

Rules regarding operations at FH Münster, in place from 26 February 2021 (valid until further notice) (Changes are marked in yellow)

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

Buildings, masks and access for non-university members

All FH Münster buildings will remain closed. However, staff will continue to have access to university buildings, especially for research activities. The following applies in the case of work that must be performed on site: avoid contact with others, and avoid being in a room with another person, where possible. Staff who enter the building are still required to wear a nose and mouth covering (or higher-standard mask) on the entire premises and in all university buildings. Medical masks (surgical masks are the minimum standard) are mandatory for students and staff in permitted lectures and examinations.

The Occupational Health Safety and Environment (OHSE) team will provide staff with nose and mouth coverings, as required. Medical masks (surgical masks are the minimum standard) are mandatory in permitted lectures and examinations. It must be noted that the 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) should wear FFP2 masks, which can also be requested from the OHSE team if necessary. Masks can be requested at agu@fh-muenster.de.

In addition, social distancing of at least 1.5 metres must be maintained at all times. The recommendation to perform regular hand hygiene remains in place. We advise you to follow the measures recommended by the Robert Koch Institute, which are available at <http://fhms.eu/hygienetipps>. People with respiratory problems (unless clarified by a doctor) or with fever may not enter the grounds of FH Münster. Exceptions apply to allergy sufferers, who must provide a medical certificate proving their ailment.

University Library

As a general rule, FH Münster libraries will also remain closed. The library staff offer a very restricted borrowing service; however, there is no access to photocopiers. For more information, visit fh-muenster.de/bibliothek.

Face-to-face teaching and classes as well as examinations

From March 2021 onwards, examinations will be held on campus in individual cases which have been approved by the Presidential Board (see also the regulations for students, Examination Offices and examination supervisors at https://www.fh-muenster.de/hochschule/aktuelles/corona_teaser.php#a10). Oral examinations will be held digitally until further notice. Exceptions to this rule are only possible if the examination itself has to be held face-to-face (for example if real-life objects have to be presented, shown or modified). In this case the OHSE team has to be notified before the oral examination takes place to ensure the implementation of a hygiene concept.

As a general rule, no face-to-face classes will take place. 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 from 15 February onwards, if such classes cannot be postponed because their delay would be of great detriment to the students.

Online classes and examinations may be held without restriction.

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).

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 to get to work.

As a general rule, not more than one person should be present in a room for a prolonged period. If multiple use is absolutely essential, at least ten square metres of space is required per person.

Staff should take overtime and any leave remaining in consultation with their line manager.

The new rules for working from home of 1 October 2020 have been temporarily suspended by the current regulatory position. According to Section 1(4) of the Coronavirus Protection Regulation (CoronaSchutzVO) (version of 07 January), “unnecessary contacts within the workforce and with customers [should] be avoided where possible.” This also means that “mobile working”, i.e. working from home, should 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.

For more information, please refer to the SARS-CoV-2 Occupational Safety Rule. https://www.baua.de/DE/Angebote/Rechtstexte-und-Technische-Regeln/Regelwerk/AR-CoV-2/pdf/AR-CoV-2.pdf?__blob=publicationFile&v=6

In case of need, the Family Service will help search for private childcare. More information: <http://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.

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 departments. If you have any questions, please contact the Occupational Health, Safety and Environmental (OHSE) department.

The Presidential Board of FH Münster, 26 February 2021