

Framework Regulations for Lecturers and Students for Tracing Contacts in Winter Semester 2021/2022

Two systems will be used for tracing contacts in winter semester 2021/2022.

The digital collection of contact details will be realised using the luca app. Persons, who are unable or unwilling to realise the digital collection of contact details, will be able to collect the details on paper.

1. Digital Collection Using the luca App

We have installed a QR code and numbered the tables for each seat in the lecture halls with fixed seating arrangements to enable the use of the luca app. Students can use the QR code to register for the class prior to or during the class.

The luca app can also be used in seminar rooms without fixed seating arrangements. In such instances, there is only one QR code for the seminar room. This can be found at the entrance to the respective room.

After the class, each participant must log themselves out of the luca app.

2. Collection on Paper

If the details are to be collected on paper, each participant receives a registration form. The member of teaching staff can give this to the student as a handout prior to the class or send it to them for download in advance.

This form must then either be completed prior to or during the class and the table number must be noted.

Following the class, the forms will be collected by the member of teaching staff and placed in a an envelope that had been set aside for this purpose. This envelope will then be sealed by the member of teaching staff and marked with the details of the class, before it is sent to the University of Rostock's Postal Service (using the in-house post). The pre-printed envelope will be provided by the University of Rostock's Postal Service. The required information must be entered into the fields provided on the envelope. The envelope must be sent via the in-house postal service even if no form was submitted in paper format (i.e. all of the contact details were collected using the luca app).

The Postal Service will centrally store the sealed envelopes, which will be destroyed automatically and in accordance with data protection regulations at the end of the required storage period.

Please note: The contact tracing documents will be handed out centrally by the Postal Service and only to the *Gesundheitsamt* (Public Health Office) if required for tracing contact persons.