

Infection control concept

of the Hochschule München University

of Applied Sciences



The Hochschule München issues the following infection control concept on the basis of Section 6 (1) of the Fourteenth Bavarian Ordinance on Infection Protection Measures [*Vierzehnte Bayerische Infektionsschutzmaßnahmenverordnung*, BayInfSMV) in connection with Section 3 German Occupational Safety and Health Act (*ArbSchG*) in connection with Section 45 of Law on the Status of Civil and Public Servants (*BeamStG*) in connection with Article 618 BGB [*German Civil Code*] in connection with Article 21(12) BayHSchG in connection with Article 35 sentence 2 BayVwVfG:

1. Prohibition of access

The following persons are not allowed to enter the grounds and buildings of the Hochschule München:

1. individuals who are confirmed to be infected with SARS-CoV-2 Coronavirus („Coronavirus“) or are subject to quarantine measures of any kind,
2. individuals who have tested positive on a Coronavirus test within the last 10 days,
3. individuals with symptoms, which according to RKI (Robert-Koch-Institute) may indicate a Coronavirus infection, e.g. fever, dry cough, respiratory problems, loss of sense of taste/smell, sore throat and aching limbs,
4. individuals who have knowingly had contact in the past 10 days with a person known to be infected with the Coronavirus; or
5. Persons who are subject to a segregation requirement under the Coronavirus Entry Regulation.

2. Access regulations

Access to the buildings of the Hochschule München is restricted to person who, within the meaning of Section 2 nos. 2, 4 and 6 COVID-19 protective measures exemption regulation [*Schutzmaßnahmen-Ausnahmeverordnung*, *SchAusnahmV*] are vaccinated, have recovered, or have been tested ("3G rule").

A vaccinated person is an asymptomatic person who is in possession of a vaccination certificate issued to him/her in accordance with Section 2 no. 3 SchAusnahmV.

A recovered person is an asymptomatic person who is in possession of a certificate of recovery issued to him/her in accordance with Section 2 no. 5 SchAusnahmV.

A tested person is an asymptomatic person who is in possession of a test certificate issued to him/her in accordance with Section 2 no. 7 SchAusnahmV in conjunction with Section 3(4) 14 BayInfSMV.

Exceptions to the 3G rule can only be made for examinations and professional activities necessary for university operations or courses. Consequently, all members of the Hochschule München are exempted from the 3G rule in accordance with Article 17 (1) sentence 1 of the Bavarian Higher Education Act, with the exception of students.

The 3G rule also does not apply to external persons who are in the buildings of the Hochschule München for their professional activities (e.g. part-time lecturers, evaluators, participants in meetings, employees of cleaning companies, suppliers).

Persons who fall under the 3G rule and do not provide proof of vaccination, convalescence or testing are not allowed to enter the buildings of the Hochschule München. An infringement can be reported as a misdemeanor according to Section 19 no. 2 14th BaylSMV.

In case of suspicion of incorrectness or invalidity of a submitted proof, access to the Hochschule München will be denied.

The Hochschule München strives to control access to the greatest extent possible. Proof of vaccination, convalescence or testing will be checked in the entrance area of each university building. For this purpose, vaccinated and students who have recovered are to present their student ID card with the eligibility tag. Non-vaccinated and students who have not recovered must present proof of testing in accordance with Section 2 no. 7 SchAusnahmV in conjunction with Section 3 (4) 14th BaylSMV.

Entry into the buildings by persons subject to the 3G rule, with the exception of students, e.g. guests, is to be arranged by the inviting organisational unit (e.g. faculty/department) or person at their own responsibility in compliance with all infection control regulations. The organisational unit or person shall in particular verify the existence of a vaccination, convalescence or test certificate.

3. Risk groups/pregnant employees and students

The provisions outlined in the Leaflet for Risk Groups (appendix 1) apply to people belonging to such risk groups.

Pregnant employees are prohibited from working at the Hochschule München; this also applies to pregnant employees who have been completely vaccinated or are fully recovered.

Pregnant students are not allowed to study in the presence of others; this also applies to pregnant students who have been completely vaccinated or are fully recovered.

4. Keeping distance and masking regulations

Everyone is required to keep a minimum distance of 1.5 m from other persons on the entire grounds of the Hochschule München.

In all buildings and rooms of the Hochschule München, a minimum distance between persons of 1.5 m must be maintained and a medical face mask or FFP2 mask must be worn ("mask obligation"). The obligation to wear masks does not apply at designated workplaces, standing workplaces or workplaces where a minimum distance of 1.5 m from other persons can be reliably maintained.

Irrespective of the obligation to wear a medical face mask or FFP2 mask, groups are not permitted to gather in meeting areas. Groups of people may not congregate in confined spaces where the minimum distance clearly cannot be upheld (e.g. bathrooms, lifts). Lifts may only be used by one person at a time. Please observe the respective signs. People with limited mobility have priority.

There is a ban on the consumption of food and drink on all circulation areas. Eating and drinking in the buildings and rooms of the university is only permitted at a minimum distance of 1.5 m from other persons.

5. Hygiene regulations

Notices regarding general Coronavirus protective measures (cf. appendix 2) are displayed in all entrance areas to University buildings and must be strictly observed by all persons throughout the University premises.

After entering the Hochschule München, please wash or disinfect your hands using a disinfectant dispenser as soon as possible. Disinfectant dispensers are available at the entrances to all buildings and liquid soap and disposable paper towels are available in the sanitary facilities.

Facility Management draws up a cleaning concept for all university premises. Daily cleaning of contact surfaces is carried out in all office, meeting/conference and lecture rooms. The toilets are cleaned twice a day and checked one other time. Further specific arrangements are to be made, if necessary, by the responsible faculty/department, General Chemistry Laboratories (BEC) and the Centre for Continuing Education (WBZ) by consultation with Facility Management. Requirements laid down by Facility Management must be observed.

Sufficient supplies of cleaning materials and disposable towels must be kept in lecture rooms, meeting/conference rooms and sanitary areas. Before the start of the events, all participants have the opportunity to clean their workplaces in classrooms, meeting rooms and conference rooms with the cleaning materials provided.

Hand sanitiser will also be provided.

The administration offices of the Hochschule München will remain closed to visitors. An office room should only be used by one employee at a time.

6. Work equipment/tools

In order to organise work appropriately, if possible, work equipment should only be used by one person at a time, e.g. provision should be made for additional work equipment to reduce the risk of smear infections.

If the use of work equipment cannot be restricted to one person, it must be cleaned with commercially available (household) cleaners before being passed on to the next person. In particular, surfaces that have come into contact with people, e.g. through droplet emission when speaking, should be taken into account when cleaning. Such surfaces are, for example, table tops, IT equipment, telephone receivers, steering wheels, gear levers and tools. Control panels of work equipment that must be used by different people must be cleaned regularly.

7. Ventilation

The recommendations of the Federal Government on preventing infection through ventilation must be observed for all premises of the Hochschule München. In addition to the ventilation of interiors by means of air-conditioning systems, this involves consistent, regular, full and free ventilation via windows and doors.

Preventing infection through ventilation involves consistently reviewing a balance of measures that include the number of people present in rooms, observance of minimum distances in the room, the installation of suitable partitions as necessary and the wearing of medical face masks or FFP2 masks. Preventing infection through ventilation is directly linked to exposure time.

Regular ventilation of all rooms must be ensured. In certain rooms, this will be guaranteed by technical ventilation in line with the defined occupancy (annex 3).

Where ventilation by technical means cannot be assured, short and intense inrush airing must be used. According to the Technical Rules for Workplaces (A3.6, 'Ventilation'), inrush airing is defined as a brief (3-10 minutes) and intense air exchange aimed at removing impurities from interiors. According to need, inrush airing must be carried out at regular intervals of at least

- 60 minutes for offices
- 20 minutes for lecture rooms and meeting/conference rooms

The minimum duration of inrush airing depends on the temperature difference between the interior and exterior, and on the wind strength. The following guide values apply:

- Summer: up to 10 minutes (depending on the outside air temperature)
- Spring/autumn: 5 mins
- Winter: 3 mins

Ventilation is the responsibility of lecturers in lecture rooms, of the person chairing the meeting in meeting/conference rooms and of the office staff in offices.

Mobile and recirculation-dependent space ventilation systems (e.g. mobile air conditioning unit, fan) may only be used in rooms that are occupied by only one person. Any danger to third parties must be excluded.

8. Courses

Teachers are entitled to check whether participants comply with the 3G rule for their course. They instruct about the mask requirement or the spacing rule (e.g. seating order).

Wherever possible, courses should take place with class attendance. In order to enable risk groups who do not participate to at least have virtual contact with their fellow students, live streaming and the provision of a lecture recording are recommended. Students who attend courses in must be aware that they may be recorded with images and/or sound. Insofar as they do not wish to do so, they must inform the teacher in good time before the respective course and clarify the individual procedure, e.g. asking questions. The university will inform students about this by email.

9. Examinations

Examinations can be held on the premises of the university.
Students who demonstrably belong to risk groups can apply for compensation with the examination board.

10. Excursions

Excursions will only be approved within Germany and to countries/regions where no travel advisories apply and where there is no elevated risk of infection with Coronavirus/SARS-CoV-2; decisions will be guided by the latest RKI classifications of high-risk areas.

Participants are personally responsible for complying with official hygiene regulations on arrival and departure.

Only establishments, business partners, etc. with suitable hygiene plans will be visited.

The member of lecturing staff leading the excursion is responsible for compliance with the provisions of these Protection and Hygiene Guidelines.

11. Business trips

Business trips may only be approved if they are absolutely necessary. If possible, video or telephone conferences should be held.

12. Libraries

The 3G rule and the distance and mask provisions apply accordingly in all library rooms. Cleaning materials and disposable towels must be available in sufficient quantities at the workplaces for library users. All users have the opportunity to clean their workplace with the cleaning materials provided.

Borrowed media will be held for 24 hours after return and can only be borrowed again after this period has expired. Media used on the premises of the central library and departmental libraries must be placed in the book trolleys provided according to the guidelines of the library management; they will only be made available again after 24 hours.

13. Learning spaces

Staying in course rooms for any purpose other than attending the course (e.g. for independent study) is not permitted.

14. Courses and classes

The relevant regulations of the Free State of Bavaria and the state capital Munich under the Act governing infection protection as applicable to classes, gatherings, assemblies, meetings, conferences and sports also apply to the public grounds and buildings of the university site.

15. Domestic rights

The persons authorised to exercise domestic authority are listed in Section 2 of the House Rules of the Hochschule München.

16. Self-tests

The Hochschule München provides its employees on site two self-tests per week free of charge. Details can be found in the handout "Verteilung der Selbsttests an der HM" [Distribution of the self-tests at the HM] (Annex 4).

In addition to the range of tests for employees provided for under the Corona Occupational Health and Safety Ordinance (Corona-ArbSchV) and the general range of tests", which is open to all university members individually, the Hochschule München also makes self-tests available to students. Students carry out the self-test independently without supervision. The self-tests without supervision cannot replace the mandatory test required as proof of access to the buildings and rooms of the Hochschule München (3G proof). The (legal) consequences that may be attached to the tests and their results, in particular with regard to necessary follow-up tests and quarantine obligations, remain unaffected.

This Infection Control Concept simultaneously constitute standing instructions for all employees of the Hochschule München and replace the Protection and Hygiene Guidelines of 16 June 2021.

Munich, 23 February 2022

[signature]

Prof. Dr. Martin Leitner
President

Leaflet for Risk Groups



Risk groups according to the RKI

The risk of developing severe COVID-19 symptoms is higher for certain groups of people. According to the RKI, particularly vulnerable groups in the regularly updated "SARS-CoV-2 Fact Sheet for Coronavirus Disease-2019 (COVID-19)" include the following groups of people, who are at increased risk of developing severe symptoms after becoming infected with SARS-CoV-2 (with increasing risk over the age of 50):

People with certain medical conditions

- affecting the cardiovascular system,
- affecting the lungs (e.g. chronic obstructive pulmonary disease (COPD))
- Patients with chronic liver diseases
- Patients with diabetes mellitus
- Patients with cancer
- Patients with a weakened immune system (e.g. due to diseases associated with an immune deficiency or as a result of taking medication which weaken the immune system, such as cortisone).

Basic procedure for employees

Affected employees are advised to contact their immediate supervisor to coordinate their activities and any protective measures that may be required.

Information

According to the Maternity Protection Committee handout dated 14 April 2020 (at the instigation of the BMFSFJ), **pregnant women** in regular social contact with other people have an increased likelihood of infection. They should not work if protective measures cannot be adequately guaranteed and an unjustifiable risk cannot be ruled out.

Healthy employees living in a **household with an individual** in a risk group are, according to the RKI, not themselves in the defined risk group. Healthy employees must contact their direct supervisor to coordinate their work in individual cases to ensure that the above-mentioned groups of people minimise their individual risk of becoming infected with the Coronavirus as much as possible.

Additional information about dealing with students from risk groups

Students who belong to one of the above-mentioned risk groups or who live in a domestic community with members of risk groups must consult their teacher before attending a course.



Notice

Hygiene and safety regulations
COVID-19

HM Hochschule
München
University of
Applied Sciences



The following applies throughout the university:



Observe rules for access prohibitions/access regulations!



Do not form groups!



Masks are mandatory in all buildings and rooms!
(Exceptions: At designated workplaces, standing workplaces or workplaces where a minimum distance of 1.5 m from other persons can be reliably maintained.)



Keep a distance of at least 1.5 metres!



Observe the hygiene rules!



Ventilate regularly!



Adhere to the infection control concept of HM!



Infektionsschutzkonzept