



**HOCHSCHULE
MITTWEIDA**
University of Applied Sciences

Organizational and Hygiene Requirements for the Summer Semester 2021



Most important aspects at a glance:

- Testing capacity has been significantly increased to allow for continued face-to-face teaching. All university members whose presence is necessary for on-campus teaching are required to test regularly for acute COVID-19 infection prior to attending classes. does a negative test excuse students or staff from consistent adherence to hygiene and spacing rules.
- Attendances need to be recorded as well, still and despite negative test results, in order to be able to identify contacts and break chains of infection when necessary. Therefore, all university employees carry their HSMW cards with them at all times. External visitors are consistently registered in the faculties and institutions.
- So-called MAHL rules must be observed: Medical **M**ask + Distance (**A**bstand) + **H**ygiene + **V**entilation (Lüften). Only teaching staff in the actual teaching situation and university staff in offices/workrooms may remove the mask if the respective minimum distance is permanently ensured.
- Students who do not have an adequate internet connection at home will find a limited number of workstations in rooms 3-019, 8-102 and 8-103. Here, too, the following applies: Presence is only permitted with a currently valid, negative COVID-19 test.
- Those who feel ill stay at home. Anyone who has corona symptoms should definitely get tested and inform the HSMW via corona@hs-mitweida.de or +49 3272 58 14 93.

The COVID 19 pandemic continues to impact living, teaching, researching, and working during the summer semester of 2021. Adherence to protective measures, regular and sometimes mandatory rapid antigen testing, and contact tracing are key to ensuring that teaching, learning, research, and university management are and remain possible on campus.

As a general guideline:

1. The containment of the pandemic remains our top priority.
2. One's own health and that of colleagues and fellow students has priority.
3. There is a special responsibility towards risk groups and others who are particularly affected by the pandemic (e.g. caring for children or relatives).
4. Attendance and home office should be combined reasonably to avoid unnecessary contact and crowding.
5. Attendance on campus should be limited to the necessary occasions.

Changes to the requirements in effect during the winter semester are highlighted in yellow.

Which rules apply generally on campus?

1. If persons feel ill, they stay at home.
2. All participants in teaching activities must have a current Covid-19 test with a negative result that has to be documented at the HSMW Corona Testing Center by the time they enter a university building.
3. There is usually one entrance and a separate exit for all buildings.
4. The buildings of the university are locked even during the day. Access is possible with the HSMW-Card.
5. Wearing a medical mask (surgical mask or FFP2 mask) is obligatory on the whole campus. Wearing a community mask is considered sufficient. Masks are to be put on before entry and hands are to be disinfected immediately after entering the buildings, disinfection products are available in the entrance areas.

6. A minimum distance of 1.5 meters to the next person must be maintained in the buildings.
7. The use of the elevators is allowed only in case of physical limitations and only alone as well as for transport purposes.
8. Unnecessary ways in the buildings are to be avoided in order to keep contacts as low as possible. The duration of stay in shared areas including sanitary facilities is to be kept to a minimum. The direct route to the course room or workplace shall be chosen.
9. In general, shared objects must be disinfected by the user immediately after use. This applies e.g. in kitchens, sanitary facilities and other shared rooms as well as for printers.
10. Employees in risk groups who carry out activities on campus must have a risk assessment carried out in advance by their supervisor. Facility Management is available for any queries.

Are there any testing obligations?

HSMW and its Student Council provide weekly, free rapid antigen testing or antigen self-testing for SARS-CoV-2 infection to all university members whose presence on campus is required.

A current negative test result is a mandatory requirement for both students and teaching staff to attend course activities. The tests take place in the Testing Center of Mittweida University of Applied Sciences. It is located in a heated tent between house 4, student club and house 6.

All those who test negative receive a certificate at the test center, the paper color will be changed weekly. It is the ticket to attend classes for that week.

University employees who are not involved in teaching but whose presence on campus is still required should also be tested for acute infection to limit transmission of the virus by symptom-free individuals. They are eligible to be tested once a week. Employees with customer contact are required to be tested as required by the Saxon Corona Protection Ordinance (Sächsische Corona-Schutz-Verordnung). Customer contact is defined as regular contact with non-university individuals.

To enable the systematic testing scenario, times and capacities have been expanded at the Corona Testing Center of Mittweida UAS:

- Mondays 8:00 – 11:00 AM,
2:00 – 6:00 PM,
- Tuesdays 8:00 – 11:00 AM,

- 3:00 – 7:00 PM
- Wednesdays 8:00 AM – 12:00 noon,
2:00 – 6:00 PM,
- Thursdays 8:00 – 11:00 AM,
1:00 – 7:00 PM,
- Fridays 8:00 AM – 12:00 noon,
2:00 – 6:00 PM and
- Saturdays 8:30 AM – 12:00 noon.

Additional times are available to employees upon prior appointment booking via an online tool, especially if they are unable to attend testing during general hours:

- Mondays 7:00 – 8:00 AM,
- Tuesdays 7:00 – 8:00 AM,
2:00 – 3:00 PM,
- Wednesdays 1:00 – 2:00 PM,
- Thursdays 7:00 – 8:00 AM and
- Fridays 1:30 – 2:00 PM.

If university members do not want a rapid test but prefer a self-test, they can have that option at the testing center as well. If they have taken their rapid test elsewhere or have taken a self-test, they must report the negative result or the documented self-disclosure at the test center, as the university has a duty to record the results. Those participating in courses will receive a report on color paper. The test must not be older than twelve hours.

In addition, the Student Council offers rapid antibody tests to detect past infections. These are available on Fridays. The antibody rapid tests are performed at cost price of 15.00 Euros. Payment can be made in cash or with all common EC and credit cards on site.

Information about any changes, such as opening hours, and the link to the appointment booking tool can be found on the COVID 19 page of the HSMW website.

Which rules apply additionally to courses?

1. Digital teaching will remain the norm until at least 30 May 2021. Face-to-face teaching will take place on three consecutive days when possible. Limiting the days prevents individual participants from having to take two tests per week and therefore allows more people to participate in face-to-face teaching.
2. Teaching staff are responsible for verifying negative rapid test results for current COVID-19 infection prior to the start of each course. The students prove this by showing the respective valid certificate printed on color paper from the Corona Test Center of Mittweida UAS. Persons without a currently

valid, negative result are to be denied participation in the course. The rector assigns the domiciliary rights to the lecturers for this purpose.

3. If the minimum distance is not maintained, the teaching staff will ask the students to separate before the course can begin.
4. At the beginning of each course, a registration of those present will be made in order to trace possible chains of infection. Usually this is done electronically via the HSMW-Card at the entrance of the larger auditoriums. In smaller courses, the module attendance lists from the intranet are used, which the lecturers can find where they usually download the lists for exam attendance. If necessary, empty lists can be taken from the technical cabinets. The lists must indicate the date, time, room, and course name.
5. It is currently not permitted to remove the mask in the auditorium, seminar room or laboratory even if the minimum distance is guaranteed. Only teaching staff are allowed to remove the mask in the actual teaching situation, but then they have to maintain a minimum distance of 2.0 meters at all times and without exception.
6. The rooms must be pulse ventilated every 45 minutes by the teaching staff for two minutes.
7. Teaching in function rooms must be designed in such a way that supervision by laboratory engineers/teaching staff directly at the student's workplace is ruled out and that it is also possible to break off/interrupt the course without personal contact (e.g. central emergency stop switch)
8. Objects of laboratory practice as well as work surfaces can be disinfected before use in seminar rooms and laboratories by the users themselves. Disinfection materials are available.
9. The rectorate has declared an emergency for the examination phase of the summer semester. Lecturers shall convert the examination form into a digital one so that their students have more certainty in their preparation.

What about breaks?

- Rooms 3-019, 8-102 and 8-103 are open to students who cannot use a stable internet connection at home. Attendance here also requires a valid COVID-19 test result with a

negative result. The minimum distance must be maintained. Medical masks must be worn.

- Breaks may only be spent together inside and outside the buildings when the minimum distance is maintained.
- In case of longer breaks between courses, students are requested to leave the building. They should return home to minimize contacts.
- The canteen (Mensa) currently offers take-away meals only. Current information is available on the [Website of the Studentenwerk](#).
- The university library is only open to a limited degree. Please check the [HSB website](#) for details.
- Using the tea kitchens is only permitted to employees. Only one person at a time is allowed to use the kitchen. Used items must be disinfected by the user immediately after use. Dishes and cutlery must be washed directly or sorted into the dishwasher. The dishwasher must be set to a high temperature program.

What rules apply additionally in offices and work rooms?

1. In work and common rooms, attendance is permitted if at least 1.5 meters distance to other persons is guaranteed in all directions and 9 square meters of office space are available per person. The mask can be removed if the 1.5-meter distance is guaranteed at all times.
2. All rooms must ventilated after 45 minutes by means of two-minute pulse ventilation.
3. After ending business in offices and work rooms, door handles, window handles, light/ventilation switches and work equipment (desks, keyboards, mouse and others) must be disinfected by those present.
4. Attendance by external visitors shall be limited to immediate business requirements and kept to a minimum. They are to be instructed on the observance of the hygiene measures.

Why and how is attendance on campus registered?

Every attendance in the HSMW buildings must be registered in order to enable contact tracing. This applies regardless of and despite the existence of a currently negative COVID-19 test. In the event of an

infection, it must be possible to notify all contact persons immediately to prevent the spread of the pandemic. Every attendance must therefore be registered in time and space. The registration is done exclusively to trace potential chains of infection.

For students, the registration of attendance is done at the beginning of each course.

Please make sure to carry your HSMW-Card with you: Usually a scan of your HSMW-Card is sufficient to log the attendance. In some cases, lists are used on which first name, surname and matriculation number are entered. Please avoid accumulations in the buildings and on the campus. Attendance must be kept to a minimum and must be spread out over time and space.

For employees, mobile work (home office) and attendance should be reasonably combined in consultation with their supervisors. **Mobile work, like digital teaching, is the norm at least until 28 May 2021. Presence on campus is linked to work that can only be performed there.**

The registration of the attendances of all employees can be done in "absence principle": Basically, it is then assumed that the employees carry out their work in the buildings of HSMW, absences on whole days are recorded. The decision as to whether attendances or absences are registered lies with the deans and the heads of the departments.

In any case, the registration is made centralized within the faculties and departments (e.g. deans' offices), and registration includes:

- Who is when working from home? Or: Who is working when in the university?
- Who is when and where on a business trip?
- Who is sick and when?

In addition, it is centrally registered which external visitors were at HSMW (when and where) and how they can be contacted. This also applies, for example, when lecturers have appointments with students in their offices, such as consultation hours or appointments to supervise theses.

Registering attendances or absences in a systematic approach ensures that chains of infection can be broken in the event of an infection, because the information can quickly be retrieved from a few central points. Therefore, the primary focus is on the registration of contacts.

What happens in case of illness?

- If you feel ill, please stay at home.
- If COVID-19 symptoms (especially coughing, fever and respiratory problems) appear while

on campus or within 14 days thereafter, please inform the university immediately by e-mail to corona@hs-mittweida.de corona@hs-mittweida.de or by phone to [+49 3272 58 14 93](tel:+493272581493) and get tested.

- Employees send their sick note scanned or as a photo by e-mail to dezpersonal@hs-mittweida.de and inform their faculties or departments. The original sick note must be submitted by mail together with the attachment to the health insurance voucher.

This directive is binding as of **1 April 2021**.

The Rectorate