

## Legal basis:

Ordinance on Protection against New Infections with the Coronavirus SARS- CoV-2 (Corona Protection Ordinance - CoronaSchVO) in the version of the announcement on 07 January 2021

## 1. Introduction

The educational programme of VHS Essen was created under the conditions of the Corona pandemic. As VHS Essen, we are obliged to contribute to the health of our staff, teachers, participants and visitors by providing a hygienic environment.

In the current pandemic situation, this hygiene plan serves as a basis for establishing the most important regulations for hygiene and protection against infection with SARS-CoV-2 (coronavirus) at VHS Essen. It is valid as long as the pandemic situation persists.

All employees of VHS Essen, the teaching staff, all course participants and all other persons regularly working at adult education centres are required to carefully observe the [hygiene instructions](#) of the health authorities and the Robert Koch Institute.

## 2. Personal hygiene

The novel coronavirus is transmissible from person to person. The main route of transmission is drop-let infection. This mainly occurs directly via the mucous membranes of the respiratory tract. In addition, indirect transmission is also possible via hands, which are then brought into contact with the mucous membranes of the mouth or nose, as well as the conjunctiva of the eyes (as of 17.04.2020). (See also : [RKI Steckbrief Corona](#))

- Anyone with at least one of the following characteristics will not be admitted to the Adult Education Centre:
  - persons who have been tested positive for SARS-CoV-2 or are considered positive until a negative test is provided (usually by the AMD), or
  - persons quarantined by the health authority for other reasons (e.g. as contact person cat. I) during their time in quarantine.
- The following applies: Stay at home if you have respiratory symptoms or fever. Participants suffering from other illnesses are also not permitted to take part in classroom lessons. Teachers are advised by VHS Essen to cancel a course session or lecture if he or she or participants show symptoms of a cold.

### Most important measures

- Persons showing signs of illness and flu-like symptoms (e. g. fever, dry cough, breathing problems, loss of sense of taste or smell, sore throat or aching limbs) must stay at home and are not allowed to enter the VHS building.
- All persons must keep at least 1.50 m distance from each other. Masks are compulsory in the entire building, even if the distance of 1.50 m can be kept. This also applies when seated in class. Course instructors are exempt from the obligation to wear a mask, provided the distance of 1.50 m can be maintained.

- Touching, shaking hands or hugging must be strictly avoided.
- Care should be taken not to touch the face, especially the mucous membranes, with the hands, i.e., do not touch the mouth, eyes and nose
- Items such as personal work materials and pens must not be shared with other people.
- Partner and group work should be avoided and may only take place in compliance with hygiene and spacing rules.
- If at all possible, do not touch publicly accessible objects such as door handles or lift buttons with your full hand or fingers; use your elbow if necessary.
- **Etiquette when coughing and sneezing:** Coughing and sneezing into the crook of the arm are among the most important preventive measures! When coughing or sneezing, keep the largest possible distance from other people, preferably turn away.
- **Meticulous hand hygiene:** Washing hands with soap for 20 – 30 seconds, even with cold water is sufficient, the use of soap is crucial, e.g., after coughing or sneezing; after using public transport; after entering the building for the first time and – as always – after going to the toilet. Disposable paper is available for drying hands.
- **Hand disinfection:** Proper disinfection of hands is advised when washing hands thoroughly is not possible or after contact with faeces, blood or vomit (also independent of the current pandemic situation). To do this, disinfectant must be poured into dry hands in sufficient quantity and massaged into the hands for about 30 seconds until they are completely dry. Make sure that the hands are completely covered with the disinfectant.
- **Wearing a face mask is compulsory:** FFP2 or medical masks must be worn in the building, in course rooms and during course sessions. These catch droplets that are emitted, for example, when speaking, coughing or sneezing. The risk of infecting another person through one's own coughing, sneezing or talking can thus be reduced.  
Wearing a mask must not result in unnecessarily reducing the distance to other people. Gatherings of participants in the corridors, on the stairs and communication areas are to be avoided.
- Participation in vocational and school-leaving examinations as well as language examinations is only allowed with proof of a negative COVID-19 test.

### 3. Room hygiene (classrooms, offices, corridors)

- To avoid infection, a distance of at least 1.50 m between persons must be maintained in all rooms of VHS Essen. This means that the tables in the classrooms are placed appropriately far apart. Therefore, significantly fewer participants are allowed per classroom.
- If possible, the doors to course rooms should be opened wide before and after courses. This allows people to enter and leave rooms without having to touch door handles.
- Regular and correct ventilation is particularly important, as this exchanges air in the rooms. Several times a day, at every break and before every lesson, all windows should be fully opened to air rooms for several minutes.
- **Cleaning**  
Spray bottles with cleaning agents containing surfactants and disposable paper are available in all classrooms. Participants may use these to clean their seats or tables in addition to the already organised regular cleaning.

#### 4. Admission control

On entering VHS Essen, a security guard will check for access authorisation. Each participant must present a letter, email or screenshot of the appointment confirmation upon request.

Entrance and exit are separated. Persons without a face mask will not be admitted to the Adult Education Centre. An information notice will be posted.

The information desk is protected by spit guards and barrier tape.

#### 5. Using the lifts

The use of the lifts is limited to a maximum of two persons per lift. The interior lift may only be used individually. Appropriate signs will be placed on the lift doors.

#### 6. Leaving the building / routes

Teachers and participants must not remain inside the VHS for longer than is absolutely necessary. Anyone who does not have an immediate and timely appointment, is not leading a course or participating in a course must leave the building immediately.

##### **Routes**

It must be ensured that not all participants reach the classrooms at the same time via the circulation areas. In the building of the VHS Essen, appropriate information and markings, e.g. distance markings, are provided for spatial separations. To avoid unnecessary contact between visitors of VHS Essen, staggered times for beginning and end of lessons, as well as a break times, will be introduced.

#### 7. Conduct in classrooms

The wearing of masks is mandatory in classrooms, even when seated.

The distance requirement means that tables and chairs must be placed far apart, especially in classrooms, and that significantly fewer people may be present in a classroom. **Table arrangement may not be changed** by course instructors or participants in order to comply with distance stipulations. The number of chairs determines the maximum number of course participants who may enter separately and stay in the room.

Partner and group work is prohibited if the safety distance of 1.50 m cannot be maintained. **Exchanging materials between participants is not allowed.**

#### 8. Hygiene in the toilet facilities

- Sufficient soap dispensers and disposable towels must be provided and regularly refilled in all toilet facilities. Appropriate refuse containers for disposable towels must be provided.  
At the entrance to the toilets, a clearly visible notice must indicate that only individual participants (number depending on the size of the sanitary area) are allowed in the toilets at any one time.
- Toilet seats, taps, washbasins and floors must be cleaned daily.

## 9. Obligation to report infections

The occurrence of an infection with SARS-CoV-2 among staff or course instructors and participants must be reported to the management of VHS Essen immediately after it becomes known.

Due to the Coronavirus Notification Ordinance in conjunction with § 8 and § 36 of the Infection Protection Act, both the reasonable suspicion of an illness and the occurrence of COVID-19 cases must be reported to the public health department.

## 10. Publication

Employees, teachers and course participants will be informed appropriately about the regulations applicable at VHS Essen.

All persons involved in the operation of the VHS are expressly requested to ensure that the rules are observed. In the event of repeated breaches of regulations, participants may be excluded from courses.