



University of Stuttgart
Germany

Hygiene Concept of the University of Stuttgart

**Occupational safety and hygiene measures on the occasion of
coronavirus**

Last revised: July 20, 2021
Adopted by the Rectorate on July 20, 2021
Version 9

Table of contents:

Introduction

1. Special technical measures

- 1.1. Workplace layout
- 1.2. Restrooms, kitchenettes, and break rooms
- 1.3. Ventilation

2. Special organizational measures

- 2.1. Infection prevention measures for outdoor activities and when driving official vehicles
- 2.2. Telecommuting
- 2.3. Business trips, meetings and conventions
- 2.4. Ensuring sufficient protective distances
- 2.5. Work equipment/tools
- 2.6. Organization of working time and breaks
- 2.7. Storage and cleaning of work clothing and PPE
- 2.8. Access to the university buildings by persons not affiliated with the university

3. Special personal measures

- 3.1. Face masks and personal protective equipment (PPE)
- 3.2. Instruction and active communication

4. Special regulations of the University

- 4.1. Holding courses in person
- 4.2. Holding examinations
- 4.3. Data collection
- 4.4. Prohibition on Access and Participation
- 4.5. Information about infection prevention measures

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 ([Administrative regulation](#)) 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:

[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.

1. Special technical measures

1.1. Workplace layout

- a. 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.
- b. 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.
- c. For office workplaces, any free space must be used and work so organized, that multiple occupancies of rooms can be avoided, or to ensure that sufficient distancing is possible. If single occupancy of a room is not possible, a minimum distance of 1.5 meters must be maintained at all times. The rules for working from home are detailed in point 5.

1.2. Restrooms, kitchenettes, and break rooms

- a. For hand washing, both skin-friendly liquid soap and towel dispensers have been placed in the restrooms by the university cleaning services.
- b. Sufficient cleaning and hygiene must be ensured. If necessary, the cleaning intervals will be adjusted.
- c. To prevent infection, door handles and handrails should be cleaned regularly.
- d. In the restrooms, common rooms, and kitchenettes, all users must pay attention to special hygiene (e.g., when washing dishes, not using cloth towels)
- e. 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.

1.3. Ventilation

- a. Regularly ventilating the room helps to improve hygiene and air quality. If the room cannot be ventilated as required using air conditioning units, then it must be ventilated every 20 minutes by opening the windows. For more information see [poster airing](#)
- b. In building/rooms with air conditioning systems (it is not possible to ventilate these rooms individually) Facility Management is responsible for operating the air conditioning system and ensuring that the space is ventilated with the maximum fresh air possible.

2. Special organizational measures

2.1. Infection prevention measures for outdoor activities and when driving official vehicles

- a. For work-related (company and customer) contacts, distances of at least 1.5 m must be maintained on the entire university campus.
- b. 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.
- c. Company Vehicles, i.e., vehicles that belong to the university's central vehicle pool, and vehicles belonging to university institutes and facilities must be equipped with hand hygiene utensils, disinfectant, paper towels and garbage bags. Where trips are necessary, the simultaneous use of vehicles by several employees must be avoided.
- d. If several employees must use the same vehicle, then a medical-grade or surgical mask must be worn by all occupants.
- e. If it is necessary for several employees to use a vehicle at the same time, then all occupants must wear face masks. This rule may be waived if the occupants of the vehicle form a fixed cohort and present proof of testing, vaccination or that they have already had the virus. Please note that different regulations apply in other federal states and do make sure you are well informed before embarking on a business trip.
- f. 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).
- g. 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.

2.2. 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:

- a. Supervisors should allow all employees to work from home for the duration of the hygiene concept.
- b. In particular, the use of office space by several people must be avoided at all costs if the protective distances cannot be maintained.
- c. 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.
- d. 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.
- e. Telecommuting must be coordinated with and approved by supervisors. The basic functionality of the unit/facility/department must be ensured.

2.3. Business trips and face-to-face meetings

- a. Business trips and face-to-face meetings should be reduced to a minimum. Other technical solutions, such as telephone or videoconference must be provided and used where possible.
- b. Business trips may be carried out to areas that are not categorized as high-risk areas, and to risk areas where no virus variants are prevalent, if they are absolutely necessary. In this case you must submit a business trip request, but additional approval is not required. Before embarking on your journey, please clarify with your supervisor which

² The definition of the risk group adopted by the University of Stuttgart is listed on the [homepage under Corona/FAQ](#)

measures might help ensure a safe return to work at the University of Stuttgart after a business trip (for example, work-ing from home, taking a rapid corona test, etc.). If several employees use the same vehicle when on a work-related journey in Baden-Württemberg, all occupants of the vehicle must wear a medical-grade face mask. Please be aware that different rules apply in other federal states, so please ensure you are well informed before embarking on your journey.

- c. Face-to-face meetings are possible if they are absolutely necessary or appropriate. It must be ensured that those present are able to maintain sufficient distance from each other. After a meeting in a conference room has ended, the surfaces must be cleaned. The utensils for this will be provided by Division 6. 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.
- d. 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.
- e. If you wish to hold a course that is directly related to research, teaching or university events, but that is not absolutely necessary, or that could be post-poned if necessary, then participants must be vaccinated, have a recent test certificate or proof that they have recovered from the virus. For courses and examinations, such obligations only apply as stipulated in no. 4.1 und 4.2. The person in charge, the institute that has invited you to attend, or someone specified by them are responsible for ensuring that those attending the course or event have a test certificate, are vaccinated, or have recovered from the virus, in accordance with § 4 Corona Guidelines BW. If a participant is unable to comply with this rule, they are banned from taking part in the course or event. The maximum number of people is 20 in closed spaces and 50 outdoors. If a larger number of participants is necessary, this must receive special approval from the Rectorate.
- f. The room capacity under pandemic conditions is primarily based on ensuring that it is possible to maintain the required distance from each other. Furthermore, rooms must be well-ventilated where possible (by opening the windows) and face masks are also mandatory.
- g. The maximum permitted number of people allowed in a specific room must be clearly displayed in a visible position. Division 6 is responsible for this in centrally administrated spaces. For decentrally administrated rooms, this must be carried out by the institution responsible for the space (e.g. faculty, institute...). The template to be used for displaying the maximum number of seats in a room is available to download in the download area.

2.4. Ensuring sufficient protective distances

- a. 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.
- b. Wherever possible, doors to buildings will be used as either entrance only or exit only and marked accordingly.
- c. Where feasible, the entrances to laboratory areas, libraries, and lecture halls will be used either as entrance or exit doors.
- d. 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](#)
- e. 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.
- f. In heavily frequented corridors and foyers, a one-way system will be indicated.
- g. 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.
- h. 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.

- i. 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.
- j. 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 masks) must be taken.

2.5. Work equipment/tools

- a. 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.
- b. 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.
- c. In other lecture and seminar rooms, this must be ensured by the respective institute.

2.6. Organization of working time and breaks

- a. 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).
- b. 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).
- c. These regulations will be made by the respective head of the institute.

2.7. Storage and cleaning of work clothing and PPE

- a. 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.
- b. These regulations will be made by the respective head of the institute.

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

- a. Access by persons not affiliated with the university will be limited to the absolute minimum necessary.
- b. It is prohibited to tamper with doors to keep them open (i.e., with a door stop).
- c. It must be ensured that doors are properly closed.
- d. 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.

3. Special personal measures

3.1. Face masks and personal protective equipment (PPE)

- a. Medical-grade masks must be worn in all transitional areas and corridors in the University of Stuttgart buildings. Circulation areas and routes include rooms and areas used for teaching sessions, examinations or meetings that are part of the entrance and admission procedures and that serve studying purposes. They also include entrance areas, throughways, corridors, stairwells and sanitary facilities. You may only remove your mask when you have reached your seat and only if it is possible to maintain the required distance from each other – for special rules regarding teaching sessions and examinations, please see points 14 and 15. People who are exempt from wearing a face mask, in accordance with § 3 (2) of the Corona Guidelines by the State of Baden-Württemberg, must have received special approval from the Division of Personnel and Legal Affairs before entering the rooms in question.
- b. Masks must also be worn on campus premises, including outside the buildings – anywhere where it is not possible to maintain a distance of at least 1.5 m (for example, in front of buildings, at the train station in Vaihingen).
- c. A medical-grade mask must be worn in the case of unavoidable contact with other people, or when it is not possible to adhere to social distancing rules. In working environments that are particularly high-risk, PPE must be used. This must be provided by the University of Stuttgart.
- d. Face masks must adequately cover the nose and mouth. “Adequately” is defined as when the mask is correctly positioned over the mouth, nose, cheeks and chin and the edges of the mask close tightly around the face, in order to minimize the amount of air entering and leaving around the sides of the mask. Face shields alone do not fulfill these criteria and are thus not permitted. This also applies to wide-meshed masks, or masks that do not completely cover the nose and mouth (e.g. masks with holes in them).
- e. The forms to request the necessary protective equipment can be downloaded in the Annexes.
- f. Soap and the usual hand washing options will be provided centrally by the cleaning service.
- g. 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.
- h. Institutes will be supplied with surface disinfectants in 5 l canisters (see the information on surface disinfectants in the Annexes for more details).

3.2. Instruction and active communication

- a. Comprehensive communication to all members of the university is ensured through the prevention and occupational safety and health measures that have been introduced.
- b. Instructions by the managers will ensure that the university employees will act responsibly.
- c. Protective measures must be explained by superiors, and information must be made understandable (also by means of signs, notices and the like).
- d. 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).
- e. All information signs, posters and pictograms are available for download in the Annexes.

- f. Companies and service providers of the University of Stuttgart are to be made aware of the hygiene rules by Division 6.

4. Special regulations of the University

4.1. Holding courses in person

- a. On-site university operations are restricted, in accordance with the Infection Protection Act, the Corona Guidelines BW and the Corona Guidelines University Operations; courses that cannot be held on-site will take place digitally or using other distance learning formats. The Rectorate may permit on-site events if these are considered absolutely necessary, in accordance with § 8 para. 1 Corona Guidelines University Operations. Courses that are not absolutely necessary can be approved by the Rectorate in accordance with § 8 para. 2 Corona Guidelines University Operations. The details of the approval procedure shall be announced by the Rectorate.
- b. 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 2.3, g). 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.
- c. 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:
- d. 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.
- e. In accordance with the Corona Guidelines University Operations, the Rectorate may make it mandatory that those attending on-site courses provide a test certificate, show proof of vaccination, or proof of recovery from the virus. The requirement for proof of testing, vaccination or convalescence will be announced by the Rector's Office, together with the details of the approval procedure (see letter a), or this information may be issued separately.
- f. In the rooms and areas intended for university courses, both students and lecturers must wear a surgical or medical-grade mask. Masks may be removed when you are sitting in your seat if you are able to maintain a distance of at least 1.5 meters from others. Furthermore, you may remove your mask if you are delivering a lecture, but only if the person delivering the lecture can maintain a minimum distance of 1.5 meters.
- g. If ventilation is not provided by air conditioning systems, the windows must be opened to ventilate the room every 20 minutes.

4.2 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:

- a. In the foyers and large entrance areas, people waiting will be guided by retractable barriers.
- b. It must be ensured that the safety distance of at least 1.5 m is maintained between people waiting.
- c. Where feasible, the accesses to the examination rooms will be used as either entrance or exit doors.
- d. 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.
- e. If possible, the largest lecture halls should always be used for examinations. The planning will be carried out by the Examination Office.

- f. 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.
- g. The exam stations used will be disinfected between the individual examinations. The cleaning will be done centrally by the cleaning service.
- h. A minimum distance of 1.5 m must be ensured between the individual desks in the examination rooms.
- i. The seats that may be occupied will be clearly marked using appropriate measures.
- j. 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.
- k. In the rooms and areas intended for university courses, both students and lecturers must wear a surgical or medical-grade mask. Masks may be removed when you are sitting in your seat, if you are able to maintain a distance of at least 1.5 meters from others. Furthermore, those taking part in an examination may also remove their masks to enable identification.
- l. Exam invigilators in the exam rooms must be provided with protective face masks (FFP2).
- m. If ventilation is not provided by air conditioning systems, the windows must be opened to ventilate the room every 20 minutes.

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

- a. 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.
- b. Both students and teaching staff must wear a mask. Only medical-grade masks are permitted. Face masks covering the mouth and nose may not be removed when you have reached your seat and must be worn throughout the oral exam.
- c. In the rooms and areas intended for university courses, both students and lecturers must wear a surgical or medical-grade mask. Masks may be removed when you are sitting in your seat, if you are able to maintain a distance of at least 1.5 meters from others. Furthermore, you may remove your mask if you are delivering a lecture, but only if the person delivering the lecture can maintain a minimum distance of 1.5 meters.
- d. If ventilation is not provided by air conditioning systems, the windows must be opened to ventilate the room every 20 minutes.

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

4.3 Data collection

- a. The University of Stuttgart gathers and stores data from visitors, people using the university premises, or those attending courses. This includes first and last names, address, date and the time you were present, and, where possible, a telephone number, in accordance with § 6 Corona Guidelines BW.
- b. For employees of the University of Stuttgart, the first and last name, the institute or institution affiliation and - if available - the telephone number are sufficient. For students of the University of Stuttgart, the matriculation number and - if available - the telephone number is sufficient.
- c. In particular, this applies to participation in teaching sessions and events, other events, or activities at the university. The university facilities, or person at the University of Stuttgart who is specifically responsible for the event, session or activity in question must ensure that the abovementioned contact data is gathered. If possible, or if necessary, data for onsite events should be gathered via cactUS (particularly in the case of centrally administrated auditoriums) – this is not the case for examinations. In other situations, the collection of contact data will be carried out using the form "[Collection of contact information](#)"
- d. After the event, this form must be sent to the secretary at Division 4.
- e. If the University of Stuttgart already has the mentioned data, they will not collect and store the mentioned contact data.

- f. Visitors who have not been registered in advance must report to the facility managers in the relevant university building to submit their contact details. The contact data must be sent to the secretary at Division 4.
- g. The abovementioned data will be stored by Division 4 for a period of 4 weeks and then destroyed, in accordance with German law.
- h. Individuals who refuse to have their contact information collected will be barred from visiting or attending the university facilities or from participating in the event.

4.4 Prohibition on Access and Participation

People who

1. who have been issued with a quarantine order in conjunction with the Corona virus, or
2. who are displaying the typical symptoms of an infection with the Corona Virus, such as fever, a dry cough, inhibited sense of taste and smell, or
3. who neither wear a medical-grade mask, or
4. present a test certificate, proof of vaccination, or proof of recovery from the virus, in accordance with § 4 Corona Guidelines BW

are, in the cases of points 1 – 3, banned from entering university premises. Those to whom number 4 applies are forbidden from taking part in the relevant course.

By entering university premises, by participating in courses or events, or by taking part in activities at the University of Stuttgart, the persons concerned confirms by doing so that the abovenamed grounds for exclusion specified in points 1 – 3 do not apply to them. In the case of point number 4, the person in charge, the institute that has invited you to attend, or someone specified by them are responsible for ensuring that those attending the course or event have a test certificate, are vaccinated, or have recovered from the virus, in accordance with § 4 Corona Guidelines BW.

If this person has reason to believe that compliance with the ban on admission and participation is not feasible or reasonable for certain individuals or in individual points, e.g. the rule pertaining to wearing a face mask, they must contact the Department of Personnel and Legal Affairs at the University of Stuttgart as soon as possible.

4.5 Information about infection prevention measures

Further information about infection prevention measures can be found in the annexes to this [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](#):

Validity

The hygiene concept is **valid until September 30, 2021**.

Stuttgart, July 20, 2021

The Rectorate of the University of Stuttgart

Corresponding documents and forms can be downloaded from the following [website of the University of Stuttgart](#).