters cannot be maintained between individuals in the meeting room, masks must be worn. When food and drinks need to be provided, they must be in sealed takeaway containers. This also applies to all other catering events.

e) Driving, mail and cleaning services

Mouth and nose coverings must also be worn during driving and mail/messenger services and by cleaning personnel.

f) Business trips

Business trips abroad can only be approved if they are absolutely necessary. If possible, video and telephone conferences should be conducted. If this is not possible, the usual procedure applies: Employees who wish to go on a business trip submit a business trip application and the manager makes a decision on this. Under some circumstances, business trips may need to be canceled on short notice depending on the infection rates.

Employees who experience non-specific general symptoms or respiratory problems of any severity within 14 days after **returning from a business trip** are not permitted to return to work until the presence of a coronavirus infection has been ruled out. These employees are obligated to contact their doctor or the on-call medical service (Tel. 116 117) by telephone immediately. If quarantine is required for persons returning from business trips based on the applicable coronavirus entry ordinance (*CoronaEinreiseV*), regulations apply accordingly as when quarantine is ordered by health departments. Working from home during quarantine, if possible, is desirable.

The **service vehicles** of the Augsburg University of Applied Sciences must be equipped with utensils for hand hygiene and disinfection, as well as paper towels and trash bags. Interior areas, particularly contact surfaces, must be cleaned after use.

A **mouth and nose covering** must always be worn when traveling in a company car with multiple persons. However, visibility cannot be impaired by wearing a mask. According to § 23 Para. 4 of the German Road Traffic Regulations (StVO), drivers must not cover or conceal their faces in such a way that



they can no longer be recognized. Wearing a mask covers one's nose and mouth, but the eyes remain recognizable. A misdemeanor is only considered if a driver covers their mouth and nose with the intention of preventing identification. In addition, spectacle-wearers should note that lenses may fog up when wearing a mask, depending on the material. Masks must never impair your vision.

g) Vaccination offer for employees

In the city of Augsburg, employees who are not (yet) resident in Augsburg are also entitled to vaccination. Proof of entitlement can be shown by employee ID (Campus Card Augsburg). Employees who wish to be vaccinated and do not have a registration address in Augsburg can register using the address of the Augsburg University of Applied Sciences. The city of Augsburg offers ongoing vaccination services, also without appointment: www.augsburg.de/impfen.

g) Test offer for employees

The Augsburg University of Applied Sciences allows its employees to test with antigen tests approved in Germany for self-testing to detect the coronavirus SARS-CoV-2 (self-tests). For this purpose, the University provides self-tests in reasonable numbers. When using the tests, the applicable provisions – particularly relating to data protection, occupational health and safety, biomaterials and hazardous materials – must be taken into account.



C) Measures for students

a) 3G rule

Access to the campus of the Augsburg University of Applied Sciences is only permissible for students who can provide evidence that they have been fully vaccinated against, have recovered from, or have tested negative for COVID-19 (known as the 3G rule). A valid 3G certificate in written or electronic form must be carried with you at all times. Students who violate the 3G rule will be directed to leave the campus by employees or lecturers of the Augsburg University of Applied Sciences.

c) Vaccination offer for students

In the city of Augsburg, students and future students who are not (yet) resident in Augsburg are also entitled to vaccination. Students can prove their entitlement to vaccination using their certificate of enrolment. For new students, proof of their university entrance qualification and confirmation of application is sufficient. Students who wish to be vaccinated and do not have a registration address in Augsburg can register using the address of the Augsburg University of Applied Sciences. The city of Augsburg offers ongoing vaccination services, also without appointment: www.augsburg.de/impfen.

c) Test offer for students

Free tests continue to be offered to students at the known professional test stations in and around Augsburg. More information is provided at www.stadt-augsburg.de/testen.

From a legal point of view, supervised antigen tests for self-application by laypersons (self-tests) are permissible for proof according to the 3G rule at Augsburg University of Applied Sciences, but they cannot be offered during the semester for time and organizational reasons.



D) Measures for students and employees in classes and dealing with the public

a) Lectures

Attendance classes

The basis for conducting attendance classes at Bavarian universities of applied sciences is observance of the general infection protection regulations as well as the "Framework Concept for Universities" for the coronavirus pandemic announced by the Bavarian State Ministry of Science and Art in cooperation with the Bavarian State Ministry of Health and Care.

3G rule and implementation

In general, the inside areas of the University can only be entered by students with 3G certificate. Because the 7-day incidence value in Augsburg is over 35, only students who have been vaccinated against, recovered from or tested for COVID-19 are permitted to access closed areas (for details on this, see Point A, General rules).

Consistent random samples for checking the 3G rule take place primarily in the context of teaching. The teaching staff exercise domiciliary rights. All University members must ensure that the infection protection regulations and the infection protection concept are observed in the areas for which they are responsible. **Students who cannot provide a 3G certificate will be directed to leave the campus.**

Obligation to wear a mask or maintain distance

In lectures and seminars, during laboratory work, internships and practical training sessions, a minimum distance of 1.5 meters between the students must be maintained, when possible. The classes should be conducted with primarily front-facing seating arrangements. If the minimum distance cannot be maintained, masks must be worn. Here also, lecturers have responsibility in the lecture halls and seminar rooms. They instruct the students on the obligation to wear a mask or maintain distance (seating arrangement).

Marking of seats

In classrooms, the seats released for use are designated according to the distancing rules. This facilitates maintaining sufficient distance, where necessary.

Regular ventilation

The lecture rooms must be aired regularly (see ventilation concept). The students are also involved in this task. The teaching staff shares responsibility for airing between classes.

Surface disinfection

The contact surfaces are disinfected before each class. The students are also involved in this task. Disinfectants and disposable cloths are provided in the rooms.

b) Laboratories and workshops

Contact minimization in the workplace still takes priority. Therefore, a minimum distance of 1.5 meters must be maintained between individuals in the laboratories and workshops, if possible. If the minimum distance cannot be maintained, **a mouth and nose covering** must be worn.

The laboratory leader should instruct the students and staff according to the general hygiene guidelines. Students only have access to the laboratories and workshops together with the supervising faculty staff.



If possible, resources should be assigned to individual persons.

Hands must be washed before and after using shared objects/devices (e.g. microscope, keyboard, mouse etc.). The objects/devices should be cleaned with a disinfectant wipe before and after use, if possible.

c) Artistic activities

Neither minimum distances, nor the obligation to wear a mask, applies if this would have a negative impact on or be incompatible with artistic activities. This means: choir, orchestra, big band and University theater can practice without distancing or masks. However, compliance with the 3G rule must be checked beforehand.

d) Excursions

Excursions and trips abroad with groups of students can take place from September 2021 if permitted by the infection situation.

The travel warnings/risk areas of the Foreign Office must be taken into consideration (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762>).

For compulsory modules, the relevant faculty must offer an alternative for students who cannot or do not wish to participate in an excursion due to the current situation. Under some circumstances, excursions or business trips may need to be canceled on short notice depending on the infection rates.

For excursions, all hygiene concepts that relate to the excursion generally apply:

- Hygiene and infection concept of the Augsburg University of Applied Sciences
- The hygiene concept that applies to the journey (e.g. public transport or private passenger transport provider)
- The hygiene concept of the institution being visited
- The hygiene concept of the hosting institution

Return travelers: The coronavirus entry ordinance of 30 July 2021 controls registration, certification and quarantine obligations consistently throughout Germany, as well as bans on entry from high-risk areas or areas of a variant of concern. For details, please refer to the coronavirus entry ordinance (*CoronaEinreiseV*, in German only): <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html>.

e) Library

A **3G certificate** (vaccinated, recovered, tested) is required to use the library. Please show your 3G proof at the counter without being prompted. Wear a medical-grade **mouth and nose covering** when entering and while you are in the library. Please observe all other rules for use under: <https://www.hs-augsburg.de/en/library/Latest-news>.

f) Consultations and dealing with the public

Students and prospective students should be advised preferably by telephone, email, video conference and other online channels. Where personal consultations are necessary, an **appointment** must be scheduled. These appointments should be kept short and as much **distance** as possible should be



maintained in the meeting room. Workstations with a large public footfall (library, Office of Academic Affairs, faculty secretary's offices, International Office, checkouts etc.) should be fitted with transparent **barriers**. Minimum distance must be maintained on entry and while in these areas. Only one person may be at the counter at any one time. Distance markers should be applied to the floor in waiting areas.

If the minimum distance of 1.5 meters cannot be maintained, a **medical-grade mouth and nose covering** must be worn. Visitors must show their **3G certificate** on request.

g) Examinations

Alternative assessment forms (e.g. essays) take preference over examinations requiring attendance.

The 3G rule does not apply to examinations.

Obligation to wear masks: Masks must be worn in all inside areas. This also applies in the examination rooms during the entire exam, if the minimum distance of 1.5 meters cannot be maintained. A medical-grade mouth and nose covering must be worn.

Students who are subject to a ban on entry (see A. General rules) cannot participate in exams.

Group examinations

Floor markings should be applied in the waiting area in front of the examination room. The minimum distance of 1.5 meters between candidates must be ensured in the examination room, if possible. The contact surfaces are disinfected before each examination. The students are also involved in this task. Disinfectants and disposable cloths are provided in the rooms. The contact surfaces in the examination room (tables/chairs) are disinfected by professional staff at least once per day. If there is not another exam taking place subsequently in the same room and on the same day, this can be omitted. In any case, the rooms must be aired thoroughly after each examination.

Individual examinations

The minimum distance of 1.5 meters must be ensured during the examination, if possible.

After the examination, the room should be aired thoroughly and the contact surfaces (tables, chairs) in the examination room disinfected. If there is not another exam taking place subsequently in the same room and on the same day, surface disinfection after the examination can be omitted.

h) Events outside of attendance teaching

Events that do not serve teaching and research purposes (e.g. University cinema) can be approved on application. However, they must be in the interests of the University. The relevant infection protection regulations for events, gatherings and conferences also apply to the public areas and buildings on the University premises. Like for meetings (see Point B, Measures for employees), catering is generally only permissible with sealed food and drinks. The organizers of such events are obliged to check adherence with the 3G rule.



E) Measures for external visitors and companies

Personal contact with external visitors on the University premises should be reduced to a minimum. Visitors must be informed of the measures relating to the coronavirus pandemic that are currently applicable at the University.

Outside visitors and members of external companies are obliged to wear a medical-grade **mouth and nose covering** in the University buildings if the required distance cannot be maintained.



F) Measures for risk groups

The University is placing a focus on the particular situation faced by members of risk groups. Their protection requirements will vary depending on the underlying condition and personal disposition. With respect to care aspects, we explicitly recommend consulting with your specialist doctor.

Employees that are **members of risk groups** and cannot participate in normal operation on the campus must submit a **medical certificate** from their GP to their manager. If required, interpretation of this certificate and/or corresponding modification of the workspace should take place in cooperation between the manager and the in-house doctor. The emergency management team (Norbert Weiß and Thomas Mitchell) is available for workspace inspections. They can visit the faculties and departments and, together with the supervisors, check whether the workspaces are "Covid-safe" in line with the rules of our hygiene plan.

Employees with suspected health risks who do not have a medical certificate are referred directly to the in-house doctor, who may then perform a check-up and make the subsequent evaluation/interpretation.

Pregnant employees

The University will perform an assessment of the working conditions and evaluate the pregnancy-related risks in this context. In addition, the University offers pregnant employees a consultation on possible adjustments to working conditions (e.g. activities that can be performed from home). The in-house doctor can be consulted on all matters relating to working conditions as well as for personal advice for pregnant women.

In principle, the University does not allow pregnant women to perform any activities during which they would or could come into contact with biomaterials of risk groups 2, 3 or 4 according to § 3 Para. 1 Biomaterial regulation, because this represents an unjustifiable risk to the women or their unborn babies (§ 11 Para. 2 *MuSchG*). For precautionary reasons, the Committee on Biological Agents (ABAS) classified the coronavirus SARS-CoV-2 into Risk Group 3 according to the biomaterial regulation in its decision from 19 February 2020. Pregnant women can only resume their activities when it has been established that any unjustifiable risk has been ruled out, e.g. through adequate immune or vaccination protection.

If an unjustifiable risk to a pregnant or breastfeeding woman or her unborn baby in the workplace cannot be ruled out, the University will adjust the working conditions appropriately. If this is also not possible, the pregnant or breastfeeding woman can no longer continue her activities at this workplace. If she cannot be redeployed to another workplace, the University will consider a (temporary) work ban at the University. The same applies with respect to pregnant or breastfeeding students.

We afford special protection to **pregnant students** and their unborn babies. The University will not permit them to take part in attendance classes if this will expose them to an increased risk of infection as compared to the general population. The University will clarify this for individual cases by means of a risk assessment. If in doubt, the teaching staff will arrange replacement work instead of the pure attendance classes so that students are not disadvantaged by not attending. Exam appointments also must not be associated with an increased risk of infection. Here, also, no disadvantages are permitted to occur in the event of non-participation due to protection of pregnant or breastfeeding students.

No special rules apply to relatives of persons in risk groups.

In-house doctor

The in-house doctor of the Augsburg University of Applied Sciences (Dr. Diana Vogt, ASAM praevent GmbH, Institute for Occupational Safety, Occupational Medicine and Prevention) is available to all staff as



contact partner for individual consultations. Appointments with Diana Vogt are arranged by email to arbeitssicherheit@hs-augsburg.de.

Diana Vogt is familiar with the University as a workplace and will suggest suitable protective measures if the general occupational protection measures are not sufficient. Following such a consultation, please contact praevention@hs-augsburg.de. We will then attempt to find an appropriate solution.

Students

Members of risk groups have the opportunity to apply for **measures to compensate for disadvantages** if the organizational framework is in place and the learning objectives allow. In such cases, the restriction preventing participation in an attendance class must be outlined plausibly in an application for measures to compensate for disadvantages at least two weeks before the start of the lectures, and corresponding evidence must then be submitted to the professor or examination office. If possible, suitable measures to compensate for disadvantages will be offered in these cases.

International students also have the possibility to apply for **measures to compensate for disadvantages**, if they can plausibly outline and prove that they are prevented from taking part in attendance teaching due to specific circumstances beyond their control. This may be the case, for example, if the affected person is vaccinated but their vaccine is not recognized in Europe. Until they have been vaccinated again with an appropriate substance, an application for measures to compensate for disadvantages can be submitted as described above.

With respect to participation in **examinations**, students who are members of a risk group should obtain a **medical certificate** that records their individual requirements for an examination. They are requested to submit this certificate to the examiner and to the secretary's office of the faculty so that the faculty can take the necessary measures. Students can use the following form for the appointment with their doctor: https://www.hs-augsburg.de/Binaries/Binary_39895/HSA-Arztformular-Risikogruppe.pdf.



G) Measures in the event of symptoms or suspected cases

People with COVID-19 symptoms (e.g. fever, dry cough, shortness of breath, loss of taste or smell, sore throat, muscle aches) should not spend time on the campus.

Students who experience non-specific general symptoms or respiratory problems of any severity are asked to contact their doctor or the on-call medical service (Tel. 116 117) by telephone immediately. If you have tested positive for COVID-19, please write an email to praevention@hs-augsburg.de with the following information: full name, date of birth, cell phone number, registration number, course of study and faculty, as well as details on the places and times of your presence at the Augsburg University of Applied Sciences for up to five days before the day of your test.

Employees who experience non-specific general symptoms or respiratory problems of any severity and have had contact with someone confirmed to have COVID-19 in the last fourteen days before symptoms began should be considered unfit to work. They are therefore not permitted to return to work until the presence of a coronavirus infection has been ruled out. Such employees are obligated to contact their doctor or the on-call medical service (Tel. 116 117) by telephone immediately. Please also write an email to praevention@hs-augsburg.de.

Employees and students who have had contact with someone with a verified case of COVID-19 in the last 14 days must contact the responsible health department without delay and follow any required test and quarantine measures. This is mandatory in every case – regardless of whether symptoms are present or not. Please also write an email to praevention@hs-augsburg.de. An ordered quarantine can only be shortened by the health department. Students or employees can only return to the University after clarification from the health department.



H) Measures in the event of psychological stress

The coronavirus crisis represents a threat and uncertainty to many employees and may cause anxiety. Other aspects to be considered in relation to mental stress include possible conflict in counseling situations, persistently high work intensity in system-relevant areas and requirements of physical distancing.

Counselling services

The University will make psychosocial counselling available for all University members. The contact partner is consens - Mr. Stefan Becker. Students should contact the Student Counseling Service for an appointment: studienberatung@hs-augsburg.de. All employees can arrange an appointment directly under mitarbeiterberatung@hs-augsburg.de. During the coronavirus pandemic, the counseling services are available by telephone and online.



APPENDIX: HYGIENE RULES AT THE AUGSBURG UNIVERSITY OF APPLIED SCIENCES

Avoiding infection

What do I need to observe to protect myself and others from infection?

- Always maintain a distance of 1.5 meters from other persons.
- Do not speak directly in the direction of someone facing you; instead, "talk past each other" – saliva can travel very far.
- Avoid any physical contact, e.g. shaking hands in greeting or handing over documents.
- If this is not possible, wash your hands after any physical contact. In particular, avoid touching your eyes, nose or mouth with unwashed hands!

Handwashing

When should I wash my hands?

- After entering the building or arriving at your place of work
- After using the restroom
- After blowing your nose, coughing or sneezing
- After contact with trash
- Before meals and before or after preparing food (e.g. during breaks)
- Before handling medicines or cosmetics (e.g. lotions, lip balm etc.)
- Before and after physical contact with colleagues, if this is unavoidable

How do I wash my hands properly?

- Hold your hands under running water. The water temperature has no effect on reducing pathogens.
- Rub soap into your hands thoroughly for 20 to 30 seconds (palms, back of hands, fingertips, between fingers, thumbs, fingernails). If possible, use a sufficient amount of liquid soap.
- Rinse your hands under running water. Use a disposable paper towel or your elbow to turn off the tap.
- Dry your hands carefully, ideally with disposable paper towels. Don't forget to dry between your fingers!

How can I protect others from infection?

(Hygiene when coughing & sneezing)

- When coughing or sneezing, distance yourself from others as far as possible and turn away.
- Use a disposable paper towel! Use it only once and then dispose of it, ideally in a trash can with a lid. Afterwards, wash your hands.
- If you do not have a paper towel, sneeze into your elbow, not your hand!



Mouth and nose covering

Wear a medical-grade mouth and nose covering:

- Whenever you cannot maintain the minimum distance of 1.5 meters to other people in the University buildings
- In halls, corridors and all movement and meeting areas

When putting on a mouth and nose covering, make sure that the inside of it does not become contaminated. You should wash your hands thoroughly with soap and water beforehand.

The mouth and nose covering must be positioned correctly over your mouth, nose and cheeks (completely cover your nose and mouth) and be as tight as possible at the edges to minimize air escaping from the sides.

When using a mouth and nose covering for the first time, you should test whether it allows enough air through to hinder normal breathing as little as possible.

A damp mouth and nose covering should be removed and replaced immediately.

The outside of the mouth and nose covering used may carry pathogens. You should avoid touching it to prevent your hands from becoming contaminated. After removing the mouth and nose covering, you should wash your hands thoroughly, adhering to the general hygiene rules (at least 20 to 30 seconds with soap).

Medical-grade face masks, mouth and nose coverings, also known as surgical masks, are disposable products.

As items of personal protective equipment, FFP masks primarily serve to protect the wearer from particles, droplets and aerosols. The masks are intended by the manufacturer to be disposable products. They should be changed regularly and disposed of after use. They must fit closely to your face in order to fulfil their filtering purpose.

More information:

<https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>

Wearing times

The DGUV regulation 112-190 on the use of respiratory protective devices contains a recommendation on wearing times, recovery times and necessary breaks when using FFP2/FFP3 masks. As a guideline, an FFP2 mask without an exhalation valve should be worn for 75 minutes and the recovery time should be 30 minutes. For an FFP2 mask with exhalation valve, a wearing time of 120 minutes and a recovery time of 30 minutes is recommended (caution: no protection of others!). These specifications are valid for medium work difficulty, room temperature and persons without health restrictions. If only light physical work is performed, the values can be adjusted accordingly (by a factor of 1.5), resulting in wearing times of > 100 min for FFP2 masks without exhalation valve or 180 min for FFP2 masks with exhalation valve (see DGUV regulation 112-190, p.149, Table 33). The aim is to ensure adequate protection of the mask wearer but to exclude overuse.

Source:

https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/FAQ/26-FAQ_node.html

Manufacturer notes, if any, should be fully complied with.