Prevention concept for

SARS CoV-2 | COVID-19

Safety concept for the Modul University Vienna

For the prevention of the expansion of COVID-19

MODUL University Vienna GmbH

Am Kahlenberg 1

1190 Vienna

Content

Prevention concept for *1*
SARS CoV-2 | COVID-19 ..... *1*
For the prevention of the expansion of COVID-19 ..... *1*
MODUL University Vienna GmbH *1*
Am Kahlenberg 1 ..... *1*
1190 Vienna *1*
1 Introduction *3*
2 Responsible staff members for the safety concept & precautions *4*
2.1 Responsible COVID-19 officer 4
2.2 Responsible crisis unit for dispositive operational measures at the University 4
3 General Behavior and Control Checking Strategy *4*
4 Implemented measured for hygiene and minimization of the infection risk *5*
4.1 Further integrated COVID-19 hygiene regulations 7
5 What to do when COVID-19 symptoms occur *10*
6 Differentiation of contact person with COVID-19 ..... *10*
6.1 What to do if some is positive or in contact with a positive COVID case? 11
7 Matrix for contact person evaluation *12*
8 Risk assessment for the given situation *13*
9 What to do if you notice a suspected or positive case? *14*
10 Documentation of potential infection / suspected case *15*
Corona – traffic light system *17*
10.1 Current Actions 17
11 Decision matrix for university operations. *17*
12 Adaption of the seating arrangement *18*
13 Instruction & Information *21*
14 Other *21*
15 Appendix- List of Emergency Contacts & COVID-19 Agent *22*
15.1 Internal Contacts / University COVID-19 Management 22
15.2 External Contacts 22
15.3 COVID-19 officer 22

1 Introduction

In times of a pandemic the protection of people's health and safety is the most important priority, as well as reducing the infection risk to a minimum.

In the legal information system from the Austrian government (RIS), the current valid national regulations concerning COVID-19 are stated and seek to counter the infections of COVID-19.

The regulations are adapted to the current infection situation and can be retrieved from: www.ris.bka.gv.at - COVID-19 laws.

The statutory regulations include the requirement of a COVID-19 officer and a COVID-19 prevention concept, which seeks to prevent all people as good as possible from any infection.

The following prevention concept provides directions for the correct behavior to ensure a safe work and studying environment at Modul University Vienna.

2 Responsible staff members for the safety concept & precautions

2.1 Responsible COVID-19 officer

The following COVID-19 agent is responsible to minimize the infection risk of the Corona virus at the MODUL University Vienna:

- Michael Straube: T: +43 (1) 3203555 110; M: +43 664 8463 941

2.2 Responsible crisis unit for dispositive operational measures at the University

- Suresh Sivagnanam *(Owner & Managing Director)*
- Karl Wöber *(President)*
- Sabine Sedlacek *(Vise President)*
- *Michael Straube (covid-19 officer)*

3 General Behavior and Control Checking Strategy

MU will enforce a strict control checking strategy at the entrance door of the main building between **08:00 and 18:00**. – and longer if required before any additional activities on campus. This applies for all members of staff, internal and external faculty, students, as well as (external) participants in meetings held on campus. Should a member of staff or an internal or external faculty member enter the building outside of these hours, they will need to ensure that their document is checked at a later point in the day. In order to facilitate the checking process, we invite you to install the **"Grüner Pass" App**. For staff and faculty whose office is located in the hotel building, checks will be conducted randomly.

Every person entering the building must follow the COVID-19 instructions, which were implemented by the University Board in cooperation with the COVID-19 officer. Especially, employees and workers must be aware of the prevention concept. Any perceptions of defects that affects the infection risks must be reported immediately to the COVID-19 officer.

Compliance with the regulations of order and cleanliness in all areas of the Modul University Vienna are fundamental for the hygiene measures. All hygiene tables offering disinfection and wipes must be available at all times, unless further notice. The information signs (safety guidelines) in the Modul University Vienna serve the preventive concept and must not be removed or limited by visibility.

The COVID-19 actions of the MODUL University Vienna comply with the order of the statutory COVID-19 regulations. The COVID-19 safety concept is implemented by the COVID-19 agent.

4 Implemented measured for hygiene and minimization of the infection risk

Face masks: We strongly invite you to wear masks while walking around on campus. Masks can be removed while sitting at your desk or in the cafeteria. If a lecturer wishes to wear masks during classes, it is required for the duration of the lecture for all participants. In this case, the lecturers must also wear their masks and offer a break of at least 10 minutes every 90 minutes.

Hand Sanitizer: It is essential to disinfect your hands immediately after entering the campus. A thorough cleaning and disinfection of your hands during your stay on campus is important when using subjects of the Modul University Vienna. Please make use of the disinfectant dispenser at the lobby and in all sanitary facilities.

Keep distance: Keep a minimum of 1m distance to other people if possible. This includes the need for adjusting the settings in your offices, if needed. Please try to keep direct contact, especially with externals, to a minimum.

Rubber Gloves: When using electronic devices which are available to the common use it is recommended to wear rubber gloves. These provided to you by the reception of the Modul University Vienna.

Apply Disinfection: Disinfect all objects which are available to the common use BEFOR usage. For this purpose, spray bottles are provided at all areas.

Cleaning After Usage: After using an object which is available to the common use, you are asked to cleanse it with a single-use wipe.

MODUL UNIVERSITY
PRIVATE UNIVERSITY VIENNA

Entry regulations

In line with the government regulations related to the latest COVID-19 updates, the University Board has decided upon the following changes:

Accepted 2,5G proofs to enter the building:

- A certificate of vaccination from an EU recognized vaccine (valid up to 360 days from the date of the second injection)
- A certificate of vaccination of a non-EU recognized vaccine (valid up to 3 months from the date of the second injection) + an antibody test is required.
- A certified negative PCR test (valid up to 24 hours from the time of the test)
- A medical certificate or a positive PCR test confirming a recovery from SARS-CoV-2 in the past six months

Certificates have to be provided either in English or in German. Certificates in other languages will not be accepted. Should a member of staff, internal and external faculty, student, or visitor fail to provide one of the above-mentioned proofs, they will be denied entry to the building.

Please note that no self-tests will be offered on campus.

From November 1, 2021, onwards, **it will be prohibited to use the side doors to enter the main building**. Only the main entrance can be used.

4.1 Further integrated COVID-19 hygiene regulations

- **Air the rooms regularly:**
  Air the rooms intensively and on a regular basis. Preferable, every 20 minutes.

- **Floor Signaling**
  Pay attention to our floor signaling to comply with the distance regulations.

- **Plexiglas shields**
  Make use of our plexiglass shields to ensure a protection between the barriers.

- **Fever Measurement**
  Measure your body temperature on a regular basis. For this purpose, you will find thermometers available at the ground floor (EG) and first floor (1.OG).

- **Contact Tracing**
  Our contact tracing keeps track on guest lists/ registrations with the help of a QR Code Check-in process for events such as cafeteria visits, and with registrations list for lectures or other events.

- **Strong frequented areas:**
  You will find clearly visible signals at all areas at which a high frequentation of people is expected, such as the university entrance, restrooms entrance or information points. Please always keep a minimum distance of 1m.

- **Safety Guidelines – information sign**
  The safety guidelines include the most important basic rules and are placed multiple times all over the campus and on every floor. These information signs serve every visitor of the campus as a reminder of the basic rules. Scan the QR code and stay up to date.

- **Table sanitation – information sign**
  Table sanitation stations are located at all floors of the campus and include disinfectant as well as single – use paper towels.

- **An Encouragement to Compliance the Regulations**
  To recall the safety regulations, it is important to communicate on a regular basis through verbal announcements, E-Mails and posts on social media.

- **Face masks:** We strongly invite you to wear masks while walking around on campus. Masks can be removed while sitting at your desk or in the cafeteria. If a lecturer wishes to wear masks during classes, it is required for the duration of the lecture for all participants. In this case, the lecturers must also wear their masks and offer a break of at least 10 minutes every 90 minutes.

- **Sneeze and cough in your elbow**
  It is recommended to sneeze or cough into your elbow and turn away from other people in such a case.

- **Forgo handshakes**
  Forgoing handshakes and other forms of body contact reduce the risk of an infection. It is recommended to try international greeting traditions such as a bow or a Namaste.

- **Event registration**
  For any Events a guest registration and strict control checking strategy will be applied.

- **Hospitality activities**
  For any Food & Beverages activities the regulations are in place from June 10th, 2021 onwards and are in line with the regulations of the Austrian government. (8 people indoor on one table & 16 people outdoor on one table)

All safety regulations can be overridden in coordination with the University Boards and the COVID-19 officer, when the infection risk is no longer given and in conformity with the national regulations.

5 What to do when COVID-19 symptoms occur

Generally, the COVID-19-Virus as well as symptoms effects every person differently. Nevertheless, most infected people show slight to moderate symptoms which usually cure without a hospital stay.
It is differentiated in 3 categories: frequent symptoms, seldom symptoms and serious symptoms:

- Frequent symptoms:
  - Fever, dry cough, fatigue

- Seldom symptoms:
  - Limb pain, sore throat, diarrhea, conjunctivitis, headaches, loss of sense of taste and smell, discoloration of fingers or toes or skin rash

- Serious symptoms:
  - Breathing difficulties or shortness of breath, pain or pressure in the chest area, loss of the ability to move or talk

In case of serious symptoms, it is necessary to immediately consult a doctor. A call in a medical institution would be the first step.
People with frequent symptoms cure themselves best at home in a 14-day quarantine. COVID-19 testing is strongly recommended.
On average, it takes between 5 to 6 days from infection until another person shows symptoms. In some cases, even up to 14 days.

6 Differentiation of contact person with COVID-19

The recording of contact persons for COVID-19 infected people is basically divided into two categories. Contact person with high-risk exposure (K1) and contact person with low-risk exposure (K2).

1. Contact person with high-risk exposure (K1)

   - A people, that had direct physical contact with a COVID-19 positive tested person.
   - A person, that cumulatively had personal and direct contact with a confirmed case for 15 minutes or more at a distance of ≤ 2 metes.
   - A person, which, regardless of the distance, had a high probability of a relevant concentration of aerosols, such as were exposed at events.

2. Contact person with low-risk exposure (K2)

   - A person, which cumulatively had personal and direct contact with a confirmed case for less than 15 minutes at a distance of ≤ 2 meters.
   - A person, which are in the same room, e.g. lecture hall with a confirmed case at a distance of > meters for 15 minutes or longer at a distance of ≤ 2 meters for less than 15 minutes.

6.1 What to do if some is positive or in contact with a positive COVID case?

- Employees, students, and external lecturers have to inform covid19@modul.ac.at if they are positive, K1 and K2. They also need to present the separation or traffic restriction notice by the health authority (for positive and K1: "Absonderungsbescheid", for K2: "Verkehrsbeschränkungsbescheid") to HR (employees and external lecturers) or ACO (students) asap.

- If someone is K1, the following rules apply: Quarantine for 5 days, then if negative PCR test, allowed back on campus but has to wear a mask for 5 additional days and keep at least 2-meter distance from other people.

- If someone is K2, the following rules apply: Mask for 5 days and at least 2-meter distance from other people, then if negative PCR test, mask can be removed.

- PCR tests have to be taken as soon as officially possible

- Employees and external lecturers that have been positive or K1 have to submit a negative test result to HR before returning to campus. Employees that have been K2 have to submit a negative test result to HR before taking their masks off when on campus.

- Students that have been positive or K1 have to submit a negative test result to ACO before returning to campus. Students that have been K2 have to submit a negative test result to ACO before taking their masks off when on campus.

- Employees, external lecturers, and students who are K1 or K2 as defined by the University (ACO or HR), but have not received a separation or traffic restriction notice by the responsible health authority, are required to follow the same rules as above.

7 Matrix for contact person evaluation

The evaluation of the contact person category is carried out with the following matrix and is essential for the evaluation of a contact person with high-risk exposure (K1) or a contact person with low-risk exposure (K2).
The risk of infection can be evaluated through the matrix and the respective contact persons can be categorized. This requires a fast risk assessment in the respective situation.

Matrix for contact person evaluation

Difficulty Level	Probability			
	< 5 minutes	< 10 minutes	≤ 15 minutes	< 15 minutes
Further than 3m				
More than 2m				
≤ 2m				
Closer than 2m				

8 Risk assessment for the given situation

The following table serves as a general risk assessment for the COVID-19 officer or for third parties in order to be able to quickly assess the respective situation and take appropriate measures. Risk management and the resulting risk assessment are essential in order to counteract to the corresponding risk of infection in time.

Risk Assessment Matrix

Difficulty Level	Probability			
	low	likely	more likely	highest probability
negligible				
low				
high				
catastrophic				

9 What to do if you notice a suspected or positive case?

Coronavirus / COVID -19 Checklist for universities and research institutions

1 Immediately inform the university management
If your test result is positive, please immediately inform covid19@modul.ac.at and fill out the MS form, which we will send to you.

2 Leave the campus
When your positive self-test result was applied at the University, please immediately leave the campus, avoid any contacts and go into quarantine.

3 Further steps by the health authorities
Call the health hotline 1450, you will then receive further instructions.

4 Documentation & information
The university will document and inform which people have been in contact with the positive case.

5 Return to MU with a negative COVID-19 test
A return to campus is only possible if your quarantine time is officially over and if you provide us with a negative COVID-19 test result, which is certificated by a authorized authority.

10 Documentation of potential infection / suspected case

If there is an immediate danger of infection and a person has not followed the prescribed measures despite repeated requests or even willfully, they must be expelled from campus until further notice. Documentation for the authorities will then be initiated. In addition, suspected cases of category K1 are documented and, if necessary, communicated to the authorities.

Documentation of a potential infection

Steps	Responsible Person	Communicate to	Comment
1. Avoiding preparation			
2. Crisis situation description			
3. After the crisis situation description & details of the contact person			

Emergency contact and COVID-19 Checklist

The two signs below (Emergency Contacts & Coronavirus Checklist) are visible in every event classroom, in the lobby , as well as in every office, in order to be able to call up necessary steps immediately at any time, to be able to act accordingly and to select the right emergency contact.

In the appendix you will find a further list of all internal and external emergency contacts.

Corona – traffic light system

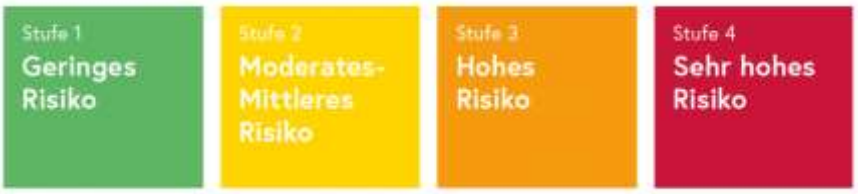
The Corona traffic light system shows the respective risk assessment in Austria. This relates both to the general spread risk, which represents the threat to public health from COVID-19, and the systemic risk, which represents the risk of overloading the health care system with COVID-19 patients. The starting point is a four-part traffic light system for risk assessment at regional, local and national level.

1. Low risk *(green):* Corresponds to normal operation in compliance with general behavioral prevention rules (minimum distance and general hygiene rules).

2. Moderate-medium risk *(yellow):* Greater attention is required. Mouth and nose protection must be worn in sensitive public areas and also in certain indoor areas.

3. High risk *(orange):* Increased safety precautions are taken. This includes minimizing the number of participants, mandatory mouth and nose protection and some other safety measures.

4. Very high risk *(red):* Corresponds to a lockdown.



An up-to-date overview of the situation of the respective corona traffic light phases can be retrieved from the official website at any time: https://corona-ampel.gv.at

10.1 Current Actions

Due to the development of the pandemic, the Austrian federal government has taken state-wide measures. If these regulations change, the prevention concept of the Modul University Vienna will also be adjusted. These can also be called up in addition to the Corona Measures Act at: https://corona-ampel.gv.at/aktuelle-massnahmen/

11 Decision matrix for university operations.

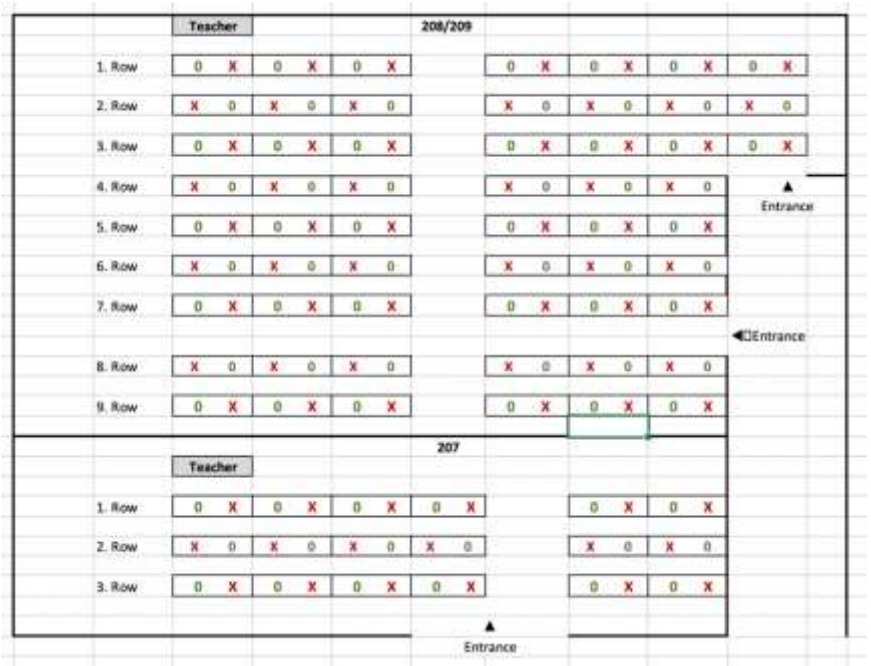
The evaluation of the university´s operations is based, among other things, on the Corona traffic light from the Ministry of Health, which defines the framework conditions for the procedures of companies in Austria. The Modul University Vienna uses these as a guideline and is based on the regulations implemented by the Austrian federal government in order to structure its operation accordingly to the adapted situation. Therefore, the decision matrix of the University Board is used for the further handling of all courses.

12 Adaption of the seating arrangement

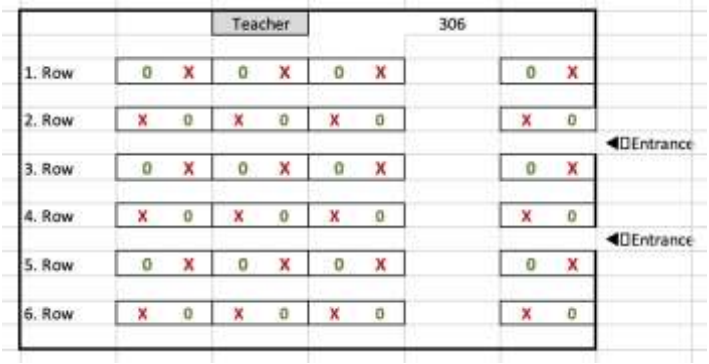
The seating in the classrooms can be adapted to the applicable distance regulations, in which only every second seat will be occupied. The new implemented room concept reduces the total occupancy of each class room by exactly 50%, and thus also drastically minimizes the aerosol exposure. In the plans below, every second seat is marked with a red „**X**“, which is also marked with a red X directly on the table in all lecture halls. The green circle „**0**“symbolizes a possible seat. This distancing concept ensures a 1 meter space to the person sitting next to you.

room 207 and 208 / 209

General operation	Presence operation	Dual operation	Hybrid operation	Distance operation
Use of the building	Compliance with general COVID-19 prevention measures. A comprehensive concept for the use of the building for all operating models is available. The general access regulations and the current house rules apply.	Compliance with general COVID-19 prevention measures. Graduated access concepts are worked out and implemented as required. First security measures come into force.	Compliance with general COVID-19 prevention measures. Access management will be applied. Meetings with external people are reduced to a minimum. Usage and hygiene concepts are available for general areas (stay *in social rooms as well as in lecture halls, etc.*)	Compliance with general COVID-19 prevention measures. Strict access rules apply to the entire campus. An overview must be kept of all those present. Students are forbidden to enter the campus.
offices	Office operation work in the usual way (under consideration of the applicable occupational health and safety regulations)	Office operation work in the usual way (under consideration of the applicable occupational health and safety regulations) First protective devices	Limited office operations are possible. Further protective devices	Strict access rules apply to the entire campus. Only those key workers with the appropriate authorization are allowed to enter the campus.

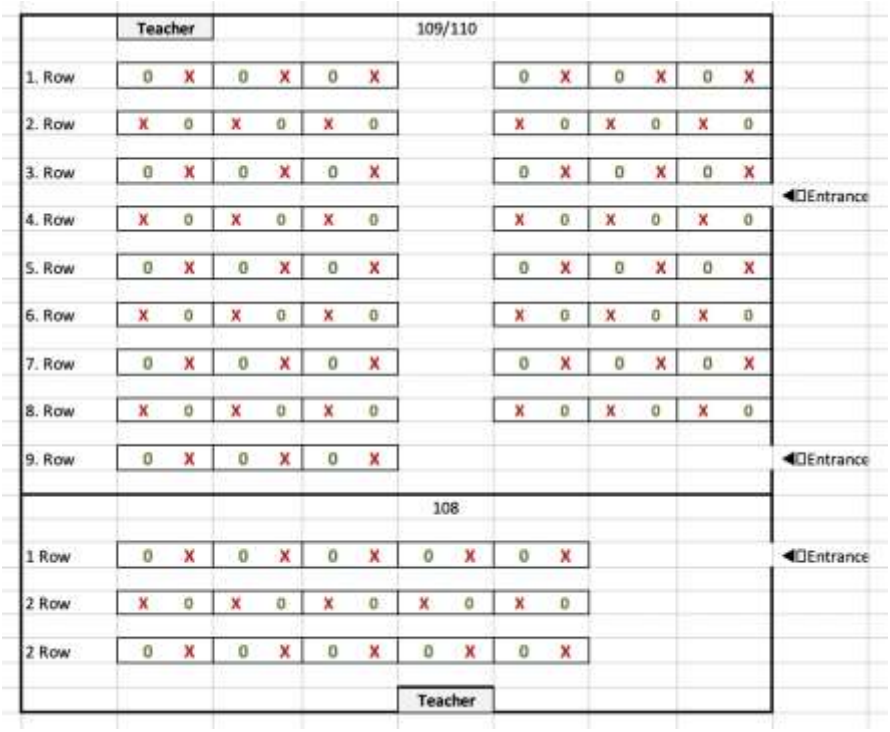


room 306



room 206

room 108, 109/110



13 Instruction & Information

Regular updates of the applicable security measures are communicated by the crisis team and the COVID-19 officer, which means that in accordance with Section §14 of the Employee Protection Act is complied with, employees are informed on a regular basis upon requirement.

Every employee is familiar with the following points of the prevention concept:

- Recognizing specific COVID-19 symptoms
- The currently applicable safety measures at the MU campus (Safety guidelines)
- Emergency contacts
- What to do in case of a COVID-19 infection and/or a suspected case

14 Other

The entire COVID-19 prevention concept is only a recommendation for action in this crisis but cannot completely prevent the spread of the infection. Therefore, there are no liability claims caused by the provision of incorrect or incomplete information.

The COVID-19 officer is always informed about legal changes and will inform the crisis team as necessary.

For events, the COVID-19 agent will adapt the security concept as required.

15 Appendix- List of Emergency Contacts & COVID-19 Agent

15.1 Internal Contacts / University COVID-19 Management

Name	Position	E-Mail	Telephone number
COVID-19	Contact address	covid19@modul.ac.at	
Michael Straube	Head of Event & Facility Management; COVID-19 agent	michael.straube@modul.ac.at	T: +43 (1) 320 35 55 110 M: 0043 664 8463 941
SSAC	Student Services and Admissions	ssac@modul.ac.at	T: +43 (1) 3203555 203
Reception	Reception	office@modul.ac.at	T: +43 (1) 3203555
Crisis Management			
Suresh Sivagnanam	Owner & Director	suresh@modul.ac.at	
Karl Wöber	President	karl.woeber@modul.ac.at	T: +43 (1) 3203555 300
Sabine Sedlacek	Vice president	sabine.sedlacek@modul.ac.at	T: +43 (1) 3203555 601
Michael Straube	Head of Event & Facility Management. COVID-19 officer	michael.straube@modul.ac.at	T: +43 (1) 320 35 55 110 M: 0043 664 8463 941

15.2 External Contacts

Name	Telephone	Available	Adress	Comment
Austria				
Fire Department	122	24 hours		
Police	133	24 hours		
Ambulance	144	24 hours		
Emergency Medical Service	141	Weekday: 7pm to 7am Saturday, Sunday and Holiday: 24 hours		
Health Service hotline	1450	24 hours		
Euro-Emergency hotline	112	24 hours		

15.3 COVID-19 officer

WWW.WRK.AT/VERANSTALTUNGSSICHERHEIT

WIENER ROTES KREUZ
COMPETENCE CENTER
EVENT SAFETY MANAGEMENT

TEILNAHMEBESTÄTIGUNG

Hiermit bestätigen wir, dass

Michael Straube

erfolgreich am Online-Kurs

COVID-19 Beauftragte/r

teilgenommen hat.

Wien, am 10. November 2020

Georg Geczek, MBA
Leiter Competence Center Event Safety Management

WRK Handel und Dienstleistungen des Wiener Roten Kreuzes GmbH, Nottendorfer Gasse 21, 1030 Wien, Betriebsort: Karl-Schäfer-Straße 8, 1210 Wien,
Telefon: + 43 (0)1 79 580-3707, Fax: + 43 (0)1 79 580-9704, E-Mail: georg.geczek@wrk.at, Internet: www.wrk.at/veranstaltungssicherheit,
FN134138m, UID-Nr.: ATU 29121400

Nachdruck verboten

x4bkFpYOjL