

Hygiene concept study operation for the winter semester 2021 / 2022

September 26, 2021

1. Introduction

With the start of the winter semester 2021/22, the Nürtingen-Geislingen University (NGU) will return as far as possible to teaching in presence. This is on the one hand politically desired and on the other hand also the great wish of the responsible committees at the university. A wish that is also shared by many members and students of the NGU.

NGU will go along with this step towards more normality and at the same time support all members of the university and do everything to ensure the necessary security in the university buildings. To this end, various regulations have been introduced that comply with the requirements of the Corona Ordinance and the Corona Ordinance on Study Operations of the State of Baden-Württemberg, and which are also enforced by those responsible at our University. All this information can be found in the following hygiene concept.

The hygiene concept is intended to ensure that all members of the NGU are able to return to presence in this semester. This requires from all of us consideration, responsibility and the will to contribute to the necessary safety for all of us.

2. Information on the hygiene concept

Information on the measures derived from the Corona regulations is communicated in various ways:

- 1) Regular announcements by the Rector in German and English about announcements on the Corona Regulations with the consequences and measures for the university to the members of the university.
- 2) Regular announcements by the Rector in German and English about the current hygiene concept with the request to comply with the requirements contained therein to the members of the university.
- 3) Notices in German as well as English in the building entrance areas, outside areas, lecture halls and sanitary facilities.
- 4) Announcements in invitations from the organizer for events that are not part of the study program.

3. Exclusion of access

It is not permitted to visit the university or participate in an event if

- 1) Quarantine/segregation is in place,
- 2) there is a positive Corona test (rapid antigen test or PCR test), or
- 3) typical symptoms of corona virus infection exist, namely odor and taste disturbances, fever, cough, and sore throat.

By entering the university/participating in the event, each person declares that the above reasons for exclusion do not exist.

4. Hand hygiene

In the notices and announcements of the rectorate, regular hand hygiene before entering the premises or before taking a seat, before and after breaks, as well as when using the toilet is pointed out.

Adequate hand hygiene is achieved by:

- 1) Washing facilities in the washrooms with wash lotion - instructions in the sink area for hand washing are posted.
- 2) Hand sanitizer dispensers in building entrance areas.
- 3) If needed, additional hand sanitizer dispensers in event rooms.

Regular checks of the wash lotion and hand sanitizer dispensers are included in the work schedule of the cleaning staff and janitors. E-mail addresses for reporting empty or defective dispensers are posted on the dispensers.

5. Further personal hygiene rules

Further, personal behavioral measures shall be maintained to counteract the spread of the coronavirus. These can also be found on bulletin boards and announcements from the Rector's Office. These include:

- 1) Refraining from shaking hands when greeting each other.
- 2) Refraining from physical contact, except for first aid.
- 3) Observance of cough and sneeze etiquette.

6. Special hygiene rules for singing and music making

For university members who meet to sing and make music in NGU facilities, the organizer(s) of the group must additionally ensure that

- a distance of at least 2 m in all directions to persons is maintained during the entire practice time, and
- persons do not stand in the direct air stream of another person.

If wind instruments are used, the following additional requirements must be met:

- no blow-through of the musical instruments,
- the set-up of a transparent protective wall to other persons,
- frequent draining of condensate into a foil-lined, sealable container with subsequent cleaning, and
- Condensate residue on the floor should be picked up with disposable towels and disposed of directly.

(in accordance with the Corona Ordinance Music, Art and Youth Art Schools).

7. Cleaning of surfaces and objects

Sanitary facilities are cleaned once a day with commercially available cleaning agents.

Containers with wipes soaked in surface disinfectant are available in the lecture halls, seminar rooms and other teaching rooms, as well as at the vending machines, so that the participants can disinfect their work area or the operating surface of the vending machines themselves. The work program of the janitors includes the stocking and distribution of these containers. E-mail addresses for reporting empty or defective containers are attached to the containers.

8. Ventilation

In order to prevent increased concentrations of aerosols in the air due to exhalation and talking, the rooms must be ventilated regularly.

Ventilation requirements are as follows:

1) In all rooms that are not connected to a ventilation system, the following applies:

- At least 5 minutes of ventilation at the start of work,
- observance of a ventilation interval of 20 minutes,
- at least 5 minutes of shock ventilation,
- continuous ventilation if weather or climatic conditions permit, and
- Ventilation with wide open windows.

The implementation is carried out by the people who are in the rooms.

2) Rooms that are connected to a ventilation and air-conditioning system, i.e. designated lecture halls, toilet rooms, technical rooms, etc., do not require additional ventilation through the windows.

All ventilation and air-conditioning (VAC) systems of the university lead the exhaust air outside and draw in fresh air. This air is preheated and flows into the rooms. There is no VAC system that operates in recirculation mode.

Toilet rooms that are not connected to a ventilation system (e.g. Ba37, Ba62, CI 11, CA 1, Hofgut Tachenhausen and others) are ventilated daily by the janitors or the employees on site. The janitors' work schedule includes opening windows on a workday basis.

9. Medical masks and respiratory masks

In the buildings as well as on the premises of the university, there is a general obligation for all persons to wear a medical mask (surgical mask) or respiratory mask (at least FFP2 version).

This applies in detail to:

- 1) All traffic routes - these include, but are not limited to, entrance areas, hallways, stairwells, elevators, walkways and courtyards.
- 2) Commonly used spaces, such as copy rooms, social rooms, cafeterias and dining halls.
- 3) All event and teaching spaces, such as lecture halls, seminar rooms, study rooms, CAD/GIS rooms, PC pools, laboratories, workshops, and studios.
- 4) Sanitary facilities, including the individual cells.

This requirement can be deviated from if

- 1) the minimum distance of 1.5 m is maintained in face-to-face courses; the decision is made by the lecturer. The prerequisite for this is that the participants of the course have taken their seats. It is the responsibility of the instructor to determine whether the distance is maintained. Green markings on the tables help the instructor to do this. This determination may change during the lecture. The mask must be worn when going to and leaving the seat.
- 2) during oral examinations in the examination room, when the minimum distance of 1.5 m is maintained.
- 3) teachers and lecturers keep the minimum distance of 1.5 m from the participants in the classroom. Then the teacher or lecturer can remove the mask.
- 4) the minimum distance of 1.5 m is maintained outdoors. This applies to classroom events of the study program, other events and the stay of persons in front of the buildings.
- 5) persons in bad condition using the couch in one of the sanitary rooms.
- 6) eating and drinking regardless of the place at the university. This applies to the time of eating and drinking. In case of abuse of this regulation, i.e. permanent eating and drinking, this may be prohibited by the instructor or the supervisor.

7) Smoking in the outdoor area.

8) students are exempted from the obligation to wear a medical mask or respirator by a medical certificate. If these students wish to participate in an event, they must contact the responsible examination board immediately and beforehand, who will confirm the validity of the certificate. Tables are available in the lecture rooms for these students to comply with the distance regulation. The certificate of the examination board is to be presented to the lecturer without being asked before the start of the course.

10. Distance regulations and occupancy restrictions

Maintaining a minimum distance of 1.5 m is generally recommended on university premises.

Please refer to the chapter on medical masks and respiratory masks for combined regulations on maintaining distance and wearing masks. Additional special spacing regulations apply to the singing and music-making area; see separate chapter on this topic.

1) Restroom Facilities:

Adjusted occupancy rates apply to restroom facilities depending on the size of the facility. Signs will indicate this, the wearing of masks, and the recommendation to maintain a minimum distance of 1.5 meters.

2) Occupancy of lecture halls, seminar rooms and other rooms for study purposes:

Classroom operations have been planned and prepared accordingly depending on group sizes and available room capacities. Concert seating is prohibited.

The lecture halls and seminar rooms are designed for 100% occupancy. 100% occupancy means that the number of seats at tables is the same as before the pandemic. Green dots mark the seats where a distance of 1.5 m is maintained. This serves as an orientation for the teacher. Therefore, the tables may not be changed in their placement during the semester.

The other rooms for study purposes are laid out differently due to corresponding specifications.

There may not be more students and teachers in the room than the permitted 100% occupancy, i.e. each person must have an available seat.

1) In the Nürtingen Library, the study spaces in the group study rooms, the workbases and the tables in the hallways are open. The available seats are marked.

2) The learning spaces in the Steinach building are closed.

3) The PC rooms are designed for 100% usage. The rule is that one computer workstation may be occupied by one person. The opening hours and modalities of use will be announced accordingly.

4) Rooms CB 1 - 209 and CB 1 - 211 of the CAD/GIS Lab are designated for lectures and are therefore designed for 100% occupancy. Room CB 1 - 210 is the student practice room and provides 12 of the 32 computer workstations at the beginning of the semester. The rule is that one computer workstation may be occupied by one person. These 12 selected workstations are at least 1.5 m apart. If necessary, more workstations will be made available.

5) Studio workplaces were significantly reduced at the beginning of the pandemic and clearly identified. This reduced number of studio places will be maintained for this semester. Initially, studio use will be allowed Mon.-Fri. until 8:00 p.m. in October 2021; studios will be closed on Saturdays.

6) The model making workspace (Modellbauwerkstatt) is designed for 100% use of the individual workstations, which equates to a maximum simultaneous stay of 16 students + support person, plus two additional people to operate the portal mill.

7) Groups working in labs and other spaces in a collaborative manner under supervision are limited to the number of workstations in the space.

8) Workbases, group and individual workplaces, and seating areas in the buildings cannot be used due to pre-registration and verification of 3G proof. They are marked as "closed" or not usable with barrier tapes.

9) In building CI6 and in other rooms designated by the faculties, learning workplaces are set up with a distance of at least 1.5 m between them.

If the minimum distance of 1.5 m can no longer be maintained when the rooms are used to a certain extent, participants are required to wear a mask. See the chapter "Medical masks and respiratory masks".

11. Proof of vaccination, recovery or testing (3G status).

Participation in face-to-face lectures/events and the use of student learning spaces in closed rooms is dependent on the presentation of proof of vaccination, recovery or testing. The verification of a vaccination, recovery or test certificate is carried out at NGU in different ways:

- 1) for lectures, in principle on the basis of random samples; in addition, the respective lecturer can carry out a check of all participants in individual lectures.
- 2) for other events, every participant is checked.

Regarding point 1) random sampling for lectures:

Random sampling for lectures is done according to the following plan:

5% of the lectures will be randomly selected and will be checked. In this process, at the beginning of a week, 5% of the lectures of that week will be randomly selected by the Rector's Office. Each lecture is selected with the same probability. These lectures are fully controlled. The 3G certificate of all participants will be checked by trained staff during the lecture. Participants without 3G proof will be reported immediately to the Rectorate. The type of proof, i.e. the number of vaccination, recovery and test proofs, is collected on a form without indication of the lecture and forwarded to the Rector's Office.

Regarding item 2) Verification of participants at other events and use of NGU facilities:

The verification of each participant will take place at the entrance control, in case of:

- 1) a visit to the libraries at both locations,
- 2) the use of learning spaces at the Nürtingen library,
- 3) the use of learning spaces outside the library,
- 4) the use of the PC rooms,
- 5) the use of the CAD/GIS lab,
- 6) the use of the studio rooms
- 7) the use of the model making workspace,
- 8) courses that take place in laboratories and other special premises,
- 9) courses that take place substantially outdoors, and
- 10) events that are not assigned to student activities.

The document shown will be verified in hard copy or digitally and an identification document will be used to match the individual. This may be an ID card, passport, driver's license or student ID card.

1) Proof of Immunization:

Proof can be presented with an immunization record book, using the CovPass app or Corona app, or by means of a certificate issued by a physician/vaccination center. Proof of vaccinations is valid for one year.

2) Proof of Recovery:

Present a certificate, preferably via CovPass app or Corona app, showing validity. Recovery certificates have a validity of 6 months.

3) Test proof:

PCR test or rapid antigen test will be presented.

PCR tests have a validity of 48 h from the specified test time.
Rapid antigen tests have a validity of 24 h from the specified test time.
Only certificates of test results signed off by an authorized body are valid.

Neither oral examinations nor written examinations require 3G proof. In all other respects, the hygiene concept for examinations applies.

12. Pre-registration and data processing for contact tracking.

For lectures in presence and other presence formats of the study program, as well as other presence events, data processing takes place as follows:

- 1) In principle, the luca app is to be used at NGU for contact tracking by the health offices. The health offices recommend also storing the email address in the luca app. QR codes for check-in are posted on the access doors.
- 2) For participants who cannot or do not want to use the luca app, a list and individual registration sheets will be provided. Students enter their matriculation number in the list provided. Participants without a matriculation number use the individual registration sheets, in which the first name, last name, telephone number, street with house number, place of residence with zip code, start and end time of attendance must be entered. These lists or individual record sheets are then given by the lecturer to the Faculty Assistants for safekeeping. For other events, the organizer shall keep this list or individual record sheets for a period of four weeks.
- 3) Contact person tracking also applies to lecturers.

Regarding pre-registration and data processing, this means the following for lectures and the use of NGU facilities:

1) Pre-registration is not required for lectures of the study program. Participants use the luca app to check in to the lecture via the QR code hanging on the door of the lecture hall and check out again at the end. Instructors are encouraged to assist in the collection of data. To this end, a second QR code is posted on the media desk that allows the instructor to track how many people are checking in or have checked out.

Participants should download the luca app - for easy access to and exit from an event. For participants who do not want to or cannot use the luca app, the manual entry in the provided list or individual registration sheet is valid.

2) A visit to the library is possible without pre-registration. External visitors are admitted. Upon entering the library, visitors report to the counter, where their data is recorded using the luca app or manually.

3) Pre-registration is required for use of the library's study spaces on the 1st and 2nd floors (not for the workbases). Upon entering the building, students report to the counter where their information is recorded using the luca app or manually.

4) Pre-registration and recording of contact information (luca app or manually) is required for the use of the designated study places outside the library.

5) Pre-registration and recording of contact information (luca app or manually) is required for the use of PC rooms as study rooms.

6) Pre-registration and recording of contact information (luca app or manually) is required for the use of CB 1 - 210 of the CAD/GIS lab as a learning space.

7) Pre-registration and recording of contact information (luca app or manually) is required for the use of studio spaces in buildings CI 11, CI 12, and CA 1. Unlike the CI 11 and CI 12 buildings, the luca app QR code is located on the building access doors of the CA 1 building.

8) Pre-registration to reserve workstations is required for the use of the model making workspace. A record of contact information will be made via the luca app or manually.

9) For courses held in labs and other special spaces, registration takes place during regular operation. A collection of contact information for tracking will occur via the luca app or manually.

10) For courses that take place outdoors, the collection of contact data for all participants for tracking purposes takes place via contact tracking list, unless a QR code is available. Further details about the premises, the modalities of use and pre-registration will be announced on the homepage.

Events that are not part of the study program require the approval of the Rectorate. These include events

- 1) of the Studium Generale,
- 2) the Future.Box,
- 3) the WAF, which are not part of an external study program,
- 4) the student initiatives

In addition, the following regulations apply:

- 1) Pre-registration,
- 2) wearing of medical masks or respiratory masks (at least FFP2 version) in front of and inside the buildings; masks are not required at the seating area, as long as the distance can be kept,
- 3) it is recommended to keep a distance of at least 1.5 m,
- 4) The rectorate decides in the context of the approval of the event whether, in order to prevent an increased, densely packed crowd, event personnel must be available to channel the people in the entrance area of the building or to let them in in an orderly manner,
- 5) Hand disinfection in the entrance area of the building; the additional possibility in the lecture hall is pointed out,
- 6) Checking of 3G status - vaccinated, recovered, tested - for all participants, including lecturers,
- 7) data processing by means of the luca app (see above), a list laid out for manual entry or the Studium Generale registration form,
- 8) in the invitations reference is made to the measures due to the Corona pandemic. The Studium Generale also informs about this on the homepage of the HfWU.

13. Canteens, cafeterias and other catering services

1) Canteens

The university has access to various canteens, which are operated by different companies/facilities:

- At the Geislingen site, university members have access to the WMF canteen starting October 4, 2021. Contact tracking data processing (QR code from the luca app) and the presence of 3G proof applies. The QR code will be applied by the WMF. The hygiene rules of the WMF canteen apply.
- At the downtown campus of the Nürtingen location, the canteen is operated by Studierendenwerk Tübingen-Hohenheim. Information on contact tracking and 3G verification will be posted at appropriate locations.
- At the Braike campus of the Nürtingen location, university members have access to the canteen of the Johannes Wagner School. Contact tracking is done via the posted QR code of the luca app of the Johannes-Wagner-Schule or a displayed list for manual entry. Members of the HfWU do not need to pre-register to use the Johannes Wagner School canteen. Access is only valid for persons with a valid 3G certificate. The hygiene rules of the Johannes Wagner School canteen apply.

2) Cafeterias

- There are three cafeterias at the Geislingen site. The coffee, beverage and food vending machines are operated by an external company. The cafeterias will remain closed in the seating area for the time being and are marked as closed with barrier tapes. Access to the food vending machines is open.
- At the Nürtingen location, a cafeteria that forms a self-contained space is operated by Studierendenwerk Tübingen-Hohenheim at the downtown campus (CI1). The cafeteria will

remain closed in the seating area for the time being and is marked as closed with barrier tapes. Access to the food vending machines is open.

3) Food services

- Beverage and food vending machines will operate at the Braike campus, CI 10 building, and CI 11 building at the Nuertingen site.

14. Contact person tracking by the health department.

If the health offices in Esslingen or Göppingen become aware of a case of an infected person and this person indicates HfWU as the place of contact, the health offices contact the university via a special e-mail address, via a hotline number or via the data request of the Luca app. By providing the location (lecture hall, study room or other) and time, HfWU can transmit all login data to the health office via the decryption code. The corresponding faculty or the organizer will be informed about the contact by the Health Office and will provide the existing hand-filled lists, if any, to the concerned Health Office via mail or fax.

15. Sanctions in case of rule violations

If students cannot show a 3G proof during random checks in courses, they will be immediately expelled from the course and the university premises. They will also be banned from the premises for up to three weeks, but at least one week, depending on the case. This also applies if students are unable to show 3G proof during access controls for the use of premises.

In the case of willful withdrawal of verification of 3G proof or repeated violation of the rules, a house ban will be issued until the end of the semester; taking exams will still be permitted.

In the case of serious violations, the offence will be reported to the regulatory office of the city Nürtingen resp. Geislingen.

Participants of events who cannot show 3G proof at the access control will not be allowed to participate in the event and will be expelled from the university premises.

A house ban of up to three weeks can also be issued for other violations of regulations of this hygiene concept.

The information about controls of the 3G proof and the consequences in case of violations, will be communicated to the students before the start of lectures. Guests of individual events will receive this information with the invitation.

16. Emergency situations

In emergency situations, e.g. in case of fire or first aid, the regulations are suspended.