

# General Hygiene Concept for Protection Against SARS-CoV-2 Infection

(Status: 1 October 2020) **NOTE:** The hygiene plan is binding! Due to the high speed of the development, the current version will be made available on the HBK website.

## INTRODUCTION

With the General Hygiene Concept (GHC), the university management has defined temporary measures to protect SARS-CoV-2 infection. The GHC takes into account the special conditions at the HBK and is valid for all parts of the HBK building. General objectives are:

- Safety and health protection of university members, reduction of the risk of infection
- Access control (including access prohibition), control of flows of people and group sizes
- Separation of different users based on specific hygiene requirements according to risk assessment
- Ensuring traceability of contacts
- Ensuring feasibility of hygiene measures, defining responsibilities, ensuring compliance with protection regulations

The concept is guided by the scenario of restricted university operation (restriction level 1 of the HBK pandemic plan) with the presence of selected, previously defined groups of students in defined premises. The control of student use is carried out by HBK staff or via use plans communicated in advance to the individual users.

The GHC provides orientation for the use of buildings and higher education institutions in the current pandemic situation. In addition to the identification and evaluation of general hazards, the GHC also focuses on the definition of appropriate measures to prevent infections. The traceability of contacts is intended to ensure that the higher education institution can provide information, upon request of the competent authorities, on which persons were working in the same rooms as an infected person or a suspected case. Furthermore, if an infection or suspected case of infection becomes known, the university will inform the users of the affected area without giving details of the person concerned.

The GHC will be supplemented by room, activity and use-specific concepts (risk assessments) depending on the successive openings of sub-areas of the university. Since the uses and characteristics of the building sections sometimes differ considerably, the general hygiene concept should be further specified, if necessary by specific individual use concepts, especially in organisational terms, in consultation with the HVP ("modular principle"). Based on the framework and individual use concepts, target- and use-specific information formats can be developed (e.g. concise information signs with condensed content in the buildings).

In all buildings, it is assumed that people always keep a distance of at least 2 m from other people and that they wear a mouth and nose covering (for self-protection: preferably an FFP2 or FFP3 mask) at least whenever it is not guaranteed that the minimum distance can be maintained. A mouth and nose covering, preferably an FFP2 or FFP3 mask, is mandatory in communal areas such as entrances, foyers, stairwells, corridors, sanitary facilities and kitchenettes.

Notwithstanding the overall responsibility of the committee for the implementation of the GHC, special areas of responsibility arise from the management of organisational units and from the independent performance of tasks in teaching and research. Individuals who are responsible for a specific area of work by virtue of their function (e.g. library, workshops, departments, studios) are also considered to be individually responsible. Administration refers to the departments and staff units of the central administration. Building users include all persons who enter HBK buildings.

If you have any questions on the subject of hygiene and occupational safety, please send an e-mail to Department V ([dezernat5@hbk-bs.de](mailto:dezernat5@hbk-bs.de))!

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GENERAL			
Reference	Objective	Measures/implementation	Person responsible
<b>Access to and exit from buildings</b>	<ul style="list-style-type: none"> <li>• Contact avoidance, reduction</li> <li>• Observance of social distancing measures</li> </ul>	<ul style="list-style-type: none"> <li>• Access to the building only granted with the approval of the supervisor or, for students, after consultation with the responsible HBK staff (workshops) or according to the opening regulations defined in the individual concepts (e.g. library, media library, studios)</li> <li>• Control and minimisation of flows of people</li> <li>• Definition of specific entrances to achieve objectives</li> <li>• Barriers and spacers at entrances and passageways</li> <li>• Dispersment of groups of people</li> <li>• Avoidance of crowding (e.g. due to constrictions)</li> <li>• Marking of minimum distances for frequented standing areas e.g. with adhesive tape (e.g. post office, material issue)</li> <li>• Building-related access for defined groups of people</li> <li>• Building-related usage times</li> <li>• Assignment of building users to organisational units (at the same time clarification of responsibility), to user groups and rooms</li> <li>• If possible, no mixing of user groups</li> <li>• Documentation of attendance (e.g. via timetables, attendance lists)</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Dept. V</li> <li>• Building users</li> </ul>
<b>Routing in buildings</b>	<ul style="list-style-type: none"> <li>• Contact avoidance, reduction</li> <li>• Observance of social distancing measures</li> </ul>	<ul style="list-style-type: none"> <li>• Avoidance of journeys through the building (e.g. by using the telephone instead)</li> <li>• Shortest and most direct routes possible</li> <li>• Barrier tapes, information signs, barriers, spacers</li> <li>• "One-way system" in narrow areas</li> <li>• Allocation of washrooms to organisational units</li> <li>• Reception and waiting areas</li> <li>• Individual use of lifts</li> </ul>	<ul style="list-style-type: none"> <li>• Dept. V</li> <li>• Building users</li> </ul>

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<b>Staying in buildings</b>	<ul style="list-style-type: none"> <li>• Contact avoidance, reduction</li> <li>• Observance of social distancing measures</li> <li>• Protect others by covering mouth when coughing, speaking or sneezing</li> </ul>	<ul style="list-style-type: none"> <li>• Use of the building only for study purposes or for purposes that are absolutely necessary for business</li> <li>• Observance of the usage density and the maximum number of occupants</li> <li>• Dispersment of groups of people</li> <li>• Avoidance of crowding (e.g. due to constrictions)</li> <li>• Marking of minimum distances for frequented standing areas e.g. with adhesive tape (e.g. post office, material issue)</li> <li>• Distribution of (preferably reusable) mouth and nose protectors to HBK employees</li> <li>• Students bear the responsibility for their own mouth and nose protection</li> </ul>	<ul style="list-style-type: none"> <li>• Dept. V</li> <li>• Building users</li> </ul>
	<ul style="list-style-type: none"> <li>• Compliance with hygiene regulations</li> <li>• Reduction of smear infections via contact surfaces</li> </ul>	<ul style="list-style-type: none"> <li>• Installation and compulsory use of hand sanitiser at the installed dispensers in the entrance area</li> <li>• Instructions for disinfection next to the dispensers</li> <li>• Wash hands according to the posted instructions if there is no possibility of disinfection</li> <li>• Additional disinfection measures if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Dept. V</li> <li>• Building users</li> </ul>
	<ul style="list-style-type: none"> <li>• Prevent the spread of the virus by sick people</li> </ul>	<ul style="list-style-type: none"> <li>• Prohibition of access to HBK for persons with (even mild) disease symptoms</li> <li>• Notices in buildings, on the website and other information services</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Building users</li> </ul>
<b>Misconduct, sanctions</b>	<ul style="list-style-type: none"> <li>• Protection against misconduct</li> <li>• Mitigation of fears</li> <li>• Prevent the spread of the virus by sick people</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage respectful and considerate behaviour</li> <li>• Define and set up alert chains and offers of help in the event of dangerous behaviour by other building users</li> <li>• Sanctions                             <ul style="list-style-type: none"> <li>○ Closure of the university (e.g. by the public health department)</li> <li>○ Single violation of regulations: warning</li> <li>○ Additional violation: ban on accessing the premises for one week and, in repeated or serious cases, ban on accessing the premises until the end of the semester</li> <li>○ In particularly serious cases, general ban on accessing the building</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Building users</li> <li>• Administration</li> <li>• University management</li> <li>• Authorities</li> </ul>

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<p><b>Access to workplaces by persons other than employees</b></p>	<ul style="list-style-type: none"> <li>• Contact avoidance, reduction</li> <li>• Contact tracing</li> </ul>	<ul style="list-style-type: none"> <li>• Mandatory minimum, only after approval</li> <li>• Documentation of contact details and the time and place of stay in the buildings</li> <li>• Information on measures that currently apply to HBK with regard to infection protection and which must always be observed by external persons</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Building users</li> </ul>
<p><b>Dealing with suspected cases and infected persons</b></p>	<ul style="list-style-type: none"> <li>• Interruption of chains of infection</li> <li>• Implementation of regulations (Protection against Infection Act – IfSG)</li> </ul>	<ul style="list-style-type: none"> <li>• Immediately leave the university premises and contact a doctor if symptoms of illness (e.g. cough, sniffles, infection-related shortness of breath or fever)</li> <li>• Notification of a suspected SARS-CoV-2 infection or SARS-CoV-2 illness: Employees to their supervisor and to the personnel department (by e-mail: <a href="mailto:personal@hbk-bs.de">personal@hbk-bs.de</a>) and students to Dept. studies and teaching (by e-mail: <a href="mailto:i-amt@hbk-bs.de">i-amt@hbk-bs.de</a>)</li> <li>• Establishment and maintenance of a reporting chain in the administration in the event of illness and justified suspicions (immediate forwarding of the information received by the I-Office or the personnel department to the members of the crisis team; contact with the health department by the personnel department (according to IfSG), information of the company doctor by Dept. V, if necessary convening of the crisis team by the HVP)</li> <li>• In case of illness, internal contact person inquiry (importance of attendance documentation!) and informing of contact persons</li> <li>• Compliance with the instructions of the competent authorities (e.g. domestic quarantine of individuals by the health authority, closure of buildings and parts of buildings, return from so-called high-risk areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Building users</li> </ul>
<p><b>Emergency organisation</b></p>	<ul style="list-style-type: none"> <li>• Infection protection for first aiders</li> <li>• Ensure rescue chains</li> </ul>	<ul style="list-style-type: none"> <li>• Adapt number of first aiders and the rescue chain to the situation</li> <li>• Additional training for first aiders (self-protection)</li> <li>• Avoidance of working alone</li> <li>• Conduct in case of danger</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> </ul>

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TECHNICAL MEASURES			
Reference	Objective	Measures/implementation	Person responsible
<b>Workplace design</b>	<ul style="list-style-type: none"> <li>• Observance of social distancing measures</li> <li>• Reduction of droplet infections</li> </ul>	<ul style="list-style-type: none"> <li>• Mouth and nose covering in case of non-compliance with the minimum distance (if necessary also FFP2 on the basis of a risk assessment)</li> <li>• Requirement of FFP2 masks or equivalent according to the level of infection risk resulting from the risk assessment</li> <li>• Transparent separating devices ("spit protection"), especially for public access and at the counter (e.g. Plexiglas)</li> <li>• Separation of work tables in case of multiple use of rooms</li> <li>• Barriers, spacers and partitions (markings) in waiting areas</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Dept. V</li> <li>• Building users</li> </ul>
<b>Washrooms and contact surfaces</b>	<ul style="list-style-type: none"> <li>• Hand and contact surface hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Skin-friendly liquid soap and towel dispensers in all washrooms plus instructions for washing hands</li> <li>• Daily cleaning and disinfection of contact surfaces in wash and break rooms</li> <li>• Daily cleaning of door handles and handrails</li> </ul>	<ul style="list-style-type: none"> <li>• Building users</li> <li>• Dept. V</li> <li>• Schmidt &amp; Pfeifer (cleaning company)</li> </ul>
<b>Kitchenettes, break rooms</b>	<ul style="list-style-type: none"> <li>• Observance of social distancing measures</li> <li>• Reduction of droplet and smear infections</li> </ul>	<ul style="list-style-type: none"> <li>• Separate breaks in groups</li> <li>• Individual use of confined spaces (e.g. kitchenettes) according to local notices</li> <li>• Separation of tables and chairs in break rooms</li> <li>• Use of dishwashers at a minimum of 60 degrees Celsius</li> <li>• Use of personal dish towels, crockery, cutlery and other utensils</li> <li>• Cleaning of contact surfaces before and after use</li> </ul>	<ul style="list-style-type: none"> <li>• Building users</li> </ul>
<b>Ventilation</b>	<ul style="list-style-type: none"> <li>• Reduction of any pathogen-containing, fine droplets present in the air</li> </ul>	<ul style="list-style-type: none"> <li>• Regular intermittent ventilation for at least several minutes once an hour, depending on the use of the room</li> <li>• Ventilation of seminar and meeting rooms, if possible before they are used</li> <li>• Extension of the operation of the air conditioning systems</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>

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<b>ORGANISATIONAL MEASURES</b>			
<b>Reference</b>	<b>Objective</b>	<b>Measures/implementation</b>	<b>Person responsible</b>
<b>Staying in rooms with specific purposes (e.g. workshops, library, media library)</b>	<ul style="list-style-type: none"> <li>• Consideration of spatial and use-specific aspects</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of individual use concepts ("modular principle")</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Observance of social distancing measures</li> <li>• Reduction of droplet infections</li> </ul>	<ul style="list-style-type: none"> <li>• Economy, business necessity</li> <li>• Use of email, video conference and telephone as an alternative to face-to-face contact</li> <li>• Observance of hygiene regulations</li> <li>• Use of the largest possible rooms</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> </ul>
<b>(Multiple) use of equipment such as printers, copiers, telephones, keyboards as well as tools, machines and other work equipment</b>	<ul style="list-style-type: none"> <li>• Reduction of smear infections</li> </ul>	<ul style="list-style-type: none"> <li>• Disinfection before and after use</li> <li>• Damp wiping of contact surfaces with cloths soaked in household detergents, where not possible covering with a replaceable household foil (e.g. keyboards)</li> <li>• Mouth and nose covering (e.g. for telephones)</li> <li>• Hand hygiene before and after touching the contact surfaces</li> <li>• If possible only personal use</li> <li>• Avoidance of other infection-related risks</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Device users</li> </ul>
<b>Provision of protective equipment and disinfectants</b>	<ul style="list-style-type: none"> <li>• Interruption of chains of infection</li> <li>• Implementation of regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Central procurement of mouth and nose covering, gloves and disinfectants for employees (applies initially for 2020, after evaluation of the situation return to the previous regulation on personal protective equipment)</li> <li>• Selection of personal protective equipment on the basis of a risk assessment (e.g. FFP2 mouth and nose covering)</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> </ul>
<b>Workwear</b>	<ul style="list-style-type: none"> <li>• Reduction of smear infections</li> </ul>	<ul style="list-style-type: none"> <li>• Exclusively personal use</li> <li>• Store separately from everyday clothes</li> <li>• Clean regularly</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>

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<b>Transport, errands, trips inside and outside the HBK</b>	<ul style="list-style-type: none"> <li>• Reduction of droplet and smear infections</li> </ul>	<ul style="list-style-type: none"> <li>• Use of routes outside the buildings if possible</li> <li>• Avoidance of simultaneous use of work equipment (luggage carts, pallet trucks, cherry pickers, etc.) or vehicles (cars, forklifts) by several employees</li> <li>• Reduction of transports to a minimum</li> <li>• Optimisation of route planning</li> <li>• Cleaning of contact surfaces when changing vehicles and work equipment (e.g. steering wheel, gear lever, door handles)</li> <li>• Mouth and nose covering for shared vehicles and joint transport tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>
<b>Working and break times</b>	<ul style="list-style-type: none"> <li>• Contact avoidance, reduction</li> <li>• Reduction of droplet and smear infections</li> </ul>	<ul style="list-style-type: none"> <li>• Staggered working and break times</li> <li>• If possible, the same persons (team A/B) for shift schedules</li> <li>• Cleaning of hands before the start of the break</li> <li>• Reduction of communal contact areas</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>

PERSONAL MEASURES			
Reference	Objective	Measures/implementation	Person responsible
<b>Instruction and active communication</b>	<ul style="list-style-type: none"> <li>• Information and education</li> </ul>	<ul style="list-style-type: none"> <li>• Instruction and information of the building users on prevention and occupational safety measures as well as hygiene regulations</li> <li>• Website, notices and other information services</li> <li>• Floor markings (e.g. in waiting areas)</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>
<b>Occupational health precautions and protection of particularly endangered persons ("high-risk groups")</b>	<ul style="list-style-type: none"> <li>• Preventive health protection</li> </ul>	<ul style="list-style-type: none"> <li>• Independent compliance with the necessary measures for self-protection</li> <li>• Recommendation for members of risk groups to always wear an FFP2 or FFP3 mask for self-protection</li> <li>• Offers of occupational medical prevention</li> <li>• Individual advice from a company doctor (confidentiality towards employer upon request)</li> <li>• Strict avoidance of contact with pregnant women and nursing mothers; proactive communication with the university (corona@hbk-bs.de)</li> <li>• Addressing the topic of fears and psychological stress</li> </ul>	<ul style="list-style-type: none"> <li>• Individual responsibility</li> <li>• Building users</li> </ul>

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		<ul style="list-style-type: none"><li>• If necessary, individual measures (e.g. spit protection, working hours)</li></ul>	
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