Common Guidance for Resuming Face-to-Face Teaching operations at Universities of Applied Sciences – UAS (Hochschule für angewandte Wissenschaften – HAW) in the Winter Semester 2020/2021 (Including Library Operations)

In accordance with the decision of the Bavarian State Government of 28 July 2020, the universities of applied sciences will be permitted to resume face-to-face services for the 2020/2021 winter semester, to the extent that the development of infections permits. The basis for conducting face-to-face teaching is the observance of the general regulations on occupational health and safety and on infection prevention.

Furthermore, the presidents of the Bavarian universities of applied sciences (UAS) issue this Common Guidance in consultation with the Bavarian State Ministry of Science and the Arts (StMWK) and the Bavarian State Ministry of Health and Care (StMGP). It shall apply without prejudice to more stringent and higher-ranking regulations and sets out a minimum standard to be implemented independently by each UAS in accordance with its specific requirements. Detailed procedures for the implementation of this Common Guidance shall be set out by the respective university management in an own Hygiene Guidance, depending on the regional situation concerning the development of infections as well as the room requirements and subject-specific requirements of the degree programmes offered.

The measures described below aim to make face-to-face operations possible, while protecting students and staff members involved in these face-to-face operations, making chains of infection traceable and contributing to the containment of the pandemic.

All university members must be informed comprehensively of the measures described below or the university-specific measures and it must be expressly drawn to their attention that they are binding.

All members of the university are responsible for ensuring that the Common Guidance is adhered to. This also includes the responsibility of informing the relevant individuals within their own area about the applicable regulations on infection prevention in an appropriate manner. University management must carry out random checks on compliance with the regulations on infection prevention.

These are based on the following key points:
1. Conducting courses offered

In the 2020/2021 winter semester, face-to-face courses will, in principle, be possible, as far as the regional and supra-regional development of infections permits. Face-to-face teaching will be complemented by digital teaching and learning formats, in order to enable students to fully achieve their desired qualifications. The universities will adapt the individual mix of courses and formats to the special requirements of each subject and any other university-specific requirements. The following student groups will be given priority concerning face-to-face courses:

a) First-year students
b) Students attending courses that include laboratory sessions or project work, or courses of an artistic/musical nature.
c) Students in the final stage of their degree programme, if they have an increased need for personal attendance.

2. Hygiene rules for individuals

On entering the university premises (buildings and open-air areas) the following hygiene regulations in particular are to be strictly observed:

a) Most importantly, the minimum distance of 1.5 metres is to be observed at all times. Wherever the minimum distance cannot be reliably observed, a face covering that covers the mouth and nose must be worn (obligation to wear a face mask). At counters, it may be possible to add other protective elements, like an acrylic glass pane.

b) Face coverings must generally be worn in communal areas such as corridors and hallways, as well as when entering or leaving rooms and buildings.

c) Irrespective of the obligation to wear face masks, gatherings of groups in communal areas must be avoided and the minimum distance of 1.5 metres must be observed.

d) People with a higher risk of developing severe illness if infected (at-risk groups according to the Robert Koch Institute) and pregnant women are recommended to take sufficient measures to protect themselves. This may include

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1 If practical musical teaching occurs at universities of applied sciences, the provisions concerning music lessons in the Bavarian Regulation on Infection Prevention and Control Measures (InfSMV) and/or in the hygiene guidance on cultural events and rehearsals (Hygienekonzept Kulturelle Veranstaltungen und Proben) in their respectively applicable versions apply.
wearing respiratory protection at the required protection level. The universities should, wherever possible, offer appropriate advice to members of the university. Members of risk groups who teach should be offered the option of offering their courses without physical attendance as pure online courses. The same applies to persons who are exempt from wearing a face covering for health reasons.

e) Working at home and in the office must be conducted on an individual basis following the instructions of university management and subject to the applicable regulations on occupational health and safety as well as regulations on maternity protection. Necessary work on university premises must be organised in such a way that a sufficient safety distance can be maintained.

f) Persons are not permitted to enter the university if they

1. have knowingly had contact with a confirmed COVID-19 patient within the last 14 days, or
2. have symptoms that may indicate COVID-19 infection, according to the RKI, for example: fever, dry cough, respiratory problems, or an impaired sense of taste or smell, a sore throat or aching limbs, or
3. are obliged to undergo home quarantine for 14 days in accordance with the currently applicable Einreise-Quarantäneverordnung (entry quarantine regulation – EQV) ([https://www.gesetze-bayern.de/Content/Document/BayEQV/true](https://www.gesetze-bayern.de/Content/Document/BayEQV/true)).

Exceptions in the cases of points 2) and 3) are individuals who have a medical certificate issued in German or English confirming that there are no indications of infection with the SARS-CoV-2 Corona virus, and who present this certificate to the university. The medical certificate must be based on a molecular biological test for the presence of infection with the SARS-CoV-2 Corona virus, carried out in a member state of the European Union or another state that the Robert Koch Institute has included in its list of states with sufficiently high quality standards for this purpose, and have been carried out no more than 48 hours before presentation to the university. It should be noted that a so-called "antibody test" will not suffice.

g) In addition, information on hygiene advice like washing hands regularly, coughing into the elbow and disinfecting hands must be made appropriately available on university premises.

h) Spending time in small spaces like lifts must be avoided (and they should only be used by one person at a time).
i) All members of the university are advised to use the *Corona Warn App* (corona warning app) during any stay on university premises.

j) The university is to carry out random checks on compliance with the regulations set out in points 2a) to 2f). Failure to comply with these regulations can be legally penalised and may lead to a ban on entering the premises being issued.

3. **Hygiene rules for the organisation**

The universities of applied sciences ensure the organisation of the following:

a) Cleaning materials and disposable towels must be kept in sufficient quantities in sanitary rooms and laboratories as well as in lecture halls. Sufficient opportunities for hand disinfection are to be provided.

b) Wherever possible, tools, working materials and similar items are not to be shared. If this is not possible, it must be made possible to clean the items before every use.

c) Rooms and jointly used equipment (tools, experimental apparatus, keyboards, etc.) must be cleaned regularly.

d) To avoid infection by indirect contact (smear infection) rooms are to be left open as much as possible and touching surfaces and objects like door handles is to be kept to a minimum.

e) Regular ventilation must be ensured for all rooms. Each university creates a ventilation guidance in accordance with the provisions of currently applicable occupational health and safety regulations. If there are windows that can be opened, regular cross-ventilation must be conducted (i.e. more than one window or the window and the door must be opened to allow an effective exchange of air); if there is a ventilation system it must be set to use the maximum possible proportion of fresh air.

f) In areas with public access, such as service points, the use of protective equipment such as acrylic glass shields is recommended.

**4. Guidance for using rooms, including the library, and contact data collection**

So that face-to-face operations can be resumed, the following measures must be taken:

a) The seating arrangement or arrangement of the participants must be determined in such a way that a minimum distance of 1.5 m is maintained.
b) In cases in which the minimum distance can unexpectedly not be comprehensively observed, a face covering that covers the mouth and nose must be worn; appropriate instruction must be given immediately when the situation arises.

c) The university teaching staff are responsible for enforcing the hygiene rules set out in points a) and b) in lecture halls and other teaching rooms and therefore have the right to deny access to these to any who refuse to observe these rules. They order the obligation to wear a mask and the seating arrangement as and when necessary.

d) Classes have to be divided into several groups if necessary to maintain distancing; additionally, a mixture of face-to-face and digital teaching and learning formats must be used as necessary.

e) Face-to-face teaching with no more than 200 participants may be conducted if the requirements for minimum distance and wearing a mask are observed.

f) So that the health authorities (Gesundheitsamt) can trace chains of infection, the data of all participants in each face-to-face class and each study session in a laboratory or the library must be documented. Each university will provide a description of their procedure for collecting contact data; this procedure must meet the requirements of data protection, information security, and infection prevention. In order to ensure that contact chains can be traced as quickly and securely as possible, universities are urged to choose a procedure based on electronic recording and evaluation of contacts. Cooperation in the collection of contact data is mandatory for all university members, and a prerequisite for participation in face-to-face teaching and practical operations.

g) In teaching and function rooms, the seats that are authorised for use must be marked.

h) The physical presence of university members on the university premises must be limited to what is absolutely necessary.

5. Other university operations

a) Library operations: The appropriate minimum distance of 1.5 m must be ensured when entering and at all times spent inside libraries, especially in waiting areas. The waiting area must be provided with appropriate markings to facilitate compliance with the distancing rules. At the circulation and information desks, the protection of library staff must be ensured using appropriate protective measures, such as acrylic glass shields. If public access to the library is such that the minimum distance cannot be consistently observed, then everyone has to wear a face covering that covers the mouth and nose. The libraries will be equipped with hand disinfectant dispensers.
b) Conducting examinations: The minimum distance of 1.5 metres is also be maintained when conducting examinations. Large rooms with good ventilation (for example sports halls) are recommended for examinations. Digital examination formats and alternative examination formats (research papers, oral examinations via Skype, etc.) are conducted in accordance with the Bayerische Fernprüfungserprobungsverordnung (Bavarian regulation on remote electronic examinations – BayFEV) as alternatives to examination formats requiring presence in person.

c) Sale of food: It is permitted to sell food. The hygiene guidance for restaurants and catering (Rahmenhygienekonzept Gastronomie) and other relevant regulations apply. Amongst other things, the maintaining of the minimum distance must be facilitated by appropriate markings; a face covering that covers the mouth and nose must be worn until seated and the collection of contact data must be ensured.

d) Other services offered by the university: Public access which is not essential for the university's research and teaching operations is to be minimised as far as possible. Where possible, it should be replaced by communication on the telephone, by post or electronic communication. For services offered by the university that require personal contact, gatherings should be avoided through organisational measures (for example making individual appointments). All university members must observe distancing rules and cooperate in the collection of contact details for these services as well.

e) Conducting events: The relevant infection prevention regulations for events, public gatherings, crowds as well as for conferences, conventions and sport also apply to the public areas and buildings on university premises. When rooms are allocated, priority is always given to the research and teaching operations of the university.

6. Legal validity of the Common Guidance

The above guidelines enter into force once they have been approved by the Bavarian State Ministries of Science and the Arts and of Health and Care (StMWK and StMGP).

Munich, 16 September 2020

signed
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