

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)

1 Preamble

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. They do not apply to courses taught in the form of excursions or classes that require work in small groups. These are subject to extra regulations (see service portal).

2 Planning and Holding On-Site Courses on the Premises of the University of Rostock

The decision as to whether a course shall be taught on site, or in a digital or hybrid format, is made by the management of the faculties or facilities, whilst taking the capacity of the rooms subject to minimum distance requirements into consideration. 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, as well as the unlocking and locking of buildings. All courses, including online courses, must be correspondingly marked in LSF.

The University of Rostock's following rules apply to courses 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 courses must be planned in such a way that a minimum distance of 1.5m is observed at all times in the room in which the courses are being held. Please take note of the corresponding room occupancy plans (stored in LSF).
- The number of participants is to be reduced to an absolute minimum in order to minimise the risk of infection.
- The personal details of the participants are usually recorded by registering for the respective course on Stud.IP and the use of a plugin for collecting contact details. **The contact details (telephone number, address) of all persons attending the course must be entered into a section that has been developed especially for this purpose.** Non-registered students may not take part in the course. A further possibility for collecting the personal details of the participants is to collect forms on which the students have entered their contact details (e.g. by placing the forms in a ballot box or similar). The respective lists or collected forms with contact details (name, address, telephone number) must be stored on the University's premises in accordance with data protection regulations, by the person responsible for the class, for a duration of four weeks, and handed over to the local health authorities on request. Following the end of the compulsory storage period, the collected details must be destroyed in accordance with data protection regulations. The respective faculty/facility can determine that the lists or similar must be stored at a central location (Dean's Office, Student Office etc.), in order to ensure they can be accessed by the *Gesundheitsamt* (Public Health Office), if required.
- 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. The handout for the participants detailing the University of Rostock's general hygiene measures is available on the service portal: <https://www.dienstleistungsportal.uni-rostock.de/corona-sonderinformationen/grundsatzliches/abstands-und-hygienerregeln/>

- Persons, who are in quarantine subject to the provisions of the State of Mecklenburg-Vorpommern's quarantine regulations¹, may not take part in the course, 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.

3 Using Rooms and Equipment

- All course rooms without ventilation systems must be aired regularly. The rooms in which courses are taking place must be aired thoroughly at least every 30 minutes by fully opening all of the windows. It is recommended that the windows are left open for three to ten minutes every time they are opened. Furthermore, the rooms should be aired prior to use, especially if the rooms have been used by other persons immediately prior to the course. The respective member of teaching staff is responsible for sufficiently airing the rooms.
- Surfaces, such as tables and chairs that were used previously or will be used later 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, at their own discretion. As cleaning wipes or similar cannot be provided in all rooms, if required, they must be provided by the students or members of staff themselves.
- Equipment that is used by several persons, such as microphones, keyboards, displays and lecterns etc. must be cleaned after use. They must be cleaned by the persons who have used them².

4 Opening of the Buildings/Rooms

- The buildings will be open whilst courses are being taught. However, outside of lectures, students should not remain in the buildings and must be instructed to leave the building in accordance with the self-distancing regulations after the end of the course.
- The faculties/facilities 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. Constant supervision is not necessary. Otherwise, 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 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.
- As a general rule of principle, a face covering must be worn at all times within the buildings. Inside the course room, it is strongly recommended that a face covering is worn, even once seats have been taken and a minimum distance of 1.5m can be observed. A face covering is mandatory as soon as a person leaves his/her seat.

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

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¹ <http://www.landesrecht-mv.de/jportal/portal/page/bsmvprod?feed=bsmv-lr&st=lr&showdoccase=1¶mfromHL=true&doc.id=jlr-CoronaVQuarVMVrahmen>
²e.g. with standard cleaning wipes that are to be provided by the faculties/facilities.