Hygiene Concept of University of Tübingen under Pandemic Conditions

Version 2.1 – dated August 11, 2020, passed by the President’s Office on 14 July 2020, valid from 27 July 2020

Download at https://uni-tuebingen.de/universitaet/infos-zum-coronavirus/

Updating: will take place upon amendment of the CoronaVO, occupational safety standards or other requirements
Contents

A. Introduction .......................................................................................................................... 3

B. Special personal measures .................................................................................................. 4
  1. Face covering, surgical mask ......................................................................................... 4
  2. Handwashing facilities with soap .................................................................................. 4
  3. Information and communications .................................................................................. 4

C. Special organizational measures ........................................................................................ 5
  1. Ensuring sufficiently safe distances ............................................................................... 5
  2. Admitting individuals who are not university members to university buildings .......... 6
  3. Work hours and breaks .................................................................................................... 6
  4. Equipment and tools ......................................................................................................... 6
  5. Storing and cleaning work clothing and PPE ................................................................. 6

D. Special technical measures ................................................................................................ 6
  1. Organizing the workspace .............................................................................................. 6
  2. Sanitary facilities, kitchenettes and break rooms ........................................................... 7
  3. Airing rooms ..................................................................................................................... 7
  4. Working from home .......................................................................................................... 7
  5. Business trips, excursions, conferences, gatherings and meetings ............................... 8
  6. Outdoor activities and journeys with service vehicles .................................................... 8

E. On-campus teaching formats – Rules from 27.07.2020 .................................................. 8

F. Conducting laboratory practicals – Rules from 27.07.2020 .............................................. 9
  1. Compliance with the infection prevention rules .............................................................. 9
  2. Documentation and examination rules and regulations ............................................... 11

G. Excursions and business trips – Rules from 27.07.2020 ................................................. 12
  1. Compliance with the infection prevention rules .............................................................. 12
  2. Approval process ............................................................................................................ 12
  3. Preparation and realization of excursions/business trips ................................................. 12

H. Examinations on campus – Rules from 27.07.2020 ......................................................... 17
  1. Compliance with the infection prevention rules .............................................................. 18
  2. Preparation, implementation and examination rules and regulations .......................... 18

I. Appendix ............................................................................................................................ 21
  1. The Top Ten tips for hygiene poster .............................................................................. 21
  2. Questionnaire for participants attending university studies or other ............................ 22
  3. Notice at all building entrances (German / English) ........................................................ 23
  3. Data protection advice on participation in and management of classes ......................... 25
A. Introduction

The ongoing coronavirus (SARS-CoV-2) pandemic compels every individual to behave considerately to help prevent themselves and others becoming infected with Covid-19. The university also assumes this responsibility on behalf of its students, staff and guests.

Based on a risk assessment¹, the Hygiene Concept set out below contains special occupational safety measures and aims to protect the health of staff and students. Note should be taken of the order of priority of technical, organizational and personal protective measures.² The legal basis for the Hygiene Concept is the CoronaVO (Corona-Verordnung, ordinance on infection prevention measures to counter the spread of coronavirus) (as amended)³ of the state of Baden-Württemberg; see also the SARS-CoV-2 Occupational Safety and Health Standard (SARS-CoV-2-Arbeitsschutzstandard) of the Federal Ministry of Labour and Social Affairs (BMAS)⁴.

The success of these measures demands active cooperation and compliance by everyone. Each superior and/or course co-ordinator is responsible for the implementation of and compliance with measures in their institutions.

This Hygiene Concept summarizes individual rules, etc., that have already been approved by the President’s Office.

The following strictly apply:

- A minimum distance of 1.5 m between people must be observed in all areas of circulation within university buildings.
  - If this is not possible for certain members of the university, then a face covering must be worn over mouth and nose. This does not affect special rules (e.g. on the basis of occupational safety or, for example, for laboratory work, see F.).
- There is a general ban on entering university buildings for individuals who
  - are or have been in contact with an infected person within the past 14 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor).
  - Now or in the past 48 hours have had symptoms of a respiratory infection or raised temperature (loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat)
- For advice on their individual situation, members of staff who are in a risk group should speak to the Arbeitsmedizinischer Dienst (university medical service) by telephone on +49 7071 29-87092. Medical leave certificates provided by GPs or other doctors remain unaffected.⁵
- All previous occupational safety standards and rules continue to apply.
- Visitors and students must wear a face covering in all public spaces within university buildings; see also the notice posted in the buildings, printed here under I.2.

---

¹ See https://uni-tuebingen.de/einrichtungen verwaltung/vii-bau-arbeitssicherheit-und-umwelt/abteilung-2/arbeitsschutz/gefährdungsbeurteilung/arbeitssicherheit-und-infektionsschutz/
² See guidance (with sequence of protective measures) at https://uni-tuebingen.de/einrichtungen verwaltung/vii-bau-arbeitssicherheit-und-umwelt/abteilung-2/aktuelles/
On October 19, 2020 the rules about wearing face coverings at the university were extended (different rules apply at the hospital). With introductory events for first-semester students (orientation weeks) commencing October 19 prior to the start of classroom teaching on a large scale from November 1, 2020, the distance rules alone no longer appear sufficient to guarantee the ability of university members to protect themselves and others. Therefore from October 19, 2020, anyone moving around or waiting in public areas within university buildings is obliged to wear a face covering (not when seated in classrooms, however). The President’s Office reserves the right to bring this rule into effect at an earlier date if pandemic trends make this necessary. In such case this passage in Section A. will be amended accordingly.

If the Hygiene Concept requires a face covering or higher standard of mask and an individual is prevented from wearing a face covering or mask due to reasons set out in a medical certificate, then until this individual case has been clarified and special clearance granted, the individual is not entitled to enter the university. The details of granting clearance to such an individual should be clarified with the responsible dean of studies (or, in the event of an upcoming examination, with the head of the responsible exam board), or for members of staff with their direct superior. If approached, deans of studiesexam board heads and superiors may contact the Arbeitsmedizinischer Dienst (university medical service) and Arbeitssicherheit (occupational health and safety) about specific cases; superiors may advise staff to seek advice from the Arbeitsmedizinischer Dienst (university medical service) regarding the risk. Any special clearance must in each case and/or for any person presenting a certificate depend on clarification of the question of how, in that particular case, the protection of other members of the university can be guaranteed if individuals enter the university without a mask or other face covering. Since classes generally and exams in particular are possible without a face covering, those individuals who require clarification of a certificate concerning the wearing of face coverings or masks from their GP are urged to mention this fact. In most cases it may be possible to manage the relatively short distances within public areas with a covering or mask and then remove it in the classroom. These circumstances could possibly help the doctor to formulate any necessary certificate in such a way as to ensure it is compatible with the university’s Hygiene Concept. Otherwise, the special clearance process mentioned above must apply.

B. Special personal measures

1. Face covering, surgical mask

If for an extended period a minimum distance of 1.5 m cannot be kept between individuals, then a suitable face covering must be worn over mouth and nose (see e.g. the differentiated rules for laboratory workstations under A.Fehler! Verweisquelle konnte nicht gefunden werden.).

You can find details on the website of Arbeitssicherheit (occupational health and safety) under ‘Arbeitssicherheit und Infektionsschutz’.6

2. Handwashing facilities with soap

Centralized provision of soap at the normal handwashing facilities is carried out by cleaning staff.

3. Information and communications

The introduction of preventive and occupational safety measures is communicated in full to all members of the university via the university website and newsletters, see https://uni-tuebingen.de/universitaet/infos-zum-coronavirus/

6 https://uni-tuebingen.de/de/176862.
Protective measures should be explained by superiors and instructions should be clear and comprehensible (notices, signs, etc.). Information must be documented.

Superiors and colleagues should give reminders and encourage compliance with hygiene rules (minimum distance, etiquette when sneezing and coughing, hand hygiene, face covering for staff and students).

Companies and suppliers will be reminded by the client to comply with hygiene rules (see Fehler! Verweisquelle konnte nicht gefunden werden..Fehler! Verweisquelle konnte nicht gefunden werden..).

Providing First Aid: see


If a case of coronavirus occurs at the university (whether staff, student or visitor): if the event of learning about a case of coronavirus in the above group of people, each individual is obliged to report immediately to the Tübingen health authority’s hotline: +49 7071 207-3600, open Monday-Friday 08:00-18:00. Please also report voluntarily to Planungsstab.Infektionsschutz@zv.uni-tuebingen.de.

C. Special organizational measures

1. Ensuring sufficiently safe distances

The use of walkways such as stairs, doors, elevators, should be adapted to ensure that sufficient distance can be maintained. Where it is known that people may gather (entrances, elevators, etc.), there must be signs reminding them to keep a safe distance. Building management staff are in charge of implementation.

Where possible (multiple entrances/exits), doors to buildings should be used one-way only and signposted accordingly. This applies accordingly to doorways to laboratory areas, lecture rooms, libraries, etc.

When installing signs, notices and pictograms should be used in preference to floor markings which impede cleaning the floors.

In busy hallways and foyers, people should be instructed to walk on the right and the direction of passage should be marked.

The distance rule of 1.5 m applies in elevators as well; where necessary elevators should only be used by one person. If several people are in the elevator then face coverings must be worn.

When staff or students are working together the minimum distance of 1.5 m must be guaranteed. Where this is not possible either technically or organizationally, alternative measures (wearing a face covering for staff and students) must be taken.

In the case of teaching-related classroom lessons, the university employee responsible should encourage compliance with hygiene and distance rules.

Where University Hospitals (UKT) premises are used for studies, the enhanced provisions applicable in the UKT have precedence over these rules.

---

7 https://www.kreis-tuebingen.de/Abteilung+33+_+Gesundheit.html.
2. Admitting individuals who are not university members to university buildings

The admission of individuals who are not members of the university should be kept to an absolute minimum. Employees from outside companies must be made aware of the applicable university hygiene rules before entering university buildings (see poster in Appendix I.2.). This should be done by arrangement between the institutes and the facilities and should include suitable documentation (name, telephone number, name of company, description of area, description of activity, date/time). Employees from outside companies should report to building management before starting work and when they finish:

- Building management “Tal”, phone -72523
- Building management Morgenstelle, phone -73385

3. Work hours and breaks

At the start and end of work there should be suitable organizational measures to avoid people coming into close contact (changing rooms, washrooms, sanitary facilities). The minimum distance must be observed; if necessary the institutions must make arrangements.

Occupancy rates of work areas and shared-use facilities should be minimized by suitable measures to manage numbers (forming two-shift teams, staggered work and break times).

4. Equipment and tools

As far as possible, equipment and tools should be assigned to individuals. Where this is not possible, regular cleaning should be ensured by arrangement between the institutions and the facilities.

5. Storing and cleaning work clothing and PPE

Personal use of all PPE (Personal Protective Equipment) must be observed; this should be arranged between the institutions and the facilities.

D. Special technical measures

1. Organizing the workspace

If it is organizationally possible, a workspace should as far as possible not be used by several workers. If not possible, for example in the case of shift work, rotated use, cars, utility vehicles, control stations, then the surfaces of shared-use workspaces should be cleaned by staff after use with standard household detergents (please obtain from Division VII, Einkauf/procurement). This includes in particular surfaces with which staff come into contact (including by emission of droplets when speaking), e.g. tabletop, office chairs and armrests, cabinet and door handles, IT equipment such as mouse and keyboard, telephone receivers, steering wheels, shift levers and frequently used tools and equipment.

Members of the university must maintain sufficient distance (at least 1.5 m) from other individuals. Where this is not possible using measures in relation to the organization of work, alternative protective measures must be taken by superiors (e.g. other workspace, screen).

- Staff will be provided with face coverings if in exceptional circumstances for work reasons it is necessary to be at less than the minimum distance. Equipment can be ordered from Division VII, Einkauf/procurement, using the form ‘Artikelbedarfsanforderung’.
This is a courtesy translation. The sole legally binding document is the University of Tübingen’s current Hygienekonzept.

- If the minimum distance cannot be maintained in offices with workspaces that face one another, a screen (e.g. Plexiglass panel)\(^8\) should be installed. The superior is responsible for this. Voluntarily wearing of a face covering is recommended.

If there is regular contact with the public, especially if the minimum distance cannot be maintained, dividers (screens) must be installed.

**Note for superiors:** For office workstations, the room capacities of the institutions should be used and work organized in such a way that multiple occupancy of rooms can be avoided and/or sufficient safe distance is ensured\(^9\).

2. **Sanitary facilities, kitchenettes and break rooms**

In the bathrooms and toilet areas, posters should remind users of proper handwashing, see ‘The Top Ten tips for hygiene’ poster\(^10\) in appendix I.1.

Soap is provided for handwashing at sanitary facilities. It can be ordered by university institutions using the form ‘Artikelbedarfsanforderung’ from Division VII, Einkauf/procurement.

In the sanitary facilities, common rooms and kitchenettes, all users must pay particular attention to hygiene (dishwashing, kitchen towels, shared-use surfaces and equipment, e.g. coffee machine, kettle). Shared-use surfaces should be cleaned after use.

In break rooms and kitchenettes, sufficient distance must be ensured between users. Care should also be taken that queues do not form.

3. **Airing rooms**

Rooms should be aired regularly.

- Air private offices with windows fully open at least every 60 minutes.
- Air shared-use rooms with windows fully open at least every 20 minutes or ensure a constant flow of air (open door/window on opposite sides).
- In buildings and rooms with air conditioning, the building management controls the room ventilation system, ensuring a maximum supply of fresh air here.
- Use of independent air-conditioning units in work spaces that are shared by several people conflicts with the above requirement to air rooms. Airing has priority over cooling. Therefore the air-conditioning must be switched off.
- If several people are present in a room, fans interfere with the safety provided by minimum distances. If more than one person is present then fans must be switched off.

4. **Working from home**

Working from home is an important way to ensure the safety of staff and can be a means of maintaining the distance rule. It also enables workers to avoid use of public transport and therefore reduces any additional risk of infection.

If necessary on account of pandemic-related events, the university will resume the working from home arrangements that were introduced in the spring, suitably amended. In this case there will be an official announcement. For some people working from home may in fact be a suitable alternative way of carrying out work at the moment. The university management and works council plan to agree a procedure shortly.

---


\(^9\) Covid-19 – Hinweise für Arbeitgeber und Beschäftigte mit Arbeitsschwerpunkt im Büroumfeld, Bau, dated: 2020-04-15. [http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/B%C3%BCrobetriebe_CallCenter.pdf?__blob=publicationFile&v=9](http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/B%C3%BCrobetriebe_CallCenter.pdf?__blob=publicationFile&v=9).

\(^10\) [https://www.infektionsschutz.de/](https://www.infektionsschutz.de/).
5. Business trips, excursions, conferences, gatherings and meetings

Business trips and excursions (for excursions see the special rules in Fehler! Verweisquelle konnte nicht gefunden werden.) may only be carried out for an compelling official reason. Telephone and video conferencing should be used as an alternative.

For all events (excluding studies, see E.) the maximum permitted group is twenty people per room, with observation of the hygiene regulations.

6. Outdoor activities and journeys with service vehicles

In the case of work-related contact (business and customer contacts) the minimum distance (1.5 m) between people must be observed.

In the case of journeys that are necessary for work, shared use of vehicles by several staff should (where possible) be avoided.

The group of people who use a vehicle together (simultaneously or successively) must be restricted.

In the case of simultaneous use, all occupants including the driver must wear a face covering.

After the journey, the interior of service vehicles must be cleaned and the cleaning documented in the journey log. In particular the steering wheel, shift lever and all other controls that are touched must be cleaned. This affects all vehicles from the central motor pool and vehicles belonging to the university facilities. The cloths required for cleaning are to be ordered by the facility from Division VII, Einkauf/procurement, ‘Artikelbedarfsanforderung’ form.

The driver’s seat must be thoroughly cleaned each time there is a different driver. Vehicles should ideally on account of the SARS-CoV-2 pandemic be cleaned using disposable cloths soaked in regular degreasing detergents. Alternatively to cleaning with detergents or soapsuds, chemical disinfectant (limited virucide effect (effective against coated viruses), limited virucide PLUS or virucide) may be used – there is no additional benefit to this, however. It is important that the rear side of handles, levers, steering wheel, etc., are thoroughly cleaned.

E. On-campus teaching formats – Rules from 27.07.2020

The University of Tübingen will be conducting studies in the winter semester as far as possible with in-class teaching (Senate resolution of July 23, 2020). Studies within the meaning of these rules also includes all events offered for school pupils (e.g. Schülerlabor) or as part of training for third parties or in the framework of information events for students.

Until further notice, the questionnaire in the Appendix must be completed by attendees of all classroom events (resolution of President’s Office of June 3) – see Appendix I.I.0. When handing out the form, the data protection information must also be placed so that it is clearly visible to all concerned, please see Appendix I.I.3. Where possible, participants should complete the questionnaire in advance and bring it with them to the event.

1. Until further notice, no further individual authorization is required for classroom lessons, classes are de facto limited by the available rooms in view of the distancing requirements.

For the 2020 winter semester, a specific process that differs from the customary occupancy arrangements has been developed for the allocation of rooms, with the involvement of the deans’ offices. Teachers should contact the responsible office at their Dean’s Office or else thomas.bonenberger@uni-tuebingen.de.

2. For examinations requiring personal attendance, the President’s Office guidelines of April 29, Appendix H, apply. These explicitly also apply to oral examinations for PhD and habilitation processes as well as for selection processes/selection interviews.

3. Insofar as examinations requiring personal attendance take place within the framework of state examinations or in ecclesiastical examinations, then the President’s Office hereby grants general consent to this (resolution of June 10). ‘Examinations on campus – Rules ’, Appendix H, also applies in these cases to the pandemic-related modalities of holding such examinations. The responsible faculty and subject offices must inform the relevant state or ecclesiastical examination offices of this in good time. In the event of problems or conflicts, the President’s Office should be consulted for clarification.

4. Laboratory practicals and student final projects in the laboratory are permitted without authorization, in compliance with the rules in F.

5. For university sports the rules that were announced after approval by the President’s Office in particular on the website of Sports Science and/or the general university sports website apply.

6. For excursions the guidelines passed by the President’s Office, Appendix Fehler! Verweisquelle konnte nicht gefunden werden., continue to apply. These guidelines are binding. Until further notice, however, no approval process is necessary provided these guidelines can be strictly followed.

F. Conducting laboratory practicals – Rules from 27.07.2020

Group laboratory practicals are possible without authorization if the following conditions are met:

1. Compliance with the infection prevention rules

   A general ban on entering university buildings applies to individuals

   - who are or have been in contact with an infected person within the past 14 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)), or
   - who display symptoms of a respiratory infection or raised temperature (loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat)

   General distance rule when within and accessing buildings:
   It must be ensured that 1.5 meters distance is maintained at all times.
Protection against droplet infection:

- The principle is to maintain a distance of at least 1.5 m whenever possible. To this end, the number of participants in the room must be suitably limited and the workstations marked appropriately.

- If a distance of at least 1.5 m between students and/or staff cannot be maintained in laboratories, then students and staff must wear a face covering unless greater protection is necessary under other regulations (e.g. ‘OP-Masken’ DIN 14683).

- Working in small groups with closer contact than 1.5 m may only take place if absolutely necessary: if possible with no more than two people per group, and this team (‘buddies’) should then remain the same throughout the entire duration of the practical course. The teams must also maintain the minimum distance of 1.5 m at all times. The formation of teams must be documented by the course supervisor, so that any chain of infection may be identified and contained quickly.

- Sufficient ventilation/air exchange must be ensured. If there is no functioning ventilation system in the room, it must be aired regularly: Air with windows fully open every 20 minutes or ensure a constant through-flow of air by keeping the window permanently tilted open (see ASR A3.6 Lüftung; Technische Regeln für Arbeitsstätten). As a rule the hazardous materials ventilation present in the laboratories is sufficient for the ventilation required from the point of view of infection prevention.

- There is no general maximum number of participants for a class. The requirement to routinely maintain a distance of at least 1.5 m must however be absolutely guaranteed (aside from the above exceptional situations with suitable protective measures). As guidance for the maximum group size, approx. 5 m² floor space per person should be allowed.

- Students and staff must also be able to maintain the distance rule during breaks or visits to the toilet. Suitable provisions must be made if necessary. If there are no sufficiently large premises for breaks and eating/drinking, the timing of breaks should be staggered. Students should be advised that there is no catering available on campus at the moment.

- When changing groups/shifts, care should be taken that the groups do not meet up on entering/leaving the course rooms. In principle, half an hour should be allowed between each group’s time slot if possible.

- If possible, the ‘flow of traffic’ through the students’ course rooms, equipment and break rooms should also be managed with ‘one-way’ markings.

Protection against smear infection (skin/mucous membrane contact with surfaces, e.g. using microscope, operating equipment):

- Clean contact surfaces on shared-use equipment before change of user. Wipe down with suitable detergent (which is provided) is sufficient; disinfection is not necessary.

- If ‘buddies’ work on a piece of equipment at the same time it is not necessary to clean it after each contact. Nevertheless thorough hand hygiene must be ensured at all times. If using a microscope together, however, surface cleaning (ocular) should take place before every change (even in the case of buddies)!

- Briefly touching individual items (e.g. gas flask, cupboard handle, door handle, pushbutton) does not require subsequent cleaning (similar to standards in e.g. supermarket).
When changing groups the operating panels of instruments/equipment should be cleaned with a suitable detergent (disinfection is not necessary). Suitable detergent must be available in the room.

N.B. Gloves should only be used where they are absolutely necessary for occupational safety; gloves are not necessary as regards infection prevention.

During the safety briefing for a practical course, the participants are to be instructed in the above rules and informed about the general ban on entering university buildings. By signing the form they confirm that they will comply with these conditions.

Those in charge should ensure that:

- premises are available.
- the premises or equipment are cleaned in advance.
- suitable ventilation is provided.
- the necessary face coverings or, if necessary, enhanced safety masks.
- the distance rules are observed by participants also during breaks.

Meeting these conditions is the responsibility of the teaching staff responsible for the class and is a mandatory requirement for authorization.

2. Documentation and examination rules and regulations

By signing a form, the students declare (possibly at the safety training sessions) that they know and will comply with the above infection prevention measures. The Dean's Office shall provide a sample text which can be included in the safety training sessions.

Students who do not comply with the infection prevention measures may be excluded from participation in the practical course. They are in this case responsible for not being able to take part, and this can lead to delayed completion of studies, missed deadlines and loss of the right to take examinations.

Students who, according to the definition of the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, are regarded as a risk group for severe Covid-19 may withdraw from participation in laboratory work without consequences for their examination rights. The laboratory work must then if necessary be done at a later date. In individual severe cases of prolonged disease, measures may be taken to avoid undue hardship.

Pregnant women are not at any greater risk than the overall population, according to current medical information. As a precautionary measure, a minimum distance of 4 m should be observed and contact with the public should be avoided. Pregnant women should have the option to enter the room first and leave first or last. Consideration should also be shown for the fact that pregnant women should only be expected to wear safety masks (including cloth face coverings) occasionally and for a short time, as it may represent a strain on them.

For the purpose of tracking chains of infection, the course leaders shall document the participants of each practical course group and the formation of buddy teams.

If necessary, course leaders should document situations in which infection prevention cannot be ensured and inform the Dean's Office, Arbeitssicherheit (occupational health and safety) or the Arbeitsmedizinischer Dienst (university medical service). If situations like this are likely to occur often for technical reasons, then they must be incorporated into the safety plan.

G. Excursions and business trips – Rules from 27.07.2020

Baseline:

Under Section 14 CoronaVO as amended on July 1, 2020, universities are obliged to comply with the hygiene requirements in Section 4, to create a Hygiene Concept in accordance with Section 5 of the above, and collect data in accordance with Section 6. On this basis the President’s Office consulted with the Arbeitsmedizinischer Dienst (university medical service) (represented by Dr. A. Brandt) and Arbeitssicherheit (occupational health and safety) (represented by S. Grenz-Single) and developed this plan with reference to recommendations from the accident insurance providers for infection prevention on excursions and business trips.

Absolutely necessary excursions and business trips are in principle once more possible, provided the following conditions are met:

1. Compliance with the infection prevention rules

Observing the distance rules and taking the ban on entering university buildings into account in compliance with the legal guidelines; the tour organizer is hereby responsible for compliance with standards.

**Distance:** It should be ensured that 1.5 meters distance is maintained at all times.

- For collective means of transport (see below, 3.): The number of persons should be limited in accordance with the means of transport so that the minimum distance of 1.5 m is observed even during travel. Wearing (non-commercial) face coverings is recommended.
- Number of persons: The number of participants should be limited to the minimum possible.

The following may not take part: individuals who

- are or have been in contact with an infected person within the previous 14 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)) or
- display symptoms such as loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat.

2. Approval process

Until further notice, no approval for excursions is required from the President’s Office provided these guidelines can be strictly met. The normal approval process applies to business trips (travel authorization request).

Within the meaning of Section 5 of the ‘Lehre und Prüfungen SoSe2020’ rules, teachers must check and if necessary establish whether

1. the excursion/business trip is really necessary,

2. the excursion/business trip cannot be replaced by use of electronic information and communication media.

3. Preparation and realization of excursions/business trips

A. Travel to and from destination

1. Planning the route
a. Take into account possible quarantine measures and other restrictions on both outbound and return travel. Review daily the destination and transit countries for possible classification as risk area by the Ministerium für Soziales und Integration of the State of Baden-Württemberg and by the relevant transit countries. In addition, the current travel information from the German Foreign Ministry should be taken into account in the plan.

b. Take into account planning for the return journey in the case of a local infection outbreak at the destination, especially with regard to bringing home potentially sick travelers, as it is not possible to convey them by shared means of transport alongside healthy participants.

c. Flights: Airline rules apply.

2. Choosing means of transport

a. Private vehicle:

i. Car-sharing should be avoided. If it is unavoidable, then even when maintaining the minimum distance all occupants should voluntarily wear a face covering. Please ensure the greatest possible distance. To qualify as unavoidable, the journey must meet stringent criteria.

ii. If car-sharing is essential, the front passenger seat must be left unoccupied. Carrying passengers is generally limited to one person in an ordinary car and two in people carriers (except in the case of passengers from the same household). Individual passengers should always sit in the rear on the opposite side from the driver.

   If the distance of 1.5 meters cannot be maintained, driver and passenger must each wear a face covering (N.B.: preferably a surgical mask). Communication in the vehicle should be kept to a minimum. The driver must ensure maximum ventilation of the compartment. The Federal Ministry of Transport has clarified with regard to the BG Verkehr (German Liability Insurance Association for Transportation, Postal Logistics and Telecommunication) (dated July 22), that wearing a face mask for the purpose of infection prevention is compatible with Section 23 (4) German Road Traffic Regulations (StVO) (ban on covering) […]).

b. Buses:

i. Clarify in advance with the transport company the maximum number of individuals who can be carried in compliance with the minimum distance rules. If necessary, the group must be divided into several vehicles.


This is a courtesy translation. The sole legally binding document is the University of Tübingen’s current Hygienekonzept.

ii. The vehicle should ideally be cleaned using disposable cloths soaked in regular degreasing detergents. Alternatively to cleaning with detergents or soapsuds, chemical disinfectant (limited virucide effect (effective against coated viruses), limited virucide PLUS or virucide) can be used – there is no additional benefit to this, however. It is important that the rear side of handles, levers, steering wheel, etc., are thoroughly cleaned.

iii. The driver’s seat should be thoroughly cleaned each time there is a different driver.

iv. Droplet shields (protective panel or film): Protective panels, protective films and protective covers do not offer reliable protection for the driver against transmission of the virus by aerosol (airborne particles), however they do reduce the risk of droplet infection from coughs/spittle and sneezing. They do not affect the obligation to maintain a distance of at least 1.5 meters to passengers. Curtain-type barriers should be avoided as they cause air turbulence. Infection prevention installations (i.e. protective panel or film) must not endanger driver or passengers. The driver’s field of vision must not be restricted by such screens.

v. If the minimum distance is ensured by other measures (separating off the driver area and the first row of seats), then wearing a face covering is optional for the driver. It must not restrict his/her vision. The Federal Ministry of Transport has clarified with regard to the BG Verkehr and the Bundesverband Deutscher Omnibusunternehmer (Federal Association of German Bus Operators, BDO), that wearing a face mask while driving a bus is compatible with Section 23 (4) StVO (German Road Traffic Regulations) (ban on concealment).

vi. It is explicitly advised against using protective visors (screen made of plastic that is held in front of the face by a headband) in vehicles, as they may break in an accident causing sharp edges or else cause reflections that could interfere with traffic monitoring and safe driving.

3. During the journey

a. Before starting the journey, the supervisor will ask about passengers’ health and any possible contact with anyone who has tested positive for SARS-CoV-2 in the past 14 days. The University of Tübingen questionnaire (see I.2 below) should be used for this. The completed form must be retained for four weeks.

b. Regular and thorough ventilation of the bus is essential before, during and after the journey.

c. The opportunity to clean hands should be offered before, during and after the journey. Thorough handwashing with soap is sufficient. If this is not organizationally possible, participants should be given a small bottle of disinfectant (at least limited virucide).

d. If the minimum distance is maintained during the journey, then wearing a face covering is optional for the occupants.
e. Strict monitoring of these measures by the supervisors/teachers.

B. At the destination

1. General

a. Clarify the specific hygiene rules for the place being visited, including any special regulations in relevant countries, states and districts. As a minimum, the standards of the University of Tübingen are to be maintained.

b. The ventilation arrangements must be discussed in advance regarding enclosed spaces (e.g. museums, accommodation). If there is no adequate ventilation system in the rooms, regular airing must take place in consultation with the operator or their representative: Air with windows fully open every 20 minutes or ensure a constant flow-through of air by keeping the window permanently tilted open, see ASR A3.6 Lüftung; Technische Regeln für Arbeitsstätten). In the case of air conditioning and ventilation systems, an adequate rate of air exchange should be requested and recirculation prevented. This does not apply to open air events.

c. Communication in advance with the participants in the excursion/journey: Participants should be advised in advance about the infection prevention measures (distance and ban on participation) as well as their right to withdraw. Participants who, according to the definition of the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, are regarded as a risk group for severe Covid-19 should be advised to exercise their right of withdrawal. These participants should be offered suitable alternatives. According to current medical information, pregnant women are not at any fundamentally higher risk than the general population. For precautionary reasons a minimum distance of 4 meters should be observed and contact with the public should be avoided. If necessary they should be able to make use of the right of withdrawal.

d. In order to enable better tracking of contacts if symptoms occur, the leader is advised to keep a contact log. Contact with non-participants in the trip should be kept to an absolute minimum.

e. The teachers must take care that the above distance and hygiene rules are complied with throughout the entire excursion.

2. Work on site

a. Working in small groups with closer contact than 1.5 m may only take place if absolutely necessary: if possible with no more than two people per group, and this team ('buddies') should then remain the same throughout the entire duration of the excursion. The formation of teams must be documented by the supervisor, in order if necessary to identify and catch any chains of infection quickly. Members of different teams should avoid shared leisure activities.

b. If the minimum distance of 1.5 m cannot be adequately maintained on site, then wearing a suitable face mask/face covering is necessary.

c. The health of every participant should be checked every day of the excursion/journey (if necessary using the questionnaire again).

d. As far as possible, equipment and tools should be assigned to individuals. If this is not possible, then there should be regular cleaning, especially before handing to another person. When using tools, the appropriate protective gloves should be worn, unless this causes additional risks (e.g. trapping by rotating parts). Limits on the period gloves are worn and the individual requirements of those involved (e.g. allergies) should be taken into account.

e. N.B. Gloves should only be used where they are absolutely necessary for occupational safety; gloves are not necessary from a point of view of infection prevention.

3. Accommodation

a. The minimum distance of 1.5 m should also always be maintained in the accommodation.

b. If staying in shared accommodation, small, permanent teams should if possible be arranged. They should correspond with the teams carrying out on-site work.

c. As a matter of principle, bedrooms may have only one occupant; they may be shared only by partners or close family members. In multi-bedded rooms (e.g. hostels) only members of the same team may share, up to a maximum of half the room’s capacity.

d. The accommodation must be cleaned daily.

e. There must be rooms available for prompt isolation of infected individuals.

4. Use of sanitary facilities, communal and break rooms on site

a. Ensure hand hygiene (at least 20 seconds with water and soap). Sufficient liquid soap and paper towels must be kept ready and made available. The handwashing rules must be emphasized.

b. It should be emphasized that touching the door handles should be avoided, e.g. where possible do not close outer doors to toilet facilities when leaving.

c. The distance rule of 1.5 m must be implemented, e.g. by adjusting the seating in communal and break rooms.

---

This is a courtesy translation. The sole legally binding document is the University of Tübingen’s current Hygienekonzept.

d. If possible periods of use should be organized in shifts to ensure that usage is staggered and minimize the time spent together in these rooms. Shared-use areas must be aired and cleaned between each use. Posting a cleaning plan is recommended to ensure compliance and monitoring.

e. Where possible provide exclusive cooking and food preparation, storage, refrigeration and washing facilities, dining and break rooms for individual participants, at least however ensure sufficient safe distance or avoid simultaneous use by various work teams using organizational measures. It must be possible to wash dishes at 60 °C or hotter, therefore dishwashers should be provided. Alternatively, it is permissible to hand-wash dishes at 45 °C or hotter, provided there is sufficient washing up liquid and the dishes are properly dried at these lower temperatures.

f. If staying for more than a week: ensure facilities for washing, drying and ironing clothing away from the bedrooms and living areas; provide washing machines; washing at 60 °C or hotter must be possible.

9. If meals are prepared together, one person in the kitchen must be in charge of compliance with the infection prevention measures under Section 42 Infektionsschutzgesetz (Protection Against Infection Act).

h. If shopping for participants in local shops it is recommended that one person does the shopping for all.

5. Health care on site

a. Before travel it is recommended that you find out about local health care in the area, to ensure treatment in the event of sickness.

b. Before traveling abroad urgent advice should be given to take out sufficient travel health insurance. In addition the general travel advice from e.g. the Deutsche Fachgesellschaft für Reisemedizin (German Academic Society for Travel Medicine) should be considered and participants advised about this.

c. In the event of a participant falling ill, then, if teams have been formed, the entire team should be isolated and a report made to the local authorities.

H. Examinations on campus – Rules from 27.07.2020

Examinations on campus are possible without authorization if the following conditions are met:


\[24\] https://www.fachgesellschaft-reisemedizin.de/f%C3%BCr-reisende.html (accessed on July 9, 2020).
1. Compliance with the infection prevention rules

Observing the distance rules and taking the ban on entering university buildings into account in compliance with the legal guidelines; the examiner is hereby responsible for compliance with standards.

Distance: Until the end of the main examination period in summer semester 2020, a distance of 2 meters must be maintained at all times, and after that a distance of 1.5 meters.

- Building entrances and exits: For the Neue Aula, the Kupferbau, the Oberschulamt lecture theater and the Hörsaalzentrum, entrances and exits are labeled with signs (responsibility: building management). Care should be taken that the one-way system is observed. In the event of evacuation (e.g. fire) this one-way system is suspended.
- Number of persons: In compliance with the distance rules, the lecture rooms are allocated on average 20 % of the number of seats for examinations.

A general ban on entering university buildings applies to individuals who

- are or have been in contact with an infected person within the past 14 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)) or
- display symptoms of a respiratory infection or raised temperature (loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat).

2. Preparation, implementation and examination rules and regulations

A. Preparation

1. Room reservations are handled through the lecture room allocation system. Rooms that are not managed by the lecture room allocation system are reserved through the responsible office; in this case, consent to use as an examination room must be obtained from the dean and the building administrator.

- Seating plans are drawn up by property management and provided to the invigilators.
- If several examinations take place at the same time, the start of the examinations must be staggered (30 minutes) so that the candidates do not all have to enter the building at the same time.
- Examinations that are needed to complete studies (Bachelor, Master) have preference over others. There should be at least a 30 minute break between two examinations.
- Before each examination, the workspace surfaces are to be cleaned by the examination candidates themselves using the suitable detergents provided.

2. For examinations in the lecture rooms assigned by the lecture room allocation system, monitors and invigilators will receive the necessary number of protective face coverings from the building management center (HDLZ) in Tal and at Morgenstelle. For examinations in other rooms – if the minimum distance cannot be maintained – the invigilators must obtain their own triple-layer paper masks or face coverings for the examinations from procurement. ➔ Information from https://uni-tuebingen.de/de/176862

3. Forward planning for announcement of examinations should be four weeks and must be at least two. The dates should be notified appropriately.

4. Communication in advance with the exam candidates: exam candidates should be advised in advance about the infection prevention measures (distance and ban on admission) as well as extended rights to withdraw

- preferably at the time the dates are announced, e.g. using notices placed in the entrance area of the building.
Candidates should also be asked only to take off the compulsory face covering when they are at their seat, and if necessary briefly to check identity on entrance.

5. Students who, according to the definition of the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, are regarded as a risk group for severe Covid-19 should be advised to exercise their right of withdrawal. These students should be offered suitable alternatives.

6. Pregnant women are not at any greater risk than the overall population, according to current medical information. For precautionary reasons a minimum distance of 4 meters should be observed and contact with the public should be avoided. They should have the option to enter the room first and leave first or last. Consideration should also be shown for the fact that pregnant women should only be expected to wear safety masks (including surgical masks) occasionally and for a short time, as it may represent a strain on them.

B. Conduct of the examination:

1. Admission checks: Before the checkpoints at the entrance, the property management will place distance markings on the floor for waiting candidates. High tables with screens will be set out at the entrance where the invigilator will check exam candidates’ ID.

- The invigilator should wear a triple-layer paper mask or face covering for the admission check and otherwise observe the distance rules.
- At the entrance, the invigilator will ask about participants’ health and any possible contact with someone who has tested positive for Sars-CoV-2 in the past 14 days.
- Suitable detergent, which will be provided by room management, must be provided to all exam candidates at the entrance so that they can clean the surface of their desk before start of the examination.
- Disinfectant is not necessary for the invigilator during admission checks.
- Temperature measurement is neither necessary for medical reasons nor possible for data protection reasons.

2. Invigilators should ensure that spaces are taken one row after the other. Pregnant women should be invited to enter the room first. A distance of 4 meters should be ensured.

3. Since distances are ensured during examinations, it is not necessary for exam candidates to wear a face covering, however it is permitted.

4. There is no requirement for disinfectant dispensers on the wall for examinations and they will not be available.

5. Before handing out and after collecting examination papers, invigilators should wash their hands thoroughly. Washbasins are available in all relevant rooms, soap and paper towels will be provided by room management. While handing out and collecting examination papers, invigilators should wear a triple-layer paper mask or face covering; this is not however necessary if the papers are distributed before the exam candidates enter and the finished papers are left in place and only gathered up after the candidates have left.

6. Ventilation: If there is no functioning ventilation system in the room, it must be aired regularly: air with windows fully open every 20 minutes or ensure a constant through-flow of air by keeping the window permanently tilted open → see ASR A3.6 Lüftung; Technische Regeln für Arbeitsstätten). If there is noise disturbance, e.g. a building site, outside the window, the invigilator may permit the examination to be paused during the period of ventilation.

7. Exits from the lecture rooms are labeled with signs. The exam candidates should be advised by the invigilator to leave the building promptly. Care should be taken that the one-way system is observed. Pregnant women should be invited to leave the room first or last, with 4 meters distance. In the event of evacuation (e.g. fire) the one-way system is suspended.
C. Examination rules and regulations:

1. Examinations on campus may be held under the provisions of the respective examination regulations.

2. Fundamentally the exam candidate has an entitlement to sit an examination.

3. On admission and/or before the start of the examination, the rules of the ban on entering university buildings should again be clearly mentioned.

4. It should be possible to withdraw up to the start of the examination. This also helps to prevent a candidate’s possible fear of infection in the exam situation.

5. Students who, according to the definition of the Robert Koch Institute and DEGAM, the German College of General Practitioners and Family Physicians, are regarded as a risk group for severe Covid-19 should be advised to exercise their right of withdrawal.

6. Pregnant women have according to current medical information no fundamentally higher risk than the general population. For precautionary reasons a minimum distance of 4 meters should be observed and contact with the public should be avoided. They should have the option to enter the room first and leave first or last. Consideration should also be shown for the fact that pregnant women should only be expected to wear safety masks (including surgical masks) occasionally and for a short time, as it may represent a strain on them.

7. Withdrawal in the 2020 summer semester should not result in time drawbacks for the students.

The secure conduct of examinations in times of coronavirus has now been guaranteed in the ‘Lehre und Prüfungen SoSe2020’ rules.
I. Appendix

1. The Top Ten tips for hygiene poster
Source: https://www.infektionsschutz.de/

Preventing infections:

The Top Ten tips for hygiene

We encounter many germs such as viruses and bacteria in everyday life. Simple hygiene precautions can help to protect ourselves and others from infectious or contagious diseases.

1. Wash your hands regularly
   - After you come home
   - Before and while you are preparing food
   - Before meals
   - After visiting the toilet
   - After blowing your nose, coughing or sneezing
   - Before and after contact with sick persons
   - After contact with animals

2. Wash your hands thoroughly
   - Hold your hands under running water
   - Apply soap from all sides
   - Rub hands for around 20 to 30 seconds
   - Rinse off under running water
   - Dry off using a clean towel

3. Keep your hands away from your face
   - Don’t touch your mouth, eyes or nose with unwashed hands

4. Cough or sneeze properly
   - Keep your distance and turn away from others when coughing and sneezing
   - Use a paper tissue or hold the crook of your arm in front of your mouth and nose

5. If you are ill, stay away from others
   - Rest and recover at home
   - Avoid close contact with others while you are infectious
   - Stay in a separate room and, where possible, use a separate toilet
   - Do not share tableware or towels with other people

6. Protect wounds
   - Cover wounds with a plaster or bandage

7. Keep your home clean
   - Regularly clean your kitchen and bathroom in particular with household detergents
   - Ensure cleaning cloths can dry out properly after use and replace them often

8. Handle food hygienically
   - Always keep susceptible food well refrigerated at all times
   - Keep raw animal products away from food that is usually eaten raw
   - Cook meat at a minimum of 70 °C
   - Scrub fruit and vegetables thoroughly

9. Wash tableware and clothing using a hot cycle
   - Clean cutlery and kitchen utensils with hot water and a detergent — or in the dishwasher
   - Wash dishcloths, cleaning cloths, hand towels, flannels, bedclothes and underwear at a minimum of 60 °C

10. Ventilate rooms often
    - Ventilate enclosed spaces several times a day for a few minutes

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA) Stand: 2016
2. Questionnaire for participants attending university studies or other events

Date: August 14, 2020

<table>
<thead>
<tr>
<th>Family name</th>
<th>Given name(s)</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Postcode</th>
<th>Street, house number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for attendance (name of examination, class, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>In the past two weeks, have you been in contact with an individual who was ill with SARS-CoV-2 (coronavirus), or are you yourself currently in quarantine? Contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor).</td>
<td>o</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Do you now have or have you in the past 48 hours had at least one of the following symptoms: loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat?</td>
<td>o</td>
</tr>
<tr>
<td>3a</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have you spent time in a risk area within the past 14 days before traveling to Germany? (See Baden-Württemberg Ministerium für Soziales und Integration’s current list of risk areas)</td>
<td>o</td>
</tr>
<tr>
<td>3b</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only if 3a ‘yes’: Have you a certificate documenting a medically verified molecular biology test (PCR test) has been carried out, ruling out infection with SARS-CoV-2?</td>
<td>o</td>
</tr>
<tr>
<td>1+2</td>
<td>Min. 1 x ‘Yes’: not permitted to take part / no entry to university</td>
<td></td>
</tr>
<tr>
<td>3a+b</td>
<td>If 3a ‘yes’ and 3b ‘no’: not permitted to take part / no entry to university</td>
<td></td>
</tr>
</tbody>
</table>

I moreover affirm that I will comply with the distance and hygiene rules on the university grounds and follow the instructions of staff.

N.B. This questionnaire is only used to provide information on any coronavirus disease in the group of participants (students, examiners/teachers, support staff) (if such circumstances become known). The form will be stored in accordance with data protection laws by the person responsible for the event and destroyed in accordance with data protection laws after four weeks have elapsed.

Date: _____________________ Signature: ______________________________
2. Notice at all building entrances (German / English)

STOP!

Wegen der Corona-Pandemie gilt ein generelles Betretungsverbot von Universitätsgebäuden für Personen, die ...

... Kontakt zu einer infizierten Person innerhalb der letzten 14 Tage hatten oder
... aktuell Kontakt zu einer infizierten Person haben oder
... Symptome eines Atemwegsinfekts oder Fieber, Husten, Gliederschmerzen, Geruchs-/Geschmacksstörung haben.

Wenn Sie Besucher’in oder Student’In sind:

Bitte betreten Sie das Gebäude nur mit einer Mund-Nase-Bedeckung.
Halten Sie zu allen Personen mindestens 1,5 Meter Abstand.
Achten Sie auf Husten- und Niesregeln und eine gute Händehygiene.
STOP!

Due to the Covid-19 crisis, there is a general ban on entering university buildings for anyone who ...

... has had contact with an infected person within the last 14 days,
... currently has contact with an infected person, or
... have symptoms of a respiratory infection or fever, a cough, limb pain, or whose sense of smell/taste is impaired.

If you are a visitor or a student:

Please do not enter the building without a covering over your mouth and nose.
Keep a distance of at least 1.5 meters from others.
Sneeze or cough into a tissue or your elbow, and wash your hands thoroughly.
3. Data protection advice on participation in and management of classes

In order to be able to take part in a classroom lesson at the university you must provide full, accurate data. Otherwise we are not permitted to allow you access to the premises.

We have to process your data in order to trace chains of infection in connection with Covid-19.

The legal basis for this is Art. 6 (1)(d) GDPR (EU General Data Protection Regulation) in conjunction with Sections 16, 25 IfSG (Infektionsschutzgesetz) for the protection of vital interests. Supplementary to Art. 6 (1)(c) GDPR in conjunction with Section 2 (4f) of the CoronaVO (ordinance on infection prevention measures to counter the spread of coronavirus, Corona-Verordnung) of Baden-Württemberg dated June 9, 2020).

No other use will be made of the data. Your data will be stored in compliance with data protection laws for one month and then deleted/destroyed in compliance with legal data protection requirements. Your data will only be passed to the responsible health authority if the responsible authority requests information.

Stakeholder's rights:

Under the EU General Data Protection Regulation (GDPR) you have the following rights:

If your personal data is processed you have the right to information on the personal data that is stored (Art. 15 GDPR). If the personal data is incorrect, you have a right to request correction (Art. 16 GDPR). If legal conditions are met, you may demand deletion or restriction of processing and object to processing (Art. 17, 18 and 21 GDPR). With regard to the right to information and deletion, the restrictions in Sections 9 and 10 LDSG BW (Landesdatenschutzgesetz, Baden-Württemberg Data Protection Regulation).

If you have complaints about the protection of data you can contact the relevant supervisory authority:

Der Landesbeauftragte für den Datenschutz und die Informationsfreiheit, Königstrasse 10 a, 70173 Stuttgart, Tel.: +49 711 615541-0, Fax: +49 711 615541-15, e-mail: poststelle@ldi.bwl.de