



# Manual for hygiene and safety to protect against COVID-19 provided by the University of Teacher College Carinthia

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## Checklist for students

### Entering and leaving the university

- ✓ Please enter the university wearing your face mask!
- ✓ Please follow the guidance system when entering and leaving the university as well as the instructions. Respect the safety distance of 2 meters in the entrance area.
- ✓ Please disinfect your hands carefully when entering the university.
- ✓ When entering the university, please go directly to your destination (classroom, library or a certain office). It is not admitted to stay in the entrance areas or corridors.
- ✓ Meetings at the university are only allowed in not occupied course rooms – in compliance with the rules of the room.
- ✓ Always walk on the right side in the corridors of the university.

### Registration

- ✓ When entering the university, you must register yourself (full name, contact information, date and time of entry and estimated hour of departure).
- ✓ Do this using the attendance form that is available on the university's website and also at tables in the entrance areas of the university.
- ✓ Please fill out this form completely, sign it personally and put it into the designated box at the entrance.

### Security measures and capacities within the classrooms

- ✓ The course rooms and the library have capacity limits as well as security measures, which are published on the doors of the rooms and need to be followed without exceptions.



- ✓ The other service facilities of the university (e.g. International Office) must only be entered individually.
- ✓ Changes to the facilities or occupancy beyond the upper capacity limits are not permitted due to security reasons (no moving of desks!)
- ✓ Please disinfect immediately your desk after entering the classroom and, if necessary, also the equipment (keyboards, monitors, musical instruments, sports equipment, etc.) before using it with the disinfectant provided by the university.

## Hand washing / disinfection and general hygiene measures

- ✓ Wash your hands thoroughly (at least 30 seconds) with liquid soap on a regular basis.
- ✓ Avoid touching your eyes, nose and mouth!
- ✓ When coughing and sneezing, cover your mouth and nose with a flexed elbow or a tissue.
- ✓ Disinfect your hands regularly and carefully!

## Ventilation of rooms

- ✓ Ventilate all rooms of the university at least every 45 minutes for five minutes.
- ✓ Please ensure that you have appropriate warm clothing, especially in winter.

## Safety distances

- ✓ At least 1 meter safe distance when moving
- ✓ At least 2 meters safe distance at meetings and in the entrance area

## Mouth and nose protective mask

- ✓ You need to wear a face mask inside all rooms of the university, which can be taken off once seated in the classroom.
- ✓ If it is not possible to keep a safe distance of 2 meters during meetings, everybody needs to wear a face mask.
- ✓ Course instructors are authorized to arrange the wearing of a mouth and nose protective mask for everyone present, in case of a corresponding proposal.
- ✓ Everyone must always bring his own protective mask.
- ✓ If the Corona traffic light of the University of Teaching Education gets orange (= high risk) the face mask needs to be worn always (even during lessons).



- ✓ The respective traffic light classification of the university is updated weekly, usually on Fridays, and published on the university's website.

## Reporting requirement

- ✓ In case of having Covid-19 Symptoms call immediately the number 1450.
- ✓ Please note that you are required to report suspected COVID-19 cases and cases of illness to [krima@ph-kaernten.ac.at](mailto:krima@ph-kaernten.ac.at) exists.
- ✓ Details can be found in the security and Hygiene manual of the PH Kärnten and on the website [www.ph-kaernten.ac.at](http://www.ph-kaernten.ac.at)