

KU Hygiene Concept

Last updated: September 24, 2021

0. Preliminary remark

Against the background of the continuing coronavirus pandemic, this Hygiene Concept shall regulate University operations at the Catholic University of Eichstätt-Ingolstadt. This Hygiene Concept is based on the [Framework Hygiene Concept for the Bavarian Universities](#) by the Bavarian State Ministry of Science and the Arts in agreement with the Bavarian State Ministry of Health and Care as well as the current Bavarian Infection Protection Measures Ordinance (BaylSMV). It aims at regulating the teaching practice and administrative operations at the KU as far as possible in compliance with state provisions and by ensuring best possible protection of employees and students.

The following hygiene measures and provisions for virus infection prevention must be adhered to on KU premises. The KU reserves the right to caution persons who do not comply with these regulations and to make full use of its domiciliary right by expelling them from the room or building or to take disciplinary action.

1. Vaccinated, recovered, tested

1.1 **The 3-G rule:** If the 7-day incidence exceeds the number of 35 in the Eichstätt district or in Ingolstadt, only people to whom the 3-G rule applies may enter KU buildings at the respective campus, i.e. those persons who are fully vaccinated, have recovered from a coronavirus infection or who have been tested. The 3-G rule applies to all on-campus events with more than 1000 persons, regardless of the 7-day incidence. For the current incidence level, please check the websites of the [District of Eichstätt](#) or [Ingolstadt City](#). We will point out this 3-G rule policy in University buildings with clearly visible notices.

1.2 3-G proof

a) Proof of a complete course of vaccination or confirmed recovery from COVID-19 infection is the **EU digital COVID certificate** either as a printout with QR code, preferably as a digital certificate in the German *Corona-Warnapp* (coronavirus smartphone app to trace possible contacts with infected persons) or the CovPass app. The KU recognizes vaccinations, done with one or different vaccines named in the list of the *Paul-Ehrlich-Institut* www.pei.de/impfstoffe/covid-19 (especially BioNTech, Moderna, Astra-Zeneca und Johnson&Johnson). Students who have been vaccinated with a vaccine not in this list must show proof of a negative COVID-19 test.

b) Persons without any vaccination or recovery certificate need a **printed or electronic proof of a negative test result** from a PCR test (i.e. PoC-PCR test or another test based on other methods of nucleic acid amplification), with a test result no older than 48 hours, or a PoC antigen test (rapid test with certificate from a test center or pharmacy), with a test result no older than 24 hours. There is the possibility to test free of charge for any student with a valid KU student ID close to campus/on campus. For information, please see

<https://www.ku.de/en/ku-corona-test-strategy>

c) Proof of vaccination, recovery or test must be presented upon request together with the **KU.Card** or an official photo ID.

d) Supervised **self-tests** replace one of the above-mentioned tests only in exceptions, when a rapid test or PCR test cannot be done in a test center or pharmacy. This applies to excursions of more than one day and events that have been approved by (gesundheit@ku.de) at the request of the lecturers.

1.3 Exemption from the 3-G rule

a) In accordance with Section 3, para. 3 of the BaylSMV, the 3-G rule is not applied to **examinations**. However, the KU asks students who are not vaccinated or recovered, to get tested voluntarily before an examination.

b) Also, and in accordance with the Framework Hygiene Concept for Universities (Section 2.1), the 3-G rule does not apply to **employees of the University within the scope of their official duties**. The KU asks all employees of the University to regularly get tested or use self-tests.

1.4 Checking the 3-G rule

a) The KU will ensure that the 3-G rule is kept by regular inspection. In accordance with the regulation in the BaylSMV and the Framework Concept for Universities, the KU is obligated to do so. The KU will inspect the observance of the 3-G rule due to its **duty of care** for students and employees to ensure that participants of on-campus events are vaccinated, recovered or tested and to thereby minimize any risk of infection. Every lecturer as well as other persons designated for this purpose by the University Management of the KU are authorized to carry out the inspections, in particular the employees of the Facility Management as well as the staff of the University Library. The details for carrying out the random checks are described in a handout for lecturers and other employees charged with carrying out the checks.

b) In **courses and lectures**, there will be regular, thorough and consequent checks. Therefore, students will have to bring along a 3-G proof and their KU.Card to every on-campus event.

c) When entering the **reading rooms of the University Library**, staff will always check 3-G proof as well as in the canteen and cafeteria.

d) In case of **public events** open to external participants (e.g., conferences, lecture series, concerts), the organizers must check participants' 3-G proof (also students'). This can either be done as an entry check at the entrance of the event location or by checking proof at the event desk or in advance. Visitors without 3-G proof will not be allowed to access the event location.

1.5 **Consequences of a violation:** In accordance with the applicable legal provisions, the KU may use its domiciliary right and expel and ban violators of the 3-G rule from the campus. The KU is required to report any violation of the applicable state infection control regulations (administrative offense as defined in Section 19 of the 14. BaylSMV) to the responsible authorities.

2 Obligation to wear a face mask:

2.1 In all buildings of the University, students, employees and participants of events and any other visitors are **obliged to wear a face mask**. You are required to wear a medical mask (surgical mask), alternatively an FFP2 mask may be worn voluntarily, as it offers more protection. We will point out the obligation to wear face masks in university buildings with clearly visible notices. Likewise, a mask has to be worn when more than one person is using KU vehicles or when more than one person is using a private vehicle for KU excursions.

2.2 Exemption from the obligation to wear a face mask

a) In their offices, **KU employees** may remove their mask at their desk, provided no other persons who are not employees are present. During official discussions and meetings, participants may remove their masks at their seats or standing areas, provided that a minimum distance of 1.5 meters is maintained between the persons present. Provided that reliable protection against infection is ensured by transparent protective walls in the area of circulation desks, cash desks and service counters, staff behind the protective wall may refrain from wearing a mask. KU employees who regularly have close contact with other persons during their work or who work in areas with regular customer contact will be provided with FFP2 masks by their supervisor upon request.

b) **Lecturers** may take off their mask in lectures or courses, if they keep a minimum distance of 1.5 meters from other persons. Students giving a presentation may take off their mask if they maintain a

minimum distance of 1.5 meters. Apart from these exceptions, participants of lectures and courses are generally obliged to wear their masks, notwithstanding size and number of participants, and even at their desks.

c) In **written and oral exams**, students may remove their mask at their desk, as long as the minimum distance of 1.5 meters between all persons can be guaranteed. The KU does, however, recommend students to wear a mask. The mask may be removed to identify participants (especially when checking attendance of examinees before an exam). When entering the examination room and when leaving their desk, students must wear their masks. If the minimum distances between examinees cannot be guaranteed due to the size of the room and the number of participants, all examinees must keep wearing masks at their desks. We would therefore ask examiners to block a room of sufficient size well in advance for any examination.

d) In reading rooms, the management of the **University Library** can temporarily suspend the obligation to wear masks, if the low number of visitors to the reading room guarantees that work stations will be only occupied keeping a minimum distance of 1.5 meters. However, in order to provide access to the library for as many users as possible in times of high demand, we may have to revert back to masks even at the work stations. There may be individual regulations for the individual reading rooms of the University Library. However, the instructions for the respective mask regulation at the entrances of each room are decisive. In principle, only designated workstations/places at desks assigned by the supervisor may be used. When students walk around the reading rooms, they invariably have to wear masks.

e) For **artistic on-campus events** (e.g. rehearsals, shows, shooting of films), participants can take off their mask, if it strongly hinders the artistic activity, i.e., when singing or playing wind instruments. In this case the distance rule of 1.5 meters has to be observed.

f) During **sporting events** no masks have to be worn. If the type of sport allows it (individual sports), the minimum distances should be kept. In addition, when using KU sports facilities, we would ask you to refer to the currently valid measures on infection protection regarding sports and the framework concept for sports.

g) If a lecturer decides during an event other than those mentioned in category e) and f), that **for practical or didactical reasons** participants would profit from not wearing a mask for a limited time of space, the lecturer has to clear this with Health Management and ask for an exceptional permit (gesundheit@ku.de). If no mask has to be worn, the distance rule of 1.5 meters minimum distance has to be observed.

h) At **outdoor teaching events** no masks have to be worn. However, we recommend using masks if the minimum distance cannot be kept at all times.

i) Students and employees that are exempt from wearing a mask **for health reasons** or who cannot wear a mask due to a disability, do not have to wear one on campus. They must have shown a doctor's certificate to the Service Center (risiko-begegnung@ku.de) or the HR department (employees). After checking this doctor's certificate, the KU will issue its own certificate on mask exemption. Likewise, a mask can be temporarily taken off for communicate with people who are hard of hearing.

j) **Children** under the age of 6 are exempt from the obligation to wear a mask.

3. General hygiene rules

3.1 **Exclusion from participation and entry:** Generally, the following persons may not enter any KU building:

a) People suffering from symptoms characteristic of a coronavirus infection (troubled breathing, coughing, fever, loss of sense of smell or taste),

b) people under quarantine,

- c) people who have knowingly had contact with an infected person within the last 14 days, or
- d) people who have recently tested positive for the coronavirus.

People who start having symptoms characteristic of a coronavirus infection while at the KU must immediately leave the campus and get tested. If you then test positive, please contact the KU Health Management immediately (gesundheit@ku.de).

- 3.2 For courses and lectures and other events, a **minimum distance** is not mandatory. However, if the room and number of participants allow it, desks should be used in a way to ensure a distance between participants.
- 3.3 The general **hygiene rules** have to be observed. These include washing your hands regularly and thoroughly with water and soap and avoid handshakes or touching your face with your hands. Please also observe sneezing and coughing etiquette (into crook of arm).
- 3.4 University rooms have to be aired regularly by the people who use it. For more detail, please see the notices in the location of your event and the separate **ventilation concept**.
- 3.5 The KU ensures that rooms, sanitary facilities and work equipment are cleaned regularly. For more detail, please see our separate **cleaning and sanitary concept**.
- 3.5 During work meetings, events like conferences or cultural events, **drinks and snacks** may be served and consumed, as long as participants indoor can keep the minimum distance of 1.5 meters. Buffets with an open range of food for self-serving is not permitted. Gastronomic offers, that are more than just a break-time snack during a meeting, can use either local cafes and restaurants or the KU canteen after consultation with the Studentenwerk Erlangen-Nürnberg or the Canisiusstiftung respectively. In that case, the hygiene rules and the framework concept for the gastronomy apply.

4. Other regulations concerning the workflow

- 4.1 **Contact with the public**, which is non-essential for University Business, should be reduced as far as possible. Where it is possible, public access should be replaced by telephone, postal or electronic communication. Counseling and services for students and researchers can take place on campus, however, by planning appointments and venues accordingly, it should be avoided that areas get crowded.
- 4.2 **Research projects** can be pursued, if they keep to the conditions laid out in this concept. If the research project makes it necessary to remove the mask, a minimum distance of 1.5 meters has to be kept. If in the course of research a situation arises in which neither a mask can be worn nor the minimum distance kept, please arrange your next steps with (gesundheit@ku.de).
- 4.3 **Contact data collection**

A possible contact tracing in case of a Corona infection of a member of the KU is done in case of lectures and courses on the basis of the participant lists stored in KU.Campus. Further collection of contact data is not necessary in the case of teaching events. If necessary, the local health department will decide whether contact tracing is to be carried out.

When having **conferences, cultural or other public events**, the organizers are obligated to collect contact data according to Section 5 of the 14. BayIfSMV. For this purpose, the facility management will install so-called QR codes in rooms that are regularly used for public events, which enable online registration with the help of a smartphone. The participants are to be informed in a suitable manner to register for this event in the room (e.g. notice board, notice in the event program, verbal announcement).

Alternatively, organizers can collect visitors' contact details using a list at the entrance or conference desk or when registering for the event. The data that must be recorded is: surname and first name, address and contact details of where they can reliably be reached (telephone number, e-mail address) and duration of stay. The documentation must be stored in such a way that third parties cannot view it and the data is

protected against unauthorized or unlawful processing and against accidental loss or unintentional modification. The data must be destroyed after four weeks. Data may be transmitted solely for the purpose of providing information upon request and to the competent health authorities. Persons involved must be informed in an appropriate manner about the data processing when the data is collected in accordance with the requirements for information under data protection law pursuant to Art. 13 the General Data Protection Regulation.

- 4.4 Until further notice, **no events of external organizers** are held at the KU. The University Management may grant exceptions upon request. If premises are made available for use by third parties, the regulations set out in this concept shall apply to the implementation of this event, in particular with regard to the 3-G rule, the mask requirement, the collection of contact data and the restrictions on offering food and drink.
- 4.5 There may still be minor restrictions on the use of the **University Library's** services. The current opening hours of the reading rooms and borrowing and use options can be found on the homepage of the UB under

<https://www.ku.de/en/university-library/library-corona>

Users of the reading rooms will receive an admission card when showing their KU.Card/user ID at the desk in the entrance area. This admission card must be returned when leaving the reading room. Issuance of admission cards ensures that the maximum number of persons that are allowed in the reading rooms at the same time in accordance with the hygiene regulations is not exceeded.

- 4.6 **Business and research trips** as well as excursions can generally be approved through the usual official channels, provided that the travelers and the responsible lecturers have informed themselves about the applicable hygiene regulations and ensure that they are observed.

Business trips and excursions abroad can be approved unless entry restrictions for the destination country make travel there impossible. Furthermore, until further notice, no excursions and trips to destination countries will be approved that are classified as so-called high incidence areas or virus variant areas by the Robert Koch Institute at the time the trip is applied for. For a current overview of corresponding entry restrictions or threats due to the Corona pandemic, please refer to the following websites

www.rki.de/covid-19-risikogebiete

www.auswaertiges-amt.de/de/ReiseUndSicherheit/reise-und-sicherheitshinweise

If the destination country of a business trip or excursion gets classified as a high incidence area or virus variant area by the RKI after approval of a trip and before it begins, the travel approval already granted becomes invalid. The travelers or responsible lecturers of an excursion are obliged to inform themselves regularly about the development in the destination country until the start of the trip.

Travelers or those responsible for an excursion are strongly advised to plan trips abroad in such a way that no cancellation costs are incurred, even in the event of cancellation at short notice. In the case of official travel warnings issued by the German Foreign Office, travel services can usually be cancelled free of charge. If necessary, you should check whether an (extended) travel cancellation insurance policy taken out independently will cover any costs incurred in the event of a cancellation at short notice due to the pandemic (or if the trip cannot be taken due to the patient's own COVID19 illness or quarantine).

- 4.7 Persons **entering Germany**, are being made aware of current entry restrictions for individual countries, test and quarantine regulations. In particular, the special obligations to provide proof or quarantine obligations upon entry into the Federal Republic of Germany after a stay in a foreign risk area must be observed. Please keep informed using the website of the Federal Ministry of Health or, if applicable, inform visiting students or scientists about this:

www.bundesgesundheitsministerium.de/coronavirus.html

- 4.8 For KU **employees** the requirements of occupational health and safety law apply, in particular those of the Corona ArbSchV. We additionally refer you to Section 3.6 of the Framework Concept for Universities.

5. Contact for queries

If you have any **questions regarding examinations**, please contact your responsible officer at the KU Examinations Office.

<https://www.ku.de/en/study-at-the-ku/information-for-foreign-nationals/examinations-office>

For employment law questions that are not answered by this Hygiene Concept, please refer to the contact the responsible officer at the HR Department.

<https://www.ku.de/en/die-ku/organisation/departments/human-resources>

If you have any questions on **occupational safety** indoors, please contact Facility Management, Division III/5 at www.ku.de/fm.

For any questions on **health and prevention**, please contact gesundheit@ku.de

Head and contact of the **Corona-Taskforce** of the KU: Dr. Christian Klenk, kommunikation@ku.de

6. Entry into force

This Hygiene Concept was approved by the KU Presidium on September 21, 2021. It enters into force with effect from September 24, 2021.