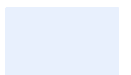


**University of Stuttgart**  
Germany

# **SARS-CoV-2 hygiene concept**

**Last revised: August 06, 2020  
Adopted by the Rectorate  
on August 14, 2020 – Version 4**



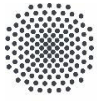


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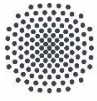
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## Introduction

### **Working during the pandemic – more safety and health at work and during studies**

The corona (SARS-CoV-2) pandemic affects university employees and students alike. This pandemic threatens the health of an undetermined number of people as well as public safety and order. It significantly affects the lives of everyone.

The aim of the special occupational safety and hygiene measures described below is to:

- protect the population by breaking the chains of infection
  - safeguard the health of employees and students
  - gradually resume university operations under certain restrictions and conditions
- The order of priority – from technical to organizational to personal protection measures – must be observed.

As a general rule:

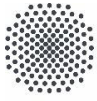
- The minimum distance of 1.5 m must be observed. If this is not possible, face masks must be worn.
- Individuals with respiratory symptoms<sup>1</sup> or fever are generally not allowed on the university premises (unless a doctor has confirmed that it is a non-hazardous condition such as a cold).

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<sup>1</sup> The possible symptoms of COVID-19 include: cold, sore throat, aching limbs, fatigue, coughing, headaches, fever > 38°, chills, and shortness of breath

Source: Robert Koch Institute





### **Operational concept of measures for temporary additional measures to protect against infection with SARS-CoV-2 (SARS-CoV-2 hygiene plan)**

The employer will be responsible for implementing the necessary infection protection measures (within the meaning of the directives on responsibility for occupational safety and health (OSH) at the University of Stuttgart <https://www.verwaltung.uni-stuttgart.de/rundschreiben/2007/rs2007-079.html> ) according to the result of the risk assessment. The coordination/crisis team headed by the Chancellor coordinates the implementation of the additional infection control measures.

The items listed in the concept of measures can be ordered via the website of the University of Stuttgart: <https://www.uni-stuttgart.de/en/university/news/corona/hygiene-concept/>  
Protective masks will be procured and allocated by the Safety Department. These items will be distributed by mail and Facility Management. The material allocated is to be used exclusively for official purposes.

### **Special technical measures**

#### **1. Workplace layout**

- People affiliated with the university must keep a sufficient distance (at least 1.5 m) from others. If this is not possible through work organization measures, alternative protective measures must be taken by the head of the respective institute.
- Transparent partitions (acrylic glass partitions for workplaces with or without cut-outs) must be installed for public traffic and to separate workplaces with an otherwise non-existent safety distance in agreement with the building management of the University of Stuttgart.
- For office workplaces, the free space capacities of the institutes should be used, and work should be organized in such a way that multiple occupancy of rooms is avoided or sufficient protective distances are provided. The telecommuting regulations are outlined under Point 5.

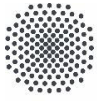
#### **2. Restrooms, kitchenettes, and break rooms**

- For hand washing, both skin-friendly liquid soap and towel dispensers have been placed in the restrooms by the university cleaning services.
- Sufficient cleaning and hygiene must be ensured. If necessary, the cleaning intervals will be adjusted.
- To prevent infection, door handles and handrails should be cleaned regularly.
- In the restrooms, common rooms, and kitchenettes, all users must pay attention to special hygiene (e.g., when washing dishes, not using cloth towels)
- In break rooms and kitchenettes, sufficient distance must be maintained by institute managers (e.g., by ensuring that tables and chairs are not too close together, introducing special seating arrangements).
- Waiting lines must be prevented.

#### **3. Ventilation**

- Rooms should be ventilated regularly if possible. Regular, individually induced ventilation promotes good hygiene and air quality because the number of pathogens in the room air can increase in closed rooms.
- When ventilating the room, the heating should be switched off (if technically possible).
- In buildings/rooms with ventilation systems (individual ventilation is not possible), building management will control the ventilation system in such a way that a maximum supply of fresh air is ensured.

#### **4. Infection prevention measures for outdoor activities and when driving official vehicles**



- For work-related (company and customer) contacts, distances of at least 1.5 m must be maintained on the entire university campus.
- The work procedures for these activities must be checked to see whether isolated work is possible – if this does not result in additional hazards. Clients should take this into account when placing orders.
- Service vehicles must be equipped with materials for hand hygiene and disinfection as well as paper towels and garbage bags.
- For necessary trips, the simultaneous use of vehicles by several employees must be avoided.
- The number of people jointly using a vehicle – either simultaneously or consecutively – must be restricted (e.g., by assigning a vehicle to a specified team).
- The interiors of service vehicles must be cleaned at the end of use. Especially before they are handed over for use by several persons. The cleaning must be documented in writing (logbook).
- In particular, the door handle, steering wheel, gear shift, and mirrors as well as any other controls that have been touched should be disinfected. The vehicle must be thoroughly ventilated by opening the windows or doors. Private property and waste must be removed.
- This concerns both the vehicles of the central vehicle pool and the decentralized vehicles at the university institutes.

## 5. Telecommuting

Telecommuting is an important component for protecting employees during the current corona pandemic. This greatly helps employees comply with the distancing rules at the university. There is also no need to use public transport to get to work, which further reduces the risk of infection. Telecommuting directly promotes safe working at the university.

Updated information and the currently valid home office regulations will be regularly published on the corona homepage.

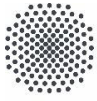
First of all, the following regulations apply to telecommuting:

- Supervisors should allow all employees to work from home for the duration of the hygiene concept.
- In particular, the use of office space by several people must be avoided at all costs if the protective distances cannot be maintained.
- In this difficult situation where people must care for relatives and children because care facilities and schools are closed, telecommuting can allow university employees to fulfill both professional and familial responsibilities.
- Persons belonging to a risk group<sup>2</sup> or living with such persons in a domestic community should always work from home or use the extended working hours<sup>3</sup>, especially off-peak hours including Saturdays.
- Telecommuting must be coordinated with and approved by supervisors. The basic functionality of the unit/facility/department must be ensured.

## 6. Business trips, meetings, and conventions

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<sup>2</sup> The definition of the risk group adopted by the University of Stuttgart is listed on the homepage under Corona/FAQ: <https://www.uni-stuttgart.de/en/university/news/corona/#id-8527c570>



- Business trips and face-to-face meetings should be reduced to the absolute minimum. Wherever possible, technical alternatives such as telephone or video conferences should be made available and used.
- If face-to-face meetings are necessary, there must be sufficient distance between the participants.  
The seats in a meeting room must be cleaned after each session. The leader of the meeting. is responsible for ensuring that cleaning is carried out correctly.
- For all events (with the exception of written examinations; for internships see Point 15) in rooms of the university, a maximum group size of 20 persons per room generally applies provided that the hygiene regulations and distance rules are observed.

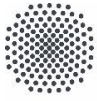
## Special organizational measures

### 7. Ensuring sufficient protective distances

- The use of passages (e.g., stairs, doors, and elevators) must be adapted in such a way that sufficient distance is maintained. Where experience has shown that crowds of people accumulate (e.g., entrances, elevators), special attention must be drawn to the protective distances by means of informational signs.
- Wherever possible, doors to buildings will be used as either entrance only or exit only and marked accordingly.
- Where feasible, the entrances to laboratory areas, libraries, and lecture halls will be used either as entrance or exit doors.
- For the public passageways, signage will be provided by central administration. In the institute and facility areas, they will be provided by the respective institutes and facilities. Uniform pictograms and signage have been created for the University of Stuttgart and are available for download on the website of the University of Stuttgart: <https://www.uni-stuttgart.de/en/university/news/corona/hygiene-concept/>
- For signage, signs and pictograms are preferable to floor markings. Floor markings impede floor cleaning and can therefore not be applied permanently.
- In heavily frequented corridors and foyers, one-way passage will be indicated.
- In elevators, special attention will be drawn to the distance rules; if necessary, only one person at a time will be able to use the elevator.
- The access doors to the large restroom areas near the lecture halls will remain open (if possible, from the outside to ensure privacy) so that no uncontrolled foot traffic can occur in the door area.
- There will be posters in the restrooms indicating proper hand washing technique. The posters will be created centrally. The order form is available for download in the Annexes. In the large, central restroom facilities in the foyers, these will be provided by the building management; in the institute and facility areas, by the respective facility.
- If several employees or students work together or meet, the minimum distance of 1.50 m must be guaranteed. If this is not technically or organizationally feasible, alternative measures (e.g., wearing face marks) must be taken.
- In the case of face-to-face teaching, the respective staff member must ensure that hygiene and distance regulations are observed.

### 8. Work equipment/tools

- Where possible, tools and work equipment should be used by only one person. If this is not possible, regular cleaning will be provided by the facility or institutes, in particular before handing over to other persons.
- The multimedia equipment for recording lectures in centrally managed lecture halls will be cleaned and disinfected by the multimedia team of the University of Stuttgart after or before each change of lecturer.
- In other lecture and seminar rooms, this must be ensured by the respective institute.



#### **9. Organization of working time and breaks**

- Occupancy of work areas and shared facilities should be reduced by measures for temporal equalization (staggered working and break times; formation of two-shift teams).
- Appropriate organizational measures will be taken at the beginning and end of working hours to prevent close meetings of several university members (e.g., in changing rooms, restrooms, and showers).
- These regulations will be made by the respective head of the institute.

#### **10. Storage and cleaning of work clothing and PPE**

- All personal protective equipment (PPE) and work clothing may be used by a single person only. Work clothing and PPE must be stored separately from everyday clothing.
- These regulations will be made by the respective head of the institute.

#### **11. Access to the university buildings by persons not affiliated with the university**

- Access by persons not affiliated with the university will be limited to an absolutely necessary minimum. To ensure this, the university buildings will usually be locked during the day. In areas where an increased number of persons is expected because of lab work and practical courses, special regulations for the closure of buildings may be approved by the Rectorate.
- It is prohibited to tamper with doors to keep them open (i.e., with a door stop).
- It must be ensured that doors are properly closed.
- Employees of external companies must register with the control room and Central Services, where they will be briefed on the applicable hygiene rules of the university.

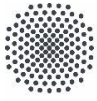
### **Special personal measures**

#### **12. Face masks and personal protective equipment (PPE)**

- The basic wearing of face masks on campus is recommended.
- In the event of unavoidable contact with other persons or if protective distances cannot be maintained, the use of face masks is expected; in particularly hazardous working areas, PPE must be provided by the University of Stuttgart.
- Forms for the necessary protective equipment can be downloaded in the Annexes.
- Soap and the usual hand washing options will be provided centrally by the cleaning service.
- The University will install permanently mounted hand disinfectant dispensers at the entrance areas and central points in the buildings. These dispensers will be maintained by building management.
- Institutes will be supplied with surface disinfectants in 5 l canisters (for more details, see the information on surface disinfectants in the Annexes).

#### **13. Instruction and active communication**

- Comprehensive communication to all members of the university is ensured through the prevention and occupational safety and health measures that have been introduced.
- Instructions by the managers will ensure that the university employees will act responsibly.
- Protective measures must be explained by superiors, and information must be made understandable (also by means of signs, notices, and the like).
- Compliance with the personal and organizational hygiene rules must be enforced by superiors or in a collegial exchange (distance requirement, cough and sneeze etiquette, hand washing, PPE).



- All information signs, posters, and pictograms are available for download in the Annexes.
- Companies and service providers of the University of Stuttgart are to be made aware of the hygiene rules by Division 6.

## Special regulations of the University

### 14. Holding examinations

When preparing for the examination, the exam manager will assess the upcoming exam situation and identify possible sources of danger and define suitable protective measures. An overview of general hazards and protective measures is provided in the Annexes.

When holding written exams, the measures of the hygiene concept shall apply. For clarification, the possible individual measures are listed again below:

- In the foyers and large entrance areas, people waiting will be guided by retractable barriers.
- It must be ensured that the safety distance of at least 1.5 m is maintained between people waiting.
- Where feasible, the accesses to the examination rooms will be used as either entrance or exit doors.
- If possible, the examination rooms should be distributed over the campus and not concentrated in a single building. The allocation will be determined by the Examination Office.
- If possible, the largest lecture halls should always be used for examinations. The planning will be carried out by the Examination Office.
- Sufficient time (at least 90 minutes) should be allowed between individual examination blocks for change of personnel and surface cleaning. The planning will be done by the Examination Office.
- The exam stations used will be disinfected between the individual examinations. The cleaning will be done centrally by the cleaning service.
- In the examination rooms, a minimum distance of 1.5 m between the individual examination places must be ensured.
- The places that may be occupied will be clearly marked using appropriate measures.
- When determining the seats to be occupied, care must be taken to ensure that, as far as possible, students sitting in a row do not have to pass each other. If this is not possible, the person to be passed must leave the row in advance and make way for the person passing.
- Exam supervisors must be equipped with protective masks (FFP2).

When holding oral examinations, the measures of the hygiene concept shall apply. For clarification, the possible individual measures are listed again below:

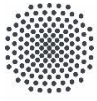
- In the examination room, sufficient distance from the examiner must be ensured (at least 1.5 m). This can be achieved by rearranging tables and chairs.
- If this is not possible, all persons must wear face masks.
- Jointly used surfaces must be cleaned with a surface disinfectant under your own responsibility before reuse.

Further details are specified in the instructions for the supervisory staff during written examinations for compliance with the hygiene measures.

### 15. Implementation of special practical courses







- Practical courses (e.g., laboratory internships, preparation courses) requiring special laboratory or work rooms at the university are possible only under special protective measures.
- The special protective measures, at the very least, the occupational safety and hygiene measures described in this concept must be observed. If the result of the risk assessment necessitates further (special, more stringent) protective measures, the practical sessions will be possible only if these additional protective measures are observed.
- The persons responsible for the practical course must ensure that it is carried out only under the special protective measures described above.
- In compliance with the special protective measures required to prevent infection (see above), practical courses that are absolutely necessary can also be carried out with more than 20 persons each following approval (see Corona Guidelines).
- A sample risk assessment and a description of the procedure for the practical course are attached.

## 16. Data collection

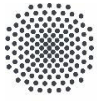
- The University of Stuttgart collects and stores the name, address, date and time of visit, and telephone number, if provided, of all visitors, or course participants, in accordance with §§6 and 14 of the Corona Guidelines from June 23, 2020 (in the version valid from August 6, 2020). In the case of University of Stuttgart employees, a business address and telephone number or email address are sufficient. For students at the University of Stuttgart, first and surname and the enrolment number are sufficient. This also applies to participation in teaching events, exams, other events, or other activities organized by the University of Stuttgart. The university institute, or person representing the University of Stuttgart, who is responsible for the event, course or activity, must ensure that the aforementioned contact details are collected and stored. The contact details will not be collected and stored if the University already has this information.
- Visitors who have not registered their visit must contact the Facility Management Service of the relevant university building and submit their contact details. This data will be stored by the relevant Facility Management Service.
- The data will be stored for a period of four weeks and then deleted.
- In the case of events, courses or activities organized by the University of Stuttgart, the organizer at the University of Stuttgart or the relevant Facility Management Service must prohibit people from attending the event or activity, or from entering university facilities, if they refuse to submit their contact details.
- The form for data collection is available in the download section.

## 17. Access and participation ban

People,

1. who currently have or have had contact with an infected person, if less than 14 days have passed since the last contact with the infected person, or
2. who are exhibiting the typical symptoms associated with the corona virus, namely an inhibited sense of taste or smell, fever, a cough or sore throat

are forbidden from entering university buildings. This also applies to those participating in teaching events, exams or any other event or activity at the University of Stuttgart. By entering university property, or participating in or visiting events, courses or other activities organized by the University of Stuttgart, the person in question declares that the abovementioned points do not apply to them, the declaration forms issued by the University of Stuttgart remain unaffected. If an individual is of the opinion that complying with the access and participation ban is unreasonable, they must contact the relevant official named in the University of Stuttgart's SARS-CoV-2 hygiene concept, or the relevant office or official otherwise named by the University of Stuttgart.



### 18. Information about infection prevention measures

Information about access and participation bans, social distancing rules and hygiene guidelines, washing and disinfecting your hands and sanitary facilities at the University of Stuttgart will be available to download in the download section. This information will also be made available at the entrances to university buildings.

#### Please note:

The building management of the University of Stuttgart supports the implementation of the building-related protective measures. Please inform the central contact points in the event of faults, defects, or missing materials:

- Control room Vaihingen 0711/685-64001
- Control room Stadtmitte 0711/685-83020

Or use the error notification by email:

<https://www.beschaeftigte.uni-stuttgart.de/uni-services/technik-gebaeude/stoerungsmeldung>

The hygiene concept is valid until October 31, 2020.

Stuttgart, July 28, 2020

The Rectorate of the University of Stuttgart

Corresponding documents and forms are available for [download in the annexes](#).

