

GUIDE

for safe university operations (extract)

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CRISIS LEADERSHIP AND CRISIS MANAGEMENT OF THE FH OÖ

A staff structure was set up to ensure effective crisis management at the FH Upper Austria in the context of the Corona pandemic:

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The crisis management team of the FH Upper Austria advises and works on topics that are decided upon by the core team (KERNTTEAM KRISENSTAB, see above). The crisis coordinators are in charge of operational implementation. The local crisis teams of the schools are responsible for the implementation of measures in the respective school.

FH UPPER AUSTRIA SECURITY LEVELS

The FH Upper Austria has developed a **security level concept** for the assessment of the current Covid-19 situation and the resulting necessary measures. This concept is not necessarily analogous to the Ministry of Health's 'Corona traffic light system', but can, for example, provide for a higher security level and vary between schools.

The classification of the security levels for the individual faculties and the management is carried out by the core team of the crisis management team of the FH Upper Austria.

The measures are sequentially organized and interdependent. Different organizational structures can be assessed differently.

	Regular operations	Restricted presence operations Security level I	'Thinned out' operations Security level II	Shut down Security level III
Definition	normal operations individual arrangements are possible	Distance to be kept between people, hygiene measures required, wearing masks if distance is less than 1 m, gatherings and events are subject to restrictions, high risk groups stay in home office, quarantined people and employees with caring obligations stay in home office Contact tracing is required	Personal attendance is limited to necessary activities. Information flow to federal and provincial ministries, international partners, and R&D partners is to be secured. Visitors only by appointment, no events	Personal attendance only for defined functions. Defined delivery slots for suppliers. General access for external persons prohibited
Teaching/ internal operations	In-class teaching. Distance teaching, where didactically useful	In-class teaching, compulsory masks for students, recommendation for employees to wear masks (in entrance areas), Distance teaching where didactically useful including compensation tasks Internationalization: travel restrictions Regulations for Incoming/ Outgoing students	In-class teaching only where otherwise not possible, wearing masks obligatory for students in buildings, access to libraries by appointment only, in-class teaching in small groups only, contact tracing for students required. Internationalization: Traveling dependent on travel warnings by the Federal Ministry of European and international affairs; contact person for international students will be appointed	Teaching: no in-class teaching, libraries closed
Research	Presence mode	Presence mode with individually agreed exceptions	If possible, projects should be processed from home office, if this is not possible: presence mode	Presence on campus only in inevitable cases, to avoid damages to projects (monitoring lab devices)
Administrative offices	Presence mode	Presence mode with individually agreed exceptions; daily reporting on status (quarantine, positively tested, recovered staff); monitoring of home office regulations	Shift operation or home office agreements; attendance recording; entry/exit procedure at doors (one-way system)	Home office, except those functions that are necessary to maintain operations
IT	Presence mode	Presence mode with individually agreed exceptions	Shift operations or home office agreement, provision of hardware and software for distance operations	Home office, except those functions that are necessary to maintain operations, safeguarding of university online operations
Infrastructure and facility departments	Presence mode	Presence mode with Individually agreed exceptions; taking care of stocks of detergents and disinfectants at the schools	Focusing on critical locations open to many people, e.g. taking care of spitting protection shields. Increase of cleaning and ventilation intervals. Maintenance of ventilation and emergency power supply systems	On-site facility management in presence mode (to secure operational safety)
Crisis- management		Crisis team on standby, gremial instance of cooperation and coordination	Crisis team becomes reactivated	Crisis team is active
High risk groups	with medical certificate: home office	with medical certificate: home office	with medical certificate or at the discretion of the dean: home office	

PROCEDURE FOR A SUSPECTED COVID-19 CASE

According to the Federal Ministry of Social Affairs, Health, Care and Consumer Protection, persons who are suspected of having Covid-19 have

Symptoms for which there is no other plausible cause: cough, sore throat, shortness of breath, catarrh of the upper respiratory tract, sudden loss of the sense of taste/odor

Source: Covid-19: Guide to Secure University Operation, p.26.
Federal Ministry of Education, Science and Research, Section IV, 08-2020, Vienna.

FH Upper Austria's DETECTION LINE

You show symptoms of Covid-19 disease, have received a quarantine order from the authorities or have tested positive for Covid-19?

- **You show symptoms of Covid-19 disease**

Contact the official health hotline 1450.

Immediately inform the FH Upper Austria Crisis Management at corona@fh-ooe.at and list with whom you have been in contact during the last 48 hours at the FH Upper Austria.

Stay at home until your family physician (contact him by phone!) or the health authorities have cleared the situation with you.

ATTENTION: Send us your medical notification of illness.

- **You have been classified as a Category I contact person by the health authorities and have received a quarantine notification**

Please inform the FH Upper Austria Crisis Management immediately at corona@fh-ooe.at and, if necessary, list with whom you have been in contact during the last 48 hours at the FH Upper Austria.

Follow the quarantine order and stay at home in the home office.

- **You have tested positive for Covid-19**

Please inform the FH Upper Austria Crisis Management immediately at corona@fh-ooe.at and, if necessary, list with whom you have been in contact during the last 48 hours at the FH Upper Austria.

Send us your medical notification of illness.

COVID-19 TESTING

To fight emerging Covid-19 clusters, the FH Upper Austria is planning a randomized monitoring as an early warning system. Testing is accomplished by using gargling tests. The tests will be carried out at home by the volunteers with a gargle solution. Samples are tested in labs located at our campuses in Wels and Linz. Samples as well as tests results are anonymized – only the tested person can assign the result to his/her person by means of a code.

The gargling test does not represent a medically reliable diagnosis. It does not exempt you from contacting the official hotline (phone: 1450) and an officially ordered screening.

CONTACT TRACING

According to § 5 Abs. 3 Epidemic Law 1950¹, the FH Upper Austria is obliged to inform the health authorities about contact persons of a suspected case of Covid-19 or a person tested positive for Covid-19. All personal data collected in this regard will be processed exclusively for the purpose of fulfilling this obligation.

Your data will be stored for a maximum of 3 weeks and then destroyed/deleted in accordance with General data protection regulation (GDPR)².

FH UPPER AUSTRIA INTERNAL CONTACTS

Email: corona@fh-ooe.at

Phone: 05 0804 - 11450

For reports of suspected, quarantined or positive cases of Covid.

Email: krisenmanagement@fh-ooe.at

For questions/ related to the current Corona pandemic or for general questions about the crisis management of the FH Upper Austria.

¹ RIS – Epidemiegesetz 1950: <https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10010265>; Zugriff mit 27.07.2020

² DSGVO: <https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX%3A32016R0679>; Zugriff mit 27.07.2020

GENERAL HEALTH PROTECTION AND HYGIENE MEASURES

PERSONAL HYGIENE

- **Clean hands regularly** and thoroughly with soap (for about 30 seconds)
- Regular performance of a **hygienic hand disinfection**
 - upon arrival at the FH Upper Austria
 - after contact with possibly contaminated objects
 - after going to the toilet
 - before meal
- **Keep a distance of at least one meter** between yourself and all other people.
- **Do not shake hands.**
- **Do not put your hands in your eyes, nose or mouth.**
- **Keep mouth and nose covered with bent elbows or a disposable handkerchief when coughing or sneezing.** Then dispose of the handkerchief.
- **In case of symptoms** such as coughing, sore throat, shortness of breath, catarrh of the upper respiratory tract and sudden loss of sense of smell/taste, stay at home and call the official **Health Hotline 1450**.
- **Notification of the crisis management** under corona@fh-ooe.at

MEETING ROOMS / WORKROOMS / WORK ORGANIZATION

- **A distance of 1m must be maintained between** the workplaces and other persons.
- If this distance cannot be maintained during meetings, all persons in place must wear mouth and nose protection masks
- In case of group meetings or votes, this distance must also be maintained.
- **Minimization of personal contacts.** Use of technical possibilities such as telephone, e-mail, video conference.

- **Regularly ventilate** the premises, especially if several people are in one room.
- **Accumulations of several people** at the photocopier, in the tea kitchen, in the dining room, in the area of the toilets etc. must be avoided.
- Independent disinfection of the own workplace with available disinfection materials.

SEMINAR ROOMS / LECTURE HALLS

- Independent **disinfection of the own seat/work place** by students before the beginning of the course with the available disinfection materials.