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

(appplies to the University of Rostock, not University Medicine)

valid from 23. March 2022
(preliminary, subject to the Coronavirus State Ordinance for Universities M-V).

1 Preface

This document provides framework regulations for teaching and holding examinations on site at the University of Rostock, which comply with the State's regulations and the general hygiene and self-distancing regulations. Classes such as excursions or classes that require work in laboratories or rooms with specialist equipment (including teaching practice) may be subject to extra regulations (see service portal (DLP)). These regulations apply analogously to examinations taking place as part of such courses.

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.

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

As a general rule, the decision as to whether a class or examination is to be held (hereinafter called 'event') 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 or examination (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 events 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 events, including events being held online, must be entered correspondingly in LSF.

The University of Rostock’s following rules apply to classes and examinations that are being held on site in rooms belonging to the University or in rooms elsewhere that have been hired by the University. The person responsible for the course/examination is also responsible for making sure the rules are observed.

- The events 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. Fully vaccinated and recovered people (2G status) can participate in the events without any special distance regulation.
  - 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 event is not exceeded. The event cannot be held 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.
- Participation in classes or examinations being held on site is subject to immunisation (vaccinated/recovered,
‘2G’) or proof of a negative result from an authorised COVID-19 test (‘3G’).

- The persons holding the events are obliged to check the corresponding proof on at least a random basis, for examinations for all participants at the entrance. The students must carry corresponding proof* with them, which they must present on request. 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 event being held on site and demanded to leave the university premises immediately. Identification details and detailed information regarding the breach of obligatory provision of proof (date and location) will be forwarded to the Crisis Team. If the obligation to provide sufficient proof is breached on multiple occasions (after a second occurrence), the person affected will receive a temporary ban on entering UR’s premises for the entire semester from the Rector.

- Students who are, for excusable reasons**, unable to participate in teaching formats pursuant to the valid legal regulations, must be provided with adequate alternative offers that enable them to meet the learning and qualification objectives.

- Medical face masks or professional face masks (FFP2) must be worn not only in areas of the buildings that are accessible to the general public (corridors, entrance halls, kitchens etc.), but also in the rooms in which events are being held. 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. The mask may only be removed for identification purposes, consuming food or drink, or taking medication etc., or by presenters if a minimum distance of 1.5 m is observed.

- If the regulations on distance or the wearing of a face mask cannot be assured during classes (e.g. during physical exercise) special hygiene measures have to be defined and authorized by the “Krisenmanagement”.

- Contact details of the participants will not be collected. The use of the Corona-Warn-App by QR-Codes provided for the rooms is strongly recommended (Notes on handling the Corona warning app [de]).

- The participants must be informed about the general rules and hygiene measures when they are accepted for the event and at the start of teaching or examination, and they must submit an acknowledgement of the regulations prior to the start of the course or examination (e.g. via Stud.IP). The handout for the participants detailing the University of Rostock’s general hygiene measures is available 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 or examination being held 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 event.

- 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-steinbrief) may only take part in events being held 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 rooms in which events are being held that are not equipped with 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 staff¹ 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 them².

4 Opening of the Buildings/Rooms

- The **buildings will be open** whilst events are being held. The respective valid regulations for accessing buildings apply. Outside of events, 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 event.
- 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 must be named, it must be ensured that access is provided to the rooms, the required 3G-status is checked on at least a random basis 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.

These guidelines describe the basic rules for classes and examinations being held on site on the premises of the University of Rostock (both indoors and out) and, depending on the requirements and the authorisation stipulated in the valid Coronavirus State Ordinance for Universities, can be supplemented in the respective organisational units by the person responsible for the event.

*Information on verifying vaccination, recovery or test status [de] is available on the DLP. Certificates will not be verified digitally. Supervised self-tests can only be performed following prior arrangement.

** Health-related reasons (with medical certificate), quarantine or similar.

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¹e.g. provision of commercially available cleaning wipes via faculties/institutions.
²e.g. with commercially available cleaning wipes that are to be provided by the faculties/institutions