

COVID-19 HYGIENE MANUAL FOR STUDENTS

All students of UAS BFI Vienna have to follow this hygiene manual describing the general conditions under which studies can be carried out on-site (presence format) at all locations of UAS BFI Vienna.

On the one hand, the framework for this manual is provided by the directives prescribed by the Federal Ministry of Education, Science and Research (BMBWF) for degree programmes at universities of applied sciences and universities of applied sciences in connection with the Covid-19 crisis and, on the other hand, special provisions of the BMBWF or possible state or regulatory recommendations. University management decides on any changes to the present conditions (e.g. extension of the maximum number of students for individual rooms for on-site teaching).¹

This hygiene manual is part of the House Rules of UAS BFI Vienna.

Validity: After approval by university management until further notice.

Scope: All locations of UAS BFI Vienna, in particular in the course of events related to ordinary business activities of UAS BFI Vienna. These are in particular courses and exams, as well as internal and external meetings, and public events such as symposia, panel discussions, etc.

¹ University management consists of the managing board and the chair of the academic council.

Hygiene rules for students

We want to protect our students, lecturers, staff and visitors as much as we can from the risk of a corona infection at UAS. Therefore, as of winter semester 20, the following necessary rules for hygiene and conduct will accompany us. We are guided by the traffic light status of the BMSGPK and the recommendations of the Covid-19 Guidelines for Safe University Operation of the BMBWF from 17 August 2020. The current traffic light status can be seen on the UAS BFI Vienna website.

KEEP YOUR DISTANCE: Maintain a distance of at least 1 metre between you and other persons.

WASH YOUR HANDS REGULARLY: Thorough washing of hands is not only vital after entering the UAS, but should be carried out several times during the day. Please also use the permanently installed hand sanitiser dispensers in the entrance areas and bathrooms.

WEAR A MOUTH AND NOSE COVERING (MASK): A suitable mask must be worn in all public areas (entrance area, corridors, stairs, lifts, sanitary facilities, etc.). In offices, study rooms and course rooms, the mask may only be taken off if a minimum distance of 1 metre can be maintained to all persons in the room. Persons staying longer in rooms of the UAS BFI Vienna are obliged to carry a mask with them to change (at the latest when soaking). The mask has to be worn even when the minimum distance to other persons is reduced for a short time only.

DO NOT TOUCH YOUR FACE: Do not touch your eyes, nose or mouth! Hands can absorb and transmit viruses.

PRACTICE RESPIRATORY HYGIENE: Cover your nose and mouth with your bent elbow or a tissue when you cough or sneeze and dispose of the used tissue immediately.

NO GATHERINGS: Gatherings in study rooms, break rooms, lifts as well as outside smoking areas where the minimum distance cannot be kept, must be strictly avoided. University staff is instructed and authorised to break up large gatherings.

AIR ROOMS REGULARLY: Offices, study rooms, copying and course rooms are to be aired regularly (at least once per hour for 5 minutes).

DISINFECT YOUR WORK MATERIALS: Tools and work materials are to be used in a personalised manner whenever possible and not shared. Where this is not possible (e.g. photocopying machine, coffee maker, kettle, etc.), the tools and materials should be cleaned regularly by the users, utilising the disinfectant and paper towels provided.

CLEANING: To prevent infections, door handles and handrails are regularly cleaned by our cleaning service. Empty office work surfaces and desks in course rooms are cleaned by our cleaning service once a day. In the course of the day, individual users are to clean these themselves using the provided cleaning utensils. Please do not spray electronic equipment directly with a spray bottle (photocopying machines, printers, coffee makers, etc.), but spray the detergent onto a paper towel first and wipe the equipment with the towel!

DOCUMENTATION OF ATTENDANCE: Documentation of attendance by signature is compulsory for courses taking place on-site. Late arrivals must also sign, indicating as well the time at which they arrived. If you leave a course early, it is also necessary that you sign yourself out and again indicate the time at which you left on the attendance list (contact tracing).

IF YOU ARE ILL: Coming to UAS locations is not permitted in case of symptoms that could be related to a Covid-19 infection. If you show symptoms or fear that you may be suffering from Covid-19, please contact the hotline 1450, follow the instructions and inform university management at kmanagement@fh-vie.ac.at. In addition, we request that you clarify further procedures with the respective programme coordination and/or the programme director.

These rules for hygiene and conduct apply subject to future amendments by official requirements or by order of university management.

Mag.^a Eva Schiessl-Foggensteiner

Managing Director

**Prof. (FH) Mag. Dr. Andreas
Breinbauer**

Rector, Chair of the Academic Council