

Authorized by Norbert Reichert, Vice-President for Business Affairs

### AREA OF APPLICATION

Activities involving physical contact to other persons (members of the university or third party). Other than this directive, the SARS-CoV-2 occupational health and safety regulation, the Corona Ordinance on Quarantine, and the Corona Ordinance on Entry Quarantine, in their currently valid versions, must be followed.

### RISKS FOR PEOPLE



The illness "coronavirus disease 2019 (COVID-19)" is caused by the coronavirus SARS-CoV-2.

- **Route of transmission:** The virus is transmitted by means of droplets via the air (airborne infection) or by means of contaminated hands to the mucous membranes (mouth, nose, eye) (smear infection).
- **Incubation period:** After infection, people might take several days up to two weeks to develop symptoms. The disease can be transmitted even if no symptoms can be observed.
- **Impact on the health:** In most cases, the infection proceeds in a benign and asymptomatic way. Alternatively, acute symptoms such as respiratory disorder with fever, cough, shortness of breath or difficulty breathing, can occur. Especially persons with pre-existing illness or immunocompromised persons (risk group) can experience a severe or even deadly course of disease.

### GENERAL SAFETY MEASURES AND RULES OF CONDUCT

The following safety measures and rules of conduct must be observed in order to minimize the risk of infection.

#### Avoid direct physical contact

- Keep sufficient distance to other persons (minimum of 1.5 meters under the Corona Ordinance of BW). Avoid handshakes and other bodily contact
- Work-related personal contact is still to be restricted and the number of people simultaneously using a room is to be avoided or reduced.
- Work from home if possible under the regulations of the service agreement on mobile work.

#### Personal hygiene measures

- Practice sneeze etiquette: Cough / sneeze while covering your mouth and nose with flexed elbow or paper tissue which you dispose of immediately after use
- Do not touch your hands to your face (eyes, nose, mouth)
- Wash your hands regularly and thoroughly (at least for 20 seconds with soap), use disposable towels, use skin care
- Where necessary, use antiviral disinfectant. The consumable is provided by the university.

#### Technical and organization measures

- Ventilate rooms for 5 minutes at least every 20 minutes (preferably cross-ventilation or impact ventilation).
- In case of activities involving public contact, and if offices are occupied by several employees, transparent partitions to protect people will be provided.
- During common work breaks: maintain distance, avoid large groups, also use the possibility of having your break outside.
- If possible, people should use tools in a personalized way, otherwise arrange for regular cleaning.
- Personalized use of all personal protective equipment and work clothes, regular cleaning of work clothes.
- All employees who do not work exclusively from home have the opportunity to take a free of charge antigen rapid test or self-test at HKA twice a week for self-protection.
- The University is not required to check for proof of vaccination, convalescence, or testing upon entry. There is no general 3 G check.
- In case of employees of external companies accessing a building, a person authorized by the external company must ensure that the relevant occupational health and safety, and corona protection regulations are being complied with.

#### Personal safety measures

- All persons are strongly encouraged to wear a FFP2 mask without valve in the buildings to protect themselves and others.
- If a room is shared by several employees at the same time it is recommended that the minimum distance of 1.5 m be maintained, and, if other suitable measures are not available, a mask should also be worn at all times.
- A medical mask must be worn outdoors on campus grounds if a distance of 1.5 m cannot be safely and permanently maintained.
- Employees shall be released from work without cutback of payment to get vaccinated. The superior must be informed in time.

**Any person not maintaining the safety distance or not wearing a face mask will be expelled from the room or building.**

### FIRST AID AND ADVICE

- In case of symptoms of illness, consult a doctor to decide on further measures, and notify your superior or, in case of students, the Faculty Office, as well as the HKA Corona hotline.
- In case of questions the Office for Health and Safety in cooperation with the medical officer will assist you.

#### PROPER DISPOSAL

- Dispose of polluted or disused items / materials according to respective specifications
- More frequent cleaning by responsible cleaning company, especially after laboratory sessions and exams; emptying of refuse bins

## KARLSRUHE UNIVERSITY OF APPLIED SCIENCES Directive regarding coronavirus SARS-CoV-2

Institutions concerned: campus and buildings of HKA

Workplace / activity: **Special procedures for teaching and research activities**

**STATUS: FROM 3<sup>rd</sup> April, 2022**

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### AREA OF APPLICATION

General university operations (teaching, research, laboratory classes, examinations, appointment and application procedures, etc.)

### DIRECTIVE

- **Access is prohibited** for persons who are under **suspicion of being infected with SARS-CoV-2** or who show typical symptoms, who returned from a risk area, or who had contact with a person infected with SARS-CoV-2 and are under quarantine. By entering, a person declares that these prohibitory reasons do not apply to them.
- Wearing an **FFP2 mask** is strongly recommended in the buildings and in the entrance areas in front of the buildings. It is also recommended to wear an FFP2 mask to **classes, laboratories, in rooms for independent study**, events in the open air. The mask may only be removed if a **minimum distance of 1.5 meters** from other persons can be reliably maintained, for example after taking a seat. In the case of events lasting more than 30 minutes and involving more than 10 participants, or if the special nature of an event requires this, the lecturers or supervisors are required to promote wearing of **FFP2 masks** within the framework of their **right to self-organization**, with the aim that in-person teaching, examination and research operations remain possible. This also applies to the bodies of the **committees** in order to carry out committee activities.
- The **protective masks for all employees** and the **self-administered tests for employees who are involved in teaching operations** are provided by the university; students must bring their own masks.
- Students can **take part in face-to-face events necessary for studies** taking place in closed rooms, and use the student learning spaces outside the library without needing proof of current 3 G status.
- The room must be **aired frequently** (cross ventilation, impact ventilation, for 5 minutes at least every 20 minutes). If a **ventilation system** is available it must be in operation, using maximum outside air.
- Computer pool keyboards and mice in pool rooms must be disinfected by the users with a suitable substance before use.
- The supervisor of the event is authorized to exclude persons who do not comply with the safety measures from the event.
- Food is not allowed in the laboratory and during classes, participants may drink only of their own bottles, which they brought along.