# Contents

**Introduction**

University operational concept for temporary additional measures to protect against the Coronavirus.......................................................... 3

**1 Special technical measures**

1.1 Workplace organization................................................................................. 4

1.2 Sanitary facilities............................................................................................ 4

1.3 Ventilation....................................................................................................... 4

**2 Special organizational measures**

2.1 Accessing university buildings..................................................................... 5

2.2 Infection control measures for outdoor activities and when travelling in university vehicles........................................................................... 5

2.3 Working from home....................................................................................... 5

2.4 Work-related travel and onsite meetings....................................................... 6

2.5 Working hours and breaks........................................................................... 6

2.6 Storage and cleaning of work clothes and PPE............................................. 6

**3 Special personal protective measures**

3.1 Masks and personal protective equipment (PPE)....................................... 7

**4 Information about infection control measures**


**Introduction**

**Working during the pandemic - more safety and health measures at work and whilst studying**

As a result of the current pandemic situation, the hygiene concept serves to ensure that onsite teaching can continue at the University of Stuttgart.

The following special occupational safety and health and hygiene measures aim to ensure, as far as this is possible, that employees and students remain healthy and that university operations can continue. In terms of health and safety measures, technical measures are given top priority, followed by organizational and then personal protective measures.

**General rules:**
- Maintain a minimum distance of 1.5 m from others
- Face masks must be worn in all indoor areas. In areas where this is not mandatory, it is still strongly recommended that you wear a protective mask.
- Practice basic hygiene
- Air rooms regularly

**University operational concept for temporary additional measures to protect against the Coronavirus**

Responsibility for the implementation of necessary infection control measures lies with the employer (within the scope of the General Administrative Regulations of the University of Stuttgart and pertaining to the enforcement of legal provisions of occupational safety and health, environmental protection and the legal protection of working mothers. The General Administrative Regulations can be found under the link [General Administrative Regulations](#), in accordance with the results of the risk assessment. The coordination/crisis department, under the direction of the Chancellor, coordinates the implementation of additional infection control measures.

The utensils and devices listed in the concept can be obtained via the University of Stuttgart’s [download area](#)
1 Special technical measures

1.1 Workplace organization
   a. Members and affiliates of the University should maintain a sufficient distance (at least 1.5 m) from others. If this is not possible due to organizational factors, alternative protective measures must be implemented by the institute or facility managers.
   b. Transparent screens (plexiglass screens for workspaces, with or without cut-out sections) must be installed in areas with public access and to separate workstations where it is not possible to maintain a safe distance. This should be conducted in coordination with the facility management department at the University of Stuttgart.
   c. For office workplaces, all free space in the facilities must be used and work must be organized in such a way that multiple occupancy of rooms is avoided or so that sufficient distances can be maintained at all times. If single use of a workspace is not possible, a distance of 1.5 m must be maintained. The regulations for working from home are listed in point 2.3.

1.2 Sanitary facilities
   a. The university’s cleaning service will provide mild liquid soap and towel dispensers in the sanitary facilities for washing your hands.
   b. Sufficient cleaning and hygiene must be implemented; if necessary, the cleaning intervals must be adjusted to ensure this.
   c. In accordance with infection control measures, door handles and handrails must be cleaned regularly by the cleaning service.
   d. When using the sanitary facilities, common rooms and kitchenettes, all users are asked to pay particular attention to hygiene (washing dishes, cloth towels,...).
   e. In break rooms and kitchenettes, the institute management is responsible for ensuring that sufficient distance between users can be maintained (e.g., by ensuring that tables and chairs are not too close together, or by introducing special seating arrangements).
   f. Care should be taken to avoid queues being formed.

1.3 Ventilation
   a. All event rooms will be sufficiently ventilated:
      a1. Lecture halls and seminar rooms with air conditioning systems
         ▪ are programmed to ensure that a maximum amount of fresh air is being used and
         ▪ that air conditioning systems are continuously in operation during events.
      a2. Rooms that do not have an air conditioning system will be:
         ▪ aired for at least 15 minutes before the event beings.
         ▪ and aired for at least 10 minutes between events (cross-ventilation).
         ▪ aired for 3 - 5 minutes every 20 minutes (short, intense airing).
   b. Rooms that have neither windows nor an air conditioning system may only be used with prior approval from the Safety Department.
2 Special organizational measures

2.1 Accessing university buildings
a. Wearing (preferably) an FFP2 mask, or a medical-grade mask is mandatory while in university buildings. This applies in all rooms and in transitional areas, such as corridors and access routes inside buildings. Exceptions to this rule are listed in section 3.

b. The university opens buildings for teaching purposes from Monday to Friday from 7:30 a.m. to 8:00 p.m.; if there is no teaching in the building, the doors remain open until 6:00 p.m.

c. Members and affiliates of the University of Stuttgart are banned from entering university premises if they are showing typical symptoms of an infection with the Coronavirus, such as a cough, fever, a cold, or an inhibited sense of taste or smell. It is not always possible to differentiate an infection with the Coronavirus from other illnesses due to the non-specific nature of symptoms. Do not enter university buildings until it has been clarified that you do not have the Coronavirus, for example by means of a self, rapid, or PCR test.

2.2 Infection control measures for outdoor activities and when travelling in university vehicles.

a. A distance of at least 1.5 m should be maintained during work-related (company and customer) contact throughout the university campus.

b. These activities must be examined to determine whether it is possible to work alone, or if this would create additional hazards. The employer or client must take this into account in terms of work organization.

c. Service vehicles, i.e. vehicles belonging to the central vehicle pool, as well as the decentralized vehicles belonging to various university facilities are to be equipped with utensils for hand hygiene, disinfection, paper towels and garbage bags.

d. If vehicles must be used by more than one person at a time, all occupants must wear a medical-grade mask. However, please be aware that when driving in Baden-Württemberg, it must be possible to establish your identity. And please be aware that regulations differ in other federal states. Please ensure that you are well informed of current regulations before travelling.

2.3 Working from home

Working from home is an important tool for protecting employees during the Corona pandemic who usually work onsite. Furthermore, this also eliminates the need to travel to work using public transport, which reduces the risk of infection. Working from home directly facilitates a safe working environment for university employees.

Current information and the currently applicable regulations on working from home are regularly updated on the Corona homepage.

The following regulations apply when working from home:

a. Supervisors should allow all employees to work from home for as long as the hygiene concept remains applicable.

b. In particular, the use of office space by several persons must be avoided at all costs if a distance of at least 1.5 m cannot be maintained.
c. Due to Corona-related restrictions, many situations in the private sphere remain a challenge. Working from home is a crucial tool for reconciling different demands and professional and family obligations. Working from home can thus make an important contribution to enabling university employees to fulfill their family obligations, among other things.

d. If a member of your household has tested positive/contracted Corona, you may work onsite after consulting your supervisor. More and up-to-date information about this can be found in the relevant FAQ.

e. People who belong to a high-risk group¹, or who live with someone in a high-risk group may generally work from home, or use the extended core working hours², in particular the off-peak hours including Saturday.

f. The work carried out at home must be agreed and coordinated with your supervisor. It must be ensured that the unit/facility/department remains functional.

2.4 Work-related travel and onsite meetings

a. Onsite meetings should be kept to a minimum. Where possible, technical alternatives such as telephone or video conferences will remain available and these must be given priority.

b. Business trips may be conducted to areas that are not categorized as virus variant areas. Extra approval in addition to the business trip application is not required for such trips. During and upon returning from a business trip and prior to beginning work onsite at the university, protective measures must be agreed with your supervisor (for example, working from home, self or rapid testing, etc.). More and up-to-date information about this can be found in the relevant FAQ.

2.5 Working hours and breaks

a. The occupancy of work areas and shared facilities should be reduced by staggering working hours (staggered working and break times; formation of two-shift teams).

b. At the beginning and end of working hours, suitable organizational measures must be implemented to avoid close contact between university employees (e.g. in changing rooms, washrooms, showers, ...).

c. The head of the institute or facility is responsible for implementing these measures.

2.6 Storage and cleaning of work clothes and PPE

a. One particularly important aspect is to ensure that any personal protective equipment (PPE) and work clothing are only used by one person! It must be ensured that personal work clothing and PPE can be stored separately from everyday clothing.

b. The head of the institute or facility is responsible for implementing these measures.

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¹ Detailed definitions of high-risk groups, defined by the University of Stuttgart, are listed on the Corona website: Risk groups

² Extended core working hours are listed on the Corona website: Working hours regulations
**Important information:**
The University of Stuttgart's Facility Management supports the implementation of facility-related protective measures. Please inform the central control rooms in case of malfunctions, defects or missing materials:
- Vaihingen control room 0711/685-64001
- Stadtmitte control room 0711/685-83020
Or send a fault report via email. You do this by clicking on the link [fault report](#).

### 3 Special personal protective measures

#### 3.1 Masks and personal protective equipment (PPE)
Wearing (preferably) an FFP2 mask, or a medical-grade mask is mandatory while in university buildings. This applies in all rooms and in transitional areas, such as corridors and access routes inside buildings. The following exceptions apply:

- a. You do not have to wear a mask when using a room alone.
- b. In rooms designated for teaching purposes, where a distance of at least 3m between teachers and others can be maintained, students and teachers are not required to wear a mask. However, wearing a mask is strongly recommended. In other teaching rooms, lecturers are not required to wear a mask whilst delivering a lecture.
- c. In other rooms, there is no obligation to wear a mask if a distance of at least 1.5m from others can be safely maintained at all times. However, it is strongly recommended that you wear a mask.
- d. Students taking an exam are not required to wear a mask when sitting on their designated seat.
- e. Wearing a mask is also recommended outdoors, and wherever the minimum distance of 1.5 m cannot be maintained (for example, in front of buildings or around the entrance to the S-Bahn station in Vaihingen).
- f. In study rooms that are only used by students, there is no obligation for those present to wear a mask whilst using the room. This also applies to student committee meetings that are only attended by students and held on university premises.

Furthermore:
- g. The forms required to apply for the necessary protective equipment can be found in the [download section](#) and downloaded online.
- h. Soap is supplied centrally by the cleaning service and is available at the usual hand-washing facilities.
- i. Permanently mounted hand disinfectant dispensers can be found in the entrance areas and central locations in the university buildings. Facility Management is responsible for the installation and maintenance of these dispensers.
3.2 Instructions and active communication
   a. The university will continue to communicate detailed information about prevention and occupational safety and health measures to all university members and affiliates.
   b. Instruction by university managers helps to ensure that university members and employees and external parties are confident when dealing with the implementation of corona measures.
   c. All signs, posters and pictograms can be downloaded online in the download area.

4 Information about infection control measures
Further information about vaccinations - which can be administered during working hours for employees - as well as infection control measures, can be found online in the FAQs or in the appendices of this hygiene concept in the download area.

5 Validity
The Hygiene Concept is valid for the duration of the validity of the SARS-CoV-2 Occupational Safety and Health Ordinance (Corona-ArbSchuV) or until 07/23/22 at the latest (end of the lecture period for the summer semester 2022).

Stuttgart, 04/07/22

[Signature]
Rector

The corresponding attachments, documents and forms are available for download on the following website of the University of Stuttgart: Download area