

# #staysafe

## How to protect ourselves and others.

### Guidelines for staff

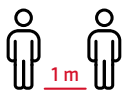
The following instructions and guidelines represent a first step towards slightly easing the access restrictions in place at FH JOANNEUM from 4 May 2020.

Protect yourself and your colleagues.

#### Study online and work from home wherever possible.

1. Members of staff have the opportunity to work from home until at least 10 July 2020, subject to the approval of their superior.
2. All members of staff belonging to a vulnerable group should work exclusively from home upon presentation of a medical certificate until further notice.
3. Teaching and exams should be provided online, where possible. If this is not possible, courses and exams can be held in small groups from 18 May 2020 by prior arrangement, provided that the safety distance and hygiene rules are observed.
4. Please note that students and employees who suspect that they may be infected with the coronavirus must immediately inform FH JOANNEUM by sending an email to [covid-19@fh-joaanneum.at](mailto:covid-19@fh-joaanneum.at). You can also call the office during opening hours on +43 316 5453 8880 (management office).

#### Working and studying at FH JOANNEUM is possible under the following three conditions:



1. **A distance of one metre must be maintained from other people in all FH JOANNEUM rooms and open areas.**



2. **A face mask must be worn in all FH JOANNEUM communal areas if a one-metre distance cannot be maintained.**

Every member of staff will receive a reusable face mask from their office. Every office will additionally be provided with a pack of 50 disposable face masks for emergencies. Additional face masks can be requested via the FMA service line, if required.



3. **The following hygiene rules must be observed:**

- Disinfect your hands when entering the FH JOANNEUM premises.
- Observe coughing and sneezing etiquette.
- Practise good hand hygiene. Every office will receive a box of disinfectant wipes for in-person exams and disinfectant dispensers will be available at the entrances.
- Please stay at home if you have symptoms such as a high temperature, a dry cough or if you feel unwell.

#### What this means for everyday working life:

##### 1. Office

- a: Ensure that occupancy of the office is kept to a minimum and that a minimum distance of one metre from others can be maintained.
- b: Ensure that the office is ventilated on a regular basis.
- c: Consult with other colleagues as to when they will be in the office.
- d: No face mask is required in the office.

##### 2. Meetings

Similarly, business trips should be replaced with online communication wherever possible. If a business trip is essential, it will be possible to take business trips within Austria again from 4 May 2020. In such cases, the general Austrian as well as any internal corporate hygiene rules must be observed.

##### 3. Business trips

If there is more than one person in the car, everyone is required to wear a face mask. At the end of the trip or if there is a change in driver, all points of contact in the vehicle must be cleaned with the disinfectant provided in the vehicle.

#### **4. Travelling by company car**

If there is more than one person in the car, everyone is required to wear a face mask. At the end of the trip or if there is a change in driver, all points of contact in the vehicle must be cleaned with the disinfectant provided in the vehicle.

#### **5. In-person exams**

##### **5.1. General information**

In-person exams may only take place if absolutely essential. A distance of 1 metre must be maintained from students and FH JOANNEUM staff throughout the entire examination. The examination must be reported to the FMA service line at least one week beforehand, stating the number of people who will be present. They will then book a lecture hall, devise a seating plan and implement the necessary safety precautions such as floor markings in the entrance hall.

##### **5.2. Before the exam**

The floor markings in the corridor prior to admission must be respected. A distance of at least one metre must be maintained in the waiting area and a face mask must be worn. Students are requested to bring their own mask.

##### **5.3. During the exam**

Students can remove their face masks once they have taken their seats. Disinfectant wipes will be available at the entrance to the relevant lecture hall. Each student must clean their work space with this wipe. Anyone who does not follow these rules will be excluded from sitting the exam. If a student is known to be allergic to disinfectants and has provided evidence to this effect, the examination must take place online for the student in question. Ensure sufficient air ventilation throughout. An interval of 30 minutes must be observed between exams.

##### **5.4. After the exam**

After the exam, each student must clean the examination area using the disinfectant wipes provided. The face masks must be reapplied before leaving the room. Lingering in the entrance area is not permitted! Students put their examination records into a box provided for this purpose. Do not collect the examination records!

#### **6. Face-to-face lectures and lab exercises**

Lectures should be provided online where possible. If this is not possible, courses can be held in small groups from 18 May 2020, provided that all degree programme instructions and the safety distance and hygiene rules are followed. Face-to-face lectures are the exception and not the rule.

Face-to-face lectures and lab exercises are subject to the same hygiene and safety measures as apply to exams. The dates for these lectures must be coordinated with the FMA service line so that the necessary disinfectant wipes and disposal bins can be provided. A minimum distance of one metre must be maintained in the lecture halls. A seating plan will also be provided.

#### **7. Laboratory operations**

Limited lab work may take place. Hygiene measures must be respected, following the specifications issued by the relevant head of degree programme or institute.

#### **8. Library**

The Library is open subject to restrictions. For more detailed information go to:

<https://www.fh-joanneum.at/hochschule/services/bibliothek/ausnahmeregelungen-covid-19/>

#### **9. Cleaning by cleaning companies**

##### **9.1 Kitchenettes and restroom areas**

From 4 May 2020, these areas will be cleaned daily and disinfected in some places. No notification from organisational units is required.

##### **9.2 Contact surfaces**

General cleaning is carried out by the cleaning company.

General work surfaces, door handles, door knobs and handrails will be disinfected daily using disinfectant wipes.

Desktops and equipment (tools, keyboards, telephones etc.) are to be cleaned by the employees themselves, if required.

##### **9.3 Crockery**

Used crockery should be placed in the dishwasher by the employee who used it or else washed up straight away using washing-up liquid.

##### **9.4 Disinfection**

Surface disinfectants are only required if a workplace has been exposed to a suspected or confirmed case of COVID-19.

Access to the FH JOANNEUM buildings is possible using the employee card or student card. For your personal safety, we ask you to enter one at a time using your access card. In this way, you can be notified if you have come into contact with a confirmed case of COVID-19 in compliance with applicable data protection provisions.

For more information about access card renewal, call T: +43 316 5453-0 from MON - THU 8:00 - 17:00 and FRI 8:00 - 14:00.

Further information is available at [www.fh-joaanneum.at/staysafe](http://www.fh-joaanneum.at/staysafe)