

## Rules regarding operations / hygiene concept at FH Münster, in place from 6 May 2021 (valid until further notice)

The coronavirus-related rules for FH Münster are currently as follows:

### Buildings

General hygiene rules

Masks, tests

University Library

Face-to-face teaching and classes, examinations, outdoor teaching/learning spaces (open spaces)

Working from home / working on site

Travel on university business and field trips

### Buildings

All FH Münster buildings remain closed, with the exception of the libraries that are open. However, staff continue to have access to university buildings, especially for research activities.

University buildings may only be used for university purposes. Third-party events are generally not allowed; the Presidential Board shall decide on any exceptions.

The following groups of people are not permitted to enter any buildings or to attend any classes or events:

- Individuals with respiratory symptoms, fever, a dry cough, or a loss of, or change, in the sense of taste or smell, unless these complaints are due to allergies, as evidenced by a medical certificate,
- Individuals who have been officially advised to quarantine, and
- Individuals who have tested positive or who have a positive self-test result, but have not yet been officially advised to quarantine, and
- Individuals who experience typical symptoms of SARS-CoV-2 infection while at FH Münster or who have been told that they or a member of their household has tested positive. Such individuals must leave the university immediately and self-isolate at home.

Access by people from outside the university shall be restricted to the absolute minimum. Staff from external companies must register. They must be made aware of the rules and measures outlined in these regulations and are obliged to comply with them. If buildings or parts of buildings are permanently or temporarily no longer used by FH Münster, particularly in the case of large-scale construction work, and the buildings are returned to BLB NRW (building and real estate management North Rhine-Westphalia) for this purpose, BLB NRW is responsible for the establishment of and compliance with hygiene rules in such cases.

The following applies to work that can only be undertaken on campus and classes that have been authorised:

- If the use of a room by more than one person is unavoidable or necessary due to the nature of the class, a minimum of 10 square metres of space must be available for each person in the room. If, by way of exception, there are compelling reasons why this is not possible, equivalent protective measures, such as ventilation measures or the continuous wearing of a medical mask, are required.
- Regular ventilation: Please open the windows every 20 minutes! The crisis management team requests all employees and teaching staff to regularly ventilate offices, classrooms and meeting rooms that do not have air conditioning at least every 20 minutes, by keeping the windows wide open for several minutes, enabling a complete air exchange to take place. To ensure regular ventilation during classes and seminars, it may help to make one of the participants responsible for ventilating the room. This person then has the task of ensuring that the windows are opened at least every 20 minutes.
- If larger numbers of people are expected, action should be taken to help minimise encounters as students come and go by providing clear directions (e.g. by ensuring one-way flows or by using floor markings showing directions). Gatherings of people in and outside buildings should be avoided. If queues are likely to form, appropriate provisions must be put in place in advance and, if necessary, students must be reminded to keep a safe distance (e.g. by using social distancing markings or signage). Users of lifts and toilets must follow the instructions on social distancing and ensure that the maximum permitted number of people using these facilities is not exceeded.
- Track and trace: For classes permitted on campus (including outdoors), we must ensure contact tracing. For this reason, you will find posters in every classroom and in many meeting rooms (or individual codes on each seat) containing a QR code that everyone – students, lecturers, employees and guests – must use to document their participation: i.e. they have to “check in”. Please take care to avoid bunching in front of the QR codes. After each class, the lecturer usually “checks out” all participants centrally. Those unable to check in online must complete our contact form ([fhms.eu/checkin-manuell](https://fhms.eu/checkin-manuell)). The data must then be entered manually by the departments, ideally by the dean’s offices. To do this, please select “*Personen manuell erfassen*” (Enter people’s details manually) under “*Corona-Kontaktverfolgung*” (Coronavirus contact tracing) in the myFH portal. Students are responsible for checking in and out of self-study rooms. If it is not possible to check in online, paper forms are provided in the self-study areas, which should be deposited in boxes. Please note that the relevant departments are also responsible for subsequently entering data from the contact forms in the departments’ self-study rooms.

## General hygiene rules

To prevent infection with coronavirus or any other infectious diseases, members, employees and visitors of FH Münster are expressly advised of the general hygiene rules (AHACL rules) put in place by the Presidential Board and the crisis management team in consultation with the Staff Council.

- **A – Abstand (distancing)**  
As a rule, 1.5 m social distancing must be maintained.
- **H – Hygiene**  
Regular, thorough hand washing; coughing and sneezing into the crook of the arm.
- **A – Alltag mit Maske (everyday life with a mask)**  
A medical mask (at least a surgical mask) must be worn wherever required or when social distancing cannot be maintained.
- **C – Corona-Warn-App (coronavirus warning app)**  
It is strongly recommended to use the Corona-Warn-App provided by the Federal Government to improve contact tracing and break chains of infection.
- **L – Lüften (ventilation)**  
Any rooms used must be adequately ventilated (also in winter). Please also ventilate the room before and after it is used.

## Masks, tests

All members, staff and visitors are required to wear a medical mask (at least a surgical mask) throughout the premises and in all university buildings. At the workplace, the nose and mouth protection or the respiratory mask may be removed if social distancing of at least 1.5 metres can be maintained and at least 10 square metres of space is available per person. This does not apply to workstations in the libraries, including counters and interior self-study areas.

Medical masks (at least surgical masks) are mandatory for staff and students in all authorised classes and examinations. If a person present is not required to wear a mask, FFP2 masks or comparable masks must be worn. Should such a case arise in an examination, the student who is unable to wear a mask may take the examination in a separate room.

The Occupational Health Safety and Environment (OHSE) team will provide staff with masks, as required. It must be noted that these medical masks do not meet the requirements of chemical laboratories in accordance with laboratory guidelines, i.e. they are not made of cotton or a blended fabric containing at least 35% cotton. Individuals who cannot avoid being together in a confined space (e.g. in a vehicle for an official trip) must wear FFP2 masks, which can also be requested from the OHSE team if necessary. Staff can request masks at [agu@fh-muenster.de](mailto:agu@fh-muenster.de). Staff must wear the masks provided, or masks of at least equivalent quality.

Tests: FH Münster offers its employees – subject to availability on the market and, unless they work exclusively outside the university – a test for directly detecting the SARS-CoV-2 coronavirus at least twice each calendar week.

Students, lecturers and staff voluntarily take a self-test before the start of a practical course (or another face-to-face class) or present a negative result from a recognised testing centre that is valid for that day. If the city of Münster or the districts of Steinfurt or Warendorf have determined that the seven-day incidence rate has exceeded 165 on three consecutive days, the following applies on the day after next for the site concerned: it is mandatory for students to take the test or provide proof of a negative test result in order to attend authorised face-to-face classes and to use the libraries; in the event of a positive test result, participation is prohibited. For staff members, participation in the practical course is voluntary during this period. All self-tests carried out on one's own initiative must be documented (anonymously) (in face-to-face courses as a collective report by the lecturer) at [fhms.eu/selbsttest](https://fhms.eu/selbsttest) or in a list supplied with the tests. In the event of a positive test result, a notification should be sent to [coronavirus@fh-muenster.de](mailto:coronavirus@fh-muenster.de) so that appropriate action can be taken.

If fully vaccinated people and people who have recovered from the virus are treated as equivalent to people who have tested negative under federal or state law and this can be proven appropriately, the offer and obligation of testing is waived for this group of people. The general hygiene rules must be observed in any case.

## University Library

Information on the current rules applicable at the library is available on the website at [fh-muenster.de/bibliothek](https://fh-muenster.de/bibliothek). Where possible, individual departmental libraries are open; in any case, staff offer a (limited) lending service.

## Face-to-face teaching and classes, examinations, outdoor teaching/learning spaces (open spaces)

As a rule, there are currently no face-to-face classes. Online classes may be held without restriction. Course leaders may apply to the Presidential Board via the head of their school or department to request exceptional authorisation of face-to-face classes if such classes cannot be postponed because their delay would be of great detriment to the students. This principle and the registration procedure described below also apply to outdoor teaching/learning spaces (open spaces). Lecturers are requested to apply to the Presidential Board via the dean for authorisation for all courses that are to be held on campus by way of exception, stating the following information:

- Type of event, stating the place and time,
- Name of the person responsible for the course (lecturer),
- Number of participants,
- Reasons for the need to hold the course as a face-to-face class.

The maximum room occupancy is determined by Building and Facility Management in accordance with current regulations. The information on face-to-face laboratory sessions in exceptional cases

(finalisation of dissertations) and on online interviews continues to apply, and can be found in our email of 8 January 2021 ([fhms.eu/ma-mail-080121](mailto:fhms.eu/ma-mail-080121)).

All participants of authorised face-to-face classes are required to comply with the following applicable rules:

- All participants must carry out thorough hand hygiene before the start of the class. This can take place in accessible sanitary areas or by using one of the disinfectant dispensers that have been made available.
- Desks and chairs should be wiped down using the disinfectant wipes provided before the class begins.
- Social distancing of at least 1.5 m must be maintained.
- The only exceptions to the requirement to wear a medical mask are when giving a talk or making an oral contribution. The speaker should be at least 2 m from the listeners. Face visors can be worn when giving a talk and/or attending a communication course, where appropriate. These shall be provided by the OHSE department, where needed.
- After the end of the class, we also ask you to maintain 1.5 m social distancing when leaving the premises of FH Münster.

At our university (in individual cases, authorised by the Presidential Board) written examinations are held on campus (see separate regulations for students, invigilators and examination offices at [fhms.eu/regeln-pruefungen](https://www.fhms.eu/regeln-pruefungen)). Viewing of examination scripts, which is to be conducted on campus by way of exception, must be requested from the Presidential Board, stating the proposed (hygiene) concept. Oral examinations will generally be conducted online until further notice. Exceptions can only be made if they must be held face to face (e.g. in order to demonstrate / work on representational objects). In this case, the OHSE team must be notified before oral examinations are held so that a hygiene concept can be agreed.

Open spaces and their maximum occupancy can be found in the myFH Portal:

<https://www.fh-muenster.de/myfh/frame.php?connectorType=getLinkBookRooms>

The distancing, hygiene, testing, tracing and mask-wearing rules apply equally to these classes.

More information on the use of open spaces is available at [fhms.eu/lageplaene](https://www.fhms.eu/lageplaene).

## Working from home / working on site

Our extended rules for working from home continue to apply. The Presidential Board of FH Münster continues to expressly urge all staff to work from home as far as possible to avoid non-essential contact. This is particularly the case if you are forced to use public transport or to share a car with others to get to work. According to the Protection against Infection Act (IfSG), employees are required to accept the offer of working from home, unless there are valid exceptions, e.g. inappropriate conditions or frequent disruptions.

The new rules on working from home of 1 October 2020 have been suspended by the rules for working from home laid down in the Protection against Infection Act, which initially apply until 30 June 2021. This also means that “mobile working”, i.e. working from home, must be used extensively, even without a firm agreement on telework, in consultation with the line manager, as far as the work situation permits. Because of the special pandemic situation, the usual checks for telework, such as regarding the workplace at home, shall be waived for the purpose of protecting against infection.

In case of need, the Family Service will help search for private childcare. More information: [fhms.eu/Kinderbetreuung](https://fhms.eu/Kinderbetreuung).

## Travel on university business and field trips

Please avoid travel on university business wherever possible. If this is not possible, the following rules continue to apply: Travel abroad on university business requires the approval of the President or the Chancellor. The conditions require that there is a convincing hygiene concept in place, and that the destination is not a risk area according to the assessment by the Federal Foreign Office and/or the Robert Koch Institute. FH Münster cannot ensure your return journey/collection, meaning that travellers must bear a certain risk. In particular, the respective entry, exit and transit regulations must be observed, which may change in the course of the journey. Travellers must also bear these risks.

Domestic travel on university business will be approved by the department or central service facility, depending on the currently valid coronavirus rules. Any cancellation costs due to the inability to undertake travel on university business will be borne by the responsible cost centre.

Official trips between different buildings of FH Münster continue to be generally approved. Field trips will be approved by the university management on a case-by-case basis.

If FH Münster vehicles are used for official trips, the hygiene instructions displayed in the university vehicles must be observed. Hygiene instructions must also be displayed for university vehicles operated by individual schools or departments. If you have any questions, please contact the Occupational Health, Safety and Environmental (OHSE) department.

The Presidential Board of FH Münster, 6 May 2021