Hygiene Concept

last update: January 26, 2021

President’s Office of the University of Tübingen
Wilhelmstraße 5
72074 Tübingen
Hygiene Concept of University of Tübingen under Pandemic Conditions

Version 2.2 –October 5, 2020, passed by the President’s Office on October 7, 2020, valid from October 9, 2020 with updates

Download at https://uni-tuebingen.de/en/university/information-on-the-corona-virus/

Updating: will take place on amendment of the Corona ordinances (Corona-Verordnungen), occupational safety standards or other requirements

Key updates since October 5 at a glance

1. Amendments in relation to code of conduct.
2. End of D.5: Clarification regarding events by outside parties.
3. E: Additions regarding tutors.
4. F: Rules on formation of groups.
6. New rules on stage use included under I.
7. Previous I. becomes J., survey can now be found in J.
10. A: New rules about compulsory masks esp. in classes and public areas outdoors (**President’s Office 21.10.2020) and corresponding amendments to the entire document.
11. B.3: Attempt at clarification: No entitlement or obligation to track cases of coronavirus (**President’s Office 21.10.2020).
15. E: Clarification about face-to-face teaching (**President’s Office 21.10.2020).
17. D.5, second paragraph: Events may only be held with up to 100 participants (note from the Ministry of Science, 23.10.2020).
18. D.4: Additional information about Working from Home (President’s Office 04.11.2020).
19. Start of E: Extensive suspension of face-to-face teaching (President’s Office 02.11.2020).
20. Start of I: Temporary suspension of rehearsals (President’s Office 04.11.2020).
21. A: Adoption of regulations under the CoronaVO of the state of Baden-Württemberg, in particular concerning extension of the requirement to wear a medical face mask or certified respiratory protection in accordance with A. (President’s Office 10.11.2020).
23. C.2: Addition to rules on admission of non-members of the university (President’s Office 26.11.2020).
24. Start of E: Extension of suspension of routine face-to-face studies until end of winter semester 2020/21 (President’s Office 02.12.2020).
26. End of D.5.: Clarification that the general rules on gatherings also apply at the university (President’s Office 08.12.2020).
27. C.1 Addition of a safety rule from the CoronaVO of the state of Baden-Württemberg (President’s Office 15.12.2020).
29. President's Office 26.01.: New requirement to wear mask throughout text, starting point is statements in A.1.); New A.2 due to legal federal requirements
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A. General Code of Conduct; Ban on admission and participation

1. Existing rules

The ongoing coronavirus (Covid-19) 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 assessment\(^1\), 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) of the state of Baden-Württemberg\(^3\); see also the Covid-19 Occupational Safety and Health Standards (Covid-19-Arbeitsschutzstandard und Arbeitsschutzregel)\(^4\) of the Federal Ministry of Labour and Social Affairs (BMAS)\(^5\).

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

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

The following strictly apply:

- A minimum distance of 1.5 m between people should be observed in all thoroughfares within university buildings.
- Under Section 1i of the Baden-Württemberg CoronaVO, from January 25, 2021 until further notice, a medical face mask (preferably certified in accordance with DIN EN 14683:2019-10) or respiratory protection which complies with the requirements of the standards FFP2 (DIN EN 149:2001), KN95, N95 or equivalent (referred to as following in the text: Medical face mask or certified respiratory protection in accordance with A.) must be worn within university buildings (different rules apply in the hospitals) in the following cases/situations:
  - In all rooms and areas designed for use by students to study when not in class, including areas of the university library that are open to the public (on the basis of the CoronaVO of the state of Baden-Württemberg, the University Library is closed up to and including January 31, 2021 both for study purposes and public access; this does not apply to the collection of ordered media and the return of media).
  - All thoroughfares, especially areas by doorways and other entrance areas, passages, hallways, staircases and toilet facilities; the same applies in areas designated for waiting and queueing as well as entrance areas inside and outside buildings.
  - Also in aisles within rooms and other areas where other events as defined by Section 10 CoronaVO take place;
  - as well as in classes including examinations, in particular finals, when seated as well as when taking/leaving their seat.

\(^1\) See https://uni-tuebingen.de/einrichtungen/verwaltung/vii-bau-arbeitssicherheit-und-umwelt/abteilung-2/arbeitsschutz/geaehrdungsbeurteilung/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/.


Exception:

- In the case of oral examinations in the individual's own seat with a group of participants in which all those involved constantly maintain a distance of three meters to all others present as well as observing the other measures in this Hygiene Concept, in particular regular ventilation of the room (see D.3 below) and the rules prohibiting admission (see information on the ban on entering university buildings below).

- In student administration offices and other administration and advice facilities providing face-to-face contact; the same applies in areas designated for waiting and queueing as well as entrance areas inside and outside buildings.
  - A medical face mask or certified respiratory protection in accordance with A. must also be used in university areas open to use by the public (open areas in front of buildings; paths between buildings).
  - In situations that produce greater amounts of aerosol (e.g. lengthy talks) a medical face mask or certified respiratory protection in accordance with A. must be worn or the distance increased appropriately, as a rule at least doubled to 3 meters.
  - The minimum distance must be increased to 3 meters at round tables, seminars, etc., involving contributions from participants, etc. (N.B.: while speaking. Space while seated remains at 1.5 m) if a medical face mask or certified respiratory protection in accordance with A. does not have to be worn for justified reasons.
  - The minimum distance must be increased to 3 meters at round tables, seminars, etc., involving contributions from participants, etc. (N.B.: while speaking. Space while seated remains at 1.5 m) if a medical face mask or certified respiratory protection in accordance with A. does not have to be worn for justified reasons.

- There is a general ban on entering university buildings for individuals who
  - are or have been in contact with an infected person within the previous 10 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 either individually or in combination have had the following symptoms: 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 Betriebsärztlicher Dienst (university medical service) by telephone on +49 7071 29-87092. Medical leave certificates provided by GPs or other doctors remain unaffected.  
- All previous occupational safety standards and rules continue to apply.

If the Hygiene Concept requires a medical face mask or certified respiratory protection in accordance with A. or higher standard of mask and an individual is prevented from wearing a medical face mask or certified respiratory protection in accordance with A. or mask due to reasons set out in a medical certificate, then this individual is only entitled to enter the university on the following conditions:
  - The medical certificate must be carried at all times and on request shown to the person responsible for the event and others in charge of the building, including the university’s security team.
  - The individuals in question should strictly observe the distance rule and personal pandemic hygiene (handwashing; etiquette when coughing or sneezing) when moving around public areas.

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Individuals without masks are only permitted to move around public areas provided that times are avoided when it can reasonably be expected that a lot of people will be about. E.g. when attending a class they should find a place ahead of the arrival of the majority of participants. Superiors may advise staff to seek advice from the Betriebsärztlicher Dienst (university medical service) regarding the risk.

2. Supplementary rules from January 2021
Based on the Baden-Württemberg CoronaVO (ordinance on infection prevention measures to counter the spread of coronavirus, Corona-Verordnung) from January 25, 2021, and based on the Covid-19 health & safety regulation (SARS-CoV-2-Arbeitsschutzverordnung) of the Federal Ministry of Labour and Social Affairs from January 27, 2021, the following also applies to all university staff:

Under Sections 5 and 6 of the Arbeitsschutzgesetz [Occupational Safety Act] all employers must review and update the risk assessment with regard to additional occupational infection prevention measures. The President’s Office of the University of Tübingen delegates this task with immediate effect to all individuals with responsibility for staff. These individuals must take all suitable technical and organizational measures to reduce personal contact at work. Simultaneous use of rooms by several people must be reduced to the bare operating minimum.

Essential work-related gatherings must be reduced to the bare operating minimum and where possible replaced by the use of information technology. If such essential work-related gatherings for operational purposes cannot be replaced by use of information technology, then all individuals with responsibility for staff must ensure equivalent protection with other suitable safety measures, in particular by ventilation and providing suitable dividers between those present.

All individuals with responsibility for staff must allow staff within their area of responsibility who do office work or similar to do this work from home as long as there are no imperative operational reasons against this.

In the workplace and operating facilities as well as on site, medical face masks or certified respiratory protection must be worn in accordance with A. This also applies in passageways or in sanitary facilities, etc.

If it is necessary for several people to use a room at the same time, then there must be a minimum area of 10 square meters available for each person, provided the work in question permits this. If this is not possible on account of the activities involved, then all individuals with responsibility for staff must ensure equivalent protection with other suitable safety measures, in particular by ventilation and providing suitable dividers between those present.

In workspaces with more than ten staff, the staff should where possible be divided into small work groups. Personal contact between the individual work groups during work and changes to these groupings must be kept to the bare operating minimum. Working at different times must be enabled as far as operational circumstances permit this.

All individuals with responsibility for staff must provide medical face masks if
1. more than two people work in one room and less than 10 square meters per person is available, or
2. the minimum distance of 1.5 meters cannot be maintained, or
3. activities involving a risk from increased aerosol output is expected.

Staff must wear the masks provided by the individuals with responsibility for them.
B. Special personal measures

1. Medical face mask or certified respiratory protection in accordance with A.

If a distance of at least 1.5 m cannot be maintained between individuals, and a medical face mask or certified respiratory protection in accordance with A. is not already stipulated in accordance with the regulations above under A., then a suitable medical face mask or certified respiratory protection in accordance with A. must nevertheless be worn in circumstances where this is not otherwise stipulated (e.g. in the office) (see e.g. the differing rules for laboratory workstations under F.2.)

You can find details, including about procurement, on the website of Arbeitssicherheit (occupational health and safety) under ‘Arbeitssicherheit und Infektionsschutz’.7

2. Facilities for handwashing with soap

Centralized provision of soap at the normal handwashing facilities is carried out by cleaning staff. Cleaning wipe dispensers are being provided in 100 classrooms with high levels of use; where dispensers are not available, the cleaning wipes are provided centrally and distributed generally. The faculty boards or – where delegated in writing – the departments/institutions are in charge of this. Every classroom user should have the opportunity to clean their place with cleaning wipes themselves.

In larger buildings with high footfall, disinfectant dispensers are provided in the entrance and exit areas in order to reduce demand for wash basins.

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/en/university/information-on-the-cori

na-virus/

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, medical face mask or certified respiratory protection in accordance with A. for staff and students).

Companies and suppliers will be reminded by the client to comply with hygiene rules (see C.2. below).

Providing First Aid: see


If a case of coronavirus occurs or is learned about at the university (affecting staff, students or visitors): reporting to the health authority must take place in accordance with Infektionsschutzgesetz (Protection Against Infection Act) rules; there are no obligations for relatives or members of the university. If uncertain about the relevant consequences, e.g. on an individual’s field of work, it is also possible to obtain advice from the Tübingen health authority[1], via its hotline: +49 7071 207-3600, Monday-Friday, 08:30 -16:00. In the event of seeking advice, for data protection reasons please also report this voluntarily only to the Betriebsärztlicher Dienst (university medical service), e-mail

7 https://uni-tuebingen.de/de/176862.
[1] https://www.kreis-tuebingen.de/Abteilung+33+Gesundheit.html
ambulanz.arbeitsmedizin@med.uni-tuebingen.de. The health authority alone handles tracking, members of the university are not entitled or obliged to do so.

If it is suspected that a confirmed case of Covid was contracted through contact in the workplace or during a class, the person concerned should report the incident online to UKBW (Unfallkasse Baden-Württemberg): https://www.ukbw.de/informationen-service/coronavirus-information-und-unterstuetzung/ (under: Versicherungsschutz bei Corona-Infektionen (Covid-19)). This ensures claims for benefits from the statutory accident insurance fund are covered. To improve protection against infection at the university it is helpful if the individuals concerned notify the Betriebsärztlicher Dienst (university medical service) about such reports. Individuals with confirmed cases of Covid that are contracted in the workplace or in class can always obtain advice from the Betriebsärztlicher Dienst, using the contact details given below.

C. Special organizational measures

1. Ensuring sufficiently safe distances

The use of walkways such as stairs, doors, elevators, sanitary facilities 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, in centrally run areas on behalf of the President's Office, and in areas run decentrally on behalf of the faculty boards or the directorate of the Center for Islamic Theology (ZITH), the computer center and the university library management. The faculty boards can delegate responsibility in writing to the level of departments or institutions.

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 as they 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. 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 and a medical face mask or certified respiratory protection in accordance with A. does not already have to be worn in accordance with the regulations above under A., alternative measures 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.

Staff who are certified by a doctor as at greater risk of severe outcome from Covid-19 on account of personal circumstances must not be deployed on activities calling for increased contact with others and in no circumstances on activities where it is not possible to maintain a distance of 1.5 meters to others. Their superior must comply with this requirement from the CoronaVO of the state of Baden-Württemberg.

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 J.3.). 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). Before starting work, employees of outside companies without university contact(s) at the actual site of work at the university must report to the building management on arrival and departure:

- Building management Tal, extension -72523 or hv-neueaula@zv.uni-tuebingen.de
- Building management Morgenstelle, extension -73385 or hv-morgenstelle@zv.uni-tuebingen.de

The offices responsible for commissioning the outside companies (e.g. Amt für Vermögen und Bau, Tübingen office; Technisches Betriebsamt) may also report on their behalf.

Employees of cleaning companies, of the Technisches Betriebsamt, of the medical service at the Tübingen University Hospitals insofar as they also carry out research and teaching duties, of the Amt für Vermögen und Bau, Tübingen office, and members of institutions that are working with proper authorization on university land on the basis of a cooperation agreements are deemed to be members of the university. The management of the above institutions will be sent the current version of the Hygiene Concept and must order any staff, etc., who visit the university to comply with it. The university will enforce its building regulations with regard to the above group of individuals if the Hygiene Concept rules are not followed.

A form must be completed in hard copy by or on behalf of every staff member, etc., of an outside company for each day they are working at the university (participants’ form – see J.2 below). This form should either be handed in on that day to the relevant building management or sent as a PDF to the relevant address (see below). The building management will keep the relevant forms in compliance with data protection law for four weeks after which it will destroy them in accordance with data protection law. If a QR code system is in place at the work site (notes see D. below: Digital alternatives to participants’ form), it may be used instead of providing a hard copy of the form.

3. 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.

4. 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 medical face masks or certified respiratory protection in accordance with A. They must be worn in the workplace and operating facilities as well as on site in accordance with the Baden-Württemberg CoronaVO from January 25, 2021. This applies in accordance with the Covid-19 health & safety regulation (SARS-CoV-2-Arbeitsschutzverordnung) if in exceptional circumstances for work reasons it is necessary to be at least the minimum distance.
- If the minimum distance cannot be maintained in offices with workspaces that face one another, a screen (e.g. Plexiglass panel) should be installed. The superior is responsible for this. Wearing a medical face mask or certified respiratory protection in accordance with A. is necessary immediately a room is used by several people.

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.

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

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

Soap is provided for handwashing in the 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.

The above rules must be complied with in break rooms and kitchenettes. Therefore when they are occupied by several people, medical face masks or certified respiratory protection in accordance with A. may only be taken off briefly to eat or drink, and this is only permitted provided sufficient distance is ensured between the users, there is at least 10m² available per person and the room is sufficiently ventilated. 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. (i.e. airing for three to ten minutes, where possible with heating turned off for this period)
- Air shared-use rooms with windows fully open at least every 20 minutes or ensure a constant flow of air with an open door/window on opposite sides (where possible with heating turned off for this period)

**Duration of airing:**

- in summer: up to ten minutes (allowing for outdoor temperature)

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8 https://uni-tuebingen.de/en/university/information-on-the-corona-virus/corona-virus-information-for-employees/#c1077099
10 https://www.infektionsschutz.de/
- in spring/autumn: five minutes
- in winter: three minutes

It is urgently recommended that the ventilation intervals are monitored either simply by the person in charge or in consultation with the other occupants of the room, e.g. using the timer function on smartphones. Aside from this, ideally and where possible (if the temperature allows it) there should be constant airing with open door/window (on opposite sides). Where there are room ventilation systems with an adequate supply of fresh air, additional ventilation via the windows is not required. If a case of coronavirus occurs and the above frequency of ventilation is not maintained precisely it must be assumed that the entire group of participants in a class must go into quarantine, for example.

- 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.
- There are safety concerns about mobile air filters and other approaches (e.g. UV rays, ozone) as Arbeitssicherheit (occupational health and safety) and the university medical service have not approved them. At present the best data indicates that airing is the only measure to be recommended.

4. Working from home

The ongoing coronavirus (Covid-19) pandemic obliges each and every one of us to behave considerately to help prevent themselves and others becoming infected with Covid-19. The university also bears this responsibility on behalf of its students, staff and guests. Based on a risk assessment, the Hygiene Concept set out below contains special occupational safety measures and aims to protect the health of staff and students.

The health of its staff is of particularly great importance to the University of Tübingen. Therefore the Hygiene Concept should enable them to work safely at the University of Tübingen, even under the conditions of a pandemic. An additional way of countering the pandemic in the current situation is to work from home in order to reduce contact. The President's Office (as of 04.11.2020) therefore refers to the existing service agreements on occasional working from home and on alternating teleworking.

(Extract from service agreement:)

Arrangement

Occasional working from home may take place in emergencies and crises. It is not a permanent arrangement and enables staff to carry out all or part of their work at home without complex preparations. The framework conditions on the workplace contained in Points 6 and 7 of the Teleworking service agreement must be met.

Reasons for occasionally working from home include:
- Family emergencies and crises
- Building work at the university that makes work in the workplace difficult
- Work spaces being unsuitable for work as a consequence of extreme temperatures (see also the agreement on workplace temperatures; https://uni-tuebingen.de/de/de/128093)
- The following additional reasons apply for the duration of the national epidemic situation as determined by the German Bundestag:
  - Individuals who are fit to work but who on account of suspected exposure of themselves or of another in their household are subject to the ban on admission under the Hygiene Concept (as applicable) until certified CV19-free by a doctor
  - Compliance with infection prevention measures

Appropriate requests from employees should be sent to their superior, agreed and passed on to HR. Therefore the President’s Office asks that all requests that are exclusively justified with the current pandemic situation and general efforts to prevent the spread of infection are always proposed to run for up to four weeks, in accordance with the service agreement with the staff council. Consequently, the President’s Office asks superiors — as far as the work permits — to enable alternating teleworking or occasional working from home. The unit / facility / department must at the same time still be able to function. Staff who notice that another member of their household shows symptoms of possible Covid-19 are also entitled to carry out work at home for a short while until the symptoms are clarified (see service agreement ‘Teleworking – occasional working from home’).

For detailed rules see the university website.11

5. Business trips, excursions, gatherings and meetings; third party events, gatherings

Business trips and excursions (for excursions see the special rules in G.) may only be carried out for an compelling official reason; as of 02.11.2020 and until further notice excursions are no longer permitted (see start of E. below).12 Telephone and video conferencing should be used as an alternative. The University of Tübingen will not approve any business trips to countries or regions that are categorized as Covid-19 risk areas by the Baden-Württemberg Ministry of Social Affairs; exceptions in special cases must be agreed in advance with the President’s Office, submitting a risk analysis13.

Once again, until further notice no approval is needed from the President’s Office for any teaching activities, see start of E. above; events with up to 100 people are also still permitted under these conditions provided the distance rules are met. Therefore, university activities besides teaching, e.g. introduction for new appointees and new staff, academic meetings, etc., can take place in compliance with the Hygiene Concept and the limited capacity of the room under coronavirus conditions. All the guidelines of the Hygiene Concept must be followed, e.g. the basic rules in A., the rules about medical face masks or certified respiratory protection in accordance with A. in A. and B.1, the rules about airing rooms in D.3. (N.B. ventilation must be carried out at all times, not just in breaks), participants must be recorded in accordance with the questionnaire at the end of the Hygiene Concept (J.2). Proactive steps must be taken to ensure that spaces are available for all those present in compliance with the distance rules. The President’s Office does however call on all university staff as far as possible to switch meetings, congresses and conferences online, and where possible to avoid face-to-face meetings in order to prevent infections. This also applies to face-to-face conferences and congresses until the end of the winter semester 2020/21.

Purely seated events may take place exclusively in compliance with the university’s Hygiene Concept. For all other events a special hygiene concept is needed. Arbeitssicherheit (occupational

health and safety) provides a specimen plan agreed with the staff council on its website.¹⁴ The special hygiene concept should be agreed with the Betriebsärztlicher Dienst (university medical service) or Arbeitssicherheit (occupational health and safety), which provide the supplementary hygiene concept to the staff council for information. If no agreement can be reached, the President’s Office will be asked to decide.

Until further notice third party events are no longer permitted (CoronaVO of the state of Baden-Württemberg dated October 19, 2020). Once they are permitted again, they will in any case require a special Hygiene Concept. At the same time, all the guidelines of the Hygiene Concept must be followed, e.g. the basic rules in A., the rules about medical face masks or certified respiratory protection in accordance with A. in B.1, the rules about airing rooms in D.3. (N.B. ventilation must be carried out at all times, not just in breaks), participants must be recorded in accordance with the questionnaire at the end of the Hygiene Concept (J.2). Proactive steps must be taken to ensure that spaces are available for all those present in compliance with the distance rules. This special hygiene concept should also be agreed with the Betriebsärztlicher Dienst (university medical service) or Arbeitssicherheit (occupational health and safety), which provide the supplementary hygiene concept to the staff council for information. If no agreement can be reached, the President’s Office will be asked to decide.

Musical events with exceptional permission (either internal or third party – see also section I.) as well as all third party events must always have a special hygiene concept. This special hygiene concept should also be agreed with the Betriebsärztlicher Dienst (university medical service) or Arbeitssicherheit (occupational health and safety), which provides the supplementary hygiene concept to the staff council for information. If no agreement can be reached, the President’s Office will be asked to decide.

The familiar general hygiene rules must be followed. In particular, a distance of at least 1.5m must always be observed in relation to catering as well, and other measures such as Plexiglass panels should be fitted.

Food, drink and cutlery should be handed to the participants by a specially assigned worker. Self-service buffets are not allowed.

Preferably the organizer should where possible provide food in individual packaging at the seat (e.g. individually packaged products from a bakery).

Drinks should only be provided for self-service in sealed bottles. A bottle opener should be kept available for each employee.

Breaks that give rise to a potential for people gathering together must be avoided. Therefore please avoid food or coffee breaks where those in attendance spend the break together. Gatherings like this can harbor an increased risk of infection.

Gatherings are currently only permitted in buildings and on the grounds of the university in accordance with the current CoronaVO of the state of Baden-Württemberg.

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.

When sharing a vehicle, all the occupants including the driver must wear a medical face mask or certified respiratory protection in accordance with A. and ensure sufficient ventilation of the passenger compartment.

After the journey, the interior of service vehicles must be cleaned and the cleaning documented in the journey log. In particular the steering wheel, gear 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 can 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 Covid-19 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) can be used – there is no additional benefit to this, however. It is important that the rear sides of handles, levers, steering wheel, etc., are thoroughly cleaned.

E. On-campus teaching formats

No courses may be offered that require students to attend after 8 p.m. The President’s Office (circular 16.12.2020) also asks all teachers to end events and examinations sufficiently early to allow students to get home in good time before the 8 p.m. curfew.

Suspension of on-campus activities

Studies within the meaning of the Hygiene Concept 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.

Pursuant to section 1a(8)(1) CoronaVO of 02.11.2020 as amended, classroom studies in general at the University of Tübingen were initially suspended until November 30, 2020; digital formats and other remote study formats are however permitted. At its meeting on December 2, the President’s Office decided to suspend classroom studies until the end of the winter semester 2020/21 lecture period. However, the President’s Office of the University of Tübingen is empowered to permit face-to-face work in the current pandemic provided it is epidemiologically responsible and absolutely necessary to ensure successful and appropriate progress of studies in the winter semester. Therefore, by resolution dated 02.11.2020, the President’s Office exclusively permits the following in face-to-face form:

1. Practical classes which require special laboratories/workrooms, including sports venues (study activities and public presence are however for now prohibited in sports halls and sports facilities of the university on account of the CoronaVO of the state of Baden-Württemberg until January 10, 2021), in particular laboratory practicals, practical internship elements involving contact with patients in compliance with clinic and teaching hospital standards, dissection courses, and classes with mainly practical lesson elements;

2. Examinations, especially finals;

3. Admission and approval procedures;

where these are absolutely necessary and cannot be replaced by use of IT and communication technologies or other remote teaching formats. Absolute necessity is the case for all classes that are required by the curriculum and where in the opinion of the responsible Dean’s Office the qualification goals of the course evidently cannot be achieved by use of online formats. Absolute
necessity is also the case for all examinations that have until now been prepared to be taken face-to-face. Holding such events is epidemiologically responsible as they are only permitted under the conditions set out in the Hygiene Concept of the University of Tübingen. Please consult Central Administration Department III.1 in cases of doubt, giving an assessment.

The President’s Office reserves the right where necessary to make the above list of permitted activities more specific. The President’s Office also reserves the right in the course of ongoing review to instruct individual courses to switch to online activities, even if in line with this resolution they were initially able to start face-to-face. Applications may be made to the President’s Office if other courses not included in above list need to take place face-to-face. Please ensure when making such applications that the format applied for must correspond in importance to the examples above.

Use of a hard-copy record of participants

Until further notice (for exceptions please see below), the questionnaire in the Appendix must be completed by attendees of all classroom events (resolution of President’s Office of June 3) – see Appendix J. The applicable state coronavirus regulations (dated August 6, 2020) state in Section 10 that the data listed in Section 6 must be collected for every event, recording the first name and surname, address, date and time of attendance and a telephone number. This was confirmed in the coronavirus regulations of the Ministry of Science, Research and the Arts Baden-Württemberg (MWK) – in the case of series of events (e.g. a lecture series) data must be collected for each individual event, however repeated storage of existing data should be avoided. Until now, collecting the data was ensured in hard copy using the existing questionnaire (see J.2 below). For various reasons including data protection, Appendix J.2 has been modified.

To avoid every student on every curricular class having to hand in a completed page of A4, from September 25 the process is as follows:

The first time they attend a curricular class (and until this class can be held online, currently under review) the student should give the questionnaire to the person giving the class (see J.2 below.). Teachers should instruct students where possible to bring the completed questionnaire to the first class.

Before each individual event either the course head or their deputy must check who out of those registered/ permitted to attend was at the event, and tick them off a list of participants; circulating a list for signing, etc., is not permitted, firstly because data protection law prohibits the circulation of such documents and secondly because allowing numerous people to handle a document could help transmit the pandemic. The list of participants clearly records who took part in the event and can be passed on to the health authority. At the same time it prevents individuals taking part who are not registered or permitted to attend, and the risk of being unable to provide the health authority with the necessary information. Where individuals who are not registered and/or permitted to attend nevertheless wish to attend an open event and there are sufficient free places (both under coronavirus conditions and under other admission restrictions) that they may be admitted by the course head, they must be asked to complete the questionnaire (see below) and the list of participants must be revised.
The course coordinator must retain the questionnaire for four weeks as well as the list of actual participants until four weeks have elapsed since the respective class. The documents must then be destroyed in compliance with data protection law.

The person in charge must never admit more participants into a room than are permitted under coronavirus conditions.

On entry to the university/classroom, all students who enter the university and take part in courses must declare that they are not affected by the risks/symptoms and that they will comply with the rules (distance and hygiene rules, follow staff instructions). Violations can lead to civil liability claims and criminal prosecution, amongst other things.

The university currently believes it is necessary to record students’ attendance in hard copy, and this cannot be avoided. However, it reserves the right to simplify the process for listing participants after consulting with ZDV (computer center).

If tutors give classes, their superior must remind them to comply with the rules in this Hygiene Concept including these documentation requirements.

Non-course related use of the participants’ form

Events involving students that are not curricular classes (e.g. field trip planning meetings, examination preparations, study groups on university premises, etc. – these formats are not permitted until the end of the winter semester 2020/21 lecture period (decision of the President’s Office dated December 2)) must also be recorded using the form in J.2 of the Hygiene Concept. For events like this every participant must complete an A4 page. The person holding the meeting or (if no management are present) someone chosen by the participants must ensure that the pages are completed at the start of the event and must then collect them and pass them to the responsible Dean’s Office (or in ZITH: Executive Board ZITH) or the management of the UB (university library) or ZDV (computer center), to be stored in compliance with data protection law for four weeks. After four weeks the forms must be destroyed in compliance with data protection law.

When handing out the form (see J.2.), the data protection information must also be placed so that it is clearly visible to all concerned, please see Appendix J.4. Where possible, participants should complete the questionnaire in advance and bring it with them to the event.

In accordance with Section 4 of the Baden-Württemberg CoronaVO, data must also be processed for study-related areas insofar as student administrations and other advisory and management bodies are involved. Therefore, the responsible central administration offices or decentralized institutions are obliged to use the form (Appendix J.2) in these cases as well. When using the form the data protection information, as given in Appendix J.4., should be clearly displayed for all concerned. Anyone involved should have the opportunity to bring the completed questionnaire with them to the appointment with the advisory or management body. The advisory or management body in question must keep the forms in compliance with data protection law and destroy them in compliance with data protection law after four weeks.
When collecting and returning media (click and collect) it is not necessary to record data with regard to library use at the university.

Digital alternative to the participants’ form

Besides recording participants in hard copy, there is now (as of 02.11.) the possibility of generating a specific QR code for each individual face-to-face event; this should be projected by the teacher at the start of class, participating students can register as present via the alma portal simply by scanning the code using a smartphone. Instructions for teachers and students can be found at https://uni-tuebingen.de/einrichtungen/zentrum-fuer-datenverarbeitung/dienstleistungen/sonstiges/it-unterstuetzung-in-corona-zeiten/teilnehmererfassung-in-der-lehre-mittels-qr-code/.

Details on holding face-to-face events

1. Until further notice, no further individual authorization is required for classroom lessons, classes are limited by the rooms available as a result of distancing requirements and the current standards – as given above at the start of E. However until at least November 30, 2020, and probably longer, the restrictions set out above (start of E.) apply. 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/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 ‘, 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. and the statements at the start of E.

5. For curriculum 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. The regulations for professional and top-class sport passed under and on the basis of the CoronaVO apply to Sports Science studies. Requirements for curriculum university sports at the University of Tübingen are implemented in specific hygiene concepts for curriculum university sports and are currently being reviewed and where necessary revised. These specific hygiene concepts must also be agreed with the Betriebsärztlicher Dienst (university medical service) and Arbeitssicherheit (occupational health and safety), which provide them to the staff council for information. (However study activities and public presence are for now prohibited in sports halls and sports facilities of the university on account of the CoronaVO of the state of Baden-Württemberg until January 10, 2021).
Whether general university sports are permitted and how they are arranged is determined by the regulations passed for leisure and individual amateur sports under and on the basis of the CoronaVO. General university sports involving the presence of athletes are currently (as of 02.11.) suspended until further notice.

High-performance athletes who are also students are permitted to undertake individual training with one supervisor each within the framework of the University of Tübingen’s cooperation with the Studierendenwerk (students’ union) and the Stuttgart Olympic training center (resolution of President’s Office of 18.11.). If the same areas are used, events that form part of the curriculum have precedence over individual training. During individual training the measures in the Hygiene Concept for that type of curricular sport must be observed. If during individual training a type of sport is practiced for which there is no special Hygiene Concept for a curricular sport then individual athletes are obliged to agree an individual Hygiene Concept with the Betriebsärztlicher Dienst (university medical service) and/or Arbeitssicherheit (occupational health and safety) before commencing training. These individual hygiene concepts must also be agreed with Betriebsärztlicher Dienst (university medical service) and Arbeitssicherheit (occupational health and safety), which provide them to the staff council for information.

(However study activities and public presence are for now prohibited in sports halls and sports facilities of the university on account of the CoronaVO of the state of Baden-Württemberg until January 10, 2021).

6. For excursions the guidelines passed by the President’s Office, Appendix G., continue to apply. These guidelines are binding. Until further notice, however, no approval process is necessary provided these guidelines can be strictly followed. However excursions are not permitted until further notice (see start of E.).

In rooms that are not automatically ventilated, the teacher in charge must ensure the ventilation rules listed in D.3 are observed. It is recommended that one of the participants is assigned to monitor the ventilation intervals at the start of each event (e.g. using the timer function of a smartphone.)

F. Conducting laboratory practicals and similar group events

Courses must not require students to attend after 8 p.m. The President’s Office (circular 16.12.2020) also asks all teachers to end events and examinations sufficiently early to allow students to get home in good time before the 8 p.m. curfew.

For courses that were exceptionally declared permissible until the end of the winter semester 2020/21 lecture period by the President’s Office (see start of E.), subject to clarification from the supervisory authority which is still pending, the minimum distance rule of 1.5 meters may be varied provided suitable infection prevention measures are taken, in particular if teaching takes place in a group always comprising of the same 35 students (maximum) who do not belong to other groups with other people. Such exceptions should be recorded in the Hygiene Concept and notified to the responsible health authority.

Such exceptions apply if the nature of the work, e.g. shared work at a workstation is necessary, means that the group is frequently or regularly unable to maintain the distance of 1.5 meters (for instance students at a bench in Anatomy). In the 2020/2021 winter semester, groups have been set up in accordance with sentence 1 on several degree programs at the University of Tübingen.
because of curricular requirements, see https://uni-tuebingen.de/en/university/information-on-the-corona-virus/corona-virus-information-for-students/

There are two differing constellations at the University of Tübingen:

a) Establishing groups with no more than 35 participants. Management of courses with such a permanently established group with up to 35 students must stipulate that working together within a distance of 1.5 meters requires a medical face mask or certified respiratory protection in accordance with A. to be worn, unless additional protection is necessary in accordance with other regulations. The guidelines of the Hygiene Concept must also be followed.

b) If for curricular requirements, groups have to be set up that in some cases share students, then all the students must wear DIN EN 14683-certified surgical masks. The guidelines of the Hygiene Concept must also be followed; where possible the rate of ventilation should be increased.

This category b) also includes small teams (‘buddies’).

Group laboratory practicals are usually possible without authorization if the special requirements at the start of E. and 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 previous 10 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)) or
- have symptoms of a respiratory infection, or either individually or in combination have had the following symptoms: loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat.

General distance rule when entering and within buildings:

It must be ensured that 1.5 meters distance is maintained at all times.

Prevention of 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.
- A medical face mask or certified respiratory protection in accordance with A. must on principle also be worn in laboratories, unless greater protection is required under other regulations.
- 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. These teams should also maintain a minimum distance of 1.5 m as far as possible and otherwise wear DIN EN 14683 certified surgical masks. 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 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 if possible be allowed between each group’s time slot.
- If possible, the ‘flow of traffic’ through the students’ course rooms, equipment and break rooms should also be managed with ‘one-way’ markings.

**Prevention of 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 interfaces 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, and sign to 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 medical face masks or certified respiratory protection in accordance with A. 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 (poss. 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 is otherwise a strain on them. Therefore, while seated in class, pregnant women are exempted from the obligation to wear a surgical mask.

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 Betriebsärztlicher 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

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 Betriebsärztlicher 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.

Excursions are currently not possible (see start of E.). If an application is made for exceptional permission, it should be noted that the excursion in question must be of equal importance to the examples stated at the start of E. and neither postponement nor substitution are possible.

Absolutely necessary 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 responsible for compliance with standards.

**Distance:** It must 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 a medical face mask or certified respiratory protection in accordance with A. is mandatory. Sufficient ventilation of the passenger compartment must also be ensured.
- 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 10 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)) or
- have symptoms of a respiratory infection, or either individually or in combination have had the following symptoms: 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 Ministry for Social Affairs and Integration of the State of Baden-Württemberg\(^{16}\) 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

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travelers, as it is not possible to convey them by shared means of transport with healthy participants.

c. Flights: Airline rules apply.

2. Choosing means of transport

   a. Private vehicle\textsuperscript{17}:

      i. Car-sharing should be avoided. If unavoidable, a medical face mask or certified respiratory protection in accordance with A. must also be worn and sufficient ventilation of the passenger compartment ensured even when the minimum distance is maintained by all occupants. 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. Driver and passenger must each wear a medical face mask or certified respiratory protection in accordance with A.. 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 Ve (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\textsuperscript{18}:

      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.

      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 sides of handles, levers, steering wheel, etc., are thoroughly cleaned.

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

\textsuperscript{17} https://www.bg-verkehr.de/coronavirus/tipps-fuer-unternehmen-und-ihrer-beschaeftigten (Fact sheet Coronavirus – Infektionsschutz im Taxigewerbe / accessed on July 9, 2020).

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 encourage 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 medical face mask or certified respiratory protection in accordance with A. is nevertheless mandatory 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 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 Covid-19 in the past 10 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, the participants should be given a small bottle of disinfectant (at least limited virucide).

   d. Even if maintaining the minimum distance, all occupants must wear a medical face mask or certified respiratory protection in accordance with A.

   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 shall 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 of air by keeping the window permanently tilted open, see ASR A3.6 Ventilation (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. 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 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 on 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, so that any chain of infection may be identified and contained quickly. Members of different teams should avoid shared leisure activities.

   b. If the minimum distance of 1.5 m cannot adequately be maintained on site, then wearing a medical face mask or certified respiratory protection in accordance with

A. is necessary; university staff must wear the medical face mask or certified respiratory protection in accordance with A. at all times when they are on site.

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 as regards 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.

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.

g. 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

Examinations must not require students to attend after 8 p.m. The President’s Office (circular 16.12.2020) also asks all teachers to end events and examinations sufficiently early to allow students to get home in good time before the 8 p.m. curfew.

Examinations on campus are possible without authorization if 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 examiner is hereby responsible for compliance with standards. Since November 2, 2020 and/or January 25, 2021, wearing a medical face mask or certified respiratory protection in accordance with A. is mandatory (see A. above, together with the exceptions for certain oral examinations).

Distance: It must be ensured that 1.5 meters distance is maintained at all times. Please note the special rules (see A. above) on situations that produce greater amounts of aerosol.

- 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 previous 10 days (contact also means patient-related tasks without adequate protective equipment (i.e. at least FFP2 mask, protective gown, gloves, protective goggles/visor)) or
- have symptoms of a respiratory infection, or either individually or in combination have had the following symptoms: 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 the consent of the dean and the building administrator to use as an examination room is necessary.

- Seating plans are drawn up by building 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. When there is change of at least some of the participants between two examinations, there must be a break of at least 30 minutes. The 30 minutes may be reduced by thoroughly airing the room as follows / Duration of airing:
  - in summer: up to ten minutes (allowing for outdoor temperature)
  - in spring/autumn: five minutes
  - in winter: three minutes
- The 30 minute break may also be omitted if the room has a constant supply of fresh air from a ventilation system.
• 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 medical face masks or certified respiratory protection in accordance with A. 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 medical face masks or certified respiratory protection in accordance with A. 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 must also be asked not to take off the medical face mask or certified respiratory protection in accordance with A. (Exception: 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. As a precautionary measure, a minimum distance of 4 meters 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 is otherwise a strain on them.

B. Conducting the examination:

1. Admission checks: Before the checkpoints at the entrance, building 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 medical face mask or certified respiratory protection in accordance with A. for the admission check and otherwise observe the distance rules.
• At the entrance, the invigilator will take the participants’ questionnaires or check details against a list of participants.
• 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. After students have taken their seat, the seating arrangements must be recorded in order to ensure that they can be reconstructed for the purpose of tracking any infections (Decision of President’s Office on 15.12.2020). Relevant documentation may only take place appropriately for the pandemic, i.e. not by a general recording of names and seats by an invigilator who passes within the minimum
distance, but as a rule by the exam candidates recording their seat numbers on the examination papers. The exam candidates should be asked to do this in an announcement made by the examination management. The announcement should refer to a sign hung up in a clearly visible place by the entrance to the room well before the examination. The sign should state: Based on the Hygiene Concept of the university in conjunction with Art. 6(1)(c) GDPR and Section 7 of the CoronaVO of the state of Baden-Württemberg, participants’ seats are recorded during this examination in order to be able to track cases of coronavirus. The seat number is only recorded together with the name of the individual for the purposes of tracking coronavirus. For technical reasons the numbers are gathered by being voluntarily entered on the exam papers. The period for which the seat number is held is determined by the rules for examination documents. Examination documents which do not bear a seat number will however be collected and assessed the same as all other examination documents and there are no penalties for failure to record the number. If attendees’ seat numbers are already recorded on other grounds, in particular examination regulations, the procedure outlined should still be used as well, as e.g. gathering on account of examination regulations does not form a basis for additional use of the data for health reasons.

3. Struck out on the basis of the CoronaVO.

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. In general, minimum distance and hand hygiene must be observed when exchanging exam materials of all kinds. The invigilator and the exam candidates must wear medical face masks or certified respiratory protection in accordance with A. while papers are distributed and collected.

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 flow of air by keeping the window permanently tilted open → see ASR A3.6 Lüftung (Technische Regeln für Arbeitsstätten). If there is disturbing noise, e.g. a building site, outside the window, the invigilator may permit the examination to be paused while airing the room.

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, allowing 4 meters distance. In the event of evacuation (e.g. fire) this 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 being afraid 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 are not at any greater risk than the overall population, according to current medical information. As a precautionary measure, a minimum distance of 4 meters 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 is otherwise a strain on them.

7. The secure conduct of examinations in times of coronavirus has now been guaranteed in the ‘Lehre und Prüfungen SoSe2020’ rules.
I. Rules on stage use in the 2020/21 winter semester

Baseline:

Under Section 10 CoronaVO\textsuperscript{27} events are in principle allowed in compliance with certain standards. Under the SARS-CoV-2 Occupational Safety and Health Standards (Arbeitsschutzregel) of the Federal Ministry of Labour and Social Affairs (BMAS)\textsuperscript{28} these standards may also be met by compliance with sufficient infection prevention measures. In addition the standards in the CoronaVO for colleges of music, art and art for the young\textsuperscript{29} and the recommendations of the German VBG (accident-prevention regulations) regarding rehearsals and performances\textsuperscript{30} must be followed.

The President’s Office consulted with the Betriebsärztlicher Dienst (university medical service) (represented by Dr. A. Brandt) and Arbeitssicherheit (occupational health and safety) (represented by S. Grenz-Single) and developed this plan for infection-safe stage use.

At present, stage use for concerts and other performances in front of an audience is not possible. Rehearsals were also expressly suspended by the President’s Office with the decision dated 04.11.2020, as rehearsals are not regarded as complying with the regulatory position since 02.11.2020, as otherwise there would be a contradiction with regard to the wide-ranging ban on study activities requiring attendance. As soon as rehearsals and/or stage use is once again possible, where necessary with restrictions, it may take place under the following conditions:

1. Compliance with the infection prevention rules

Compliance with the university’s general rules in the Hygiene Concept, in particular observing the distance rules and taking the ban on entering university buildings into account in compliance with the legal guidelines; the organizer is hereby responsible for compliance with standards.

\textbf{Distance:} It should be ensured that 1.5 meters distance are always observed in public areas and for guests.

- Depending on the nature of the performance, special distance rules apply, as explained further down.
- Number of persons: The number of participants should be limited to the minimum possible.

\textbf{The following may not in general take part: individuals who}

\begin{itemize}
  \item \textsuperscript{27} Ordinance on infection-preventing measures to prevent the spread of coronavirus (Rechtsverordnung über infektionsschützende Maßnahmen gegen die Ausbreitung des Coronavirus (CoronaVO) dated July 1, 2020 (https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/, accessed on 23.09.2020).
  \item \textsuperscript{29} Ordinance of the Ministry of Education and the Arts and the Ministry for Social Affairs on operating colleges of music, art and art for the young (Verordnung des Kultusministeriums und des Sozialministeriums über den Betrieb von Musikschulen, Kunstschulen und Jugendkunstschulen) dated September 3, 2020 (https://km-bw.de/Lde/Startseite/Ablage+Einzelseiten+gemischte+Themen/CoronaVO+Musikschulen+ab+14_+September+2020, accessed on 23.09.2020).
  \item \textsuperscript{30} SARS-CoV-2 Occupational Health Standards for the theatrical and studio sector, regarding rehearsals and performances (SARS-CoV-2-Arbeitsschutzstandard–Empfehlungen für die Branche Bühnen und Studios für den Bereich: Proben- und Vorstellungsbetrieb) (http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/BuehnenStudios_Probenbetrieb.pdf?__blob=publicationFile&v=8, accessed on 23.09.2020).  
\end{itemize}
- are or have been in contact with an infected person within the previous 10 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 either individually or in combination have had the following symptoms: loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat.

**Ventilation:** Sufficient air exchange must be ensured e.g. by regular airing. Under ASR A3.6 shared-use rooms should be aired with windows fully open at least every 20 minutes (length of time depending on season 3 minutes (winter), 5 minutes (in spring/autumn), up to 10 minutes (summer)), if possible constant airing with windows partially open or using a suitable air conditioning system without recirculation.

2. **Approval process**
Performances which take place in accordance with the following standards must be cleared by the President's Office, which will however treat such applications with the utmost restraint. However, since this Hygiene Concept cannot deal with every possible type of performance, advice may also be sought from the Betriebseräztlicher Dienst (university medical service) or Arbeitssicherheit (occupational health and safety), or necessary for musical events (currently not permitted) (see D.5 above).

3. **Preparation and realization of performances**

a) **For staged performances (e.g. theatrical/dance performances)**

1. Individual who appear on the rehearsal or theater stage and who rehearse or perform a role involving intensive movement, dance, speaking or singing loudly, must observe a distance to others of at least 6 m, in order to prevent droplet infection.
   a. There should be at least 20 m² floor area (guide value) per person. The maximum number of performers should be limited accordingly.
   b. Individuals who are not directly involved in the performance (e.g. directors) by contrast only require at least 10 m² floor area.

2. If this minimum distance cannot be maintained and dividers are not possible, medical face masks or certified respiratory protection in accordance with A. or face masks are to be worn.

3. Individuals who are not directly involved in the rehearsals or the staged performance but who have to follow it, should be able to participate via transmission to separate rooms.

4. Rehearsals and performances that take place in the open should also observe the distance rule in order to protect against droplet infection. A minimum distance of 3 m is recommended in the open and should be adjusted to forecast wind conditions.

5. After the rehearsal/staged performance, the floor and all places touched by hand in the rehearsal room/stage are to be thoroughly cleaned.

6. Handing over props can enable the transmission of the virus by smear and should therefore be avoided.

7. There is insufficient data on whether viruses can be transmitted via dry ice. Therefore use of dry ice should be considered carefully depending on the local course of the pandemic.
b) For musical performances (e.g. choral/orchestral performances)

1. The maximum number in the orchestra should be limited according to the distance rule.

2. Musicians with wind instruments should not be in the direct line of the airstream. Sufficient distance to the next person on either side should be maintained. Based on current knowledge this is at least 2 m but preferably 3 m on account of unforeseeable instrument-related aerosol formation, which can remain in the room for a lengthy period of time. Material should not be blown or puffed out of the instrument.

3. The differing amounts of air that escape from the air outlets of ‘non-wind instruments’ give rise to unpredictable eddies over a large radius around the instrument, so a minimum distance of 3 m in the direction of outlet is recommended here too. In other directions the minimum distance is 2 m.

4. Suitable technical protective measures, e.g. shields, dividing walls or panels (at least 1.8 meters x 0.9 meters) may be installed for greater protection. Distances should be maintained nevertheless.

5. Suitable measures should be kept in readiness for musical instruments that build up condensation, to clear it up and disinfect. If condensate has to be released frequently, it should be decanted into a sealable vessel wrapped in cling-film, and regularly emptied, with any residue of condensate on the floor being wiped up with disposable cloths that are immediately disposed of.

6. At present shared (choral) singing in closed rooms is advised against and is therefore not permitted at the University of Tübingen.

7. After the rehearsal/staged performance, the floor and all places touched by hand in the rehearsal room/stage are to be thoroughly cleaned.

c) Venue services (e.g. ushers/security)

1. The general rules of behavior in Section 1. should be observed. This means in particular maintaining at least 1.5 m distance to other people and generally wearing a medical face mask or certified respiratory protection in accordance with A. during work, including in passageways or when using sanitary facilities.

2. Admission checks/till

   a. Before the checkpoints at the entrance, building management will place distance markings on the floor at intervals of 1.5 m for waiting guests. High tables with screens will be set out at the entrance where the guests are checked and admitted.

   b. The door staff should wear a medical face mask or certified respiratory protection in accordance with A. for the admission check and otherwise observe the distance rules.

   c. At the entrance, the door staff checks the questionnaire and the ticket. The survey/questionnaire is kept for proper storage and retained for 4 weeks and then destroyed in accordance with data protection law.

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d. Adequate washing facilities with soap, disposable towels or disinfectant must be provided for the door staff. Guests should also be offered washing facilities, if necessary by fitting disinfectant dispensers.

e. Temperature measurement is neither necessary for medical reasons nor possible for data protection reasons.

d) Stage work (e.g. set building, direction)

The general rules of behavior in Section 1. should be observed. This means in particular maintaining at least 1.5 m distance to other people and generally wearing a medical face mask or certified respiratory protection in accordance with A. during work, including in passageways or when using sanitary facilities. Contact surfaces (e.g. stage console) must be cleaned after use in accordance with the hygiene rules.
J. Appendix

1. ‘The Top Ten tips for hygiene’ poster
Source: https://www.infektionsschutz.de/ (Poster available in 13 further languages)

**Infektionen vorbeugen:**
**Die 10 wichtigsten Hygienetipps**

Im Alltag begegnen wir vielen Erregern wie Viren und Bakterien. Einfache Hygienemaßnahmen tragen dazu bei, sich und andere vor ansteckenden Infektionskrankheiten zu schützen.

1. **Regelmäßig Hände waschen**
   - wenn Sie nach Hause kommen,
   - vor und während der Zubereitung von Speisen,
   - vor den Mahlzeiten,
   - nach dem Besuch der Toilette,
   - nach dem Naseouten, Husten oder Niesen,
   - vor und nach dem Kontakt mit Erkrankten,
   - nach dem Kontakt mit Tieren.

2. **Hände gründlich waschen**
   - Hände unter fließendes Wasser halten,
   - von allen Seiten mit Seife einreiben,
   - dabei 20 bis 30 Sekunden Zeit lassen,
   - unter fließendem Wasser abwischen,
   - mit einem sauberen Tuch trocknen.

3. **Hände aus dem Gesicht fernhalten**
   - Fassen Sie mit ungewaschenen Händen nicht an Mund, Augen oder Nase.

4. **Richtig husten und niesen**
   - Halten Sie beim Husten und Niesen Abstand von anderen und drehten sich weg,
   - Benutzen Sie ein Taschentuch oder halten die Armbäume vor Mund und Nase.

5. **Im Krankheitsfall Abstand halten**
   - Kuriieren Sie sich zu Hause aus,
   - Verzichten Sie auf enge Körperkontakte, solange Sie ansteckend sind.
   - Halten Sie sich in einem separaten Raum auf und benutzen Sie wenn möglich eine getrennte Toilette.
   - Benutzen Sie Essgeschirr oder Geschirr nicht mit anderen gemeinsam.

6. **Wunden schützen**
   - Decken Sie Wunden mit einem Pflaster oder Verband ab.

7. **Auf ein sauberes Zuhause achten**
   - Reinigen Sie insbesondere Küche und Bad regelmäßig mit üblichen Haushaltsreinigern,
   - Lassen Sie Putzlappen nach Gebrauch gut trocknen und wechseln sie häufig aus.

8. **Lebensmittel hygienisch behandeln**
   - Bewahren Sie empfindliche Nahrungsmittel stets gut gekühlt auf.
   - Vermeiden Sie den Kontakt von rohen Tierprodukten mit roh verzehnten Lebensmitteln.
   - Erhitzen Sie Fleisch auf mindestens 70 °C.
   - Waschen Sie Gemüse und Obst gründlich.

9. **Geschirr und Wäsche heiß waschen**
   - Reinigen Sie Ess- und Küchenutensilien mit warmen Wasser und Spülmittel oder in der Spülmaschine.
   - Waschen Sie Spüllappen und Putzlappen sowie Handtücher, Waschlappen, Bettwäsche und Unterwäsche bei mindestens 60 °C.

10. **Regelmäßig lüften**
    - Lüften Sie geschlossene Räume mehrmals täglich für einige Minuten.

Quelle: Bundeszentrale für gesundheitliche Aufklärung (BZgA) Stand: 2016

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2. Survey/questionnaire (2-page)

Survey/questionnaire (reverse) and note regarding rules about access to buildings and participation in events at the University of Tübingen

There is a general ban on entering and participation in accordance with section 14(2) in conjunction with Section 7 of the CoronaVO for individuals who

- are or have been in contact with an infected person within the previous 10 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 either individually or in combination have had the following symptoms: loss of smell or taste, aching limbs, fever ≥ 38.0 °C, coughing or sore throat.

Violation of the ban on entering and participation is an offense under section 19(5) CoronaVO and can be subject to a fine.

Quarantine
Violation of quarantine which is officially ordered on account of a positive coronavirus test will be punished in accordance with Sections 75(1)(1), 30(1) Infektionsschutzgesetz (Protection Against Infection Act, IfSG) with imprisonment of up to two years or with a fine.

➔ Please complete the contact details on the reverse!

Internal notes

Storage and destruction:
This form is stored by the facility that collects the contact details. It must be stored in compliance with data protection law (e.g. avoid unauthorized access by third parties). When four weeks have elapsed since the data was collected, the form must be destroyed in accordance with data protection law.

Information in accordance with Art. 13 GDPR
When collecting the contact details please also have some copies of the ‘Information in accordance with Art. 13 GDPR on admission to buildings and participation in activities at the University of Tübingen’ available for handing out to the individuals concerned. You can find this information at the end of the university’s Hygiene Concept.
Collection of contact details

The data are collected on the basis of Sections 14 and 6 of the ‘Verordnung der Landesregierung über infektionsschützende Maßnahmen gegen die Ausbreitung des Virus SARS-CoV-2’ (CoronaVO). The University of Tübingen is obliged to collect and store your contact details for the purposes of informing the health authority or the local police in accordance with Sections 16, 25 IfSG.

Your data will be deleted in accordance with data protection law four weeks after collection.

You can learn more in our ‘Information in accordance with Art. 13 GDPR on admission to buildings and participation in activities at the University of Tübingen’, published at the end of the university’s Hygiene Concept.

Therefore please complete the sections for the relevant category below.

Employee:

Given name and family name: ____________________________________________

Institution/facility: ______________________________________________________

Telephone: __________________________________ (where available)

Date and time of attendance: ____________________________________________

Student:

Given name and family name; student ID no.: _____________________________

Telephone: __________________________________ (where available)

Date and time of attendance: ____________________________________________

On first attending a course:
Name of course _______________________________________________________

Visitors/users/participants in events, services and activities at the University of Tübingen:

Given name and family name: ____________________________________________

Address: ______________________________________________________________

Telephone: _________________________________(where available)

Date and time of attendance: ____________________________________________
3. Notice at all building entrances (German/English)

Betreten bitte nur mit medizinischem Mund-Nasen-Schutz!

Zutritt nur für Universitätsangehörige oder aus dringenden dienstlichen Gründen!

Halten Sie zu allen Personen mindestens 1,5 Meter Abstand.

Achten Sie auf Nies- und Hustenregeln und eine gute Händehygiene.

In allen Universitätsgebäuden gilt ein allgemeines Betretungsverbot für Personen, die ...

.... in den letzten 10 Tagen Kontakt zu einer infizierten Person hatten oder ...
... aktuell Kontakt zu einer infizierten Person haben oder ...
... Symptome eines Atemwegsinfekts oder Fieber, Husten, Schnupfen,
Geruchs-/Geschmacksstörungen haben.
Entry with surgical/medical face mask only!

Admission only for members of the University or for urgent business reasons!

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.

There is a general ban on entering university buildings for anyone who ...

... has had contact with an infected person within the last 10 days,
... currently has contact with an infected person, or
... has symptoms of a respiratory infection or fever, a cough, a runny or congested nose, or whose sense of smell/taste is impaired.
4. 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@lfdi.bwl.de