

Vienna Campus Covid-19 Protocol

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The Vienna Campus protocol is updated as and when new regulations come into place. We at the same time do recommend following the COVID-19 crisis communication via the updates from Covidinfo as these might overwrite the protocol's content in a very short notice.

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Please note that at all times, strict hygiene protocols and social distancing must be observed on all CEU premises.

Our duty of care to all our community is absolute. By continuing to encourage remote work for our employees (subject to role and supervisor approval), we continue to keep this community safe by providing guidelines and hygiene protocols across the campus and dorms for those students, faculty and staff who DO need to be onsite. Permitted onsite: Students, Faculty, Staff.

External visitors must be pre-registered, a visitor card for entry is required.

1. Austrian risk management - colour code system

Current CEU protocol follows the recommendations of the Austrian Ministry of Education (as formulated in the “Hygiene handbook for Covid-19, Part 2: Recommendations of the BMBWF for protection against Covid-19 infection in universities and higher education institutions,” published in 2020, in Vienna). Please note, universities are autonomous and may apply stricter rules than the Austrian government recommends, if needed for the safety of faculty students and staff. For your reference, please see below the four phases of pandemic response, currently in use in Austria:



Phase 1 (green): low risk, normal mode of operations, general Covid-19 awareness, alertness, and news monitoring in place. Classes are held onsite; standard services are available. No entry restrictions to externals.

Phase 2 (amber/yellow): moderate/medium risk, heightened state of alert, general Covid-19 regulations in place, face masks are required for specified areas. Teaching is characterized by a hybrid operation, with on-site as well as online learning. External guests are allowed, if registered and guided by a CEU representative /employee.

Phase 3 (orange): high risk, strict safety regulations, group sizes reduced to a minimum, face masks required for all areas. Teaching is characterized by a hybrid mode, with fewer operations on-site and most teaching offered online. External guests are not allowed.

Phase 4 (red): very high risk, last in use during Spring 2020. Access to campus only if unavoidable. Face masks are required everywhere. Teaching is characterized by distance operations, all classes move online, only critical infrastructure and services are available.

Please be aware that **phases may be upgraded/downgraded at very short notice**. PLT monitors Austrian communication and will relay any changes as swiftly as possible.

2. Before accessing CEU premises

The following chapters refer to phases 2 and 3 of the Austrian pandemic risk management methodology (see above).

To provide desired teaching and learning experience, the university encourages the on-site teaching asking all members of the community to observe the general health protection measures in place. Needless to say, we are committed to your health and to the health of the entire CEU community, thus allowing remote work, should any member of the faculty and staff feel endangered or unsecure while on campus. Permitted onsite: Students, Faculty, Staff (home office encouraged, subject to role and supervisor approval), registered visitors and providers.

Please note the following entry rules to the campus

- CEU Students, Faculty (including visiting), Staff, Affiliates and Alumni with a valid CEU ID card can access the university via the security gates at Quellenstrasse 51 main entrance
- Visitors of faculty and staff can access the campus only if registered and guided by a CEU employee. (colour code green and yellow)
- Visitors without appointment and Library External Members may not enter campus buildings until further notice.

Please check the latest entry rules [here](#).

3. Entering the premises

Anyone entering the campus is expected to adhere to all preventative measures detailed in this protocol and displayed on posters placed in prominent locations around the building.

Campus security personnel are authorized to check compliance and can remove anyone who is found not adhering to the safety regulations.

To minimize interpersonal contact, departments and administrative units that maintain open hours for students or employees are advised to request advance appointment for in-person visits. If possible, turn to online/phone consultations.

Non- registered externals (walk-ins) are not allowed to enter beyond the security gates, nor to use the toilets in the building.

4. Campus Hygiene

- FFP2 mask is mandatory for admittance to CEU premises.
- Use the hand sanitizers on site and to wash your hands regularly—following the posted guidelines—in the washrooms.
- When touching commonly used surfaces, e.g.: kitchen, elevator, doorknobs, we expect that you wash your hands frequently, avoid touching your own face, cough/sneeze in your shoulders or elbows (not in hands).
- Certain common office equipment is removed to reduce contact: e.g., cutlery, sponges for washing up – read more on this in a later section on “Kitchen”. Please bring such items with you if you need them and do not leave them in shared spaces
- Traffic in the entrance hall and in the stairways is clearly marked by direction (using markings and arrows on the floor. Stand-alone and wall disinfection dispensers are mounted in areas before you pass through the security gates. Equipment for temperature check is available at the Front Desk upon request for temperate measurement on the spot.
- Please note that anyone coming to campus is expected to provide their own masks and will be provided with spare ones only as an exceptional measure in case they forget to bring one

5. Common areas

- All must wear a FFP2 mask when using common areas at CEU. Common areas include the Library, lobbies, washrooms, hallways, staircases, meeting rooms, kitchens, catering areas, elevators, wardrobe lockers. Common areas will be disinfected regularly.
- Social distancing: at all times, there is no legal requirement in the moment but we suggest maintaining at least a 1 meter distance from others while on campus.
- Avoid spontaneous, gatherings of people in the same room or in the common areas.
- Please follow the guidelines on the posters and pictograms, keep distance and walk sideways, averting your face when passing each other (to minimize potential infection).
- Choose to sit diagonally if sharing a large enough table with someone on the opposite side e.g., during lunch. That way you are not speaking over each other’s food and have your faces further apart. (Read more under “Kitchen”.)

5.1 Classrooms, meeting rooms, computer labs

- Access to classrooms, meeting rooms and computer labs is permitted under strict health protection measures.
- Do not move seats around in any room.
- Wearing masks in labs, classrooms, and meeting rooms is recommended in Phase 2 risk level and mandatory at all times in Phase 3 risk level.
- In case of risk levels 1 (GREEN) and 2 (AMBER/YELLOW), the faculty can apply exception to this rule, given there is agreement among 100% of the participants in the class. So, if there is at least one person in the same room requiring the wearing of masks, all should wear the mask during that class. In case of risk level 3 (ORANGE) no exception possible.
- Please, do not pull seats closer to each other. To minimize transmission, avoid sharing pens and other objects. Should you need to touch with your bare hands any object not belonging

to you, remember to sanitize your hands as soon as possible (using the installed hand sanitizers, and practically, also carry a hand sanitizer with you wherever you go).

- No self-service or prepared individual catering (coffee, tea, cookies etc) is allowed in meetings unless they originate from professional food providers with a covid protocol following offer.
- Please cross check the planning of any event with the ESM Team (esm@ceu.edu.) (See section Events below).
- Where videoconferencing or teleconferencing is not possible, hold meetings in bigger spaces with windows, ensuring that all attendees always maintain a distance of 1 meter and wear face masks.
- We advise against using computer labs. Where there is no other alternative, access is allowed. Workstations are placed at least 1 meter apart from each other. Wearing mask is highly recommended when using the labs (even if you are the only person in the room at that time). You must wash your hands before and after using the computers. Surface disinfectant is placed in the computer labs. Before accessing your computer, please use it. Keep your workstation tidy, with all areas left completely empty when you have finished using the space so that surfaces can be cleaned properly. Clean the devices that you have personally used with the provided sanitizer.
- Allow the air to change by opening the doors/windows of offices, classrooms or labs as often as possible.
- Please check CEU [covid plan](#) for onsite events at Vienna Campus

5.2 Offices

- Home office encouraged, subject to role and supervisor approval
- Shared office: same rules apply as for meeting rooms. Wear a mask, use your own pen and office supplies, and workstations should be placed 1 meter apart where feasible. Work should be scheduled in a way that allows the minimum number of people to be present in an office at the same time.
- **Do not use other employees' phones, desks, offices, office supplies,** or any other work tool/equipment. Open the windows and/or doors regularly (at least for 5 minutes every hour). Keep your workstation tidy, with all areas left as empty as possible so that surfaces can be cleaned properly. If you have the means, please also clean the devices and other objects that you have personally used. Bring your own disinfecting wipes.
- Offices are cleaned at least once a day.

5.3 CEU Library and Media Hub

For entry rules and opening hours, please visit [this site](#).

5.4 Kitchens

Please bring with you and use your own plates and utensils. After use, either you wash your utensils immediately, or place them into the dishwashers. Cleaning personnel operates the dishwashers. You can pick up your utensils after the washing cycle ends. Please touch only your own utensils. **Maintain the min. social distancing while in the kitchen at any time.**

5.5 Catering areas and coffee shop

The health protection measures apply both in the ground floor coffee shop, in front of the vending machines, and during any organized event irrespective of whether catering is provided or not. Service is available with limited operations and strict health protocols.

Keep distance when standing in line. Takeaway service is recommended. If this is not feasible, maintain distance and avoid eating in groups. It is suggested to spend the shortest possible time in the catering areas. Please follow guidelines displayed. Opening hours of the Coffee Shop: weekdays 8:30AM–4:00PM (subject to change – check [here](#) the latest info on the opening hours).

5.6. Events

In order to meet the current covid measures, please contact: esm@ceu.edu.

- On-site events must be registered and approved by the Event and Space Management team (ESM), and if necessary, by the Emergency Response Team (ESM to make this call) to ensure all covid related requirements are met during the event. First point of contact: Events and Space Management – esm@ceu.edu

- You must submit to esm@ceu.edu a detailed concept of your planned event at least 2 weeks before the event is due to take place to allow a cross-checking with regulations in place—Please include: estimated number of participants (external or internal audience), responsible contact person, planned location of the event, draft agenda if available, proposed safety measures, any information you may find relevant.

As of September 15th, events with over 25 participants must have a Covid-plan as detailed below. Events with fewer than 25 participants are currently exempt from this obligation.

Detailed COVID plan for CEU events at the Vienna campus is available [here](#)

5.7 Elevators

We advise you to use the stairs if possible. Maximum 2 people are allowed per elevator ride. Inside the elevator strictly follow the social distancing requirement. Use your elbow to push the buttons, or wear gloves.

5.8 Garage

The garage has places allocated for CEU PU usage. Please maintain the same measures as required for common areas while in the underground garage or in the elevators. For short-term parking, please make your reservation before visiting the campus via our booking application. More information [here](#)

5.9 Other Services available on site:

- On-site maintenance for basic operations is available between 8am – 4pm.
- Classroom support is available as usual
- Other IT support continues to be available remotely, further info [here](#)

- Cash desk is closed - more information [here](#)
- Reception services QS: every day 7am to 11 pm.

5.10. Miscellaneous: Pictograms for AUT (already in place, German versions translated)

Federal Ministry
Republic of Austria
Education, Science
and Research

In front of and in the entrance hall of universities or higher education institutions

- Controlled access -> Not everybody at once
- Keep a safe distance (at least one meter)
- Before entering, wash or disinfect your hands



Federal Ministry
Republic of Austria
Education, Science
and Research

Inside the buildings of universities and higher education institutions

- Wash your hand several times a day
- Cover your mouth and nose with a tissue or with your elbow when you cough or sneeze
- Keep a safe distance! (at least one meter)
- Observe respiratory hygiene



In lecture halls, seminar rooms & other meeting rooms

- Keep a safe distance (at least one meter)
- Cover your mouth and nose with a tissue or with your elbow when you cough or sneeze
- Student consultation hours by telephone or online
- Reduced numbers of conferences and meetings



In the halls of universities and higher education institutions

- Wash your hands before entering the building
- Air regularly (at least one time per hour for five minutes)
- Cover your mouth and nose with a tissue or with your elbow when you cough or sneeze
- If possible, keep a fixed seating arrangement
- Keep a safe distance (at least one meter)



6. Covid related regulations

6.1 Definitions

Please see Appendix 3 for definitions and special Austrian COVID Terminology

6.2 If symptoms observed

Should you observe any of the following: any form of acute respiratory infection (with or without fever) with at least one of the following symptoms for which there is no other plausible cause: cough, sore throat, shortness of breath, respiratory catarrh, sudden loss of taste/smell or muscle pain:

- Please do not enter the campus, stay at home in self-isolation
- Call 1450 and respond to their questions – they are trained to determine whether you are suspect or not. If they consider so, they will organize for free of charge testing for you. Please follow their instructions.
- Please inform covidinfo@ceu.edu that you contacted 1450 and keep us updated about your situation
- Should the symptoms be severe, or your status deteriorate, please call directly 144 for an ambulance
- If you need medical advice for any other reason during nights or weekends, call 141 (Notarzt – Emergency MD)

6.3 If no symptoms

Should you have no symptoms, or you are only interested about general or specific COVID-19 information, or you would like to consult with a specialist, please call **1450** or **0800555671**. Both lines are maintained by professional personnel instructed to respond to your queries.

NOTE: 1450 is directly accessible when calling from Austria. If calling from outside Austria, please dial +43 1 1450.

When calling this number, there is a 2-minute German text on an automated answering machine (talking about testing and results procedures). This is followed by some music, followed by another German text telling the caller to press #1 (EINS) for Covid-related cases, or #2 (ZWEI) for flu-related cases. #1 needs to be pressed to be put through to an operator.

6.4 In case of contact

If you find out that **you were in proximity of somebody tested COVID-19 positive** in the last 48 – 96 hours before the close contact first symptoms observed (regardless of whether you experience symptoms or not):

- Please do not enter the campus, stay home in self-isolation
- Call 1450 and respond to their questions and follow their instructions
- If you are identified by 1450 as a K1 or K2 contact: please start immediately your self-quarantine as instructed and inform covidinfo@ceu.edu that you called 1450 and details of your current status
- If confirmed as K1 or K2 and you are a Vienna resident, please inform the local district health authority relevant to your Vienna home address about your status. You can find contact details for your district health authority [here](#).

In case 1450 organized a test for you, please apply self-isolation until the results of your test are available.

Please note that anybody from an on-site class/event is tested positive at CEU, the whole group should be informed immediately by Covidinfo to make sure that we keep our community safe.

6.5 Should you be tested positive

- Either by a test organized by 1450 or by any of your self-initiated official tests):
- Please do not enter the campus, stay at home and start your self-quarantine of 14 days
- Call 1450 and inform them about the result of your test. Please follow their instructions and respond to their questions.
- Please inform covidinfo@ceu.edu about your status and share the names of all colleagues, fellow students, faculty members or family members in your proximity for two days before your symptoms started. Note, this is not official contact identification, only a courtesy for the other members of our community, so they can observe responsible actions in the following days
- **Please inform your supervisor/head of department and covidinfo@ceu.edu about your status and share the names of all colleagues, fellow students, faculty members or family members in your proximity for two-four days before your symptoms started.** Note, this is not official contact identification, only a courtesy for the other members of our community, so they can observe responsible actions in the following days

6.6. Return after self-isolation and self-quarantine

- The individual is free to come back to the community should the 14 days of self-isolation or self-quarantine end. Should symptoms be observed within 48 hours before the 14 days end, the self-isolation or self-quarantine period is prolonged until there are no more symptoms in the last 48 hours before being allowed to rejoin the campus.
- There is no requirement to provide a negative test in case somebody returns after being a confirmed positive COVID-19 case.
- If a vaccinated K2 contact has a negative PCR test on the 5th days and has no symptoms in the last 2 days, his/her quarantine ends earlier in case of.

6.7. Financing of COVID-19 PCR

- There are several free testing points in Vienna We encourage all CEU community members to use these opportunities regularly on [this site](#)
- Tests required by the Austrian COVID-19 authority due to medical necessity are covered for everybody: for PCR Tests on testing lanes you do not need to have insurance or E-card – in pharmacies you must bring your e-card.

CEU Pandemic Response Leadership

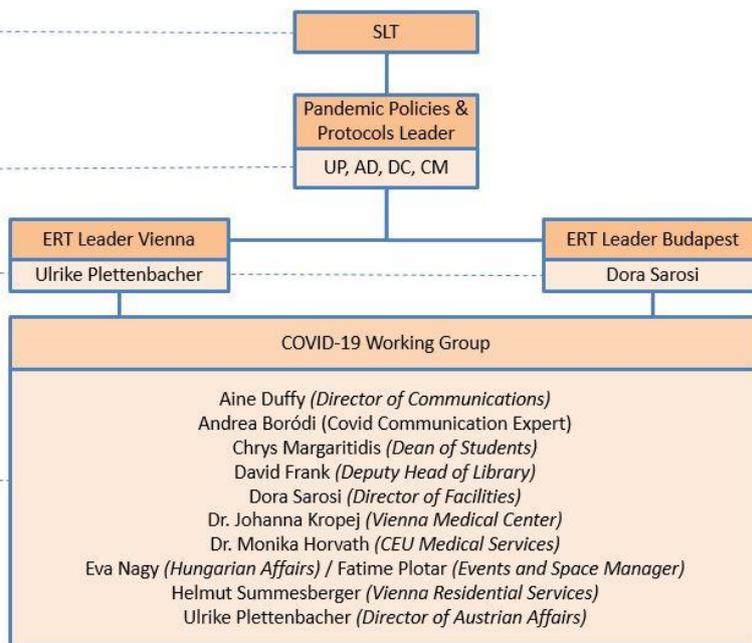
Primary responsibilities in COVID-19

Approves ERT proposals, releases key crisis communications, gives guidance to Ulrike, Aine, Dora and Chrys

Leads Working Group sessions to plan for continuity, develop campus protocols, pandemic related policies

Monitors COVID-19 trends and country regulations, leads operative response to COVID-19 alerts and emergencies with Working Group members in ERT*

Receives COVID-19 alerts, queries and concerns from students, faculty, and staff on covidinfo@ceu.edu, organizes and monitors the quarantine of students in need, keeps current on medical advice and drafts updates to CEU community on the latest pandemic development and guidance (also publishing these on COVID-19 CEU web site), assesses the risks and develops mitigating ERT actions, communicates ERT response, or develops proposal for SLT to approve, develops protocols, policies



* ERT leaders invite to ERT sessions those members of the Working Group who are required for the specific emergency, e.g., typically medical and communication experts, alongside selected local leaders from the given campus/residence home e.g., student services or library



Meeting regularly, the PLT acts as a prevention and control committee (as recommended by the Ministry of Education), recommending decisions, policy changes and measures to the Senior Leadership Team (SLT). Following SLT’s decision/approval, measures are implemented by the appropriate unit(s). Implementation is monitored and reported back to SLT by the PLT.

One of the major outputs of the PLT are the COVID-19 Campus Protocols—issued separately for each campus (including student housing in given city)—that serve as the operating plan for prevention and control.

Annex 2. Responsibilities – Preventing, controlling and providing the necessary materials

The prevention of Covid-19 across CEU units (KEE, CEU PU, OktSzolg) is managed by the Pandemic Leadership Team (PLT), joint team comprising representatives from the Hungarian and Austrian CEU entities.

Main roles and responsibilities:

| Role/Responsibility | Responsible |
|---|---|
| Approves protocols, policies and proposals from Emergency Response Teams (ERT). Releases key communication | Senior Leadership Team (SLT) |
| Develop COVID-19 protocols and policies, plan for continuity | Pandemic Policies and Protocols Lead (PPP Lead) |
| Provides regular status updates to SLT | Pandemic Policies and Protocols Lead (PPP Lead) |
| Monitor Hungarian and Austrian COVID-19 trends and country regulations | ERT Leads |
| Leads local operative responses to COVID-19 alerts and emergencies | ERT Leads |
| Ensures all COVID-19 alerts, queries and concerns are received and acted upon. Manages covidinfo@ceu.edu. Assesses the risks and develops mitigating actions | Pandemic Working Group (PWG) |
| Organizes and monitors the quarantine of students. Provides support for faculty and staff in quarantine | Pandemic Working Group (PWG) |
| Drafts updates to CEU community on pandemic developments | Pandemic Working Group (PWG) |
| Publishes updates and medical advices to the whole community | Communication |
| Defines and implements required hygiene measures within the Library | Library |
| Plans, designs and implements preventive actions, e.g. signage, marks on entrance and staircases, installation of disinfection equipment, insures visibility and access to communication, etc. | Facilities |
| Medical advisory to PLT | Dr. Monika Horvath (Budapest) |

Annex 3 – Definitions of Covid 19

- **Persons in proximity** = persons with whom you had direct physical contact, persons living in the same household with you, e.g.: family members, roommate, persons you are sharing the same office or anybody with whom you spent at least 15 minutes and within 2 meters from each other, regardless whether any of you wore a mask, or not.
- **K-persons classified as K1, K2. risk levels of the individuals**, meaning first contact or second contact with a positive tested person. These risk levels are identified by the Austrian authorities (and not by self-estimation or CEU), based on your information you share with 1450. Until that identification, everyone who is a K person needs to self-isolate until the Authorities analysed the individual case.
- **Vaccinated contact persons** can be classified as contact persons category K2. This risk levels are also identified by the Austrian authorities
- K-persons are individuals who have had cumulative face-to-face contact for 15 minutes or longer at a distance ≤ 2 meters. Had face-to-face contact with a confirmed case (esp. Household contacts). Individuals* who were in the same room (e.g., classroom, meeting room, Rooms of a health care facility) with a confirmed case at a distance of ≤ 2 meters for 15 minutes or longer
- **Self-isolation** = individual stays home, avoids any contact with colleagues, fellow students, or roommates, family members. The individual is allowed to leave his/her home, for short periods, e.g.: a health walk or urgent shopping, strictly following all health protocols (wearing masks all the time, social distancing, etc.)
- **Self-quarantine** = Individual stays home, no contacts with anybody, except strictly necessary. No leave of home or apartment. Food to be provided via home delivery or rooms service. Please let covidinfo@ceu.edu know if you need any support.
- **Duration of self-isolation** = 14 days from the last contact with a confirmed COVID-19 positive person or 14 days from the day of performing the COVID-19 test. Should the symptoms persist, the duration of self-isolation, self-quarantine is prolonged to ensure the return of the individual is possible until min. 48 hours without any symptoms. Self-isolation can end earlier after a person called 1450 and received other instructions.
- **Duration of self-quarantine** = 14 days from the last contact with a confirmed COVID-19 positive person or 14 days from the day of performing the COVID-19 test. Should the symptoms persist, the duration of self-quarantine is prolonged to ensure the return of the individual is possible if the last 48 hours are without any symptoms. Duration of self-quarantine cannot be shortened, even if tests performed during this period show negative results.