

## Hygiene measures of Volkshochschule Heidenheim

Sars-CoV-2-virus spreads by droplet infection from person to person. The spread happens through respiratory passages, nasal mucosa or eye conjunctiva. Therefore the following measures are absolutely necessary to protect staff, attendees and instructors.

All of the following measures and regulations apply to the rooms of vhs Heidenheim, office Rieger am Markt, Am Wedelgraben 5, first and second floor, and in our branches Meeboldhaus, Grabenstraße 19, 89522 Heidenheim as well as in the former tax office, Brenzstraße 27, 89518 Heidenheim.

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## 1. Hand Hygiene

Staff, attendees and instructors wash and disinfect their hands immediately after entering the buildings.

For this purpose there are soap and disinfectant dispenser with a direction for proper hand washing and disinfection in all rest rooms.

## 2. Direction for Proper Hand Washing

- Hold hands under flowing water.
- Foam hands accurately on all sides.
- Duration: at least 30 seconds.
- Rinse hands under flowing water.
- Dry hands accurately.

This direction is placed visibly and in simple language in all rest rooms.

Should hand washing in the rest rooms not be possible, disinfect your hands with provided disinfectant. Disinfectant is placed in the entrance area of the first and second floor.

## 3. Protective Mask

When entering the Volkshochschule staff, attendees and instructors as well as delivery people wear a protective mask, since the minimum distance of 1,5 meters is not always possible on the stairways or corridors.

A protective mask is a mechanical barrier to avoid droplet infection from breathing, coughing or sneezing. The protective mask can be selfmade from fabric or a medical protective mask.

A particle filtering mask (FFP mask) is not necessary.

**An attendant without protective mask is not allowed to enter the building.**

#### 4. Direction for Wearing a Protective Mask

- Wash hands accurately before putting on the protective mask.
- The protective mask has to cover nose and mouth down to the chin, the margins have to fit closely.
- Change the protective mask when it is moist.
- Don't touch your face while wearing the protective mask.
- Wash hands after taking off the protective mask.
- A selfmade mask should be kept airtight and be washed at 60 to 95 degrees. Use a hygiene detergent. Iron the mask with high temperature after washing.
- Dispose of the medical protective mask after use.

#### 5. Distance Regulations

In all public areas a distance of at least 1,5 meters has to be kept from other people. At vhs Heidenheim we also stick to this regulation, even when this is not always possible like on the stairways or the corridors. Therefore everybody has to wear a protective mask as soon as minimum distance cannot be kept. Small talk on the stairways or in passing is not allowed.

In the rest rooms only one cubicle is open, the others are locked. To ensure the single use of the rest rooms an indicator **Frei/Belegt** is placed at the door to the rest room.

Waiting persons have to keep the minimum distance in the corridor. The use of the rest room should not only be allowed during break times, but also during class times. This avoids crowding in the corridors.

## **6. Measures for virus control**

In all lecture rooms notices for virus control are placed.

We don't shake hands, touch or hug each other!

Staff, attendees and instructors wash hands regularly. We don't touch our face. We cough and sneeze into our elbow while turning away from each other.

At signs of illness staff, attendees and instructors stay home and give notice of staying home by phone or email.

Lecture rooms and gyms are aired before class starts and every 20 minutes during class to reduce the number of viruses in the air.

After class the lecturer disinfects desks, chairs, sports spaces, door and window handles as well as light switches. This must be documented in the cleaning plan.

Staff air offices and conference rooms several times a day for 10 minutes to reduce the number of viruses in the air.

## **7. Behaviour of Staff, Attendees and Instructors in the Rooms of vhs**

In the following we explain, how we implement our hygiene plan.

In all lecture rooms the desks are placed with a distance to ensure a minimum distance of 1,5 meters between attendees. The number of attendees in the lecture rooms depends on the room size.

At each desk only one attendee is seated. If the minimum distance cannot be kept, staff, attendees and instructors wear a protective mask ( for example when checking exercises, when they cannot be collected).

Other than that wearing a protective mask during class is not necessary.

Every instructor carries her/his own white board markers, which she /he brings to class. Because of the minimum distance regulation group and partner exercises are not possible. After every teaching unit we air the room.

To keep the minimum distance group and partner work is not possible. After every teaching unit the instructor aires the room.

We hold one-on-one talks in our conference rooms.

## **8. Behaviour at Break Times**

Break times happen time delayed. On the way to the rest rooms, the offices or out everybody wears a protective mask.

Even in the foyer the protective mask has to be worn. At the tables chairs are placed at a distance of 1,5 meters to ensure the minimum distance.

Break times should be spent outdoors with fresh air. Other than that attendees can spend their break time at their seats in the classroom. Windows are open and the minimum distance is kept.

Staff spend their break time at their desks, outdoors or by keeping the minimum distance at the table in the open plan office.

## 10. List of Contact Data

To follow the chain of infections we record the contact data of our attendees (name, first name, street, number, postcode, place of residence, phone number, e-mail address). The data are used to inform the health office or the police authority in case of a potential infection.

Heidenheim, September 2020