

HYGIENE MEASURES AND GUIDELINES

for students and employees
at IMC UAS Krems

COVID-19 Hygiene measures and guidelines for presence teaching, practical exercises, laboratory exercises and office work IMC FH Krems from winter semester 20/21

These COVID-19 hygiene measures and guidelines have been created for the protection of all persons present at IMC UAS Krems and out of respect for them. The corresponding recommendations of the Federal Ministry and the Federal Government are thus complied with. Starting from the winter semester 20/21 these guidelines apply for all persons authorised to use the buildings of IMC FH Krems; they replace the previously valid measures. This is intended to prevent the spread of COVID-19.

The following general regulations apply in all buildings and areas of the IMC FH Krems:

- **Social distancing** - maintaining a **minimum distance** of one metre during courses and breaks.
- **Face masks are mandatory in all public areas and toilet facilities** of IMC UAS Krems and also as soon as the minimum distance cannot be maintained. **All persons must bring their face masks.** Once seated at your desk in the lecture room or at your office desk, the face mask may be removed. Please wear face masks when visiting other members of staff in their offices. As a reserve, face shields are available for lecturers at the reception and in the Study Services offices.
- **Wash your hands and disinfect** them regularly;
- Avoid touching your eyes, nose and mouth and pay attention to **breathing hygiene**;
- **No hand shaking; no hugging**;
- **Avoid congregating** in groups;

In addition to these general rules, the following applies:

- **Face masks** are compulsory throughout **Building D, Campus West** as well as **all practical exercises of health care professions**. This is compulsory for lecturers, students and members of the IMC team as well as external contractors.
- It is recommended that students, lecturers and members of the IMC team **take their temperature** at home every day before they come to IMC UAS Krems to study or work.
- If you show **symptoms of COVID-19 illness**, students are obliged to **report immediately** to the head of the study programme. Members of the IMC Team and part-time lectures report to the management, HR department and the line manager using info@fh-krems.ac.at. **Under no circumstances must you come to IMC UAS Krems! Call the health hotline 1450!**
- Likewise, if you have received a **valid notification from the health authority**, you must **immediately report** this to IMC UAS Krems - as you have either been identified as a possible **contact person** or **tested positive** for COVID-19.
- When these hygiene guidelines come into force they are applicable as part of the house rules of the IMC University of Applied Sciences Krems. Any violation of these measures and guidelines constitutes a breach of the house rules, which are an integral part of the educational or employment contracts, and may lead to a warning or, in the event of recurrence, to exclusion from the study programme in accordance with the provisions of the training contract or there may be consequences in terms of labour law.

Infrastructure and general measures:

- If you use **public transport** or **car pools** to travel to IMC FH Krems, please adhere to the hygiene measures communicated there.
- In order to support the authorities with contact tracing, access to the IMC UAS Krems buildings is only possible via the activated IMC ID card. **There is no access to the buildings without your ID card! Do not keep the entrance doors open for other people!**
- Please arrive staggered and in good time to your courses, this will help to avoid crowds. The beginning and end of courses are staggered, please keep to the times.
- Please wash or disinfect your hands immediately after entering the building. Disinfectants (ethanol 80%, other ingredients: water, 1-propanol, methyl ethyl ketone, denatonium benzoate) are available in the public areas and in the lecture rooms.
- Only limited use of the lift is possible - see notices on site.
- **Airing of rooms**, before and after the course, if necessary also during lessons, ideally every 20 minutes. Students whose workstations or seats are next to the window should perform this.
- After the end of each lecture all objects, equipment, surfaces, window handles, door handles, keyboards, etc. used must be disinfected by the students/lecturers. The lecturers ensure that the regulations are observed.
- After the end of the lecture, the buildings must be vacated immediately so that public areas, WC facilities, etc. can be cleaned and disinfected for subsequent groups.
- Furthermore, we recommend that the **breaks are spent outdoors** or in the catering facilities rather than in the seminar rooms. **Food** is explicitly allowed in the **lecture rooms** until further notice - **but not in the public areas, laboratories and health labs!**
- **Headsets**, if necessary for the lecture, will be brought by the students and teachers themselves.
- **Changing rooms** are open and **lockers** can be used on a **daily basis**, they must be disinfected afterwards. Occupancy over several days is prohibited. In the event of non-compliance, the lockers will be opened and emptied.
- **Access to IMC Piaristengasse** is only possible via the car park/inner courtyard and not via the front entrance.
- It is **prohibited to change the layout of lecture rooms, offices, kitchens, or meeting rooms** or to take additional chairs into these rooms. A maximum of persons allowed in each room at any time has been set.

Examinations:

Presence examinations are carried out in accordance with special regulations:

- Minimum distances are observed;
- One table = one person;
- Disinfectants are available in the room;
- Rooms are aired;
- Students bring their own writing instruments;

In addition to the general hygiene measures and guidelines, these special regulations apply to the Biotechnology Institute and the laboratories in building D.

- **Face masks are compulsory in the entire building D**, also during the entire course for lecturers, students and members of the IMC team.
 - **For students with courses on the ground floor, we recommend access to the laboratories on the ground floor** via the entrance on the ground floor of Campus Krems;
 - **For students with courses on the 1st floor, we recommend access to the laboratories on the 1st floor** via the entrance on the 1st floor Alauntalstraße;
- Gloves and goggles are compulsory in all laboratories;
- **Laboratory doors** remain open during the exercise;

In addition to the general hygiene measures and guidelines, these special regulations apply to practical exercises in health sciences.

- Face masks are compulsory for lecturers, students and members of the IMC team throughout the entire Campus West and also during health sciences courses in other buildings.
- Gloves must be worn in all Health Labs and seminar rooms during practical exercises
- Doors are opened several times during the exercise for ventilation;

Additional for midwifery :

- Students bring their own sheets, take them home and wash them themselves.

Additional music therapy:

- Please bring your own musical instrument for instrumental subjects.

Additional physiotherapy:

- Exercises are performed in pairs without changing the exercise partner.
- Students bring their own sheets, take them home and wash them themselves.

In addition, IMC UAS Krems takes the following preventive measures to guarantee regular presence classes:

- The measures and regulations are partly stricter than in the individual phases/traffic light system described by the Federal Ministry. In certain areas, stricter measures are already implemented from a low level to counteract the spread of the COVID-19 virus. **This is to ensure that the duration of studies is not extended and that students do not lose a semester.**
- The buildings and study programmes of the Department of Business, Department of Life Science and the Department of Health Sciences are considered by IMC UAS Krems to be particularly worthy of protection, as practical exercises can only be made up for with a time delay as a result of a renewed lockdown.
- The student groups were rebooked in larger lecture rooms in order to maintain the minimum distance and reduce the density of people. One person - one table. The maximum room occupancy is posted in each seminar room and is taken into account when booking a room.
- **A change of study group is prohibited.**
- If you think you may belong to a legally defined risk group with regard to an increased risk in the case of COVID-19 illness, students can contact the programme director, staff members contact HR Services in order to clarify the further course of action. In particular, we request information on which individual solution (increased protective measures, etc.) is possible in your specific case.
- **Plexiglas panels** have been installed in or in front of the Study Services offices and in front of the reception in building G for your protection and the protection of the members of the IMC team. **Please enter individually!** The same applies to the International Welcome Center and the Career Center located at the IMC Gozzoburg.
- **Disinfection** of all public areas, the lifts, WCs, door handles, light switches, printers and taps is carried out by Facility Services several times a day;
- **Laboratory visits** and guided tours for external persons are not possible during the winter semester.
- The IMC team's **workplaces and meeting rooms** are also equipped with disinfectant. Work tables, keyboards, armrests, office supplies, door and window handles, switches, etc. are disinfected daily by the team itself. Necessary structural changes have been carried out.
- In the **staff kitchens and meeting rooms**, seating was reduced to reduce the number of people. If a meeting requires more participants than the permitted number of people, participation is possible via Microsoft Teams. The team disinfects all items used themselves. Hands are disinfected before and after use. Ventilation is provided on an ongoing basis. See notices in staff kitchens and meeting rooms.
- On the eDesktop in the **COVID-19 FAQ** area you will always find the latest information and all documents.