

## Framework Regulations for On-Site Teaching at the University of Rostock during Limited Operations to Combat the SARS-CoV-2 Pandemic

**(applies to the University of Rostock, not University Medicine)**

**Valid from 25 November 2021 to 19 March 2022 (for now)**

### 1 Preface

This document provides framework regulations for on-site teaching at the University of Rostock, which comply with the State's regulations and the general hygiene and self-distancing regulations. Classes such as [excursions \[de\]](#) or [classes that require work in small groups \[de\]](#) are subject to extra regulations (see service portal (DLP)). The protection against infection regulations listed below apply to students at the University of Rostock. Members of teaching staff are also subject to the general regulations defined in the [Hochschul-Corona-Verordnung M-V \(Coronavirus State Ordinance for Universities\) \[de\]](#) and the [regulations for employees](#) as displayed on the DLP and which still apply.

Students may only access buildings belonging to UR if they are able to prove their '3G' status (vaccinated, recovered from a previous COVID-19 infection, tested). They must be informed at every class that they are only permitted to take part in a class being taught inside a building on the University's premises if they are able to prove their '3G' status.

### 2 Planning and Holding Classes Being Taught on Site at the University of Rostock (both inside and out)

As a general rule, the decision as to whether a class is to be taught on site, in a digital or in a hybrid format, is to be made by the respective member of staff who is responsible for the course (usually the chair holder), but must be discussed with the faculty's or institution's management due to organisational reasons (in particular with regard to the capacity of the rooms whilst complying with the Hygiene Plan). The corresponding times of the courses must be entered into LSF. The LSF entries serve as the central source of information with regard to necessary measures for cleaning and disinfection, automatic ventilation as well as the unlocking and locking of buildings. All classes, including classes being held online, must be entered correspondingly in LSF.

The University of Rostock's following rules apply to classes that are being taught on site in rooms belonging to the University. The person responsible for the course is also responsible for making sure the rules are observed.

- The classes must be planned in such a way that, as a general rule, a minimum diagonal distance of 1m (chequerboard seating arrangement) is observed within the lecture hall/classroom.
  - If the class is being taught with this amount of distance between participants, all persons in the room must wear a medical face mask or professional face mask (FFP2) for the entire length of the class.
  - Persons who are fully vaccinated or who have recovered from a previous COVID-19 infection may take part in the class without having to observe special minimum distance regulations. This group of persons is also obliged to wear a medical face mask or professional face mask (FFP2).
  - If the rooms are big enough so that a minimum distance of 1.5 m can be observed between participants, it is not necessary for face masks to be worn when seated. This also applies to lecturers/persons giving presentations if a minimum distance of 1.5 m can be observed to the other persons present.

- Please take note of the corresponding [room occupancy plans](#) (accessible on DLP and in LSF).
- Members of teaching staff must ensure the maximum number of participants per class is not exceeded. The class cannot be taught on site if there are no rooms with sufficient capacity for the number of required participants. If required, the management of the faculties and institutions will define priorities.
- In accordance with § 4 of the [Coronavirus State Ordinance for Universities \[de\]](#), persons can only take part in classes being taught on site if they are immunised (vaccinated/recovered) or have received a negative test result from a COVID-19 rapid test or self-test kit. The persons holding the classes are obliged to check the corresponding proof on at least a random basis. The students must carry corresponding proof\* with them, which they must present on request. Students that do not belong to the group of vaccinated or recovered persons (2G) must present their proof of a negative test result\* without being asked to the person holding the class or a further person who has been commissioned with the task of checking such proof prior to the beginning of the class. The provided proof will not be recorded on lists or in any other way. Students who are unable to provide adequate proof, must be excluded from taking part in the class being held on site and demanded to leave the university premises immediately. Identification details and detailed information regarding the breach of '3G' status (date and location) will be forwarded to the Crisis Team. If the '3G' status is breached on multiple occasions (after a second occurrence), the person affected will receive a temporary ban on entering the UR's premises for the entire winter semester 2021/22 from the Rector.
- **If the epidemic situation worsens, access to classes being taught on site could be limited further pursuant to federal or state-wide regulations ('2G' (vaccinated, recovered)'/2G+' (vaccinated, recovered + negative test result)).**
- The contact details of the participants must be collected. The [personal details of the participants](#) are usually collected using the [luca app](#) - in larger lecture/teaching rooms with a precise indication of the seat, for smaller class rooms (defined by the faculties) only indication of the room. A further possibility for collecting the personal details of the participants is the use of standardised [paper forms](#), the collection of which must comply with data protection regulations (e.g. by placing the forms in a ballot box or similar). In accordance with the [agreed procedure](#), the forms must be sent to the University's Postal Service. They will be stored there and destroyed at the end of the storage period or handed over to the local health authorities on request. Non-registered students may not take part in the class.
- The participants must be informed about the general rules and hygiene measures when they are accepted for the course and at the start of teaching, and they must submit an acknowledgement of the regulations prior to the start of the course (e.g. via Stud.IP). The [handout for the participants detailing the University of Rostock's general hygiene measures](#) will be provided on the service portal.
- Persons, who are in quarantine subject to the provisions of the federal *Coronavirus-Einreiseverordnung* (Coronavirus Entry Ordinance), may not take part in a class being taught on site unless they are in possession of a medical certificate that substantially rules out the possibility of infection and was issued within the last 48 hours. Participants are informed about these regulations following successful registration and at the start of the course.
- Persons displaying typical symptoms of a COVID-19 infection pursuant to the current criteria of the Robert Koch Institute (<https://www.rki.de/covid-19-steckbrief>) may only take part in classes being taught on site (including examinations) if they are able to provide a negative result from a PCR or POC test (rapid test) that is no older than 48 hours.

### 3 Using Rooms and Equipment

- All teaching rooms without ventilation systems must be aired regularly. [Information about the correct airing of rooms \[de\]](#) can be found on the DLP. The respective member of teaching staff is responsible for sufficiently airing the rooms.
- Surfaces, such as tables and chairs that were used previously by other persons and could have been covered in droplets due to speaking etc. can be cleaned by the respective students or members of teaching staff prior to use. As cleaning wipes or similar cannot be provided in all rooms, if required, they must be provided by the

students or members of staff<sup>1</sup> themselves.

- Equipment that is used by several persons, such as microphones, keyboards, displays and lecterns etc. must be cleaned prior to use. They must be cleaned by the persons who plan to use them<sup>2</sup>.

#### 4 Opening of the Buildings/Rooms

- The buildings will be open whilst classes are being taught. The respective valid regulations for accessing buildings apply. **Outside of lectures, students should not remain in the buildings if it is not necessary and they must be instructed to leave the building in accordance with the self-distancing regulations after the end of the class.**
- The faculties/institutions will check whether rooms, such as computer rooms and/or seminar rooms, can be provided for students taking part in online seminars, or for group work etc. Constant 'supervision' is not necessary. In all other respects, the use of the rooms is subject to the same rules that apply for rooms being used for on-site teaching, i.e. a person who is responsible/contact must be named, it must be ensured that access is provided to the rooms, the required '3G' or '2G'/'2G+' are checked on at least a random basis, and attendance is recorded, and the persons must have submitted their acknowledgement of the hygiene regulations.
- Access routes within the buildings must be marked correspondingly and observed. The students must be informed in advance of the opening and closing times of the buildings and any special regulations regarding the access routes.
- Medical face masks or professional face masks (FFP2) must be worn not only in the rooms in which classes are being held, but also in areas of the buildings that are accessible to the general public (corridors, entrance halls, kitchens etc.). Masks may only be removed when participants have taken their seat and if a minimum distance of 1.5 m can be guaranteed. The medical face masks or professional face masks (FFP2) must be worn as soon as persons enter the buildings' entrance areas (including 'waiting areas'). Only persons, who are unable to wear a medical face mask or professional face mask due to health-related reasons are exempt from this regulation. Exemption from the obligation to wear a face mask is only granted to persons who are able to present a doctor's certificate.

These guidelines describe the basic rules for on-site teaching on the premises of the University of Rostock (both indoors and out) and, depending on the requirements, can be supplemented in the respective organisational units by the person responsible for the course/event.

**\*The required status can be proven by**

1. an identity document (e.g. national ID card or passport) and
2. a. Proof of vaccination (international certificate of vaccination or [digital] vaccination certificate) or  
b. Proof you have recovered from a previous COVID-19 infection and/or  
c. Negative test result from an authorised testing facility that is no older than 24h for an antigen rapid test (free test for citizens) or no older than 48 h for a PCR test (test centre, usually subject to a fee).

*Due to limited testing capacities for the free tests for citizens, self-tests are currently possible until revoked. Proof can therefore be provided as previously with an Affirmation in lieu of an oath for taking an antigen self-test [de]. If possible, self-tests can also be performed prior to the beginning of a class under the supervision of persons authorised to supervise testing by the person responsible for the course.*

**The verification of the authenticity of the vaccination status can be realised using the CovPassCheck app on private or work mobile phones, or alternatively with corresponding scanners.**

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<sup>1</sup>e.g. provision of commercially available cleaning wipes via faculties/institutions.

<sup>2</sup>e.g. with commercially available cleaning wipes that are to be provided by the faculties/institutions