



General measures during the COVID-pandemic_external – process flow

General measures at the Montanuniversität Leoben during the COVID-pandemic – traffic light status Information for external people (released for issue)

Revision 11



Purpose of the process flow

This process flow is part of the quality management system of the Montanuniversität Leoben. The purpose of the present description is to make knowledge of processes and responsibilities available and to promote transparency.



Leoben, September 13th, 2022

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According to the internal guidelines of the university, it is recommended to wear a FFP2 mask in closed rooms (e.g. in lecture halls, seminar rooms and like that) when the traffic light color is **GREEN and obligatory when the traffic light color is **YELLOW**.**

1 INTRODUCTION

By decision of the Council of Ministers on March 12, 2020, GZ: 2020-0.179.790, the Federal Government reacted to the current situation in connection with the Corona virus and took precautionary measures to ensure the protection of the health of University staff, while at the same time maintaining the ability to act.

On behalf of the Rectorate and the CORONA crisis team, the standard hygiene measures of the University of Leoben during the COVID-pandemic were compiled in cooperation with the Task Force (TF) General Operations (AB), TF Research (F) and TF Teaching (L).

The steps listed include organizational, operational and hygienic measures which must be followed by all employees, students, guests and non-university persons at the Montanuniversität, in order to avoid a potential transmission of pathogens when performing their activities on the premises of the Montanuniversität Leoben. These measures also apply to all employees of the Montanuniversität while performing their duties outside the bounds of the University (business trips) and subsequently to students during courses that do not take place in the premises of the Montanuniversität Leoben. University-premises refers to the entire University campus and include both interiors and open spaces.

The measures take place on the condition that they are in accordance with the current legal regulations at any time and are binding for the entire university. In case of discrepancies the Austrian legal text is binding.

The respective traffic light colors **GREEN** (■) - **YELLOW** (■) - **ORANGE** (■) - **RED** (■) refer to the respective situation, which, analogous to the traffic light system of the federal government, is prescribed by the rectorate for the entire university for a certain time. The corresponding traffic light phase is announced by the rectorate via e-mail and can be accessed on the [homepage](#).

The measures that change with regard to the current situation are colored accordingly. The universities work independently and autonomously. The options for action for the operation are without prejudice to the applicable statutory provisions to be complied with. The respective traffic light phase explicitly refers to the current situation at the Montanuniversität Leoben and the resulting necessary health and safety measures.

The guideline is based on the guideline " COVID-19: Leitfaden für den gesicherten Hochschulbetrieb " of the Federal Ministry of Education, Science and Research.

These measures serve to protect all interest groups. Further hygienic measures depend on the exposure and therefore always require an individual and situational evaluation.

GREEN (■) means low risk level: Level I corresponds to operation in compliance with general behavioral prevention rules (minimum distance of 1 m, recommended wearing of a FFP2 mask and general hygiene rules).

YELLOW (■) means increased risk level: In Level II increased attention is necessary, as e.g. the safety clearances cannot always be adhered to when the course is in progress. The minimum distance of 1 m applies, obligatory wearing of a FFP2 mask is necessary and an access management come into effect.

ORANGE (■) means high risk level: In Level III, increased safety precautions are taken. This includes e.g. a further reduction of group sizes or a further reduction in the available seats in lecture halls. The extended minimum distance is 1.5 m and obligatory wearing a FFP2 mask apply. The buildings are not freely accessible.

RED (■) means very high risk level: In Level IV an orderly emergency operation is carried out. Presence only allowed for defined key persons.

The Montanuniversität Leoben reserves the right to randomly check the measures outlined in this document. Failure to comply with the regulations can result in a warning or even expulsion from the entire area of the Montanuniversität Leoben.

2 ACCESS AND DOCUMENTATION

2.1 Access to the university buildings

Traffic light	measure
	The university buildings are not locked and are freely accessible during normal opening hours. The hygiene measures under point 4.1 apply to all persons who enter the university building.
	Graduated access management comes into effect, which is implemented as required [separate entrances (Hauptgebäude, Studienzentrum, EHJ, Peter Tunner Gebäude), regulated access times (7:00 am - 4:30 pm), etc.]. The hygiene measures under point 4.1 apply to all persons who enter the university building. The documentation should be as complete as possible where these people have contact with university members. External persons can only access the university buildings if they are accompanied by a university member or a person named at the Montanuniversität as responsible for the construction site. The people from trades on construction sites are in principle under the supervision of the GTB. After receiving appropriate instruction, these people can also move around unattended in the relevant construction site areas. Documentation takes place via regular reports from the trades to the GTB.
	The university buildings are locked and not freely accessible. The hygiene measures under point 4.1 apply to all persons who enter the university building. The documentation should be as complete as possible where these people have contact with university members. Access by external persons must be reported per mail to the GTB (gtb@unileoben.ac.at) beforehand (WHO? WHEN? WHERE?) and they have to be accompanied by a university member or a person named at the Montanuniversität as responsible for the construction site. The people from trades on construction sites are in principle under the supervision of the GTB. After receiving appropriate instruction, these people can also move around unattended in the relevant construction site areas. Documentation takes place via regular reports from the trades to the GTB.

2.2 Keep distance

Maintain the required minimum distances as the most important measure against the corona virus is: **keep distance!**

Traffic light	measure
	1 meter
	1.5 meter

We therefore urge you to **keep the specified distance from other people in all (!) areas, depending on the traffic light status**. Even if a different distance should apply in general public areas, the measure should ensure a consistently sufficient minimum distance.

This distance rule applies in: the entrance areas, corridors, but of course also in hallways, offices, laboratories and technical rooms, in meeting rooms and common rooms as well as in sanitary facilities. The distance rule also applies to open spaces. Under all circumstances, it must be ensured that the requirements of occupational safety and occupational safety measures are followed.

Even if it is not always easy and unusual, not getting too close to each other can efficiently break the chain of infection. So please take these measures seriously and do not make any exceptions for your colleagues in your close environment!

2.3 FFP2 mask – obligation to wear

In general for all traffic light colors only the FFP2 mask is still permitted as a mouth and nose protection. For the traffic light colors **YELLOW**, **ORANGE** and **RED**, the MNP must obligatory be a FFP2 mask (or masks with better protection). For the traffic light color **GREEN** wearing of a FFP2 mask is recommended.

The following measures apply to wearing the MNP:

Traffic light	measure
	<p>Wearing a FFP2 mask is recommended in all MUL premises. Masks should be worn inside and outside the university if the minimum distance cannot be maintained.</p> <p>In the event of contact with non-university persons on the premises of the Montanuniversität Leoben, the wearing of an FFP2 mask is generally recommended for all persons. For business-related meetings, the provisions under point 3 apply.</p>
	<p>It is compulsory to wear a FFP2 mask in all MUL premises. Masks must be worn inside and outside the university if the minimum distance cannot be maintained.</p> <p>While working at a stationary workplace that is only permanently occupied by one person, the MNP can also be removed during the activity, provided that an area of around 8-10 m² / person is available and a permanent minimum distance of about 1 m can be maintained.</p> <p>In the event of contact with non-university persons on the premises of the Montanuniversität Leoben, the obligation to wear a FFP2 mask generally applies without restriction for all persons. For business-related meetings, the provisions under point 3 apply.</p>
	<p>A FFP2 mask must be worn permanently by all persons on the entire site (indoor and outdoor) of the MUL.</p> <p>While working at a stationary workplace that is permanently occupied by only one person, the FFP2 mask can also be removed during the activity, provided that an area of around 10 m² per person is available and a minimum distance of about 1.5 m can be maintained permanently.</p> <p>In the event of contact with people outside the university FFP2 mask must be used all time. For people outside the university the obligation to wear is generally unrestricted.</p>

Important: It is very important that wearing a FFP2 mask can never replace the rule of distance!

With or without a FFP2 mask: Keep the minimum distance to others!

3 EVENTS

Depending on the number of participants a prevention concept must be submitted and a COVID officer responsible for the respective event must be named. All events must be requested from the CORONA crisis team (coronateam@unileoben.ac.at) at the Rectorate. In any case, the provisions applicable at the time of the event apply. The organizer is responsible for the prevention concept and the proper implementation of the event. The respective legal requirements for holding events apply.

Traffic light	measure
	Events can be held.
	Events must be approved by the rectorate.
	Events can only be held online.

4 GENERAL MEASURES

4.1 Hygiene measures

4.1.1 Cleaning hands

Clean hands regularly

Repeated hand hygiene by washing with soap is generally sufficient to reduce germs. Hand disinfectants CAN also be used, but are not essential. Make sure to use suitable disinfectants and to grease your hands regularly to avoid cracked, brittle hands.

It is recommended to **clean your hands** after entering and before leaving a stationary workplace **at the next available hand wash basin** with liquid soap. Most of the soap dispensers at the Montanuniversität are already equipped with disinfectant soap.

Disinfection dispensers should also be used where they are available (e.g. entrance areas).

4.1.2 Avoid touching the face

Avoid any hand-to-nose, hand-to-eye or hand-to-mouth contact.

Nose and eyes in particular **are entry points for the corona virus**. Don't give this a chance!

4.1.3 Behavior when coughing and sneezing

Comply with cough and sneeze etiquette

In order to minimize the spread of viruses through coughing and sneezing, a greater distance than the minimum distance of two meters should be kept when coughing and sneezing. In addition, one should turn away from bystanders. **Please follow the general rules (disposable handkerchief or use armpit). It is essential to wash your hands afterwards.**

4.1.4 Disinfection of the workplace

Keep workplaces clean

Create as many **free spaces** as possible at your workplace **that are easy to disinfect with a surface disinfectant**. Above all, clean frequently touched surfaces such as keyboard, mouse, telephone system, door handles, window handles, taps, etc. at regular intervals.

4.1.5 Room ventilation

Regular ventilation

The **correct ventilation behavior** reduces the accumulation of all viruses and bacteria in a room. As a rule of thumb ventilation should take place at least every 1 - 2 hours between 5 and 30 minutes depending on the season.

4.1.6 Gloves

The **mandatory use of gloves at the university is not planned**. When using gloves, take care that the outer surfaces are not touched.

4.2 Measures for the use of social rooms, sanitary facilities and elevators

4.2.1 Social rooms

Social rooms ...

Traffic light	measure
	... should be used in such a way, depending on the available room space , that about 8 - 10 m ² of room space is available per person and a minimum distance of about 1 meter can be maintained.
	... should be used individually and only for a short time depending on the available space . About 8 - 10 m ² of space should be available per person and a minimum distance of about 1 meter should be maintained and a FFP2 mask worn.
	... may be used only individually and for a short time depending on the available space . More than 10 m ² of space should be available per person, a minimum distance of around 1.5 meters should be maintained and a FFP2 mask worn. It is essential to ensure that the surfaces are cleaned. Dishes must be washed and stowed away after use.
	... must not be used. Exceptions are short-term access, e.g. for cleaning and checking the facilities (e.g. refrigerators). The social rooms may only be entered individually by wearing a FFP2 mask. If social rooms are connecting rooms to other rooms (e.g. offices), the social rooms may be used for the passage.

Surfaces should be cleaned regularly as in 4.1.4 Disinfection of the workplace and the room has to be regularly ventilated as in 4.1.5 Room ventilation. This measure is not necessary if the rooms have automated continuous ventilation.

4.2.2 Use of the sanitary facilities

The sanitary facilities ...

Traffic light	measure
	... no separate measures.
	... should be used individually if possible. Appropriate hygiene measures (hand washing and surface disinfection), which are routine anyway, must be given special importance.

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	... may only be used individually . Use is to be made visible by appropriate markings on the entrance doors to the sanitary rooms (“occupied”). Appropriate hygiene measures (hand washing and surface disinfection), which are routine anyway, must be given special importance .
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4.2.3 Use of elevators

Avoid using elevators. If this is not possible ...

Traffic light	measure
	... can be operated in the usual way. The general rules apply with a continuous minimum distance of 1 meter throughout and wearing a FFP2 mask is recommended. The learning places can also be used in the usual way.
	... use the elevator alone or make sure that the minimum distance of 1 meter is maintained and wear a FFP2 mask.
	... only individual use using a FFP2 mask is permitted.

5 BEHAVIOR IN THE CASE OF DISEASE

In the event of illness or suspicion, COVID is a reportable illness according to the law. If you have symptoms or fear that you are suffering from COVID, please stay at home and contact the health advice telephone on 1450 or your doctor. You are also obliged to inform the Montanuniversität Leoben in the event of suspicion or illness by mail to coronateam@unileoben.ac.at.

6 APPLICABLE DOCUMENTS

Link	name
Bundesgesetzblatt II Nr. 537/2021	537. Verordnung: 6. COVID-19-Schutzmaßnahmenverordnung – 6. COVID-19-SchuMaV in der jeweils gültigen Fassung
BGBl. II Nr. 186/2022	COVID-19-Einreiseverordnung in der jeweils gültigen Fassung
BGBl. II Nr. 295/2022	COVID-19-Verkehrsbeschränkungsverordnung in der jeweils gültigen Fassung
BGBl. II Nr. 156/2022	COVID-19-Basismaßnahmenverordnung in der jeweils gültigen Fassung
BGBl. I Nr. 76/2021	2. COVID-19-Hochschulgesetz in der jeweils gültigen Fassung
Bundesgesetzblatt B-KUVG	Beamten-Kranken- und Unfallversicherungsgesetz vom 31. Mai 1967 in der jeweils gültigen Fassung

COVID-19: Guidelines for secure university operations	„COVID-19: Leitfaden für den gesicherten Hochschulbetrieb“ des Bundesministeriums Bildung Wissenschaft und Forschung
Hygienehandbuch zu Covid-19	Empfehlungen des BMBWF zum Schutz vor einer COVID-19-Ansteckung in Universitäten und Hochschulen
Bundesministerium	Soziales, Gesundheit, Pflege und Konsumentenschutz Informationen zum Corona Virus
Universität	CORONA SARS-COV-2
University Sports Institute	USI-COVID-19-PRÄVENTIVMASSNAHMEN
Bundesministerium	Gelebte, verantwortungsbewusste Normalität für den Studienstart 2022/23

7 COMING INTO FORCE AND CHANGES

Revision	Date	created by	changes
-	15.09.2020	Ch. Leitold (QM) T. Prohaska (TFAB)	First edition
01	23.09.2020	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes and additon in chapter 1, 2 and 5
02	22.10.2020	Ch. Leitold (QM) K. Sapetschnig (CB)	Addition in chapter 2
03	05.11.2020	Ch. Leitold (QM) K. Sapetschnig (CB)	Revision of the document with regard to the legal requirements
04	17.06.2021	Ch. Leitold (QM) K. Sapetschnig (CB)	Revision of the document with regard to the legal requirements
05	06.07.2021	Ch. Leitold (QM) K. Sapetschnig (CB)	Supplements with regard to the legal requirements (3G regulation and MNP)
06	29.09.2021	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes according to the legal conditions
07	09.11.2021	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes regarding the transition to 2.5G
08	31.01.2022	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes regarding the introduction of compulsory vaccination
09	21.02.2022	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes regarding the relaxations from 2.5G to 3G
10	28.04.2022	Ch. Leitold (QM) K. Sapetschnig (CB)	Changes regarding the elimination of the FFP2 mask requirement and the 3G rule
11	13.09.2022	Ch. Leitold (QM) K. Sapetschnig (CB)	Revision of the entire documentation with regard to all innovations