

Recommendations for making sanitary facilities more inclusive: Establishment of WCs for all

These recommendations are intended to help make the sanitary facilities at the University of Göttingen more inclusive. The Office of Equal Opportunity and Diversity would like to support you in installing WCs for all in your institution's buildings in a simple and cost-efficient way. By re-signposting some of the existing toilets as WCs for all, making them accessible to all and thereby open them up to all users, you can counteract the discrimination of certain groups and make them accessible to all groups. This provides safe access to WCs for all members, staff and guests of the university. and guests of the university safe access to toilets (see Information on Gender Diversity: Why diversity: [Why toilets for everyone at the University of Göttingen?](#))

Note:

In **new buildings and renovations**, the needs of different users should already be taken into account when planning the toilet facilities. In order to be able to easily implement *WCs for all*, toilets for individual use are recommended in addition to large toilet facilities. Sufficient barrier-free toilets should also be planned.

1.Planning

1.1 Selection

- Get an overview of the toilets in the building and their use. If there is a high level of use (so-called overuse), It is advisable to convert one of the less frequented toilets (facilities) into a *WC for all*.
- Check whether there are toilets in the building that are designed for single use. These are particularly suitable for re-designation, as usually a new signage is sufficient (corresponding to the toilets in trains and airplanes)
- Existing barrier-free WCs are not suitable for conversion into a "WC for all". Barrier-free toilets have specific features and are subject to higher hygiene. The use of these WCs should be reserved for people who need them (e.g. in the case of some chronic illnesses, WC use is very spontaneously necessary). Increased use also increases the risk of infection: this is contrary to compliance with the duty of care towards people with disabilities. For emergencies, barrier-free WCs must also be able to be opened from the outside with a Euro WC key. If, after detailed examination, the installation of a "WC for all" is only possible by rededicating a barrier-free WC, please contact the contact persons listed below or the please contact the contact persons listed below or the Representation for disabled people.

1.2 Determining the number

- In order to provide safe access to WCs for all members, relatives and guests of the University, it is recommended that at least one toilet per building be reallocated.
- In larger buildings, it should be checked whether one toilet per floor or one toilet on each of the even or odd-numbered floors can be reallocated by means of new signage.

1.3 Involve the Building Officers or the Estates and Facilities Management Department

- Contact the building officers of your institution if such a position exists/is filled.
- Whether a planned rezoning complies with the applicable regulations and, if necessary, whether structural measures are to be implemented, must in any case be examined by the Building Estates and Facilities Management as the responsible specialist department and determined.

1.4 Communication and information of users

- After the inspection by the Estates and Facilities Management department, but before implementation adequately involve those users who currently use the toilet to be reallocated. This is particularly recommended for buildings with offices and helps to avoid conflicts.
- Employees should not get the impression that "their" toilet is being taken away from them. Communicate the purpose of the rededication and the possibilities of using WCs *for all* as early as possible (see also 2.4).

2. Implementation

2.1 Redesignation process

As a rule, only new signage is required for a re-designation (variants 1 and 2). In rare cases, conversion measures may be necessary (variant 3). Any costs incurred in the redesignation process are usually borne by the facilities themselves.

Variant 1: Redesignation of single toilets through new signage

- A single toilet ("male" or "female") is redesignated as a WC for all by means of new signage.
- Costs: if necessary, costs for new Plexiglas with room number (approx. 15,- €/piece), printing costs Insert sheet with inscription (see 2.3), equipment costs if necessary.

Variant 2: Rededication of toilet facilities (several toilet stalls) through new signage

- One toilet facility (or several in the case of larger buildings) is redesignated as WCs for all by means of new signage.
- Costs: if necessary, costs for new Plexiglas with room number (approx. 15,- €/piece), printing costs for insert sheet with inscription (see 2.3), if necessary, equipment costs.

Variant 3: Rededication of individual toilets or toilet facilities (several toilets) with existing urinals.

- If neither option 1 nor option 2 can be implemented in your facility, e.g. because there is a urinal in the facilities, construction measures may be necessary.
- Costs:
 - Conversion costs (e.g. for separating urinals with privacy screens or in closed/lockable cubicles, removal of urinals).
 - If necessary, costs for new plexiglass with room number (approx. 15,- €/piece), printing costs for insert sheet with inscription (see 2.3), if necessary equipment costs.

2.2 Toilet equipment

- Each converted toilet must have waste bins and hygiene bags, for toilet facilities this applies to each individual cubicle (equipment costs if applicable).

2.3 Signage and visibility

In the majority of the toilets at the University, the signage is located on the wall next to the door (plexiglass with room number and insert sheet with inscription). Beyond this there are also toilets that have additional signage on the door.

- *Door signage:*
 - The sign (plexiglass with room number *without further door labelling*) can be ordered from the Estates and Facilities Management Department for a fee of approx. 20 €.
 - You can request the template for the labelling text (German and English) from the Estates and Facilities Management Department and print it out yourself at no extra cost. If you

want to inform users outside the room that urinals are available, there is an extended inscription text (see appendix).

Notice:

Toilets (facilities) that are accessible to all genders should not be referred to as 'gender', 'transgender', 'trans*' or 'third gender' toilets. Such terms suggest that these toilets are only open to a particular group and also have the potential to stigmatize that group. In line with usability for all, an appropriate term is needed: **WC for all**.

- *Visibility within the institution and at the University:*
 - You should point out the newly installed WC for all within your institution. If you plan to have signs in the building, this must be discussed with the Estates and Facilities Management department (including clarification of costs).
- *Visibility/ability to find the toilet:*
 - Please report the rededication to the Equal Opportunities and Diversity Office, where all toilets will be centrally recorded for all and, if possible, their integration into the site plan (www.geodata.uni-goettingen.de/lageplan) will be arranged.
Contact: daniela.marx@zvw.uni-goettingen.de

2.4 Communicative accompaniment of the rededication process

- It is recommended that the rededication process be accompanied by communication. All members and members of an institution should be informed about the purpose of the rededication and the possibilities of using the WC for everyone.
- Check which channels (e.g. notices, circulars, newsletters) can be used to announce the rededication in a timely manner.

Contacts

If you have any questions or need support, you can contact:

- **For questions on planning and communication:**
Dr. Daniela Marx, Equal Opportunities and Diversity Unit, Tel +49 (0)551 / 39-26324,
Email: daniela.marx@zvw.uni-goettingen.de
- **For specific questions on implementation, esp. testing and signposting:**
Dagmar Reese, Estates and Facilities Management Department, Tel +49 (0)551 / 39-24274,
Email: dagmar.reese@zvw.uni-goettingen.de

Appendix: Labelling text in 2 variants

Variant 1:



Variant 2, with extended inscription text:



Explanation: Meaning of the circle symbol

The **circle** stands for "all" and is also part of the Pride flag for inter* people. The symbol is simple and can be used as an icon in combination with the lettering "*WC for all*".