

Munich University of Applied Sciences has issued the following General Guidelines on the basis of Sections 15 and 18 of the Fifth Bavarian Infection Protection Measures Ordinance (6. BayInfSMV) in conjunction with Section 3 of the Act on the Implementation of Measures of Occupational Safety and Health to Encourage Improvements in the Safety and Health Protection of Workers at Work (ArbSchG) in conjunction with Section 45 of the Act on the Law on Legal Standing of Officials in the Federal States (BeamtStG) in conjunction with Section 618 of the Civil Code (BGB) in conjunction with Art. 21 Para. 12 Bavarian Higher Education Act (BayHSchG).

1. No in-class teaching is currently taking place at Munich University of Applied Sciences. Exams requiring physical attendance have been prohibited for the summer semester 2020. The attendance of classes requiring special laboratory or work rooms at the university and of smaller seminars up to a maximum of 30 participants required to supplement the online teaching in individual cases is permitted. For the implementation of laboratories, in addition to the regulations of this General Guidelines, the regulations of the handbook "Protection against spread of pathogens in the course of laboratories and the preparation of final theses during the general closing of the Munich University of Applied Sciences, valid for Coronavirus SARS-CoV-2 (Corona Pandemic)" are to be followed; these apply to the organisation of smaller seminars up to a maximum of 30 participants accordingly.
  
2. Only authorised persons are permitted to enter the grounds and buildings of Munich University of Applied Sciences. The following individuals are entitled to access the ground and buildings:
  - Employees of Munich University of Applied Sciences,
  - Lecturers, student assistants and student teaching assistants in consultation with the departments,
  - Students who need to enter the grounds of the Munich University of Applied Sciences for classes, seminars in terms of point 1 or theses,
  - Persons whose attendance is required for appointment procedures: Student representatives on the Appointments Committee, student representatives on the Departmental Council, external members of the Appointments Committee, external reviewers and applicants,
  - Invited guests for interviews and meetings up to a maximum of 30 participants,
  - Employees from external companies for services and other work.
  
3. Entry is prohibited for individuals who meet the following criteria:
  1. Contact with a COVID-19 case within the last 14 days (contact person in categories I and II),
  2. Respiratory symptoms of any severity
  3. Unspecific general symptoms
  
4. The provisions of the "Leaflet for Risk Groups" (Appendix 1) apply to individuals in risk groups.
  
5. The social distancing rules must be observed in all areas of Munich University of Applied Sciences (including outdoor facilities). The minimum distance to be maintained between

two people is 1.5 meters. A mask covering the mouth and nose must be worn if the safe distance cannot be maintained in individual cases.

6. After entering Munich University of Applied Sciences, please wash your hands as soon as possible. Everyone must wash their hands as specified in the notice "General Coronavirus Protective Measures" (see Appendix 2).
7. Eating and drinking is prohibited in all public areas and sanitary facilities and in general outside of your own office.
8. Each office must be occupied by only one member of staff. If the presence of two people in an office is unavoidable, the safe distance of 1.5 meters must be maintained at all times. If the safe distance cannot be maintained in individual cases, those present must wear a mask covering their mouth and nose at all times.
9. Every room must be ventilated in accordance with the notice "General Coronavirus Protective Measures" (see Appendix 2): offices every 45 minutes for five minutes, meeting rooms every 20 minutes for 5 minutes.
10. The published protective measures in accordance with the notice "General Coronavirus Protective Measures" (see Appendix 2) must be observed by all individuals throughout the Munich University of Applied Sciences.
11. In addition to the measures outlined above, the following also applies to classes:
  - a. A laboratory or any other space used for practical activities with students (e.g. workshops), referred to as a "laboratory" in the following, may only be entered by one group of students per day. The combination of class hours into larger blocks is recommended in order to ensure that each group of people has as few on-site visits as possible. Each participant must wash their hands before and after lectures and before and after any breaks, as specified in the notice "General Coronavirus Protective Measures" (see Appendix 2).
  - b. The laboratory supervisors and project work supervisors are responsible for ensuring that students only enter the buildings in close connection with the course. Students are not permitted to remain in the buildings of Munich University of Applied Sciences after their classes.
  - c. Eating and drinking is prohibited in the laboratories and other rooms.
  - d. Floors, tables and all equipment used must be cleaned after the class. The cleaning of floors and tables in the laboratories must be coordinated with the building management. The respective instructor who led the class is responsible for ensuring that any equipment which has been used is cleaned.

These rules apply to the organisation of smaller seminars up to a maximum of 30

participants required to supplement the online teaching in individual cases accordingly.

12. The regulations in these General Guidelines, in particular no. 11, apply accordingly to students who are writing a thesis at Munich University of Applied Sciences and who need to use laboratories and other rooms for this purpose.
13. The regulations of these General Guidelines may be revoked in whole or in part at any time and further regulations may be added.
14. These General Guidelines will come into force when they are released.

### **Reasons**

The current pandemic situation triggered by the SARS-CoV-2 virus is continuing worldwide. In view of the infection situation in Bavaria, which is updated daily, the above-mentioned measures are necessary in order to contain the very fluid spread of infection and maintain the health system efficiently.

The defined measures aim to prevent the spread of infection in order to protect members of the Munich University of Applied Sciences, preserve the health of students and employees when attending classes and working on theses, and help to contain the pandemic.

These General Guidelines are subject to any stricter, higher-ranking regulations.

Please also refer to the SARS-CoV-2 Occupational Safety Standards of the Federal Ministry of Labour and Social Affairs.

Munich, 9<sup>th</sup> June 2020

Prof Dr Martin Leitner

President

## Risk groups according to the RKI

The risk of developing severe COVID-19 symptoms is higher for certain groups of people. According to the RKI, particularly vulnerable groups in the regularly updated "SARS-CoV-2 Fact Sheet for Coronavirus Disease-2019 (COVID-19)" include the following groups of people, who are at increased risk of developing severe symptoms after becoming infected with SARS-CoV-2 (with increasing risk over the age of 50):

### People with certain medical conditions

- affecting the cardiovascular system,
- affecting the lungs (e.g. chronic obstructive pulmonary disease (COPD))
- Patients with chronic liver diseases
- Patients with diabetes mellitus
- Patients with cancer
- Patients with a weakened immune system (e.g. due to diseases associated with an immune deficiency or as a result of taking drugs which weaken the immune system, such as cortisone).

## Basic procedure for employees

Affected employees are advised to contact their line manager to coordinate their activities and any necessary protective measures.

## Information

According to the Maternity Protection Committee handout dated 14 April 2020 (at the instigation of the BMFSFJ), **pregnant women** in regular social contact with other people have an increased likelihood of infection. They should not work if protective measures cannot be adequately guaranteed and an unjustifiable risk cannot be ruled out.

Healthy employees living in a **household with an individual** in a risk group according to the RKI are not in the defined risk group themselves. Healthy employees must contact their line manager to coordinate their work in individual cases to ensure that the above-mentioned groups of people minimise their individual risk of becoming infected with the coronavirus as much as possible.

## Additional information about dealing with students from risk groups

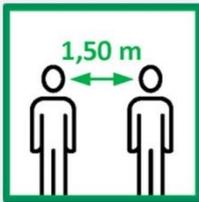
Students who are in one of the above-mentioned risk groups or live in a community with members of risk groups must consult the laboratory manager before attending classes.



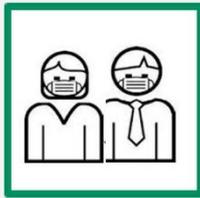


## Appendix

### General Protective Measures Coronavirus



Keep to the minimum distance of 1.5 m away from others



Cover your mouth and nose with a mask if you cannot maintain the minimum distance



Regularly wash your hands thoroughly with soap and water for 20 seconds especially after going to the toilet and before eating



Cough and sneeze into your elbow or a tissue, not your hand



Do not touch your face with your hands



Do not shake hands



Avoid face-to-face meetings  
Use telephone and video conferences instead



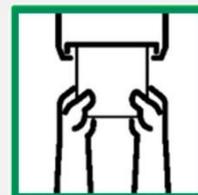
To protect from infection, avoid buses and trains.  
Go by bicycle or car instead



Stay at home if you have a cough or fever



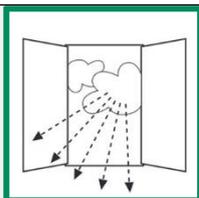
If you think you may be infected, call before going to see a doctor



Separate use of hygiene items and paper towels



Thoroughly clean contaminated contact surfaces (e.g. workstations, toilets) and disinfect if necessary



**Regular ventilation:** Regularly ventilate rooms within the HM buildings, e.g. offices, laboratories/workshops and lecture halls or your home office.

**Windows fully open:** For at least five minutes; in offices every 45 minutes, in meeting rooms/lecture halls every 20 minutes