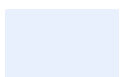


SARS-CoV-2 hygiene concept

Last revised: October 27, 2020
Adopted by the Rectorate on
October 27, 2020 – Version 5.1



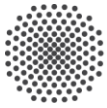


Table of contents:

Introduction

Special technical measures

1. Workplace layout
2. Restrooms, kitchenettes, and break rooms
3. Ventilation
4. Infection prevention measures for outdoor activities and when driving official vehicles
5. Telecommuting
6. Business trips, meetings and conventions

Special organizational measures

7. Ensuring sufficient protective distances
8. Work equipment/tools
9. Organization of working time and breaks
10. Storage and cleaning of work clothing and PPE
11. Access to the university buildings by persons not affiliated with the university

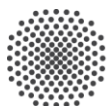
Special personal measures

12. Face masks and personal protective equipment (PPE)
13. Instruction and active communication

Special regulations of the University

14. Holding courses in person
15. Holding examinations
16. Data collection
17. Prohibition on Access and Participation
18. Information about infection prevention measures





Introduction

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

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

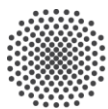
The aim of the special occupational safety and hygiene measures described below is to protect the population by breaking the chains of infection, to safeguard the health of employees and students, and to gradually resume university operations under certain restrictions and conditions. The order of priority – 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.
Wearing a face mask is compulsory in all passages and circulation areas in buildings belonging to the University of Stuttgart. Passages and circulation areas in particular include areas and spaces in which courses and examinations are held, as well as courses held as part of access and admission procedures which are used for the purpose of the university studies, door areas and other entrance areas, passageways, hallways, stairwells and sanitary facilities. A person may only take off their mask once they have reached their desk and the social distancing regulations in the room can be adhered to.
- Individuals with respiratory symptoms¹ 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).

¹ The possible symptoms of COVID-19 include: difficulties with the sense of smell and taste, fever, a dry cough and a general feeling of being unwell
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)

Responsibility for implementing the necessary infection prevention measures shall be borne by the employer (within the meaning of the General Administrative Regulation of the University of Stuttgart regarding the enforcement of legal regulations relating to occupational health and safety, environmental protection and maternity leave https://www.verwaltung.uni-stuttgart.de/rundschreiben/2020/rs2020-30.html?_locale) in accordance with the results of the risk assessment. The coordination/crisis team headed by the Chancellor coordinates the implementation of the additional infection prevention measures.

The items listed in the concept of measures can be procured 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

- Members of 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.
- In order to separate workplaces with an otherwise non-existent protective distance, transparent partitions (acrylic glass partition for desks with or without sections) will be installed in coordination with the building management of the University of Stuttgart.
- For office workplaces, the free capacity of the rooms belonging to 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.

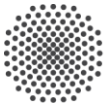
2. Restrooms, kitchenettes, and break rooms

- 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).
- Queues to use the facilities must be avoided.

3. Ventilation

- Rooms must be regularly ventilated where possible (recommendation: after 20 minutes for five minutes – where possible using cross-ventilation or draughts. This applies in particular when there are multiple persons in the same room).
- In buildings/rooms with ventilation systems (meaning 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.
- Where trips are necessary, 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. This applies in particular before they are handed over to be used by multiple persons. The cleaning must be documented in writing (logbook).
- The door handle, steering wheel, gear shift, and mirrors as well as any other controls that have been touched should be cleaned in particular. 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 to 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.

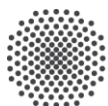
Updated information and the currently valid home office regulations will be regularly published on the corona homepage.

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 are having to 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 group² or living in the same household as such persons should always work from home or use the extended working hours³, 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 and face-to-face meetings

² 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/>



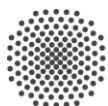
- Business trips and face-to-face meetings should be kept to the absolute minimum. Wherever possible, technical alternatives such as telephone or video conferences should be made available and used.
- If face-to-face meetings are necessary, a sufficient distance must be kept between the participants.
- The work surfaces in the room must be cleaned after the end of a meeting. The cleaning materials for this purpose are provided by Division 6.
- For all events (with the exception of written examinations and courses held in person, see Point 14), a maximum group size of 20 persons per room generally applies in rooms belonging to the university, provided that the hygiene regulations, social distancing rules and rules relating to the maximum permissible occupancy are observed.
- The maximum number of persons who may be admitted into a room must be attached in a suitable place in a way which is clearly visible. For rooms which are centrally managed, this is done by Division 6. For rooms which are decentrally managed, this must be done by the relevant institutions (e.g. faculty, institute...) to which the room is assigned. The template to be used to highlight the maximum occupancy of a room is available from the downloads section.

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 passages, 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 to download from the homepage 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 the cleaning of the floor and can therefore not be applied permanently.
- In heavily frequented corridors and foyers, a one-way system 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 the 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 this will be done by the respective facility.
- If several employees or students work together or meet, the minimum distance of 1.5 m must be guaranteed. If this is not technically or organizationally feasible, alternative measures (e.g., wearing face marks) must be taken.

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 before or after 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.

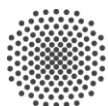
11. Access to the university buildings by persons not affiliated with the university

- Access by persons not affiliated with the university will be limited to the absolute minimum necessary.
- 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)

- Wearing a face mask is compulsory in all passages and circulation areas in buildings belonging to the University of Stuttgart. Passages and circulation areas in particular include areas and spaces in which courses and examinations are held, as well as courses held as part of access and admission procedures which are used for the purpose of the university studies, door areas and other entrance areas, passageways, hallways, stairwells and sanitary facilities. A person may only take off their mask once they have reached their desk and the social distancing regulations in the room can be adhered to. Persons who are exempted from wearing a mask in accordance with Section 3 (2) of the Corona Regulations of the state of Baden-Württemberg must make arrangements with the Personnel and Legal Affairs division before entering the university buildings.
- 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.
- The forms to request 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.



- Hand disinfectant dispensers must be permanently installed in the entrance areas and central points in the university buildings. These dispensers will be installed and maintained by building management.
- Institutes will be supplied with surface disinfectants in 5 l canisters (see the information on surface disinfectants in the Annexes for more details).

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 personal and organizational hygiene rules must be enforced by superiors or in a collegial exchange (compulsory masks, social distancing requirements, coughing and sneezing 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.

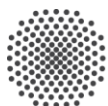
Special regulations of the University

14. Holding courses in person

- All courses which can be offered online should also be offered as online courses in the winter semester. Courses should only be held in person providing that specific course formats cannot reasonably be provided online or other compelling reasons exist which require courses to be held in person, such as e.g. the integration of new students (see Corona Guidelines).
- Holding courses in person presupposes that a sufficiently large room for the purpose is available. Rooms may only be occupied up to the maximum permitted number of persons (see number 6). If necessary, those taking part in a course may also be divided into smaller groups and be taught in a rolling system or spread across several rooms to ensure that the rooms are not occupied by more than the maximum permitted number of persons.
- The occupational safety and hygiene measures described in this concept must be observed as a minimum. If the result of the risk assessment necessitates further (special, more stringent) protective measures, it will only be possible to hold the courses if these additional protective measures are observed. New:
- The Department 6 is able to accurately map seat capacity. If no seat capacity plan is available, a maximum of 10% of the room capacity of the teaching space may be used during the pandemic.
- Students and teaching staff must wear a mask, even when sitting on their seat. In all auditoriums where a distance of 5 meters can be maintained between the lecturer and the front row of students, the lecturer (standing) may remove his/her mask and replace it with a face shield. If it is not possible to maintain a distance of 5 meters, everyone in the room must wear a face mask. Face masks may be removed outside the university buildings to eat, drink or smoke.

15. 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. The sample risk assessments in the downloads section are available for this purpose.



When holding written examinations, 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 throughout 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.
- A minimum distance of 1.5 m must be ensured between the individual desks in the examination rooms.
- The seats 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 students sitting in a row do not have to pass each other as far as possible. 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).

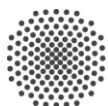
When holding oral examinations, the measures of the hygiene concept shall apply. For clarification, the possible individual measures are listed again below:

- 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.
- The supervisory staff are responsible for ensuring that the shared work surfaces are cleaned before being used again. The cleaning materials for this purpose are provided by Division 6.
- If mandatory ventilation cannot be provided via ventilation systems, a window must be opened every 20 minutes to ventilate the room.

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

16. Data collection

- The University of Stuttgart collects and stores information on the first and last name of visitors, users and participants, as well as their address, date and period of attendance and if available also their telephone numbers in accordance with Sections 6 and 14 of the Corona Regulations of June 23, 2020 (in the version valid from October 12, 2020). For employees of the University of Stuttgart, their office phone numbers (or alternatively their office address) or their personal office e-mail address will be sufficient in addition to their first and last name. For students of the University of Stuttgart their student ID number will be sufficient, as well as their telephone number or e-mail address if available. This applies in particular with regard to participating in courses, examinations and other events as well as offerings and activities organized by the university. The contact details listed above are not collected or retained if they are already held by the University of Stuttgart.



- Unregistered visitors must register with the Facility Management of the relevant university building and provide the contact details listed above. These details must be stored by the respective Facility Management.
- The details listed above must be stored for a period of four weeks and then destroyed in such a way as is legally compliant.
- Persons who refuse to provide their contact details will not be permitted to use the university's facilities or take part in events.

17. Prohibition on Access and Participation

Persons who

1. are or have been in contact with a person infected with the coronavirus within the last 14 days, or
2. exhibit the typical symptoms of an infection with the coronavirus, namely difficulties with the sense of smell and taste, a fever, a dry cough and a general feeling of being unwell, or
3. who are not wearing a face covering in contravention of Section 3 (1) of the Corona Regulations

may not enter the university buildings.

This applies to all participants in a course, examination or other event, as well as to visitors to offerings and activities organized by the University of Stuttgart. By entering the university buildings or taking part in or visiting the event, offering or activity organized by the University of Stuttgart, the persons concerned also declare that the grounds for exclusion mentioned above do not apply to them.

If they believe that it is not viable or appropriate for them to abide by the terms of Prohibition on Access and Participation, either in an individual case or regarding individual points, e.g. the obligation to wear a face mask, they must get in touch with the Personnel and Legal Affairs division of the University of Stuttgart at the first opportunity.

18. Information about infection prevention measures

Further information about infection prevention measures can be found in the annexes to this hygiene concept (<https://www.uni-stuttgart.de/en/university/news/corona/hygiene-concept/>)

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:

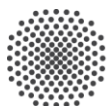
<https://www.beschaefigte.uni-stuttgart.de/uni-services/technik-gebaeude/stoerungsmeldung>

The hygiene concept is **valid until July 31, 2021**.

Stuttgart, October 27, 2020

The Rectorate of the University of Stuttgart





Corresponding documents and forms can be downloaded from the following website of the University of Stuttgart.

<https://www.uni-stuttgart.de/en/university/news/corona/hygiene-concept/>

