

HM Hochschule München University of Applied Sciences has issued the following Protection and Hygiene Guidelines on the basis of article 21 of the Sixth Bavarian Infection Protection Measures Ordinance (7th BayInfSMV) in connection with article 3 of the German Occupational Safety and Health Act (ArbSchG) in connection with article 45 of the Law on the Status of Civil and Public Servants (BeamtStG) in connection with article 618 of the German Civil Code in connection with article 21 subsection 12 of the Bavarian Higher Education Act (BayHSchG) in connection with article 35 line 2 of the Bavarian Administrative Procedure Act (BayVwVfG).

## **Entering the University and remaining within University buildings**

- a) The following persons are excluded from entering the University premises:
1. Those who have knowingly come into contact with a person positively diagnosed with COVID-19 in the last 14 days
  2. Those presenting symptoms that could indicate infection with COVID-19 according to the Robert Koch Institute (RKI), e.g. fever, dry cough, breathing difficulty, loss of sense of taste/smell, sore throat or sore limbs, and
  3. Those required to self-isolate at home for 14 days in line with the applicable Ordinance on Quarantine for Inbound Travellers (EQV) (<https://www.gesetze-bayern.de/Content/Document/BayEQV/true>).

In the case of points 2 and 3, exceptions are made for persons in possession of a doctor's certificate in German or English confirming there is no indication of infection with Coronavirus SARS-CoV-2 where this certificate has been presented to a member of the lecturing staff on the relevant course or to the person issuing an invitation. The doctor's certificate must be based on a molecular biological test for the presence of infection with Coronavirus SARS-CoV-2, carried out in a member state of the European Union (or other state included on the RKI list of countries with quality standards sufficient for the purpose) no more than 48 hours before presentation to the University. Note that 'antibody tests' are not acceptable.

- b) Members of HM Hochschule München University of Applied Sciences may enter the University buildings from 1st October 2020 onwards in accordance with article 17 subsection 1 line 1 of the Bavarian Higher Education Act.
- c) The organisational unit (e.g. the faculty/department) or the person issuing the invitation shall be responsible for arranging the entering and leaving of buildings by visitors (e.g. evaluators, meeting participants, guests, etc.), thereby complying with all regulations concerning protection against infection.

- d) Notices regarding general Coronavirus protective measures (cf. appendix 1) are displayed in all entrance areas to University buildings and must be strictly observed by all persons throughout the University premises.
- e) Persons must maintain a distance of 1.5 metres from each other in all buildings, rooms and open spaces of HM. Where this minimum distance cannot be assured in open spaces (particularly in transport and meeting areas), masks covering the mouth and nose must be worn. Masks covering the mouth and nose must also be worn in all buildings and rooms of the University unless otherwise specified in these Protection and Hygiene Guidelines. The University does not provide face masks, so these must be provided by persons visiting the University.
- f) Irrespective of the obligation to wear a nose/mouth covering, groups are not permitted to gather in meeting areas.
- g) Eating and drinking are also prohibited in all transport and meeting areas.
- h) After entering HM Hochschule München University of Applied Sciences, please wash or disinfect your hands using a disinfectant dispenser as soon as possible.
- i) 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.
- j) Students may only remain in the University grounds and premises to attend courses and tutorials, visit the library or perform student representation duties (e.g. for student bodies). Students may not remain for personal reasons or for the purposes of individual or group learning.

### **High-risk groups**

The provisions outlined in the Leaflet for Risk Groups (appendix 2) apply to people belonging to high-risk groups.

### **Lecture rooms (lecture theatres, laboratories, workshops, etc.)**

- a) Lecture rooms may only be occupied with the prior agreement of Facility Management (at least five working days before initial use).

Facility Management renders the following services:

Determination of workstation capacity, numbering and labelling of usable seats, displaying notices on general Coronavirus protective measures (cf. appendix 1), indication of movement areas for instructors in the room, indication of safe distances at room entrances, organisation of cleaning; any other specific precautions that may be necessary will be performed by

the responsible faculty, General Chemistry Laboratories (BEC) and the Centre for Continuing Education (WBZ) by agreement with Facility Management. The stipulations of Facility Management must be observed. Only the labelled workstations in a lecture room may be used. Prior agreement with Facility Management is required for the use of lecture rooms and for making changes to labels and usable workstations; the same applies to the use of non-labelled workstations and other changes relating to workstation capacity/minimum distances.

- b) Face masks covering the nose and mouth may only be removed in lecture rooms where the minimum distance of 1.5 metres can be assured and the workstation has been occupied. When leaving the workstation, face masks covering the mouth and nose must be reapplied.
- c) A lecture room may only be used by one study group per day. The room must be cleaned before it can be used again. Facility Management ensures the cleaning of floors and tables; the relevant instructor who led the class is responsible for ensuring that any equipment which has been used is cleaned.
- d) A cleaning schedule must be drawn up by Facility Management for every lecture room used and occupied (for the faculty using the room, the BEC and the WBZ). The schedule must be documented by Facility Management.

**Courses of study (according to article 9 subsection 1 of the General Study and Examination Regulations for Bachelor's and Master's Courses of Study (ASPO))**

- a) A maximum of 200 persons may attend in-class lectures (depending on workstation capacity).
- b) Each faculty is responsible for reviewing which lectures may be attended, subject to observance of the stipulations of these Protection and Hygiene Guidelines. The following student groups will receive priority treatment in the arrangement of attended lectures:
  - First-year students.
  - Students on courses involving laboratory/project work and courses of an artistic nature.
  - Students in the final stages of their course, where attendance is more often required.
- c) With the exception of work placements in laboratories, attended lectures for a study group are held in the same course room.
- d) In the case of laboratories, a risk assessment with a plan or sketch showing the positions of the workstations must be submitted to the Facility Management so that the workstation capacity can be determined.
- e) Wherever possible, attended lectures should be undertaken in the form of block courses.
- f) Study groups must not be mixed.

- g) No exercises are to be carried out in pairs or groups that would involve leaving designated workstations. Objects such as pens, books, desk pads, laptops, etc. must be disinfected before being passed from one person to another.

### **Excursions**

- a) 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.
- b) Participants are personally responsible for complying with official hygiene regulations on arrival and departure.
- c) Only establishments, business partners, etc. with suitable hygiene plans will be visited.
- d) The member of lecturing staff leading the excursion is responsible for compliance with the provisions of these Protection and Hygiene Guidelines.

### **Lecturing staff**

- a) In lecture rooms, a movement area will be delineated for every lecturer, thereby ensuring a minimum distance of 1.5 metres from students at all times. Lecturers may remove their face masks covering mouth and nose within these defined movement areas. When stepping out of the movement area, face masks covering the mouth and nose must be reapplied.
- b) In unforeseen situations where the minimum distance from or between students cannot be maintained, prompt instruction must be issued to put on mouth/nose coverings.
- c) In lecture rooms, lecturers are responsible for upholding hygiene regulations and informing students of the general Coronavirus protective measures (appendix 1). In line with article 2 section 3(a) of the house rules of HM Hochschule München University of Applied Sciences, members of teaching staff shall ensure adherence with the rules of the house.

### **Tutorials**

- a) The regulations for courses apply accordingly to tutorials. Letters a and b of the regulations for teachers apply accordingly to tutors.
- b) A tutorial may only be carried out in person if it is ensured that the teacher supervising the tutor is on-site at the university and that he/she/they will come to the lecture room in person at the tutor's request and in accordance with letter c of the regulations for teachers can enforce compliance with hygiene regulations or exercise house rules. It is not possible to transfer the responsibility for compliance with hygiene regulations and the house rules to tutors.
- c) The tutors are to be instructed by the supervising teacher before the first date of their tutorial about their tasks and duties, especially with regard to compliance with hygiene regulations.

## **Libraries**

- a) Members of HM Hochschule München University of Applied Sciences may lend from the central library and the departmental libraries. Seating capacity in the lending areas and reading rooms of the central library and departmental libraries is defined by the library management in partnership with Facility Management; access is controlled by the security service (and by the library staff at Karlstrasse library).  
Use of the reading rooms of the central library and departmental libraries is subject to prior seat reservation.
- b) Face masks covering the nose and mouth may only be removed in reading rooms where the minimum distance of 1.5 metres can be assured and the workstation has been occupied. When leaving the workstation, face masks covering the mouth and nose must be put back on.
- c) No work may be carried out in pairs or groups.
- d) Borrowed media will be held for 24 hours after return and only lent out 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.

## **Office workstations**

- a) The offices of HM Hochschule München University of Applied Sciences remain closed to visitors. Where it is essential for visitors to make a personal appearance in exceptional cases, appointments must be made in advance to avoid gatherings of people. Such appointments must be arranged so that waiting times do not lead to gatherings.
- b) Each office must be occupied by only one member of staff. Where the presence of more than one person in an office is essential, the minimum distance of 1.5 metres must be observed at all times.
- c) Face masks covering the nose and mouth may only be removed in offices where the minimum distance of 1.5 metres can be assured and the workstation has been occupied. When leaving the workstation, face masks covering the mouth and nose must be put back on.
- d) The regulations on office workstations shall apply accordingly to the rooms of the Student Council / Departmental Student Societies. For the documentation of persons present, the regulations for tracing chains of infection shall apply accordingly.

## **Meeting/conference rooms**

A meeting/conference room may only be used again after it has been cleaned. The cleaning of the room must be coordinated with the Facility Management; the person heading the meeting is responsible for making sure any equipment used is cleaned.

## **Organisational hygiene regulations**

- a) Facility Management draws up a cleaning schedule for all areas of the University not covered by the cleaning schedules for lecture rooms.
- b) Sufficient supplies of cleaning materials and paper towels must be upheld in lecture rooms, meeting/conference rooms and bathrooms. Hand sanitiser will also be provided.
- c) Wherever possible, equipment such as appliances and tools should only be used by one person; if this is not feasible, the user must clean such equipment before use.
- d) Shared equipment (tools, test devices, computer keyboards, etc.) must be cleaned regularly by users before use.

### **Ventilation**

- a) The recommendations of the Federal Government on preventing infection through ventilation must be observed for all premises of the University. 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.
- b) 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 face masks covering the mouth and nose. Preventing infection through ventilation is directly linked to exposure time.
- c) The regular ventilation of all rooms must be ensured. In certain rooms, this will be guaranteed by technical ventilation in line with the defined occupancy (appendix 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 (according to 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.

### **Tracking and tracing of chains of infection**

The cooperation of all members of the University in recording contact data is mandatory and a precondition for participation in attended and practical course components. Data on all participants in attended lectures and persons visiting the library must be documented to enable the health authorities to track and trace chains of infection.

In the case of attended lectures, documentation is carried out by scanning a QR code when entering the room and/or taking a seat. Those without smartphones can register via their PC or a smartphone belonging to someone else in the room. The lecturer must also register; at any time,

they can compare the number of persons in the room against the number of persons registered by glancing at their PC or smartphone. Where a discrepancy arises, all users can check for registration using their smartphones/PCs. Students arriving late must be advised to register, and the new number of registered participants must be checked.

More details on the functioning of this system and full instructions will be posted shortly in the News section of the University web site under 'Information site on coronavirus'  
[https://www.hm.edu/allgemein/aktuelles/news/news\\_detailseite\\_186433.de.html](https://www.hm.edu/allgemein/aktuelles/news/news_detailseite_186433.de.html).

### **Events**

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

These Protection and Hygiene Guidelines simultaneously constitute standing instructions for all employees of HM Hochschule München University of Applied Sciences and replace the general ruling of 9th July 2020.

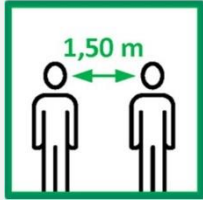
Munich, 24 September 2020

[Signed]

Professor Martin Leitner  
President



**Appendix**  
**General Protective Measures**  
**Coronavirus**



Keep to the minimum distance of 1.5 m away from others



Cover your mouth and nose with a mask if you cannot maintain the minimum distance



Regularly wash your hands thoroughly with soap and water for 20 seconds especially after going to the toilet and before eating



Cough and sneeze into your elbow or a tissue, not your hand



Do not touch your face with your hands



Do not shake hands



Avoid face-to-face meetings  
Use telephone and video conferences instead



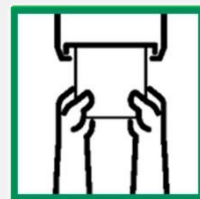
To protect from infection, avoid buses and trains.  
Go by bicycle



Stay at home if you have a cough or fever



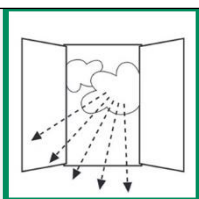
If you think you may be infected, call before going to see a doctor



Separate use of hygiene items and paper towels



Thoroughly clean contaminated contact surfaces (e.g. workstations, toilets) and disinfect if necessary



**Regular ventilation:** Regularly ventilate rooms within the HM buildings, e.g. offices, laboratories/workshops and lecture halls or your home office.

**Windows fully open:** For at least five minutes; in offices every 60 minutes, in meeting rooms/lecture halls every 20 minutes



## 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 drugs which weaken the immune system, such as cortisone).

## Basic procedure for employees

Affected employees are advised to contact their line manager to coordinate their activities and any necessary protective measures.

## 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 according to the RKI are not in the defined risk group themselves. Healthy employees must contact their line manager 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 are in one of the above-mentioned risk groups or live in a community with members of risk groups must consult the laboratory manager before attending classes.

### **Attachment 3: Rooms with technical ventilation**

- D 212
- E 0103
- E 0114
- E 0115
- E 0117
- F 2
- F 3
- G 0.01
- G 0.43
- G 1.27
- G 2.44
- G 3.45
- G 3.47
- KO 108
- KE 008
- LO 127
- LE 015
- R 0.055
- R 0.056
- R 0.058
- R 1.046
- R 1.049
- S 303/04
- S 310
- T 0.020
- X 1.022