

University Administration

Head of Administration

## Safety and Hygiene Concept of the University of Passau

Last revised: 22 September 2021

### 1) General provisions

The following explanatory remarks describe the Safety and Hygiene Concept of the University of Passau. First, general measures for preventing infection are outlined and then further guidelines are described for addressing specific situations in university operations.

The basis for this Safety and Hygiene Concept is the 14th Bavarian Disease Control Ordinance (BayIfSMV).<sup>1</sup> This Safety and Hygiene Concept is based on the framework concept “*Corona-Pandemie: Rahmenkonzept für Hochschulen*“ (Corona Pandemic: Framework concept for Higher Education Institutions) of the Bavarian State Ministry of Science and the Arts [*Bayerisches Staatsministerium für Wissenschaft und Kunst*] of 21 September 2021. The framework concept was announced by the Bavarian State Ministry of Science and the Arts in agreement with the Bavarian State Ministry of Public Health and Care [*Bayerisches Staatsministerium für Gesundheit und Pflege*] on 21 February 2021.

The goal of this Safety and Hygiene Concept is to have an in-person winter semester 2021/2022 in compliance with the respectively required guidelines.

The measures described below pursue the goal of protecting the members of the University of Passau by interrupting the chains of infection, preserving the health of students and employees during in-person operations and contributing to the containment of the pandemic.

This Safety and Hygiene Concept applies subject to stricter overruling regulations or orders issued by the local authorities. It formulates a minimum standard that is implemented by the University of Passau on its own responsibility and in accordance with the specific requirements in the faculties as well as other academic and non-academic facilities, services and institutions, if necessary also with more extensive measures.

Reference is made to the SARS-CoV-2 Occupational Health and Safety Ordinance of the German Federal Ministry of Labour and Social Affairs [*Bundesministerium für Arbeit und Soziales*].<sup>2</sup>

The University of Passau provides the [updates on the covid-19 situation](#). The [Robert Koch Institute](#) and the [Federal Ministry of Health \[\*Bundesministerium für Gesundheit\*\]](#) provide up-to-date information on the situation in Germany and answers to the most important questions.

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<sup>1</sup> Published in the Bavarian Ministerial Gazette, BayMBL 2021 No. 615 on 1 September 2021.

<sup>2</sup> Federal Ministry of Labour and Social Affairs; SARS-CoV-2 Occupational Health and Safety Ordinance, published on 28 June 2021, supplemented by SARS-CoV-2 Occupational Health and Safety Regulation of 7 May 2021

The status of the hospitalisation traffic lights is published by the [Bavarian State Ministry of Public Health and Care](#).

The [Bavarian State Department of Public Health and Food Safety \[Bayerisches Landesamt für Gesundheit und Lebensmittelsicherheit\]](#) has set up a telephone hotline at +49 9131 6808 5101.

## 2) General measures for infection control

### a) Social distancing requirement and mask obligation

In buildings and enclosed spaces, the obligation to wear a medical face mask (“surgical mask”) still applies. The mask can be removed at a fixed sitting, standing or working place as long as a minimum distance of 1.5 m to other persons is reliably maintained.

If the traffic light for hospital admissions is amber, FFP2 masks are mandatory again.

For university examinations, a medical face mask (“surgical mask”) is sufficient and must be worn whenever entering or leaving the examination room and at the workplace until the start of the examination.

In particular, the mask requirement does not apply in the case of other compelling reasons. Such reasons may arise from practical, didactic or organisational requirements of teaching or other university operations, in particular with regard to practical (artistic) in-person courses and events and objectively related areas, situations and activities. If there is a special case, neither the minimum social distancing nor the mask requirement must be observed if this would lead to an impairment of an artistic activity or performance or is incompatible with it.

Where it is not possible to maintain the minimum social distance (e.g. through work organisation measures), alternative safety measures will also be taken, such as transparent partitions (e.g. made of Plexiglas) when there is public traffic (e.g. at information and lending booths) and, if possible, also to separate workplaces where the minimum social distance is not possible.

### b) Hygiene

All members of the university are encouraged to help reduce the risk of infection by washing their hands regularly and adhering to the cough and sneeze etiquette (only into the crook of the arm in each case).

The University of Passau ensures that there is sufficient opportunity for hand washing or hand disinfection with in-person operation, depending on the spatial conditions and the expected number of people. Cleaning materials and disposable towels are available in sufficient quantities in sanitary rooms and laboratories. The minimum social distance of 1.5 m must also be observed in sanitary rooms.

Wherever possible, sharing of tools and work equipment should be avoided. If this is not possible, it is necessary to ensure regular cleaning – especially before handing over such equipment to other persons. Otherwise, suitable protective clothing (e.g. gloves) must be worn during use.

The University of Passau ensures that rooms and work equipment are cleaned regularly, if necessary several times a day, depending on the type of use and number of users. This applies in particular to workplaces for examinations and practical courses and events where such are used in quick succession by several participants. A cleaning concept must be prepared and based on the type and extent of use.

c) **Vaccinated, recovered or tested status (“3G rule”)**

If the 7-day incidence rate in the city of Passau exceeds 35, access to the University (to buildings and other enclosed spaces) may only be granted to persons who have been vaccinated, recovered from Covid-19 or tested within the meaning of § 2 nos. 2, 4, 6 SchAusnahmV (the Safety Measures Exemption Ordinance).

[“3G” stands for vaccinated (**g**eimpft), recovered (**g**enesen) and tested (**g**etestet).]

An exception to the 3G rule applies to

- examinations and
- professional or voluntary activities necessary for the operation of the University or the organisation of courses and events.

i) **Checks**

The University is obliged to check the proof of vaccination, recovery or a negative test that must be presented and fulfils this obligation by having the security service conduct regular, random spot checks.

Persons who negligently or intentionally violate the 3G rule commit an administrative offence and must expect corresponding legal consequences.

ii) **Proof**

A complete vaccination can be proven with a vaccination card, an app or the digital EU COVID certificate.

The proof of recovery from a Covid-19 infection, which is confirmed by PCR test and has since passed, must be at least 28 days in the past and a maximum of six months ago.

The test requirements are met by written or electronic negative test proof of a SARS-CoV-2 coronavirus infection on the basis of

- a PCR test, PoC-PCR test or a test using other methods of the nucleic acid amplification technique carried out no more than 48 hours ago, or
- a PoC antigen test taken within the last 24 hours or less.
- a rapid test offered by the University of Passau and taken under supervision

d) **Ventilation concept**

All given possibilities for ventilation of all rooms are to be used. Cross-ventilation is preferred with window ventilation. Offices and classrooms where people are constantly present must be ventilated regularly.

Indicative value: Ventilate rooms for five minutes every 45 minutes, unless sufficient ventilation is ensured by technical measures. A meeting room should be shock-ventilated every 20 minutes for three minutes in winter, five minutes in spring/autumn and ten minutes in summer.

The ventilation and air-conditioning systems remain in operation as before. Guidance from the Federal Ministry of Labour and Social Affairs on the SARS-CoV-2 occupational health and safety standard and a statement from the building services manufacturers' associations clearly point to the advantages of operating ventilation and air-conditioning systems.

Key points:

- i) The concentration of airborne viruses is lowest in fresh air. The University of Passau always operates its ventilation and air-conditioning systems with 100% fresh air. Only in winter is recirculated air used briefly when starting up the systems. The exchange of air improves the air quality in the room.
- ii) The operating hours of the systems have been extended. The University of Passau controls the systems so that they are already in operation one hour before use and remain in operation until one hour after use.
- iii) Maintenance of the systems shall be ensured. The University's Technical Services Section carries out all maintenance regularly in accordance with the standard VDI 6022 "Indoor Air Technology, Indoor Air Quality" [Raumluftechnik, Raumlufqualität], which describes the state-of-the-art hygiene requirements for ventilation and air-conditioning systems.
- iv) The lecture theatres and seminar rooms were divided into three categories according to their fresh air supply:
  - (1) Lecture theatres and seminar rooms with a supply air volume of at least 30 m<sup>3</sup> per hour and person:  
Sufficient air exchange is guaranteed.  
No further ventilation measures are required.
  - (2) Lecture theatres and seminar rooms with a supply air volume of 10–30 m<sup>3</sup> per hour and person:  
CO<sub>2</sub> traffic lights are installed.  
This serves as an indicator for the indoor air quality:
    - green: levels OK
    - amber: carry out ventilation measures
    - red: carry out ventilation measures, interrupt lecture and leave the roomInstructions for lecturers are provided.  
Documentation of the CO<sub>2</sub> development is ensured.
  - (3) Lecture theatres and seminar rooms with a supply air volume of less than 10 m<sup>3</sup> per hour and person:  
Ventilation according to the guidelines for offices and classrooms without a ventilation and air-conditioning system.  
A sign will be affixed pointing out the ventilation requirement.  
Selected rooms, e.g. the Innsteg Auditorium seminar rooms, lecture theatres of the Department of Catholic Theology and other large seminar rooms in this category also receive CO<sub>2</sub> traffic lights as a guide for the necessary ventilation measures.
- e) **Testing**  
Testing is used specifically as a supplementary instrument for infection control in order to facilitate, accompany and support the currently permitted but restricted in-person operation as effectively and practicably as possible. The general and specific requirements, instructions and recommendations on hygiene and infection control – in particular the respectively applicable provisions of the Bavarian Disease Control Ordinance and this Safety and Hygiene Concept – remain unaffected by the use of tests and must therefore continue to be complied with. This applies explicitly to the prescribed minimum social distancing and mask obligations where these are required.

The University of Passau enables testing with rapid tests approved in Germany for the detection of the SARS-CoV-2 coronavirus.

To this end, the University of Passau gives in particular students rapid tests under supervision to an appropriate extent to support in-person operations.

When using the tests, the person administering the test is personally responsible for observing the respectively applicable rules – in particular those relating to data protection, employment protection, occupational health and safety, biosubstances and hazardous substances.

In addition to the range of tests for employees provided for in the SARS-CoV-2 Occupational Health and Safety Ordinance (Corona-ArbSchV) and the general range of tests (“Jedermann” tests – rapid tests at doctors’ practices; “Bürger” tests – rapid tests at testing centres), which are available to all university members individually, the University of Passau, in cooperation with regional rapid test providers, offers testing opportunities (rapid tests) on campus to ensure teaching operations if there is a corresponding demand.

f) **Risk groups**

Members of groups with an elevated risk of a severe illness (risk groups according to the Robert Koch Institute) are recommended to take the necessary measures to protect themselves. This may include wearing respiratory protection with the required level of protection. Such persons should consult with their general practitioner or the university doctor (*Betriebsarzt*). Wherever possible, the University of Passau offers appropriate advice from the university doctor for staff.

In the area of instruction, members of at-risk groups can offer courses purely online, i.e. without in-person classes, provided that the qualification objectives of the course can be achieved in this way. The same applies to persons who are exempt from wearing a face mask for health reasons.

g) **Responsibilities**

All members of the University of Passau and thus all professors, academic staff, civil servants, employees and students are responsible for ensuring that the Safety and Hygiene Concept is also really adhered to in the area for which they are responsible. This applies in particular to supervisors, meeting chairs, examiners and teaching staff. This also includes the responsibility to inform the relevant persons within their own area (e.g. participants in examinations and in-person courses and events) in an appropriate manner about the applicable rules on infection control. The University of Passau checks compliance with the regulations on infection control on a random basis.

Lecturers have administrative authority in the lecture theatres and classrooms to ensure compliance with social distancing and hygiene regulations, as well as compliance with the mask requirement and participation in the contact tracing concept.

In the following, the infection control requirements of individual areas are described in more detail. If necessary, supplementary regulations will be added as an annex to this Safety and Hygiene Concept of the University of Passau.

## **h) Exclusion from participation and appearance in person**

In principle, persons

- who have symptoms typical of a SARS-CoV-2 coronavirus infection (typical symptoms of a SARS-CoV-2 coronavirus infection are shortness of breath, new onset of coughing, fever and loss of smell or taste),
- who are subject to a quarantine measure or
- in whom a current infection with coronavirus SARS-CoV-2 has been detected,

may not participate in university operations on site or enter the University (buildings and other enclosed rooms). A person who develops symptoms typical of a SARS-CoV-2 coronavirus infection while at the university must immediately leave the university campus and the university building and inform the university. The university shall immediately report the matter to the competent health authority, which, if necessary, shall take further measures (e.g. quarantine measures) in consultation with the university, which must be implemented by the university, depending on the circumstances.

## **3) Implementation and permissibility of in-person courses and events**

In-person courses and events at Bavarian universities are permitted subject to compliance with the general measures for infection control (section 2), in particular minimum social distancing, mask obligation and the 3G rule.

At in-person courses and events, the obligation to wear masks does not apply in particular at the fixed seat, provided that a minimum distance of 1.5 m to other persons is reliably maintained. This also applies to lecturers.

The lecturers shall inform the participants of the respective event as to whether minimum social distancing can be waived if masks are required throughout or whether a minimum distance of 1.5 m can be maintained between fixed places if masks are not required. The procedure for this is described on an instruction sheet in the classroom.

In addition, the permissibility of in-person courses and events is determined by the infection control regulations, as amended.

The University Executive may require that it or a body designated by it must be notified of additional in-person courses and events that are planned after this hygiene concept has come into force. The further procedure, in particular the necessary content of the notification, shall be determined by the University Executive at its own discretion. The purpose of the notification procedure is to enable the university to monitor actual compliance with infection control regulations, to ensure uniform handling within the university and, if necessary, to be able to comply with requirements imposed by the health authorities (e.g. recording of contact data, notification obligations to health authorities etc.).

The University of Passau should always be notified of in-person courses and events that are part of a course, but take place off the university grounds (e.g. excursions). This is also necessary because the University of Passau must also ensure testing options for this. The University Executive shall regulate the details.

## **4) Examinations**

Unless there are more specific regulations, the taking of examinations is only permitted if a minimum distance of 1.5 m is maintained between all participants. Where compliance with the minimum distance is not possible due to the nature of the examination, equally

effective alternative safety measures shall be taken. Spectators who are not part of the examination are not allowed.

The Concept for Central Examinations Issued by the Examinations Office and for Decentralised Examinations by Institutions of the University of Passau regulates further details and is attached as an annex.

For university examinations, a medical face mask (“surgical mask”) is sufficient and must be worn whenever entering or leaving the examination room and at the workplace until the start of the examination.

## **5) Music, artistic-musical in-person events, cultural events and rehearsals**

For music, artistic-musical in-person events and rehearsals, the relevant infection control regulations and the requirements of the framework concept for cultural events [*Rahmenkonzept für Kulturelle Veranstaltungen*], as amended, shall apply; the general regulations for in-person events shall also apply to artistic-musical in-person events. For rehearsals of music students, the relevant infection control regulations and the requirements of the framework concept for rehearsals in the areas of amateur music and theatre [*Rahmenkonzept für Proben in den Bereichen Laienmusik und Amateurtheater*] apply accordingly, as the object of this framework concept is sufficiently similar to music rehearsals on campus.

## **6) Concept for the collection of personal data**

In order to trace infection chains, the data of all participants must be documented for all courses and events with 1,000 or more people. In each case, the family name and given name, address and correct contact information (telephone number or e-mail address) as well as the period of presence must be documented.

At the instruction of the competent district health authority, the University of Passau provides the requested data to the health authority for contact tracing via specially authorised administrators.

All members of the university are additionally recommended to use the Corona-Warn-App of the Robert Koch Institute when present on the campus of the University of Passau.

## **7) Personal visits to offices and service units**

Personal visits that are not essential for in-person operations of the University of Passau (research, teaching and administrative operations) should be kept to a minimum. If possible, it should be replaced by telephone, postal or electronic (e.g. e-mail) communication. This applies in particular to office hours, enrolment, applications, submission of work etc.

For services offered by the University of Passau and requiring personal contact, organisational measures should be taken to avoid crowding. For example, appointments must be timed in such a way that there are no waiting times or crowds in waiting areas.

## **8) Work organisation**

The necessary work on the university premises must be organised in such a way (e.g. by using spare room capacities or working-from-home arrangements) that multiple occupancy of rooms is avoided or sufficient minimum distances or alternative safety measures are provided.

The relevant occupational health and safety requirements have already been referred to under the General provisions (section 1).

The University of Passau offers assistance in possible hardship situations that may arise, for example, due to a lack of childcare, and helps to find individual solutions.

## **9) Libraries, archives**

Libraries and archives can be open, subject to compliance with the General measures for infection control (Section 2), in particular minimum social distancing, the mask obligation and 3G rule.

## **10) Public spaces on the university campus**

The relevant infection control regulations in public spaces also apply to public areas on the university campus.

## **11) Prohibition of events, assemblies and gatherings**

The relevant infection control regulations for events, assemblies and gatherings also apply to the public areas and buildings on the university campus. When rooms are assigned, priority is always given to the research, teaching and administrative operations of the University of Passau.

## **12) Worship services, meetings of faith communities**

The relevant infection control regulations for religious services and meetings of religious communities also apply to facilities, services and institutions designed for this purpose on the university campus.

## **13) Sport**

For sport, the relevant infection control regulations and the requirements of the framework concept for sport [*Rahmenkonzept für Sport*], as amended, apply to practical in-person sporting events, as do the general regulations for in-person courses and events, insofar as these do not conflict with the framework concept for sport. When sports facilities are assigned, priority is always given to the research, teaching and administrative operations of the University of Passau.

## **14) Catering facilities**

In addition to the general infection control regulations, the relevant infection control regulations from the framework concept for catering facilities [*Rahmenkonzept Gastronomie*] shall apply to all food and drink services in the relevant amended version. When rooms are assigned, priority is always given to the research, teaching and administrative operations of the University.

Responsibility for the operation of catering facilities rests with the Student Services Association for Lower Bavaria/Upper Palatinate [*Studentenwerk Niederbayern/Oberpfalz*], which draws up the necessary regulations at its own discretion.

## **15) Conferences and congresses**

In addition to the general infection control regulations, the relevant infection control regulations from the framework concept for conferences and congresses [*Rahmenkonzept für Tagungen und Kongresse*], as amended, shall apply to conferences and congresses. When rooms are assigned, priority is always given to research, teaching and administrative operations of the University of Passau.

## **16) Cultural facilities (museums, exhibitions, memorials, zoological and botanical gardens)**

The relevant infection control regulations for cultural facilities also apply to cultural facilities of the University of Passau and cultural facilities in properties managed by the University of Passau. When rooms are assigned, priority is always given to research, teaching and administrative operations of the University of Passau.

## **17) Participation and effective date**

This Safety and Hygiene Concept of the University of Passau has been coordinated with the responsible health authorities and the university doctor (*Betriebsarzt*) and has been adopted by the University Executive.

This Safety and Hygiene Concept of the University of Passau comes into force on 24 September 2021. At the same time, the Safety and Hygiene Concept of the University of Passau dated 13 July 2021 shall cease to apply.

Annexes

[The Concept for Central Examinations Issued by the Examinations Office and for Decentralised Examinations by Institutions of the University of Passau](#)