Checklist for teachers when preparing and conducting classroom lessons in the 2020/21 winter semester (date: 18.11.2020)

Only the current Hygiene Concept of the University of Tübingen is binding – it can be accessed via: https://uni-tuebingen.de/en/171516

Classroom lessons in the 2020/21 winter semester are taking place under pandemic conditions. This checklist is designed to help you prepare and conduct classroom lessons. The key points to be noted come directly from the standards in the University of Tübingen’s Hygiene Concept.

Please read the Hygiene Concept, in particular in Part A ‘General Code of Conduct’, the section starting ‘The following strictly apply’ on the distance rule, ban on admission, and face coverings, and section E ‘On-campus teaching formats’.

In the Hygiene Concept (https://uni-tuebingen.de/en/171516) you can find special information on the conduct of

- laboratory practicals (Section F.)
- on-campus examinations (Section H.)

1. Before the first session

☐ Created a teaching concept adapted to the space available and enabling the hygiene and protective measures to be upheld.

☐ Clarified the number of places for participants with the lecture theater administration and booked the room/lecture theater.

☐ Students have registered to attend (e.g. in Alma or ILIAS).

N.B. Registration may be omitted for classes involving a group that is in any case smaller than the capacity of the intended room (e.g. on degree programs with very few students). In the case of non-curricular events, course organizers should clarify in advance how registration can take place (using Alma, e-mail, etc.)

☐ Use of a QR code has been set up for the course in alma. (You can find more information on the IT Center (ZDV) website: https://uni-tuebingen.de/de/198598)

It is not necessary to use the questionnaire if participants’ details are recorded in alma using the QR code. Otherwise:

Enough questionnaires (incl. data protection information) have been prepared for the first session and the questionnaires (or the respective link, see below) have been

- sent to students by e-mail
- provided to the students in Alma/ILIAS
- printed out in sufficient numbers and provided to the students at the first event.

You can also find the link to the questionnaire for classroom lessons here: https://uni-tuebingen.de/en/171516

☐ The students have been informed that they must register in alma using the QR code.

alternatively:
Students have been told to bring the questionnaire to the first class/complete it at the start of class.

☐ Checked whether cleaning wipes are available in the lecture theater*.

☐ Seats in the classroom are labeled in accordance with the hygiene plan*.

* For centrally-managed rooms this is done by building management; an ‘emergency number’ on the desk tells you who to contact in case some material is missing.

2. At the first session

☐ Students have been informed that the distance rules must be complied with at all times and that there is an obligation to wear a face covering.

☐ If the QR code is not used, the completed questionnaires must be collected.

Individuals who have not registered may take part by arrangement with the teacher as long as there is sufficient space, they complete the questionnaire, and the list of participants is updated.

Only if using the questionnaire in hard copy: The completed questionnaires are stored by the course organizers for the duration of the entire course plus four weeks (or four weeks for non-curricular events).

In the case of non-curricular classes the course organizers collect the questionnaires and – if it is a faculty event – pass them to the responsible Dean’s Office to be stored for four weeks.

3. At each subsequent session

☐ The lecture theater has been thoroughly aired before the start of the event. (The room does not have to be left in the breaks between classes, esp. if participants remain in the same group; distance rules, etc., must continue to be observed.)

☐ Students clean their seat BEFORE use.

☐ Students only take seats that are marked in color.

☐ Class attendance has been recorded in a list of participants.¹

☐ Window kept permanently tilted open or aired with windows fully open every 20 minutes where there is no ventilation system (see the Hygiene Concept  https://uni-tuebingen.de/en/171516 point H.2.A.1.)

☐ Distance rules (at least 1.5m) consistently observed.

☐ (Where available) a microphone is used.

Speakers must always stay at a distance of at least 3 meters to all other participants if they do not wear a face covering while speaking. However, on the basis of the current BW CoronaVO, until further notice everyone, including teachers, taking part in face-to-face lessons must wear a face covering, and such lessons may only be given in exceptional cases.

¹ Please note: As a rule there is no duty to attend classroom lessons. Our students should not suffer any disadvantage from studying under pandemic conditions if they are unable to take part in face-to-face teaching. They do not need a doctor’s note for this. Therefore they should be provided with the most flexible opportunities to take part in the course and complete their studies and examinations. There are suggestions on how to do this and additional information here:  https://uni-tuebingen.de/en/teaching-staff/digital-teaching/teaching-in-the-winter-semester-20202021/
4. After each session
☐ The list of participants is archived by the course organizers for a period of four weeks from the last-dated entries and then destroyed (if the QR code is used in alma).

5. In the event of a case of coronavirus

Information can be found in the university’s Hygiene Concept, Part B, 3. Information and Communications (bold type).

After notification, the health authority is responsible for taking further steps. These may include quarantine measures and the tracing of chains of infection; the health authority must where relevant be provided with the questionnaires and the lists of participants.

You can find more information on coronavirus and contacts at https://uni-tuebingen.de/en/university/information-on-the-corna-virus/