Hygiene Concept

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

Version 5.0 – October 12, 2021, passed by the President’s Office on October 13, 2021

Amendment history:
The President’s Office passed some changes to various parts of the Hygiene Concept on November 10, on account of legal conditions:

A.: Revision of 10 m² regulation
A.4: Revision and extension of admission regulations
B.1: Regulations concerning duty of staff to be tested, including at Basic alert level
I.1, 1.2, 1.3: Revision of admission regulations
1.5: Introduction of a model for an event-related hygiene concept
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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) (Corona-Verordnung Studienbetrieb) (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-Württemberg (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 always be 10 square meters per person available, this should preferably also be the case in all other rooms. When determining and implementing the operational measures to prevent infection, senior staff may, on the basis of the health and safety regulation SARS-CoV-2-Arbeitsschutzverordnung (Corona-ArbSchV), take the vaccination or recovery status of staff into account, where this is known to them.

Separate rules apply for teaching (see 2 and E. below), likewise for conferences, meetings, etc., (see D.5.2., 5.4). ‘3G’ (see 2. below and under E.) 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:

1 See https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/geraecherdungsbeurteilung-nach-arbeitsschutzrecht/arbeitssicherheit-und-infektionsschutz/
5 https://www.gesetze-im-internet.de/corona-arbschv_2021-07/BJNR617900021.html
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).

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 should be at least 3 meters away from other participants. In variation of this there is a duty to wear a mask at student study stations.

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 regulations on ‘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) For participation in face-to-face events in enclosed spaces in accordance with Section 6 Corona-VO Studienbetrieb.

b) For admission to and use of libraries and the university archive in accordance with Section 7 Corona-VO Studienbetrieb. Proof of 3G is not necessary for the collection and return of media to libraries and the university archive.

c) When practicing sport, whether as part of the curriculum or not, in accordance with Section 6, 8 of the CoronaVO Studienbetrieb in conjunction with Section 14 of the Baden-Württemberg CoronaVO, as despite the seemingly-contrary wording of the CoronaVO Studienbetrieb (Section 6(1)) 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). When practicing sport when it is not part of the curriculum, non-immunized individuals (neither vaccinated nor recovered) must when the Warning level as stipulated in Section 1(2)(2) of the Baden-Württemberg CoronaVO applies present proof of negative PCR test in order to be admitted to enclosed spaces; when the Alarm level as stipulated in Section 1(2)(3) of the Baden-Württemberg CoronaVO applies, non-immunized individuals are not permitted entry to sports facilities; this does not apply to practicing sport for work purposes.

d) In student study spaces in accordance with Section 7 of CoronaVO Studienbetrieb.

e) ‘3G’ applies in the case of excursions, field courses, etc., that form part of courses and take place at least partially in enclosed spaces (including means of transport, accommodation, etc.). 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).

Except where proof of a negative PCR test is mandatory (see e.g. c above), proof of testing means that either a negative antigen test or a negative PCR test in accordance with Section 5(4) of the Baden-Württemberg CoronaVO is necessary. In the case of an antigen rapid test, the test in question must have taken place no more than 24 hours earlier and in the case of a PCR test no more than 48 hours earlier.
Where university staff are required to present proof of testing for work purposes, the university shall as employer provide self-tests. The sampling and analysis are carried out by the person undergoing the test. Proof of testing may be issued for this if the conduct of the test is supervised by a suitable person. In this case the suitable person verifies the result. Suitable individuals must be determined by the employer. The President’s Office delegates the power to determine these individuals to the deans’ offices where the faculties are concerned, to the management of the central institutions where these institutions are concerned, and to the division heads of the central administrative bodies where they are concerned. These parties may further delegate this power in writing within their fields of responsibility. According to the standards set down by the Ministry for Social Affairs Baden-Württemberg, a suitable individual is someone who 1) is reliable, 2) is capable of reading and understanding the test instructions, 3) supervising that the test is carried out correctly, 4) at the same time maintaining the applicable ‘AHA’ rules (that is, Hands – Face – Space), 5) correctly reading the test result and 6) issuing the record properly and stating all necessary information. A distance of at least 1.5 meters must be safely maintained when supervising the conduct of the test and reading the test result. If there is a risk of aerosol occurrence (e.g. the test subject sneezing) the distance must be increased. Supervising the test also includes correct disposal of any test utensils that are used, including surface disinfection after completion of the test. The record must be issued using a form (Appendix I.4).

If students from the university are obliged to present proof of testing for excursions, those in charge of the activities are entitled but not obliged to hand out available antigen self-tests for students and also to issue proof of testing for the students and any staff participating in the excursion. If tests provided by the Ministry of Economy and Culture (MWK) are available in a reserve, they may in this case be issued by the teachers to the students free of charge. No further tests than those available in the reserve will be procured. The President’s Office has hereby stated that in the above situations all teachers are suitable individuals entitled to act appropriately; the right to vary this rule is reserved. Where provision of proof of testing is required, the teachers must supervise that the test is carried out correctly, at the same time maintain the applicable ‘AHA’ rules (that is, Hands – Face – Space), correctly read the test result and issue the record properly and stating all necessary information. A distance of at least 1.5 meters must be safely maintained when supervising the conduct of the test and reading the test result. If there is a risk of aerosol occurrence (e.g. the test subject sneezing) the distance must be increased. Supervising the test also includes correct disposal of any test utensils that are used, including surface disinfection after completion of the test. The record must be issued using a form (Appendix I.4).

In the event that a test carried out by an individual with supervision yields a positive result, the record must be issued. The person who has tested positive and where relevant members of their household must go into isolation. Individuals who have tested positive are also obliged to take a PCR test to confirm a positive test. Individuals who have tested positive must be informed of this by handing them the leaflet available from https://sozialministerium.baden-wuerttemberg.de/fileadmin/redaktion/m-sm/intern/downloads/Downloads_Gesundheitsschutz/Corona_SM_Information_Testen_im_Arbeitsumfeld-Dienstleistungen.pdf. There is no obligation for the university to report positive tests undertaken with supervision to the health authority.

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/certified masks and on health grounds 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/certified mask credibly proven by 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 at the same time, then there must always be a minimum area of 10 square meters available for each person (see also the notes/exceptions in “A. The following strictly apply…”. 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.

Taking part in face-to-face teaching (including face-to-face examinations) is not permitted for individuals who have the typical symptom of Covid-19 (shortness of breath, new occurrence of coughing, fever and loss of sense of smell or taste) under Section 2(3) CoronaVO Studienbetrieb. Given the ban on attendance with symptoms, we request that teachers check any teaching and learning materials that are generally provided to see if they can be made available as supplementary documents through e-learning, in particular for mandatory courses, to assist students to follow the lecture and work independently on teaching material that they miss.

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Under Sections 4, 5 of the Baden-Württemberg CoronaVO, individuals with typical symptoms of infection with Covid-19 SARS-CoV-2 (shortness of breath, new cough, fever and loss of sense of smell or taste) or other signs of such an infection are not permitted to take part in other events.

The university also absolutely expects the following groups of people NOT to enter university buildings:

- Individuals who under Section 30 and Section 28 German Infection Protection Act or other legislation and orders (in particular the CoronaVO Absonderung) must go into isolation or quarantine.
- Individuals 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 students’ participation in examinations. Students who have a head cold are asked to present a negative antigen test (not older than 24 hours) or a negative PCR test (not older than 48 hours) in order to take part in examinations, in accordance with Section 5(4) of the Baden-Württemberg CoronaVO.

B. Other personal measures

1. Testing requirement for staff who have contact with students/outside persons

As an employer the university must under Section 4(1) of the SARS-CoV-2-Arbeitsschutzverordnung at least twice a week offer tests that provide immediate detection of the pathogen SARS-CoV-2 to any staff who do not work exclusively from home. The university may provide self-tests for this. Employees are entirely free to choose whether to accept this offer.

There is, however, an obligation for staff to get tested under Section 18 of the Baden-Württemberg CoronaVO, if:

1. their work involves direct contact, that is contact in person (regardless of length of time) with outside persons;
   - outside persons here means anyone who is not in an employment relationship with the university, therefore including students. ‘Outside persons’ also includes e.g. prospective students, school pupils, people attending events and staff from outside companies.
   - The crucial factor is whether the specific work of the university employee generally requires contact with outside persons. In the case of caretaker or technician activities or administrative work where there is generally no outside contact, fleeting encounters with students or other outside persons do not give rise to a requirement to test.
2. they are offered a test providing direct detection of the pathogen SARS-CoV-2 by the university as employer in accordance with Section 4(1) of the SARS-CoV-2-Arbeitsschutzverordnung; and
3. they are not yet vaccinated or recovered.

Therefore, staff who have not been vaccinated or recovered from Covid-19 who have relevant contact with students, prospective students or possibly school pupils, or other professional contact with external parties, must accept the test offered by the university or take/undergo another test twice a week. This requirement to take tests applies in addition to and independent of course-specific regulations on the availability of ‘3G’ (see A.2).

Individuals must themselves record the process of any tests they agree to (there are no specific forms for this, however the date and result of the test should be noted; where relevant a test diary should be kept). The records of tests must be kept for a period of four weeks and are only made...
available to the responsible authorities on request. The university is neither entitled nor obliged to check these test results.

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, hand 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-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 authority7, 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 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

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

4. 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-Württemberg must always be implemented at the university.

The current version of this document dated June 16, 2021 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.

5. 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

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8 https://rp.baden-wuerttemberg.de/themen/wirtschaft/seiten/mutterschutz/ (accessed on 19.07.2021)
a duty to get tested but no duty to isolate under the regulations (see section 6 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 and students are working together the minimum distance of 1.5 meters should be guaranteed.

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.2.). This should be done by arrangement between the institutes and the facilities and should include suitable documentation (name, telephone number, name of company, description of area, description of activity, date/time). 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
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.1 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:

1. School pupils and teachers and prospective students attending appropriate university events;
2. Alumni who have been invited;
3. 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. In its briefing, the institute/ University Sports Center must clearly indicate that, for their events, third parties must produce a hygiene concept in accordance with Sections 10, 7 of the Baden-Württemberg CoronaVO, and this must not conflict with the university’s Hygiene Concept. All obligations arising from the applicable CoronaVOs and the hygiene concept produced for the event must be borne by the relevant organizer, such as checking ‘3G’ and data processing (recording contact details) and controlling admission.

Where areas are legitimately entrusted to other third parties by other university offices, these third parties must, for their events, produce a hygiene concept in accordance with Sections 10, 7 of the Baden-Württemberg CoronaVO, and this must not conflict with the university’s Hygiene Concept. All obligations arising from the applicable CoronaVOs and the hygiene concept produced for the event must be borne by the relevant organizer, such as checking ‘3G’ and data processing (recording contact details) and controlling admission. The university offices that make the areas available must indicate this in a briefing.

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.

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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

This regulation applies expressly to the actual work space, not to a shared-use office. The notes in “A. The following strictly apply…” are applicable to shared-use offices.

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 square meters 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

http://www.vbg.de/DE/3_Praevention_und_Arbeitshilfen/3_Aktuelles_und_Seminare/6_Aktuelles/Coronavirus/Brancheninfos_Arbeitsschutzstandard/B%2C3%BCrobetriebe_CallCenter.pdf?__blob=publicationFile&v=9
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 supervised 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 possible with heating turned off). 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.
- 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.11

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 per 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, otherwise the decision will be taken by the President’s Office. 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 G.). 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 Scientific and academic events (on premises) of the University of Tübingen

Scientific university events such as congresses, conferences, meetings, workshops, etc., are generally approved by the President’s Office, if the conditions listed below are met. The same applies to events that are a regular part of the academic year, e.g. welcome events, examination or anniversary celebrations.

Other events such as cultural events and parties, which typically also involve participants who do not belong to the university must be submitted to the President’s Office for approval. Please send inquiries/applications to: planungsstab.infektionsschutz@zv.uni-tuebingen.de

The requirements of the general Baden-Württemberg CoronaVO (as amended) are binding for all events listed under 5.2:

• With regard to the hygiene concept this requires, the standards of the university’s Hygiene Concept must be referred to and observed, and a supplementary hygiene concept produced for the actual event; you can find a model for these event-related hygiene concepts in Appendix I.5).

• Masks are compulsory unless only university staff take part and it is an official function; in this case masks may be waived provided a minimum distance of 1.5 meters to others can be constantly and reliably maintained.

• Participants’ contact details must be recorded.

• If outside persons also take part, then
  o ‘3G’ applies at Basic level for all participants;
  o ‘3G’ applies at Warning level for all participants, however individuals who are not vaccinated and not recovered must present a negative PCR test;
  o ‘2G’ applies at the Alarm level, i.e. only individuals who are vaccinated and recovered may take part.

The Baden-Württemberg public health authority sets out the current alert level in its status reports: https://www.baden-wuerttemberg.de/de/service/presse/pressemitteilung/pid/die-aktuellen-corona-zahlen-fuer-baden-wuerttemberg/. Any submitted antigen rapid test must have taken place no more than 24 hours earlier and in the case of a PCR test no more than 48 hours earlier.

The maximum room capacities for courses (see E.1.2 below) must be observed. In the case of events outside university premises and/or the Tübingen area, careful note must be taken of any additional local restrictions and they must absolutely be complied with. An internal university contact must be appointed to be responsible for and oversee compliance with the standards for all events listed under 5.2.

It should also be noted that even with due consideration for the above points, 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, examinations

For all teaching activities, see the notes in E.; for examinations see the notes in H.

5.4 Other official events

University activities besides teaching and research, e.g. induction for new appointees and new staff, committee meetings, official or work meetings, etc., can take place. Purely or predominantly internal (max. 20% external participants taking the rules in C.2 into consideration) activities are generally approved, provided they take place at the university. External events (retreats or suchlike) and events with more than 20% external participants must be approved by the President’s Office.

When holding other official events all the guidelines of the university’s Hygiene Concept must be followed. A supplementary hygiene concept must be produced for the actual event; you can find a model for these event-related hygiene concepts in Appendix I.5). If outside persons also take part, then even if a minimum distance is maintained masks must be worn and ‘3G’ applies at Basic level for all participants and likewise at Warning level for all participants, however in this case individuals who are not vaccinated and not recovered must present a negative PCR test, while ‘2G’ applies at the Alarm level (see 5.2 above). Participants’ contact details must be recorded. The maximum capacities of rooms used for courses (see E.1.2 below) must be observed. For all events listed under 5.4 an internal person from the university must be named as responsible for compliance with standards.
Student events with the exception of parties including student union (VS) events are deemed to be other official functions within the scope of this Hygiene Concept, provided one person is named in each case as responsible for compliance with the standards of this Hygiene Concept; musical events must always have the approval of the President's Office.

5.5 Third-party 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.

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, then a surgical/certified mask (in accordance with A) must be worn. 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 G 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 teaching at universities takes place in accordance with the CoronaVO Studienbetrieb. Classroom lessons are permitted if they comply with the following conditions.

1.2 Hygiene Concept for studies (in accordance with Section 3 CoronaVO Studienbetrieb)

All the standards of the Hygiene Concept must be followed when conducting face-to-face courses. The course organizers are responsible for compliance and checking these measures.

‘3G’ applies for courses in enclosed spaces during the 2021/22 winter semester (see 1.3. below on random checks), and compulsory masks at all times. Masks may be removed when seated at a safe and permanent minimum distance of 1.5 meters. Lecturers are exempted from the obligation to wear a mask if a minimum distance of 1.5 meters can safely and permanently be maintained (Section 4(2)(3) CoronaVO Studienbetrieb); a distance of 3 meters is recommended for this.

The number of participants in classrooms is limited as follows:
The university’s central administration and facilities management have now checked the vast majority of course rooms with regard to their suitable occupation levels and set maximum capacities. You can find the authoritative data for the 2021/22 winter semester here: https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehrraeume/ (N.B. Intranet, please log-in first).

The occupation level of rooms is not governed by the labeling of seats. When allocating the room, the maximum capacity must be considered with regard to the expected number of participants.

Data must be collected (see Data Processing in 3. below).

1.2.1. Individual rules in detail

1.2.1.1. Minimum distance

Maintaining the minimum distance of 1.5 meters to others is recommended. The minimum distance may be varied if face-to-face teaching would otherwise be limited on account of capacity. In the event that the minimum distance is varied masks must be one without exception.

The flow of people is controlled by one-way rules, with adhesive labels on the floor as a visual reminder.

1.2.1.2. Ventilation

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.

Precise inspection of the ventilation situation for all lecture rooms is carried out for each lecture room individually, with the maximum capacity being set and stipulated definitively (see above).

If ventilating using windows (at least for critical rooms; e.g. where windows can only be tilted open) CO₂ meters should also be provided. The person in charge of the class is responsible for checking.

1.2.1.3. Cleaning of surfaces

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 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.

1.2.1.4. ‘Buddy’ arrangements

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.
1.2.1.5. Information

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

1.3 Random checks of ‘3G’ status of students for courses at the University of Tübingen for the 2021/22 winter semester

To enable face-to-face teaching in the 2021/22 winter semester it is fundamentally necessary to check ‘3G status’ in all classes across the University. In place of cheques throughout the university, Section 6(3) of the current CoronaVO permits random sampling. Random sampling is a way of enabling the desired face-to-face activities at all. Teachers may however also undertake full checks.

(1) Definition of the random sampling model in the Hygiene Concept: requirements for random sampling of ‘3G’ status in classes; legal consequences of violations

I. Teachers will make a random selection of 10% of the participants at every class each week in order to check their ‘3G’ status. The minimum number is three students, so as to avoid extremely limited samples at smaller classes.

II. At classes with over 100 participants that take place several times a week, a selection of just 5% instead of 10% may be made at each individual session. At classes with over 100 participants that only take place once a week, a selection of 10% must be made as for all other classes.

III. The random check is to be carried out as follows:

a) The participants (P) take their seats in the room (checks may alternatively take place at the entrance to the classroom; see also IV).

b) Teachers count the number of participants (N) and from this calculate the number (n) of people to be selected: 10% is e.g. if \( N = 40 \) \( P \rightarrow n=4 \), if \( N = 100 \) \( P \rightarrow n=10 \) (if calculation of 10% of the participants results in a decimal fraction, then it must be rounded to the nearest full number). In classes with less than 30 participants, at least three people must be selected in order to avoid an extremely limited sample. If checking at the entrance to the classroom, the P number must be determined in advance using the number of people who have registered (alternatively the number of seats in the room).

c) Using Google (www.google.com) search for “random generator” and enter the number N of P as a total under “Max.”.

d) Then using the number n (=10% of the P number) calculated according to b) generate and note a number by clicking the “GENERATE” button n times (for purposes of transparency this may also be visible to the participants). The random numbers that are generated are the numbers of the individuals who have to be checked.

e) These individuals are identified by counting in the room and/or when checking at the entrance to the classroom.

f) The individuals who are randomly selected in this way are escorted out of the room (unless being checked at the entrance) before checking their 3G documentation anonymously. For data protection reasons care must be taken to maintain sufficient distance between individuals.
g) The result of the check must be noted and stored in anonymous form on the day the class is held by each teacher for each course using the web form
https://eworkflow.uni-tuebingen.de/form/zdv_allgemein_3g (only internal and/or using VPN):
   i. Title of course (please always use the same title for the same course),
   ii. date of check,
   iii. number of participants in class (N),
   iv. number of individuals checked (random sample n),
   v. number of individuals who do not comply with ‘3G’,
   vi. number of individuals who declined to be checked.

This information must be provided as it is essential for mandatory reporting. If the teacher does not have a university account, the details can be sent by e-mail to the responsible dean’s office/division/central institution (or office which is delegating the task) for entry in the web form.

h) The procedure must be transparently explained by the teacher at the start of each class. This prevents the appearance of discrimination. Clear reference must be made to anonymity, and to the potential consequences of violations of the rules: individuals who do not have valid proof of ‘3G’ are barred from taking part in the classroom lesson, participation in an event without proof of ‘3G’ is an offense and can result in a substantial fine.

i) Course participants must be informed (possibly by a poster at the entrance) that they may only enter at the start of the class. Alternatively the teachers may decide to check every individual who enters late.

j) It is at the teachers’ discretion to carry out other checks if there is such a requirement or option for the course under the CoronaVO Studienbetrieb or other applicable directives.

IV. Alternatively, and in particular for larger courses, the check may take place on entry to the room with the random sample amounting to at least 10% on the basis of the registered number of participants or else the maximum number of seats in the room and a ready-generated random selection – see c) and d) above. The checks must also be carried out without discrimination and in compliance with data protection law, and must be recorded in accordance with g); h) to j) also apply.

V. Other random sample arrangements that achieve at least the same probability of uncovering violations and have the same deterrent effect, ensure a genuine random sample, are free of discrimination and comply with g) to j) may be approved on application from a faculty, and with the recommendation of the scientific monitoring of the model from the President’s Office. Checks must be carried out in compliance with data protection law.

VI. If there is an obligation to wear a mask in your seat, the ‘3G’ status of individuals who are exempted from this must be checked regardless of the random samples.

VII. Additional/student assistance may be used for such checks, and will be funded centrally.

VIII. If a participant is found to lack proof of ‘3G’, the person in charge of the course must enforce house rules and instruct them to leave the room. If the individual in question does not comply, then the security team must be called. If necessary the class must be paused or ended. The teachers have no police powers. In the first four weeks of term, a security team will be deployed at a) Morgenstelle Lecture Center and b) the Kupferbau and Neue Aula area to provide support in the event of potential problems, if necessary the police may also be informed.
(2) The checking of random samples is notified to the Ministry of Science and the health authority.

(3) Academic supervision is ensured by a statistics professorship.

(4) After four weeks in each case, the Ministry of Science and the Ministry of Social Affairs is sent a report by e-mail. For data protection reasons, the reports must ensure anonymity. The reports state:

- How many checks of the population of participants were carried out for each course,
- How many face-to-face classes took place in the period, and
- How high a proportion of those checked were ‘3G’ violations.

The model is reviewed after four weeks and if necessary adapted. Based on the analyses, the university’s crisis team will where necessary make changes to the frequency of checks and can in addition require further checks.

(5) The university provides information about the random sample model and the legal consequences of violations:

- in the Hygiene Concept
- by circular to all teachers and students
- on the homepage
- by the teachers on site in the relevant class

1.4 Checking teachers’ proof of ‘3G’ for courses at the University of Tübingen in the 2021/22 winter semester

In accordance with the CoronaVO Studienbetrieb teachers must also provide proof of their ‘3G’ status for classroom lessons. This proof must be presented to the relevant department head, who is entitled to delegate this task to the institute; institutes can delegate this task to capable university chairs. In the case of non-departmental institutions, the task must be performed by the relevant dean of studies, who may delegate this task to staff; for central institutions the task must be performed by the management, who may delegate this task to staff. If, following provision of suitable initial documentation, teaching staff are evidently known to be vaccinated/recovered as defined by Section 4(2) of the Baden-Württemberg CoronaVO, subsequent daily examination may be limited to that group of individuals that is reliant on proof of testing to manage, assist or participate in classroom lessons and/or for whom the ‘3G status’ is not known.

1.5 Sport studies, general university sports (in accordance with Section 8 CoronaVO Studienbetrieb)

The general rules that apply to studies also apply to sports science. Which general university sports are permitted and their framework are determined by the provisions of the Baden-Württemberg CoronaVO and regulations passed on the basis of this CoronaVO that are applicable to sports facilities and similar amenities. ‘3G’ is required for face-to-face lessons in sport. When practicing sport, other than as part of the curriculum, it is necessary at the Warning level as defined by Section 1(2)(2) of the Baden-Württemberg CoronaVO for non-immunized individuals (neither vaccinated nor recovered) to present proof of a negative PCR test for admission to enclosed spaces; at the Alarm level as defined by Section 1(2)(3) of the Baden-Württemberg CoronaVO, non-immunized individuals are not permitted entry to the sports facilities; this does not apply in the case of practicing sport for work purposes.
1.6 Student study stations (in accordance with Section 7 CoronaVO Studienbetrieb)

For use of student study stations, including rooms for study groups, practice rooms and rooms for working on papers ‘3G’ applies; this will be checked centrally by the university. Access to the above study stations is only possible by registration; access to study stations in the libraries are exempted from the need to register.

2. Deleted

3. Data processing

The university processes data in accordance with Section 8 of the Baden-Württemberg CoronaVO under Section 5 of the CoronaVO Studienbetrieb in the following cases:

1. classroom lessons; in the case of series of classes, data processing in accordance with Section 8 of the Baden-Württemberg CoronaVO must be carried out for each individual session;

2. use of libraries and the university archive and other scientific facilities or operating facilities of the university involving studies, except for the collection and return of media from libraries and the university archive,

3. use of student study, work and practice stations outside the libraries.

3.1 Use of a hard-copy record of participants

The participant record in the Appendix must be completed by attendees of all classroom events (for exceptions please see below) (resolution of President’s Office of June 3, 2020) – see Appendix I. The Baden-Württemberg CoronaVO state in Section 8 that data must be collected for every event, recording the first name and surname, address, date and time of attendance and a telephone number. Under Section 5(1) CoronaVO Studienbetrieb 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.

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 participant record to the person giving the class (see I.1 below.). Teachers should instruct students where possible to bring the completed participant record 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 participant record (see below)
and the list of participants must be revised.

The course coordinator must retain the participant record 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.1 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 participant record in advance and bring it with them to the event.

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 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-
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:

Excursions are permitted as courses, provided the following conditions are met:

1. Compliance with the infection prevention rules

For excursions, field trips, etc., that form part of courses and take place at least partially in enclosed spaces (including means of transport, accommodation, etc.) ‘3G’ applies. Observing the distance rules in compliance with the legal guidelines; the course/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. Potential requirement for approval; communication with participants

The approval process for business trips is given in D.5.1.

Communication in advance with the participants in the excursion/journey: Participants should be advised in advance about the infection prevention measures (‘3G’, 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. Participants must be informed that unless proof of a PCR test is required, then a negative antigen test or a negative PCR test in accordance with Section 5(4) of the Baden-Württemberg CoronaVO is necessary as proof of testing for ‘3G’. The test in question must, unless other rules apply, in accordance with Section 5(4) of the Baden-Württemberg CoronaVO in the case of a rapid antigen test have taken place no more than 24 hours earlier and in the case of a PCR test no more than 48 hours earlier. Participants are themselves responsible for presentation of proof of testing – where necessary including during the excursion.
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 German Ministry of Health in agreement with the German Foreign Ministry and the Federal Ministry of the Interior, Building and Community (BMI) 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 the requirements and possibilities for documenting ‘3G’ testing site. Where necessary sufficient self-tests for all participants should be taken and carried out under supervision by course leaders, if this is possible in the destination region under the regulations applicable there.

   c. 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.

   d. Flights: Airline rules apply.

2. Choosing means of transport

   a. Private vehicle:

      i. It is possible to car-share up to full occupation of the 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).

   b. Buses:

      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. The occupants must meet the ‘3G’ criteria. In addition there must be sufficient ventilation of the passenger compartment. The air-

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conditioning or ventilation system must be used in fresh air mode and – in addition to airing with open 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 supervising 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 participant record (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 supervising 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 participant record 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. Accommodation16

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 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 site17, 18

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

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).19

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

5. Health care on site20

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.21 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.22

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 permitted if the following conditions are met.

1. Compliance with the infection prevention rules

All requirements of the Hygiene Concept must be complied with when holding examinations in person. 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. ‘3G’ is waived on account of examination law.

**Distance:** Where possible it must be ensured that 1.5 meters distance is maintained. In the case of oral examinations the distance should be 3 meters. Masks may be removed at the start of the examination when seated at a safe and permanent minimum distance of 1.5 meters. The masks must be put on again during written examinations before handing in the paper. If the candidate wishes to speak to the supervisor during the examination, both must wear a mask. If the minimum distance of 1.5 meters cannot be safely and permanently maintained, there is an obligation to wear a mask.

**Number of persons / room capacity:** The number of participants in exam rooms is limited as follows:

The university’s central administration and facilities management have now checked the vast majority of classrooms with regard to their suitable occupation level and set a maximum capacity. You can find the authoritative data for the 2021/22 winter semester here: [https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehrraeume/](https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehrraeume/) (N.B. Intranet, please log-in first).

The occupation level of rooms is not governed by the labeling of seats. When allocating the room, the maximum capacity must be considered with regard to the expected number of participants.

**Data collection:** There is a duty to collect data if it is not already recorded in order to take part in the examination.

2. Details concerning examination preparation, conduct and 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’ participant records 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 5 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 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 is ensured with the ‘Corona-Satzung für Lehre und Prüfungen’ [Corona Statute for Teaching and Examinations].
I. Appendix

1. Questionnaire/participant record (2-page)

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

The following groups of people must not enter university buildings; the university is grateful for your cooperation:

- Individuals who are obliged to go into isolation or quarantine in accordance with Section 30 and Section 28 Infektionsschutzgesetz (Protection Against Infection Act, IfSG) or other laws and regulations (in particular the CoronaVO Absonderung).
- Individuals who in the past 48 hours have or had symptoms of a respiratory infection, or either individually or in combination the following symptoms: fever, coughing, change in sense of smell or taste. This does not apply to students’ participation in examinations. Students who have a head cold are asked to present a negative antigen test (not older than 24 hours) or a negative PCR test (not older than 48 hours) in order to take part in examinations, in accordance with Section 5(4) of the Baden-Württemberg CoronaVO.

Taking part in face-to-face teaching (including face-to-face examinations) is not permitted for individuals with typical symptoms of Covid-19 (shortness of breath, new cough, fever and loss of sense of smell or taste) under Section 2(3) CoronaVO Studienbetrieb.

Under Sections 4, 5 of the Baden-Württemberg CoronaVO, individuals with typical symptoms of infection with Covid-19 SARS-CoV-2 (shortness of breath, new cough, fever and loss of sense of smell or taste) or other signs of such an infection are not permitted to take part in other events.

→ 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 “Datenschutzhinweise zur Teilnahme an und Leitung von Veranstaltungen (Information in accordance with Art. 13 GDPR)” available for handing out to the individuals concerned. You can find this information in Appendix 1.3 of the university’s Hygiene Concept.
Collection of contact details

The data are collected on the basis of Section 8 of the ‘Verordnung der Landesregierung über infektionschützende 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 “Datenschutzhinweise zur Teilnahme an und Leitung von Veranstaltungen (Information in accordance with Art. 13 GDPR)” available for handing out to the individuals concerned. You can find this information in Appendix 1.3 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: _____________________________________________________
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 ...

.... für Sie eine Abstands- oder Quarantänepflicht gilt oder
... Sie jetzt oder in den letzten 48 Stunden Fieber, Husten, Schnupfen, Geruchs-/Geschmacksstörungen oder sonstige Symptome eines Atemwegsinfekts haben oder hatten.
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.

Do not enter the University building if you...

... are subject to quarantine or isolation orders or

... have or in the past 48 hours have had a fever, cough, runny nose or loss of sense of smell or taste, or any other symptoms of a respiratory infection.

2021_10_26
3. Data protection advice on participation in and management of classes (Information in accordance with Art. 13 GDPR)

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 8 of the Baden-Württemberg CoronaVO (ordinance on infection prevention measures to counter the spread of the SARS-CoV-2 virus, Corona-Verordnung) dated September 15, 2021).

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
4. Form documenting self-tests (A.2)

Record of negative or positive rapid test (supervised self-test) for SARS-CoV-2

I hereby certify a

- [ ] negative rapid test (supervised self-test)
- [ ] positive rapid test (supervised self-test)

for

<table>
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<th>First name</th>
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Address (street, postcode, town/city) | Date of birth
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Telephone number

The rapid test (self-test) was supervised by

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<th>Surname</th>
<th>First name</th>
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Supervisory body (name, address, state, telephone)

- [Stamp (if available)]-

Trade name and manufacturer name of rapid test (self-test)

<table>
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<th>Test date / time</th>
<th>Signature</th>
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[Signature]

[Stamp]
5. Model for an event-related hygiene concept

(accessible at https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/gefaehrdungsbeurteilung/#c1448985)

Date: 11.11..2021

Instructions:
The following model hygiene concept should be completed before holding an event and formulates mandatory requirements for that event. It also serves as a checklist and guide, to help those in charge put on an event with the minimum risk. Please note that the legal requirements for events may change at short notice, partly in relation to how the pandemic develops; any differing legal requirements must be given priority. The model hygiene concept expressly does not apply to courses.

Numerous events have received general approval at the University of Tübingen. These include academic events such as congresses or conferences and regular academic events such as the presentation of certificates, anniversary celebrations or welcoming new students. If an event is not generally approved, it must receive special approval from the President’s Office. In this case please apply to planungsstab.infektionsschutz@zv.uni-tuebingen.de and include the completed model concept with your application.

In other circumstances, the concept needs to be presented (only) on request from the President’s Office, the responsible faculty management, the university’s central administration and the health authorities. It serves in particular as a record that the infection prevention requirements and relevant regulations will be or were upheld. The concept must be kept by the organizer for at least four weeks after the end of the event. **By signing, those responsible for organizing the event confirm that the concept will be followed.**

The model hygiene concept was approved by the President’s Office of the University of Tübingen on 27.10.2021 and is therefore generally approved. The organizer will ensure that the requirements set out in the concept are followed. The concept is not therefore submitted to the university’s central administration for approval.

**You may proceed in line with this concept provided it is completed in full and consistently and you do not mark “No” with a cross at any point. Please note that until further notice approval is still required from the President’s Office for certain types of event. (see Type of event).**
Event-related hygiene concept

Name of event:

Name of institution:

Concept author:

Event organizers:

E-mail:

Telephone:

Type of event (please mark with a cross or complete)

☐ Scientific/academic event as defined by D.5.2 University Hygiene Concept

☐ Other event as defined by D.5.2 University Hygiene Concept
  → Requires approval from President’s Office

☐ Official event as defined by D.5.4 University Hygiene Concept

☐ External official event as defined by D.5.4 University Hygiene Concept
  → Requires approval from President’s Office

☐ Official event with more than 20% external attendees as defined by D.5.4 University Hygiene Concept
  → Requires approval from President’s Office

☐ Student event as defined by D.5.4 University Hygiene Concept

☐ Student musical event incl. rehearsals as defined by D.5.2 University Hygiene Concept
  → Requires approval from President’s Office

☐ Miscellaneous: ____________________________
  → Requires approval from President’s Office

☐ Approval from the President’s Office not necessary.

☐ Approval has been obtained from the President’s Office.
Intended venue (buildings/rooms) for event:

…………………………………………………………………………………………………………

Maximum number of people permitted in venue:

Please note that the maximum number of people permitted in University of Tübingen premises is limited. Please see the rooms list: https://uni-tuebingen.de/einrichtungen/verwaltung/viii-bau-arbeitssicherheit-und-umwelt/abteilung-2/belegung-lehrraume/

Planned number of people:

…………………………………………………………………………………………………………

Please note: only events with controlled admission of visitors are permitted.

Controlled admission will be ensured:

☐ Yes
☐ No

The general CoronaVO of the Federal State of Baden-Württemberg has three alert levels for events, Basic, Warning and Alarm. The current alert level is announced on the following website: https://www.baden-wuerttemberg.de/de/service/presse/pressemitteilung/pid/die-aktuellen-corida-zahlen-fuer-baden-wuerttemberg/

The planned event is expected to take place at the following alert level:

☐ Basic
☐ Warning
☐ Alarm

Please note that the basic conditions for events may change rapidly given the speed of development of the pandemic; the relevant level is the one that applies in the federal state at the time the event takes place. If necessary the hygiene concept must be adapted at short notice.

The following applies for participants in the event:

☐ Only fully immunized individuals (2G) may take part; masks are not compulsory (following admission to enclosed event venue – this is only permitted at the Basic alert level); course organizers must announce that 2G applies both in the invitation and before admission to the event, e.g. in a poster.
☐ Only individuals who are vaccinated, have recovered or have a negative test (3G) may take part and masks are compulsory (this is only permitted at the Basic alert level)
☐ Only individuals who are vaccinated, have recovered and have a negative PCR test (3G + PCR) may take part and masks are compulsory (mandatory at Warning alert level)
☐ Only fully immunized individuals (2G) may take part and masks are compulsory (mandatory at Alarm alert level)
Only members and associates of the university may take part within the framework of their official activities (without 3G) and masks are not compulsory, provided a minimum distance of 1.5 meters is consistently and reliably maintained to others (once seats have been taken, potentially regardless of actual alert level).

Registration and recording contact details;

We recommend that you ask those participating in your event to register in advance. This allows you to record the contact details (full name, telephone number, address, and optionally – voluntarily – e-mail) of all registered individuals. This is essential to enable the tracking of infections by the health authority. These data must be collected and processed in accordance with the general CoronaVO of the Federal State of Baden-Württemberg. If you do not wish to register participants in advance, contact details must be recorded no later than the time of the event, e.g. using the questionnaire and participant record (Appendix I.1 Hygiene Concept).

Participants will be registered in advance:

- Yes
- No

(If the following point is marked “Yes”, then a “No” here does not prevent holding the event in line with this concept.)

The contact details of all participants will take place at the event itself:

- Yes
- No

Minimum distance, hygiene, cleaning and ventilation

It is very important to observe basic hygiene requirements to prevent infection. For safety’s sake, we recommend maintaining a distance of 1.5 meters during the event. Paths should be marked on the floor. Additional measures such as regular ventilation, cleaning and disinfection of surfaces also contribute to the prevention of infection. At larger events such as conferences or congresses we recommend increasing the frequency at which toilets are cleaned.

Sufficient ventilation of the venue will be provided:

- Yes, the room has a functioning ventilation system
- Yes, the room will be aired regularly (e.g. windows fully opened for 5 minutes every 20 minutes)
- No, the room cannot be ventilated

Regular cleaning and disinfection of surfaces will be ensured:

- Yes
- No

The toilets will be cleaned at more frequent intervals, at least every half day for longer events:

- Yes
- No
Hygiene requirements for breaks and catering

Please ensure that hygiene is strictly maintained especially during breaks. Self-service buffets are not permitted at the University of Tübingen. Food and drink will either be handed out during breaks by specially assigned people or provided in the form of pre-packed units, e.g. drinks in sealed bottles.

☐ No catering (food and/or drink) will be offered during the event.
☐ Only drinks in sealed bottles will be offered during the event.
☐ Food and/or drink will be offered in pre-packed units.
☐ Food and/or drink will be handed out by specially assigned people.

Advance communications

All participants will be informed well in advance of the event about the applicable hygiene rules.

☐ Yes
☐ No

Date, signature of course organizer:

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