

# Our house rules

The University Preparation Programme is a community, in which everybody would like to feel comfortable.

During the COVID-19 pandemic VWU is obligated to enable its students and staff to study and work in a safe and successful way by providing suitable hygiene and security guidelines. Therefore we need certain rules – please abide by them. Thank you!

## Access



On days when classes are held the building is open from 8 am until 6 pm from Monday to Friday.

External people may only be in the building with permission of VWU.

## Hygiene COVID-19

- In order to access the premises of VWU, the provisions of the 3G rule of Vienna must be observed (vaccinated, tested, recovered). Your evidence in accordance with the 3G rule will be checked upon entering VWU. Without valid evidence you are not allowed to enter VWU.
- If you feel ill (experiencing symptoms, which may suggest a COVID-19 infection<sup>1</sup>), please stay at home. If you are not sure, please stay at home as well.
- If you are a possible COVID-19 case according to the rules provided by the Federal Ministry of Health (see the link in the footnote), you may not enter the building. Thus, if for example one of your room- or housemates (or co-workers) was tested positive for COVID-19 or you had contact with a person, who was tested positive for COVID-19 and are not sure whether you may be infected as well, do not enter the building and inform us via email ([vwu@vwu.at](mailto:vwu@vwu.at)).
- If you have fever, you may not enter the building.
- If you were tested positive for COVID-19 or have a "Absonderungsbescheid" (notice of separation) issued by the health authorities, please inform us via email ([vwu@vwu.at](mailto:vwu@vwu.at)).
- All Students have to wear a FFP2 mask covering their mouth and nose in all corridors and staircases and during class (except during speeches).
- Disinfect your hands or wash them for at least 30 seconds upon entering the building. Wash your hands several times a day.
- Outside of your classroom, keep a distance of at least 1.5 meters to other people. In the classroom, keep as much distance to other people as possible.
- Do not gather in groups in the corridors or staircases during breaks, as well as before and after class.
- Our staff is asked to air classrooms and corridors regularly (also in winter at low outside temperatures). Thus, please dress accordingly, for example in a coat or jacket for class.
- Enter the restrooms separately. If the restroom is occupied, please wait in front of it, keeping the necessary distance to other people.

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<sup>1</sup> The Federal Ministry for Social Affairs, Health, Care and Consumer Protection announces the symptoms of a possible COVID-19 disease and the definition of a suspected COVID-19 case: Every form of an acute respiratory infection (with or without fever) with at least one of the following symptoms for which there is no other plausible cause: a cough, sore throat, shortness of breath, catarrh in the upper respiratory tract, sudden loss of the sense of taste/smell.

<https://www.sozialministerium.at/en/>

## Cleanliness



and keeping things in good condition are very important when it comes to things we all use. Therefore please note:

- smoking is prohibited in the entire building and on all terraces. Please only smoke in front of the house next to staircase 3 (access on the 1<sup>st</sup> floor).
- garbage is not to be left, but separated for recycling purposes and disposed of in the proper containers.
- everything has to be kept clean – also the walls!
- spitting is not allowed – neither in the building, nor on or from the terraces.
- it is prohibited to break things on purpose.

## Quietude



and consideration distinguish our VWU-community. Therefore we ask you:

- not to do anything that could disturb peace and order in the building (e.g. shouting, loud music, ...).
- not to do video or audio recording within the building.
- to take pictures or record videos in class only if the teacher agrees to it.
- to respect the prohibition of all activities with no relation to classes within the building.
- safe energy and water.

## Together



we watch out for possible dangers, such as fires, accidents or theft. We ask you:

- not to remove or damage security information or equipment (e.g. signs indicating escape routes, fire extinguishers, ...).
- to report damages to teachers or the office staff.
- to watch valuables – VWU assumes no liability.
- not to drink alcohol, use drugs or bring along animals or weapons.

## You



need permission of the head of VWU if you:

- hang up posters or other information.  
Important: each notice has to bear your name.
- sell things for commercial purposes.
- collect money.

## Consequences upon violating the house rules

- If you violate the house rules listed above intentionally, repeatedly or in a serious way, you may face an immediately effective or even permanent house ban or expulsion.
- You have to comply with all orders given by the VWU staff. Please obey all reminders and directives immediately.
- You are obligated to report who you are, if you are asked to do so by VWU staff within the building as well as to provide identification.