Hygiene Concept

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

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The President’s Office passed some editorial changes to various parts of the Hygiene Concept on August 24.
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A. General safety measures

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. The University Hospital Tübingen has its own rules that apply on its premises.

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. Note should be taken of the order of priority of technical, organizational and personal protective measures. 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; as well as the Covid-19 Occupational Safety Standards (SARS-CoV-2-Arbeitsschutzregel) and the Covid-19 Occupational Safety and Health Standard (SARS-CoV-2-Arbeitsschutzverordnung) of the Federal Ministry of Labour and Social Affairs (BMAS) (as amended). According to information from Unfallkasse Baden-Wuerttemberg (UKBW) the same level of protection must be ensured for both students and staff.

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.

The following strictly apply:

A minimum distance of 1.5 meters between people should be observed in all thoroughfares within university buildings.

The rules on wearing a mask (for details about masks: see 1. immediately below and A.1.3. further down), and on maintaining ventilation apply (D.3). If several people occupy an office or social area there must be 10 square meters per person available, this should preferably also be the case in all other rooms; separate rules apply for teaching (see 1.2 and E. below), likewise for conferences, meetings, etc., (see D.5.2). ‘3G’ (see 2. below) is an essential element in order to enable face-to-face teaching (see Section E. for details) on a wider scale once more in the winter semester.

1. Compulsory masks

1.1 Principles:

A surgical mask (at least) must be worn on the university grounds including outdoors and public areas, as well as in all rooms and areas intended for studies (re. mask requirements, see 3 below).

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1 See https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/arbeitsschutz/gefaehrdungsbeurteilung/arbeitsssicherheit-und-infektionsschutz/
2 See guidance (with sequence of protective measures) at https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/aktuelles/.
5 https://www.bundesanzeiger.de/pub/publication/5QH1uegEXs2GTWXKeIn/content/5QH1uegEXs2GTWXKeIn/BAnz%20AT%202022.01.2021%20V1.pdf?inline
1.2 Exceptions:

a) There is no obligation to wear a mask if a minimum distance of 1.5 meters can consistently and reliably be maintained between people, whether in rooms (in contrast for example to hallways and stairs) or outdoors. If speaking loudly or for a lengthy period of time, the speakers must be at least 3 meters away from other participants.

b) There is no obligation to wear a mask when practicing sport, whether as part of the curriculum or not. However please see 2.c) below.

2. Event-specific easing of rules with ‘3G’

Evidence of vaccination (geimpft) or recovery (genesen) or a negative test (getestet) (=3G) as defined in the Baden-Württemberg CoronaVO must be presented at the university in certain cases:

a) In the case of classroom occupancy of more than 20% (other rules may apply to this figure in the premises of the University Hospital (UKT)) to 60% or – only if the incidence rate is 1-3 (Section 8(3)(2) CoronaVO Studienbetrieb dated 30.6.2021) – 75% of the capacity of the room and a minimum distance of 1.5 meters to other people cannot be consistently and reliably maintained. This is also permitted in the case of higher occupancy rates (up to 100%), but only for groups of up to 35 participants.

b) In the case of mandatory courses in accordance with Section 8(1) of the Ministry of Economy and Culture’s (MWK) CoronaVO the ‘3G’ requirement applies accordingly for room occupancy levels as described in a) above.

c) When practicing sport, whether as part of the curriculum or not, in accordance with Section 5(1)(1) of the MWK CoronaVO, as despite the seemingly-contrary wording of the MWK CoronaVO (Section 4(2)) the President’s Office holds such evidence of testing as essential from a health and safety/social insurance perspective (additional work safety measure because of increased aerosol output at the same time as failure to maintain minimum distance).

d) In student study spaces in accordance with Section 10 of CoronaVO Studienbetrieb in accordance with Section 5(1)(1) of the MWK CoronaVO, if a distance of 1.5 meters cannot be consistently and reliably maintained. This additional work safety measure (‘3G’) is deemed necessary by the President’s Office for health and safety/social insurance considerations.

e) The President’s Office stipulates ‘3G’ in the case of excursions, field courses, etc., that form part of courses and last at least two days. The person responsible for the event must be shown documentation of ‘3G’ for the records.

f) The President’s Office stipulates ‘3G’ for all participants in the case of events involving the participation of non-teaching external parties (e.g. symposia).

3. Compulsory mask standards

A surgical mask that complies with DIN EN 14683:2019-10 or a comparable standard or an FFP2 face mask that complies with DIN EN 149:2001 or else KN95, N95, KF94, KF99 or another comparable standard must be worn.

Where the Hygiene Concept stipulates a surgical mask or certified mask (FFP2) in accordance with A. or the wearing of other qualified masks and an individual feels prevented from complying with the requirement to wear a surgical mask or certified mask (FFP2) in accordance with A. or
other qualified mask on account of a medical certificate then this individual is only entitled to enter the university on the following conditions:

- The relevant 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.
- 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.
- 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.

4. Pregnant women; Health and safety regulations; Access to buildings

- It must be assumed that there is a general increased risk for pregnant women from the Covid-19 pandemic (Source: Infoblatt Mutterschutz COVID-19-Pandemie leaflet Date: 16.06.2021). Pregnant women must therefore only be engaged on activities that do not require close contact with others and comply with the minimum distance requirement (at least 1.5 meters to all other staff / individuals/ patients). According to the current information (12.07.2021) this also applies to fully-vaccinated or recovered pregnant women. Such protective measures must be established and implemented when carrying out the risk assessment under the Maternity Protection Act to prevent unjustifiable hazard to pregnant women during the Covid-19 pandemic. (see B.4).

- All previous occupational safety standards and rules continue to apply:

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.

If it is necessary for several people to use a room including meeting rooms at the same time, then there must be a minimum area of 10 m² 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 additional ventilation and providing suitable dividers between those present.

The university absolutely expects the following groups of people NOT to enter university buildings:
- People who under Section 30 and Section 28 German Infection Protection Act or other legislation and orders must go into isolation or quarantine.
- People who in the past 48 hours had or now have symptoms of a respiratory infection or individually and/or combined symptoms of fever, cough, cold, loss or change of sense of smell or taste.

This does not apply to the participation by students in examinations.

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B. Other personal measures

(1) The previous Section 1 has been deleted. Re. maintaining distance and masks: now see A. above; re. ventilation see D.3.

1. 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, hand disinfectant dispensers are provided in the entrance and exit areas in order to reduce demand for wash basins.

2. 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-corona-virus/

Protective measures should be explained by superiors/those responsible for events and instructions should be clear and comprehensible (notices, signs, etc.).

Superiors, colleagues and those responsible for events should give reminders and encourage compliance with hygiene rules (minimum distance, etiquette when sneezing and coughing, hand hygiene, surgical 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: fear of infection with Covid-19 should not result in failure to provide First Aid. However all concerned should be aware of the potential risk of infection and act accordingly. See https://www.dguv.de/fb-erstehilfe/nachrichten/meldungen2020/corona-update/corona-update-mai.jsp (last accessed on 12.07.2021)

If a case of Covid-19 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 reporting 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 ambulanz.arbeitsmedizin@med.uni-tuebingen.de. The health authority alone handles tracking, members of the university are not entitled or expected to do so.

If it is suspected that a confirmed case of Covid-19 was contracted through contact in the workplace or during a class, the person concerned should report the incident online to UKBW (Unfallkasse Baden- Wuerttemberg): 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. Officials should notify of such illness as an occupational accident. To improve protection against infection at

[1] https://www.kreis-tuebingen.de/Abteilung+33+_+Gesundheit.html
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-19 that are contracted in the workplace or in class can always obtain advice from the Betriebsärztlicher Dienst, using the contact details given below.

3. Rules for individuals with an increased risk of severe Covid-19, including pregnant women

Despite the general protective measures implemented at the university because of the Covid-19 pandemic, it may be necessary for additional protective measures to be introduced and implemented in individual cases for people with an increased risk of severe Covid-19, including pregnant women.

There are numerous possibilities for planning work roles for staff who face an increased risk of severe Covid-19. Staff and management can obtain advice on this from the university medical service (Telephone: +49 (0)7071 298 7092). The service will – naturally observing medical confidentiality – on request issue the staff member in question with a certificate of the results of this advice. The university medical service always bases its guidance on current occupational health information and on publications by the Robert Koch Institute and medical specialist bodies.

Protective measures for pregnant women

The protective measures for pregnant women that are recommended by the Fachgruppe Mutterschutz panels of regional councils in Baden-Württemberg⁷ must always be implemented at the university.

The current version of this document dated June 16, 2021⁸ states that pregnant women still should not undertake any activities involving increased personal contact or anywhere the minimum distance of 1.5 meters cannot reliably be maintained. Pregnant women must therefore in general only be engaged on activities that do not require close contact with others and comply with the minimum distance requirement (at least 1.5 meters to all other staff/individuals). It must be possible to comply with these requirements at any time at work/when studying on all courses. This currently explicitly also applies to pregnant women who are fully vaccinated or who have recovered from a PCR-confirmed case of Covid-19. Occasionally wearing a surgical mask or an FFP2 mask (e.g. for briefly being within the minimum distance, to use hallways and sanitary facilities, while queuing for a class) must not significantly exceed 30 minutes in total per day. The measures to ensure adequate ventilation outlined in the Hygiene Concept are particularly important in rooms in which pregnant women work. The university medical service is available to provide guidance in individual cases for pregnant women and/or their supervisors as part of a risk assessment.

4. Managing increased personal risks

Staff who are required to self-isolate under the Baden-Württemberg regulations CoronaVO Absonderung must absent themselves from work for the duration of the self-isolation and notify the university immediately. If there is no requirement to self-isolate under the CoronaVO Absonderung regulations but increased risk of infection with coronavirus still has to be assumed, the superior may release the member of staff in question from their duties for the necessary duration for the

sake of the welfare of other members of the university. This applies in particular when there is only a duty to get tested but no duty to isolate under the regulations (see section 4a CoronaVO Absonderung). Evidence of an increased risk of an infection must be provided to the office on request.

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 necessary, sanitary facilities for instance should be used by one person at a time. 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 meters 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 meters must be guaranteed. There are only limited exemptions for students; these are listed under F.

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.

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. In its decision dated 04.08.2021, the President’s Office of the University of Tübingen issued a general permission for all people who are either working at the university for professional reasons or for university purposes at the invitation or request of university institutions. This also covers all people who enter the university for official events (esp. using university premises as a polling station for the federal elections). Furthermore, third parties are also permitted on a case-by-case basis for musical events, provided they are offered through the cooperation between the university and the museum society. Employees from outside companies must be made aware of the applicable university hygiene rules before entering university buildings (see poster in Appendix I.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 I.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.

The President’s Office also specially permits: fee-paying University Sports Center users and tenants of areas within the Institute of Sport Science area for weekend events; cooperation groups for activities during the week at the same institute. The users, trainers, tenants and leaders of cooperation groups will be instructed about the university’s Hygiene Concept and applicable Covid-19 legislation by the Institute/the University Sports Center.

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).
Staff will be provided with surgical 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.

Wearing a surgical mask or FFP2 in accordance with A. is necessary in offices immediately a room is used by several people where 10 m² floorspace is not available around each person.

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. Where distance rules cannot be maintained, sanitary facilities should only be used by one person at a time.

Soap is provided for handwashing in the sanitary facilities.

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, surgical 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 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 must 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)
- 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

http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/B%C3%BCrebetriebe_CallCenter.pdf?__blob=publicationFile&v=9
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.
- Coronavirus-related ventilation has priority over the minimum temperatures prescribed for workspaces.

4. Working from home

The health of staff is of particularly great importance to the University of Tübingen and the Federal State of Baden-Württemberg as employer. The state government has placed special importance on keeping the physical attendance of public servants to a bare minimum (see current SARS-CoV-2-Arbeitsschutzregel). The university too must, as employer, allow staff to undertake office work or similar duties from home, provided there are no imperative operational reasons not to do so. This should be complied with at the university in general in the interests of infection prevention, as it makes a valuable contribution to the containment of the infection and to effective control of the pandemic.

In this sense the Hygiene Concept will on the one hand enable safe working at the University of Tübingen even under the conditions of the pandemic, provided the activities are absolutely operationally necessary. On the other, working from home must be seen as an important and preferable option for the control of the pandemic in order to reduce the number of contacts.

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.

Appropriate requests from employees should be sent to their superior, agreed and passed on to HR. This may be done by post or electronically; in the latter case by scanning or photographing the signed form and sending it to the superior and by them 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 instructs superiors always to enable alternating teleworking or occasional working from home where the work permits it. The unit / facility / department must at the same time still be able to function.

For detailed rules see the university website.\(^\text{10}\)

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

The President’s Office calls on all university staff to arrange meetings, conferences and the like which are necessary to maintain operations as far as possible digitally and where possible to avoid face-to-face meetings in order to prevent infection.

5.1 Business trips

Decision of President's Office on 09.06.2021: Consideration of pandemic-related aspects when approving normal business trips of no more than five employees/trip at home and abroad, is carried out by supervisors where states that are not categorized by the Robert Koch Institute (cf. https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) as high risk areas or as virus variant areas are involved. The review by the supervisors should clarify whether the trip is as urgent as claimed, and if so, the additional approval under coronavirus conditions in the case of such additional consents must be made subject to the proviso of full compliance with the standards of the university's Hygiene Concept (in particular Section F.). The categorization of ‘not a high risk area’ or virus variant area must apply both at the time of approval and shortly before travel; if the categorization of the destination country worsens before departure, then the supervisors must check whether the authorization should be revoked; the supervisors shall submit doubtful cases to the President's Office. The supervisors' reasons for their decision if they agree that the business trip is necessary both as regards purpose and timing must be noted in writing and a copy kept by the relevant supervisor until the safe return of the travelers, in case of any queries.

5.2 Conferences, meetings, retreats, etc., in University of Tübingen premises

The President's Office in general permits conferences, meetings, retreats, etc., to be held and university staff to take part provided certain conditions are met:

1. Full compliance with the current version of the university’s Hygiene Concept at the time of the event, ensuring amongst other things compliance with the rules on distancing (including in vehicles, e.g. on business trips or excursions; see F.3. of the Hygiene Concept), masks, ventilation and recording of contacts (see form at end of Hygiene Concept). Without masks it is only permitted to take part in conferences, meetings, retreats held by the university where these are seated and 1.5 meters is allowed to the next person. These conditions also apply to people who have been vaccinated or who have recovered from Covid-19, as legislators/regulators do not privilege them taking part in activities or visits to the university.

2. If people from outside the university also take part in the conferences, meetings, retreats, etc., that are organized by members of the university, ‘3G’ must be observed for all participants (i.e. documentation that they have been tested negative (getestet) or vaccinated (geimpft) or recovered (genesen)). The university organizer is responsible for compliance and verification. Any test that is submitted must not have been taken more than 24 hours earlier.

3. In the case of events outside the Tübingen area, careful note must be taken of any additional local restrictions and they must absolutely be complied with.

4. It should also be noted that even with due consideration for Points 1-3, any event is subject to a change in the pandemic status. Therefore all those involved are instructed to make any financial arrangements binding at as late a point as possible, in order to avoid wasting financial expenditure on the part of the organizer or participants in the event (in particular if the President’s Office or university organizer has to cancel the event, or as a result of a legal ban). The university will not make central provision for such expenses.

5.3 Courses

Once again, until further notice no approval is needed from the President’s Office for any teaching activities, see notes in E..

5.4 Other official events
University activities besides teaching, e.g. induction for new appointees and new staff, committee meetings, work meetings, etc., can take place in compliance with the Hygiene Concept and the limited capacity of the room under coronavirus conditions, provided they take place at the university. Retreats or suchlike elsewhere must be approved by the President’s Office, complying with all the guidelines of the Hygiene Concept must be followed.

5.5 Third-party events including cultural events

All third-party events at the university must have the approval of the President’s Office, which can issue it where relevant and in accordance with current regulations. The same applies to cultural events that are organized by institutions or members of the university.

5.6 Catering

Where catering is offered, for barbeques, etc., ‘3G’ documentation must be provided. If the minimum distance of 1.5 meters will not be maintained during catering, and wear a surgical mask (in accordance with A). The masks may be removed for eating and drinking, however being within the minimum distance should at these times be kept as brief as possible. A la carte service or buffets with serving staff should be used in preference to self-service buffets. The hygiene standards in A. must always be implemented. The same also applies to conferences, meetings, retreats, if they are held in hospitality venues.

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. For journeys using service vehicles see Part F of this Hygiene Concept.

E. On-campus teaching formats

1. What are the rules?

1.1 Principles for studies (in accordance with Section 2 CoronaVO Studienbetrieb)

Face-to-face studies at the University of Tübingen are currently limited but are due to be expanded from the winter semester 2021/22; most studies are taking place in digital formats and other distance learning formats. Face-to-face classes and other in-person forms of studies and spaces for students to learn, work and practice (student study stations) must be approved by the President’s Office.

1.2 Hygiene Concept for studies (in accordance with Section 6 CoronaVO Studienbetrieb)

Maintaining the minimum distance (except in the case of permitted variations – see next section but one: Face-to-face study activities) during classes is ensured by suitable allocation of seats in the classrooms.

If the distance of 1.5 meters cannot be maintained during courses, the Masks/3G section applies. The flow of people is controlled by one-way rules, with adhesive labels on the floor as a visual reminder.
Course organizers are responsible for sufficient ventilation in lecture rooms where there is air exchange (technical ventilation system) using the appropriate technical settings, or else in accordance with Part D.3.

Where there are ventilation systems without heat-exchange air-recirculation chambers (current plan) they will be operated in the winter semester 2021/22 in accordance with technical provisions with an air exchange rate as necessary for 100% occupancy (CO₂ parameter 1,000 ppm). This should ensure that the maximum possible occupancy of 60 to 75% of seats is possible in accordance with the current CoronaVO, even without breaks between individual classes.

Where there are ventilation systems with heat-exchange air-recirculation chambers (actual status) it will currently only be assumed as certain for the winter semester 2021/22 (taking into account occasional necessary air circulation in the winter for comfort and as protection against the heater battery freezing, as well as in the context of occasional variations in the ventilation systems from the original installation standard (for instance as a result of replacement of controls, etc.)) that at least 50% occupancy of the seats is possible in all these ventilated lecture rooms – In accordance with the CO₂ parameter 1,000 ppm.

Precise inspection of all technically ventilated lecture rooms (with and without air-recirculation chambers) will establish and record individually and definitively the maximum percentage seat occupancy really possible for each lecture room.

Routine cleaning of surfaces and equipment will be carried out by the users themselves while studying; suitable materials will be provided for this. Wet wipe dispensers have been purchased and installed outside larger lecture rooms. Small rooms are equipped with wet wipe packs. When placing such dispensers or tables for the packs, take care not to block escape routes.

In order to limit chains of infection as much as possible, the ‘buddy’ rule (permanently-established group of 2 people) can continue to be applied for small group work. Formation of teams should in these cases be documented by the course supervisor and remain the same throughout the internship.

If there are no sufficiently large and suitably ventilated premises for breaks and eating/drinking, the timing of breaks should be staggered or relocated outside.

Information about the rules in this Hygiene Concept is disseminated by publication and updating on the homepage as well as regular updates in newsletters.

1.3 Data processing in relation to studying (in accordance with Section 7 CoronaVO Studienbetrieb)

The university processes data in accordance with Section 6 of the general CoronaVO in the following cases:

1. Classroom lessons and other in-person forms of studies; in the case of series of classes, data processing in accordance with Section 6 CoronaVO must be carried out for each individual date;

2. Use of libraries and other scientific facilities or university study facilities; the university exempts use of the library for the collection of (ordered) media and its return from data processing in accordance with Section 6 and Section 11(1) and (7) CoronaVO;

3. Use of student study stations outside the libraries,

4. Student Administration and other support and administration services that allow visitors or clients.
1.4 Face-to-face study activities (in accordance with Section 8 CoronaVO Studienbetrieb)

Regardless of the incidence level, the President’s Office will in particular on request permit

1. Practical classes, in particular that require special laboratory or work spaces at the university, in particular laboratory practicals, practical elements involving patient contact in compliance with the requirements of the clinics and teaching hospitals, dissection courses, and activities with mainly practical and artistic elements,

2. Examinations, in particular final examinations,

3. Admission and approval procedures

where they are absolutely necessary; this also applies in particular to classes for students in their first semester or for students who commenced studying their first subject semester in summer semester 2020, winter semester 2020/2021, or summer semester 2021, and for students who are shortly to finish their degree or are facing crucial examinations.

Other face-to-face activities and study formats aside from (1) will be approved as face-to-face by the President’s Office

1. in the open in Incidence Levels 1 to 4 up to an incidence of 165,

2. within indoor rooms in Incidence Levels 1 to 4 up to an incidence of 100.

In variation of the minimum distance in accordance with Section 3(1), the President’s Office may where ‘3G’ is ensured and a surgical mask or FFP2 is worn permit face-to-face activities

1. with up to 60 percent of the permitted capacity or

2. in Incidence Levels 1 to 3 (incidence up to 50) with up to 75 percent of permitted capacity or

3. with groups of up to 35 students.

1.5 Planning for winter semester 2021/22 (pending consent from Ministry for Social Affairs)

In general, face-to-face teaching activities will take place in the winter semester 2021/22 with ‘3G’ and compulsory masks with a general 50% occupancy of seats (checkerboard seating), with the exception of courses with up to 35 participants where – provided there is sufficient ventilation – occupancy may be up to 100% of seats.

Random samples to review ‘3G’ will be taken by teachers checking the ‘3G’ status of participants 2x a semester. Additional assistance may be used for such checks, and will be funded centrally. The teachers record the process of sampling using an online form: https://eworkflow.uni-tuebingen.de/form/zdv_allgemein_3g (internal/with VPN only).

Regardless of plans concerning sampling, teachers are entitled to check 3G status in their classes at any time, if this is stipulated for the course.

If a participant lacks 3G documentation, the person in charge of the course must enforce house rules and instruct them to leave the room. If the person concerned does not comply, the class must if necessary be ended.
1.6 Sport studies, general university sports (in accordance with Section 9 CoronaVO Studienbetrieb)

In addition to the rules that apply to professional and elite sport, the rules of the CoronaVO and regulations passed on the basis of the CoronaVO apply to sports science. Which general university sports are permitted and their framework are determined by the provisions of the CoronaVO and regulations passed on the basis of the CoronaVO that are applicable to leisure and amateur sport. ‘3G’ is required for face-to-face lessons in sport.

1.7 Student study stations (in accordance with Section 9 CoronaVO Studienbetrieb)

Access to student study stations, including rooms for study groups, practice rooms and rooms for working on papers is only possible by registration; access to study stations in the libraries are exempted from the need to register. The number of participants in study groups is limited to ten at Incidence Level 4.

2. Who decides?

On August 4, the President’s Office confirmed the face-to-face courses and examinations that took place on the basis of the previous Hygiene Concept. For additional face-to-face courses and examinations in the current summer semester 2021 and for subsequent courses and examinations the President’s Office asks the faculties to submit details via the Dean’s Office. The submissions should list activities that take place entirely face-to-face or as blended learning. The lists should be sorted in accordance with the instructions in Section 8 CoronaVO Studienbetrieb of June 30, 2021, i.e. whether they

1. are absolutely necessary in accordance with Section 8(1) CoronaVO Studienbetrieb of June 30, 2021, because they are practical classes, examinations or activities that induct students to the university at the start of their studies or the activities take place at the end of studies or before part-examinations that are relevant to their degree. Or
2. whether they take place in accordance with Section 8(3) with up to 60% of permitted room capacity, or
3. whether they take place with up to 75% of permitted room capacity, or
4. whether they take place using up to 100% of room capacity, which is only possible for groups of up to 35 students.
5. Excursions should be submitted as a separate category.
6. Face-to-face sporting activities should be submitted as a separate category.

3. Data processing

3.1 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, 2020) – see Appendix I. 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 I.2 below). For various reasons including data protection, Appendix I.2 has been modified.

To avoid every student on every curricular class having to hand in a completed page of A4, from September 25, 2020 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 I.1 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). See 3.3 below for digital alternative.

If tutors give classes, their superior must remind them to comply with the rules in this Hygiene Concept including these documentation requirements.
3.2 Non-course-related use of the participants’ forms

Events involving students that are not curricular classes (e.g. field trip planning meetings, examination preparations, study groups on university premises, etc.) must also be recorded using the form in I.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 I.1.), the data protection information must also be placed so that it is clearly visible to all concerned, please see Appendix I.3. 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 I.1) in these cases as well. When using the form the data protection information, as given in Appendix I.3., 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.

3.3 Digital alternative to the participants’ forms

Besides recording participants in hard copy, there is now (as of 02.11.2020) 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/. If used, the digital alternative replaces the paper form (see 3.1 above).

Alternatively, in the area of medicine, if courses are not administered using the Alma portal, participants may also be recorded digitally using other – legally and practically equivalent – technical solutions, in order to track participants at a specific time in a specific room in accordance with the regulators’ instructions.

F. Conducting laboratory practicals and similar group events

Section F was deleted when drafting the Hygiene Concept dated August 4, but retained in the list of contents in order to retain the previous references in A. to E. to sections in G. to I.
G. Excursions and business trips

Baseline:
If excursions have not already been permitted by means of the faculty submitting course details to the President’s Office in accordance with E.: when an application is in the course of teaching made to the President’s Office for exceptional permission for an excursion (please send requests initially to the crisis team available at: planungsstab.infektionsschutz@zv.uni-tuebingen.de) (for business trips see D.5 above), it must be stated whether the following conditions are met:

1. Compliance with the infection prevention rules
Observing the distance rules 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 meters is observed even during travel. Wearing a surgical mask or certified respiratory protection in accordance with A. is mandatory. Sufficient ventilation of the passenger compartment must also be ensured.

2. Approval process
Until further notice, approval for excursions (=classes) is required from the President’s Office even provided these guidelines can be strictly met. The approval process for business trips is given in D.5.1.

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. 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. 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, and pregnant women, should be advised to exercise their right of withdrawal. These participants should be offered suitable alternatives.

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\textsuperscript{11} and by the relevant transit countries. In addition, the current travel information from the German Foreign Ministry should be taken into account in the plan.

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

c. Flights: Airline rules apply.

2. Choosing means of transport

a. Private vehicle\textsuperscript{12}:

i. It is possible to car-share a fully-occupied vehicle provided the occupants meet the ‘3G’ criteria and wear a surgical mask (in accordance with Part A) throughout the journey. Sufficient ventilation of the passenger compartment must be ensured. The air-conditioning or ventilation system must be used in fresh air mode and additional breaks taken during the journey to air the vehicle. The Federal Ministry of Transport has clarified with BG Verkehr (as of: 22.07.2020) that wearing a surgical mask for the purpose of infection prevention is compatible with Section 23(4) StVO (ban on facial coverings).

ii. If car-sharing without 3G requirements is planned, the front passenger seat must be left unoccupied. Carrying passengers is then 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 surgical 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 Verve (German Liability Insurance Association for Transportation, Postal Logistics and Telecommunication) (dated July 22, 2020), 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{13}:

i. Clarify in advance with the transport company, to determine the maximum number of people who may be conveyed in accordance with Part A of the Hygiene Concept. If >50% occupancy of the vehicle capacity is planned, the occupants must meet the ‘3G’ criteria. In addition there must be sufficient ventilation of the passenger compartment. The air-conditioning or ventilation system must be used in fresh air mode and – in addition to airing with open

\textsuperscript{11}https://sozialministerium.baden-wuerttemberg.de/de/startseite/ (accessed on 24.09.2020).
windows – additional breaks taken during the journey to air the vehicle.

ii. If the minimum distance of 1.5 meters cannot be maintained because of the number of passengers, then all passengers must wear a surgical mask (in accordance with Part A) continually throughout the journey. The Federal Ministry of Transport has clarified with BG Verkehr (as of: 22.07.2020) that wearing a surgical mask for the purpose of infection prevention is compatible with Section 23(4) StVO (ban on facial coverings).

iii. 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.

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

v. 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.

vi. If the minimum distance is ensured by other measures (separating off the driver area and the first row of seats), then wearing a surgical 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).

vii. 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 14 days. The University of Tübingen questionnaire (see I.2 below) should be used for this. The completed form must be retained for four weeks.
b. Regular and thorough ventilation of the bus is essential before, during and after the journey.

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

d. 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. 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.

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

2. Work on site

   a. To limit chains of infection as far as possible, the ‘buddy’ arrangement (permanent groups of 2) may continue to be used by small groups and remain unchanged for the duration of the practical course.

   b. If the minimum distance of 1.5 meters cannot adequately be maintained on site, then wearing a surgical mask or certified respiratory protection in accordance with A. is necessary; university staff must wear the surgical 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).

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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 meters should also always be maintained in the accommodation. If within the minimum distance a surgical mask (in accordance with Part A) must be worn.

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. Only members of the same team may be housed in a shared room. Rooms may be occupied at >50% capacity, provided the participants meet the ‘3G’ criteria and the room is sufficiently ventilated (in accordance with Part D.3.). Bedrooms may be shared, provided there is 1.5 meters between the beds; partners and/or close family members may occupy shared rooms without other restrictions.

d. The accommodation should 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. Hand hygiene (at least 20 seconds with water and soap) must be enabled. Sufficient liquid soap and paper towels must be kept ready and made available. The handwashing rules must be emphasized.

b. Common and break rooms may also be used at a higher capacity, provided the participants meet the ‘3G’ criteria and the room is sufficiently ventilated (in accordance with Part D.3.). If within the minimum distance a surgical mask (in accordance with Part A) must be worn, when not eating or drinking.

c. 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

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must be aired and cleaned between each use. Posting a cleaning plan is recommended to ensure compliance and monitoring.

d. 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.

e. 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.

f. 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).  

g. 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 on campus are possible if the following conditions are met. On August 4, the President’s Office confirmed the face-to-face courses and examinations that took place on the basis of the previous Hygiene Concept. For additional face-to-face courses and examinations in the current summer semester 2021 and for subsequent courses and examinations the President’s

Office asks the faculties to submit details via the Dean’s Office. The submissions should list activities that take place entirely face-to-face or as blended learning.

1. Compliance with the infection prevention rules
Observing the distance and ventilation rules and the compulsory masks (surgical mask or FFP2 in accordance with Part A) in compliance with the legal guidelines; examiners are responsible for compliance with standards. **Distance:** It must be ensured that 1.5 meters distance is maintained at all times; after taking a seat it is no longer necessary to wear a mask. Please note the special rules (see A. above) on situations that produce greater amounts of aerosol.

**Numbers of people:** In line with the distancing rules, lecture rooms will be occupied for examinations in accordance with the rules in the CoronaVO.

2. Preparation, implementation and examination rules and regulations

A. Preparation

1. Room reservations for centrally-managed rooms 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.
   - Seating plans are drawn up by building management and provided to the invigilators.
   - If there are room shortages, examinations that are needed to complete studies (Bachelor, Master) have priority over others. If the room does not have a technical ventilation system, the rules in B.5. must be followed.
   - Before each examination, the workspace surfaces are to be cleaned by the examination candidates themselves using the suitable detergents provided.

2. Forward planning for announcement of examinations is determined by the applicable rules; dates should be notified appropriately.

3. 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 up until the start of the examination
   - 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 surgical mask or certified respiratory protection in accordance with A. before they take their seat. (Exception: if necessary briefly to check identity on entrance).

4. 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.

5. In accordance with the notes in A and B.4 it must be assumed that there is a general increased risk for pregnant women from the Covid-19 pandemic. The rules in B.4. apply accordingly. The pregnant student should be offered the opportunity to enter the room first and to be the first or last person to leave. Consideration should also be shown for the fact that pregnant women should only be expected to wear surgical masks occasionally and for a short time (generally up to 30 minutes per day), as it is otherwise a strain on them. Therefore, while seated in the examination, pregnant women are exempted from the obligation to wear a surgical mask.

6. To ensure protection against infection, individuals as defined by 4. and pregnant women as defined by 5. should be offered the opportunity to use a separate examination room or take the examination in another equivalent format.

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 surgical mask 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, unless using the digital system in accordance with E.3.3.
- 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.

2. Invigilators should ensure that spaces are taken one row after the other. Pregnant women should be invited to enter the room first. After students have taken their seat, the seating arrangements will be recorded in order to ensure that they can be reconstructed for the purpose of tracking any infections. 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. There is no requirement for disinfectant dispensers on the wall for examinations and they will not be available.

4. 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 surgical masks while papers are distributed and collected.

5. 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.

6. Exits from the lecture rooms are labeled with signs. The exam candidates should be advised by the invigilator when leaving the exam room to wear a mask (surgical mask or FFP2 in accordance with Part A) and to observe the general distance rules. Care should be taken that the one-way system is observed. Pregnant women should be invited to leave the room first or last. 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. Special infection prevention measures must be observed for persons at risk and pregnant women (see Section 2.1 (4) to (6).

6. The secure conduct of examinations in times of coronavirus has now been ensured with the ‘Corona-Satzung für Lehre und Prüfungen’ [Corona Statute for Teaching and Examinations].
I. Appendix

1. 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 the university’s Hygiene Concept for individuals who

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

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!
The data are collected on the basis of Section 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: ________________________________________________
2. Notice at all building entrances (German/English)

Betreten nur mit medizinischem Mund-Nasen-Schutz!

Zutritt nur für Universitätsangehörige und Berechtigte laut Hygienekonzept.

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

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

Bitte betreten Sie die Universitätsgebäude nicht, falls Sie ...

.... in den letzten 14 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 those entitled to enter in accordance with the infection prevention concept

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.

Please do not enter the building if you ...

... have had contact with an infected person within the last 14 days,

... currently have contact with an infected person, or

... have symptoms of a respiratory infection or fever, a cough, a runny nose, or if your sense of smell/taste is impaired.
3. Data protection advice on participation in and management of classes

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

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

The legal basis for this is Art. 6 (1)(d) GDPR (EU General Data Protection Regulation) in conjunction with Sections 16, 25 IfSG (Infektionsschutzgesetz) for the protection of vital interests. Supplementary to Art. 6 (1)(c) GDPR in conjunction with Section 6 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

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