Checklist for teachers when preparing and conducting classroom lessons in the 2020/21 winter semester (date: 07.10.2021)

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

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

Please read the Hygiene Concept, in particular in Part A ‘General Code of Conduct’, the section starting ‘The following strictly apply’ on the distance rule, compulsory mask wearing, the ‘3G’ rule, and section E ‘On-campus teaching formats’. In the Hygiene Concept (https://uni-tuebingen.de/en/171516) you can find special information on the conduct of

- 3G random sample checks (Section E.1.3.)
- on-campus examinations (Section H.)

1. Before the first session

☐ Read and take note of the University of Tübingen’s Hygiene Concept. The hygiene and protective measures set out there must be upheld.

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

☐ Make preparations for use of QR code in Alma OR use paper forms to record participants:

- Set up use of QR code in Alma for the class. More information can be found on the IT Center (ZDV) website: https://uni-tuebingen.de/en/198598

It is not necessary to use a form to collect data if participants are recorded in Alma using a QR code. Otherwise:

Prepare enough forms (including data protection notice) for the first session and:

- send it or the link below to the students by e-mail
- make it or the link below available to students in Alma/ILIAS
- print out enough hard copies for the students at the first session.

You can also find the link to the collection form for contact data here: https://uni-tuebingen.de/en/171516

☐ Inform students that they must register in Alma using the QR code.

  alternatively:

  Tell students to bring the questionnaire to the first class/complete it at the start of class.

☐ Inform students that the 3G rule must be complied with in order to attend class and that there will be random checks of compliance.

Alternatively it is possible to check all students, e.g. in the case of small groups.
☐ Check whether cleaning wipes are available in the lecture theater.*
* For centrally-managed rooms this is carried out by building management; there is an ‘emergency number’ on the teacher’s desk stating who to contact if material is missing.

2. At every session
☐ Mask wearing is compulsory at all times and the 3G rule (vaccinated, recovered or negative test) applies.
☐ Inform students that the compulsory mask rules must be complied with at all times, except where a distance of at least 1.5 meters can be maintained at all times.
☐ 3G compliance is checked randomly at the start of each session and it must be explained that it is taking place in accordance with the Hygiene Concept (E.1.3). Alternatively it is possible to check all students. If a student does not have evidence of 3G, the security team must be informed if the student refuses to leave the class.*
☐ The results of the check are noted and stored for each class using the web-form https://eworkflow.uni-tuebingen.de/form/zdv_allgemein_3g.
☐ Students clean their seat/desk BEFORE use.
☐ Either the QR code is used or the completed questionnaires must be collected.
☐ Only if using the questionnaire in hard copy: The completed questionnaires are stored by the course organizers for the duration of the entire course plus four weeks (or four weeks for non-curricular events).
☐ In the case of non-curricular classes the course organizers collect the hard copy questionnaires and – if it is a faculty event – pass them to the responsible Dean’s Office to be stored for four weeks.
☐ The lecture theater is aired thoroughly before the start of the class (the room does not have to be vacated in the breaks between classes).
☐ Window kept permanently tilted open or aired with windows fully open every 20 minutes where there is no ventilation system (see Hygiene Concept D.3: https://uni-tuebingen.de/en/171516).
☐ Speakers must stay at a distance of at least 1.5 meters (3 meters recommended) to all other participants at all times if they do not wear a mask while speaking. Where available a microphone is used.
* The security team’s telephone number is displayed on the teacher’s desk in the lecture room.

3. In the event of a case of coronavirus

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

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

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