



Thirteenth Amendment

# Hygiene Concept COVID-19

of Bielefeld University of Applied Sciences

Covid-19 in the workplace/at the university

Hygienic conditions, safety instructions and directives in accordance with the Protection Against Infection Act

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**14/2022**

Please note: The German version of this document is the legally binding version. The English translation provided here is for information purposes only.

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## 1. Introduction

Since the beginning of the Covid-19 pandemic, university governance of Bielefeld University of Applied Sciences has been planning and coordinating the implementation of additional measures for the protection against infection and monitoring their effectiveness in consultation with the situation centre.

Due to the constantly changing situation, there is no guarantee that the measures or instructions described below are complete.

The measures and instructions described below must be followed. Furthermore, we would like to point out that wearing an FFP2 face covering, or at least a surgical mask, is required in the entrance areas, halls and stairwells of Bielefeld University of Applied Sciences. The same applies to the underground car park of the university's main building. Wearing a face covering is recommended for all exterior areas of Bielefeld University of Applied Sciences' properties when a minimum distance cannot be kept.

The Robert Koch Institute considers the current risk of Covid-19 to the health of Germany's population as a whole to be high. It therefore remains appropriate to act responsibly and approach each other in a respectful, prudent way.

There is still a greater need for wearing face coverings at the university than in other areas where such obligations have already been lifted. Due to the high number of visitors and the close contact especially in courses, it is still essential to wear an FFP2 face covering or a surgical mask. A high level of sick leave among teaching staff and students, even if they only experience mild symptoms, would make it much more difficult to hold an on-campus semester.

In-person consultation and services are offered as a rule. Supervisors may decide whether it is necessary for their employees to be present at the university.

## 2. Before entering the university

### 2.1 Behaviour on entering the university when showing Covid-19 symptoms

We recommend that those who show recognisable or proven symptoms (body temperature  $>37.5^{\circ}\text{C}$ , loss or change to sense of smell or taste, "new" cough, heavily running nose) take a self-test at home as an employee testing measure. Students will have the opportunity to take a self-test or get tested at the testing centre of Bielefeld University. If tested negative, you may enter the buildings of Bielefeld University of Applied Sciences.

Bielefeld UAS continues to ask students to carry out a self-test before attending the university and endorses making use of the testing centre.

### 2.2 Infection or suspected infection with Covid-19

Colleagues from the same administrative department/faculty or the direct working environment must be informed when a person is infected – without mentioning that person's name – and advised on further actions.

### 2.3 Protection of vulnerable groups

Special rules apply to those who do not have an immunity status because they belong to a vulnerable group (see link below) or have a primary disease. Please consult the university's Occupational Safety and Health Protection team at [arbeitsschutz@fh-bielefeld.de](mailto:arbeitsschutz@fh-bielefeld.de) for advice. They will put you in contact with the medical officer for an individual assessment of the situation and the measures that arise from it.

Working will only be permissible after confirmation of the medical officer.

Please find further information at:

[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogruppen.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html) [in German].

If physical presence at Bielefeld University of Applied Sciences is unavoidable or required for a pregnant employee or student, they are asked to contact the university's Occupational Safety and Health Protection team.

Contact: [arbeitsschutz@fh-bielefeld.de](mailto:arbeitsschutz@fh-bielefeld.de)

Employees or students who cannot wear an FFP2 face covering or surgical mask for health reasons are asked to contact the university's Occupational Safety and Health Protection team. In such cases, it will be individually assessed whether wearing an FFP2 face covering or surgical mask in university buildings is impossible. If the assessment is positive, a certification for the exemption from the obligation to wear a face covering in university buildings will be handed out after the identity of the person seeking the exemption has been verified. The aforementioned certification will be valid for the current semester.

Note on data protection: Please do not send any medical certificates or data on your health status via e-mail.

Contact: [arbeitsschutz@fh-bielefeld.de](mailto:arbeitsschutz@fh-bielefeld.de)

## 3 In the university building

### 3.1 Minimum distance, FFP2 face coverings or surgical masks, other measures

The notices on hygiene measures at the entrances of Bielefeld University of Applied Sciences must be observed.

Wearing an FFP2 face covering or a surgical mask is required in entrance areas, halls and stairwells of Bielefeld University of Applied Sciences. The same applies to the underground car park of the university's main building.

Face coverings do not have to be worn in cases where this is in line with the regulations for the protection from Covid-19 (Coronaschutzverordnung) for North Rhine-Westphalia, for example for medical reasons. (Section 3 para. 2 of Coronaschutzverordnung NRW).

Furthermore, we recommend keeping a minimum distance of 1.5 metres.

Please note that according to the regulations of occupational safety, FFP2 face coverings should not be worn continuously (it is recommended to wear them for a maximum of 75 minutes for physically demanding tasks or 150 minutes for intellectual activity, then taking a 30-minute break from wearing them). During the break from wearing an FFP2 face covering, a surgical mask must be worn.

Bielefeld UAS will provide self-tests to all employees if necessary. The aforementioned tests are available from the respective faculties and administrative departments.

### 3.2 Offices

Single offices of up to 8 m<sup>2</sup> may only be used by one person as a rule. Multiple occupancy of offices is possible again if the minimum distance can be kept, provided that all present office users agree to the multiple occupancy. Even if the minimum distance of 1.5 metres is kept, we recommend wearing an FFP2 face covering or a surgical mask. If a multi-user office is occupied by several employees, it is recommended to take a daily self-test, tests being provided by Bielefeld University of Applied Sciences.

### 3.3 Meetings/conferences/committee sessions/appointment committees/job interviews/training events

In-person meetings can be held again if it is necessary for operations.

Job interviews can be held in person. If face-to-face job interviews are planned, we continue to recommend a two-stage procedure. A first round of interviews should be held digitally in order to narrow down the choice of applicants. In the second round, job interviews could be conducted face-to-face.

Committee meetings may be held physically or in digital or hybrid form; the decision is the responsibility of the chairperson. The chairperson should examine the actual need for a physical meeting.

For meetings and job interviews only: provided a minimum distance of 1.5 metres can be guaranteed, wearing an FFP2 face covering or a surgical mask is not required.

During committee meetings and training events, wearing an FFP2 face covering or surgical mask is required if a minimum distance of 1.5 metres cannot be kept.

### 3.4 Events

Internal events at Bielefeld University of Applied Sciences are permitted. However, in view of the pandemic development that is still difficult to assess, the university management asks all organisers to critically question on a case-by-case basis whether an event is really necessary. External events can only take place in individual cases. All events must be registered via the Communication Office's pages at <https://www.fh-bielefeld.de/event/anmeldung>.

In principle, wearing an FFP2 face covering or surgical mask is required if a minimum distance of 1.5 metres cannot be kept.

### 3.5 Courses and practicals

Courses and practicals take place on site. As a rule, it is necessary to wear an FFP2 face covering or a surgical mask.

In courses and practicals, exceptions to the requirement for wearing face coverings are possible in agreement with the member of teaching staff if the number of students does not exceed five and a minimum distance of 1.5 meters can be maintained.

For excursions within Germany, the regulations of the respective federal states apply.

### 3.6 Examinations

For oral examinations: With a minimum distance of 1.5 metres and in a sufficiently large room, wearing an FFP2 face covering or a surgical mask is not required.

During written examinations it is not required to wear an FFP2 face covering or a surgical mask. However, we strongly recommend you wear an FFP2 face covering or a surgical mask. For written examinations, breathable FFP2 face coverings are provided.

### 3.7 Workstations

With a minimum distance of 1.5 metres, wearing an FFP2 face covering or a surgical mask is not required; if the minimum distance is less than 1.5 metres, wearing an FFP2 face covering or a surgical mask is recommended. The workstations in the central areas are excluded from this; here, it is required to wear an FFP2 face covering or a surgical mask.

### 3.8 Ventilation/ventilation systems

Regular shock ventilation must ensue in all rooms. Shock ventilation is a short, intensive exchange of air for approx. 3–10 minutes.

Please use shock ventilation regularly as required. We recommend shock ventilation every 60 minutes in offices and every 20 minutes in meeting rooms and in seminar rooms that do not have mechanical ventilation. The duration of shock ventilation depends upon a number of factors. The difference in internal and external temperatures and wind conditions play a decisive role. Please apply the following benchmarks for determining the duration of shock ventilation: In summer, it is recommended to ventilate for up to 10 minutes depending on external temperatures, in spring or autumn up to 5 minutes and in winter 3 minutes.

Regular shock ventilation is not necessary in the main lecture hall (Audimax) and other lecture halls as they have mechanical ventilation. Shock ventilation will only ensue in rooms in which windows can be fully opened. If windows can only be tilted (incl. transom windows), please do not ventilate the room additionally, otherwise mechanical ventilation might be impaired.

### 3.9 First aid

Emergency organisation provisions for regular university operations apply.

In order to protect first-aiders of Bielefeld University of Applied Sciences from a Covid-19 infection, mouth-to-mouth resuscitation must not be applied. Instead, respiratory masks must be used. The emergency organisation's instructions on how to behave in case of an accident apply.

#### **4. Domiciliary rights/misdemeanours**

Irrespective of the regulatory authorities' competences, compliance with the aforementioned details will be enforced using domiciliary rights and employment regulations, if necessary by notifying regulatory authorities.

#### **5. Legal bases**

Protection Against Infection Act (Infektionsschutzgesetz)

German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung, DGUV) Regulation 1 – Principles of prevention

ASR-A3-6-1 Technical workplace regulation on ventilation

Covid-19 Pandemic Higher Education Regulations (Corona-Epidemie-Hochschulverordnung)

Regulations for the Protection from Covid-19 of North Rhine-Westphalia (Coronaschutzverordnung NRW)

Covid-19 Testing and Quarantine Regulations of North Rhine-Westphalia (Corona-Test- und Quarantäneverordnung NRW)

#### **6. Effectiveness**

The thirteenth amendment of the hygiene concept will become effective the day after its publication and is binding for all members and visitors/guests of Bielefeld University of Applied Sciences.

The twelfth amendment of the hygiene concept will become ineffective as soon as the tenth amendment enters into force.

Bielefeld, 12 September 2022

The President  
sgd.

The Vice President for Finance and Personnel Management  
sgd.

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