

Collection of Contact Details via Stud.IP PlugIn

In accordance with § 8(2) of the *Corona-Landesverordnung Mecklenburg-Vorpommern - Corona-LVO M-V* (statewide coronavirus regulations), courses can only be held on site if an attendance list is kept that contains the following personal data (name, address and telephone number).

Stud.IP now provides an improved function for collecting contact details using a plugin that makes it possible to register the persons actually attending individual sessions of an on-site course.

The plugin covers the following current requirements for on-site courses:

- Registration of attendance and address details (name, address & telephone number, and, if required, seat number).
- Automatic deletion of contact details in compliance with data protection regulations (after 28 days),
- Contact tracing for potential contacts at various events during the period in which the data is stored (if required, only possible for persons with special authorisations),
- Creation of exportable lists of contacts for public health offices (if required, only possible for persons with special authorisations).

Requirements:

- The course and the dates and times of the individual sessions being held on site must have been saved in Stud.IP.
- The students must have been registered as course participants.
- Contact tracing must be activated for the course.

How to collect contact details related to the course:

In order to be able to trace contacts, you will need to activate this function for each of the desired courses. To do so, navigate to the course in Stud.IP and select the option "More...", then select the box next to "Contact tracing".* In "Contact tracing" mode, Stud.IP will automatically create a QR code and a corresponding link for every individual session of a course. The code and link are available at the times of the individual sessions (minus/plus 30 minutes) and, when scanned on the Stud.IP page, registers the person accessing the page as "present".

During the session, members of teaching staff can see how many persons have already registered and can therefore intervene and e.g. underline compulsory registration. It is also possible to save one's own attendance at a later time (e.g. if technology is missing in the room in which the session is being held). If necessary, participants can also be registered by the person holding the course.

Persons who have attended on-site courses can save their contact details separately in their profile for a duration of 28 days, by adding them to the "Contact tracing" section.

How contacts are traced when required

If required, persons with certain authorisations (Stud.IP administrators & other groups of persons that require prior authorisation) can export contact details and send them on to the *Gesundheitsamt* (Public Health Office). Furthermore, these authorised persons have access to a search function that finds all persons who have been in direct contact with a certain person at courses being held on site during a certain period of time. The search result can be exported and can therefore be passed on, e.g. to the Public Health Office.

The data collected by this plugin (attendance & address details) will be automatically deleted for each individual session after a specified period of time (28 days).

Simple guide for members of teaching staff "Using Stud.IP to trace contacts for courses being held on site":

- Use the new "Contact tracing" function to display the QR code at your course.
- Urge the students to confirm their attendance and enter their address details.
- Compare the number of persons present with the number of persons registered and intervene if necessary.
- If necessary, you can also enter the students' attendance manually yourself.
- If it is necessary to trace contacts due to a confirmed case of COVID-19, upon request from the Crisis Team, Stud.IP administrators are able to provide contact lists to the Public Health Office.