On-campus courses

Instructions for conducting on-campus courses/events in line with infection prevention measures for SARS-CoV-2

As of: 20 October 2021

Because the situation is constantly changing, please refer to the most current information on the website Study and teaching 2021 and in the university’s EIN|BLICK newsletter.

For conducting on-campus courses/events, the university follows the requirements stated in the most current version of the Baden-Württemberg Corona Ordinance on university operations "Corona VO Studienbetrieb". These regulations are reflected in the most current versions of the University of Konstanz’s General Hygiene Regulations for SARS-CoV-2 Infection Protection and respective resolutions of the Rectorate. On-campus courses/events can only take place in accordance with these regulations and with corresponding measures in place to protect against SARS-CoV2 infections.

The persons defined in III, 8. of the Hygiene Regulations are not permitted to enter the university campus (especially those required to quarantine, who are close contact persons of a person infected with SARS-CoV2, who have typical symptoms, or who cannot provide proof of vaccination, recovery from COVID-19 or a negative test result). If a person is diagnosed with a SARS-CoV-2 infection within 14 days of taking part in an on-campus course, they must inform the university by emailing coronameldung@uni-konstanz.de; students may instead use the online form to report an infection (in German) on the Occupational Safety website (see section 1.5 of the FAQs on conditional on-site operations).

The corresponding university teachers or organizers are responsible for organizing and carrying out courses/events. The university’s framework conditions that we will outline soon will support them in doing so.

I. Planning and preparing on-campus courses/events

- **Risk assessment** (hygiene concept, if applicable): In a CoV-2 risk assessment on conducting courses, the teachers/organizers must document that it is possible to implement and fulfil the requirements of the Corona Ordinance (CoronaVO), the hygiene measures of the Robert Koch Institute (RKI) and the provisions stated in the University of Konstanz’s Hygiene Regulations. Criteria include, for example, following the requirements of the room reservation team for the room’s maximum number of participants and implementing a procedure for conducting the course/event that fulfils infection protection requirements. If the department has booked a room continuously for their courses, they can generically outline the required infection protection measures for the same type of courses in that room in a hygiene concept.
These risk assessments and hygiene concepts are the first documents that the Gesundheitsamt (health authority) requires from us in case of an infection. As these documents are used to assess the infection risk they must be always available and as conclusive as possible. This risk assessment must be safely stored; a copy must be sent to the corresponding department or organizational unit for uploading it to the cloud folder set up for this purpose.

- **3G-rule (recovered, vaccinated or tested):** As of 24 August, the 3G-rule applies to all courses and events at the university (including exams). This means that all participants of a course, event or exam have to provide proof of vaccination, recovery from COVID-19 or negative test result. The students' 3G-documentation will be checked centrally when they access the university. (You can find more information here). Providing 3G-documentation is also mandatory for all teaching staff, technical staff, student assistants and tutors who participate in or support on-campus courses and exams (§ 6 para. 1 Corona VO “Studienbetrieb” (university operations)). Spot checks will be used to check 3G-documentation (more information).

- **Participation in the university's screening test:** Students, too, can participate in the university's SARS-CoV-2 screening (more information, including the serial screening option).

- **Registering for courses via ZEuS and contact tracing:** All students have to register via ZEuS for courses that (partially) take place on campus. This means that all courses that take place entirely or partially on campus have to be created in ZEuS and the course periods have to be connected. Only students who have been admitted to a course via ZEuS may participate. This way, in case of an infection, we are able to compile all relevant personal data on very short notice on the request of the Gesundheitsamt (health authority). Additional lists of participants for individual course dates are not required. On the days when students are on campus, they check in at the designated entrances using their UniCards and thus register their presence at the university.

- **Maximum number of participants:** In all rooms that can be used for on-campus courses/events, participants can fill up to 60 percent of the available seats. For groups of up to 35 students, all seats can be filled in the corresponding rooms. The room reservation team takes these amounts into account when booking rooms. For information about the maximum capacity of a specific room, please check the pandemic seating plans.

- **Option of digital participation:** We ask our teaching staff to consider digital options for participation or working on topics when designing their on-campus courses. These options support students who belong to a risk group, who cannot be in Konstanz, or who cannot participate in on-campus courses due to illness, quarantine or other reasons.

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1 The University of Konstanz follows the 60% room capacity guideline, the Corona Ordinance (CoronaVO), however, leaves room for flexibility. This means that, if you think it is necessary or suitable, you can permit additional persons to take part. The respective risk assessment does, however, need to include this information. A copy of each risk assessment that permits the participation of more than just a few additional persons must be forwarded to the Office for Curricular Affairs.
- **External students**: External students and guest auditors may participate in on-campus courses. Guest students can request a UniCard and then register for courses via ZEuS. If these persons cannot register for a course via ZEuS, their contact details must be entered into the risk assessment in the cloud folder. In this case, please contact the department or the organizational unit responsible.

- **SARS-CoV-2 risk group**: Students who belong to a SARS-CoV-2 risk group as per the overview of the Robert Koch Institute (RKI) should contact their department or teacher to discuss the options for participating in on-campus classes. Teachers who belong to a SARS-CoV-2 risk group as per the overview of the Robert Koch Institute (RKI) can, in agreement with the department, plan their courses without on-campus elements. If an agreement cannot be reached, the Faculty Council determines whether the course can take place without on-campus elements, and the respective teacher can get the advice of the in-house physician.

- **Face masks**: Students, teachers and others involved in the course must wear medical face masks in all university buildings. They may also wear an FFP2 mask or comparable mask. As a result of the risk assessment for a particular course, participants may be required to wear an FFP2 mask or comparable mask if, in this particular case, a medical mask does not provide enough protection for those present. For more details, see below.

- Guests invited to a course can only be admitted to university buildings if they can present a personal invitation by a university member and sign in using the paper lists provided at the entrance. For more information, please refer to item 1.7.1 in the FAQs on conditional on-site operations. The invitation must include the contact details of the person inviting the visitor as well as the date, time and reason for the visit. The first time guests visit the university, a university member must meet them at the entrance. If guests need to access the university outside of opening hours, Facility Management must be informed ahead of time via email to fm.sekretariat@uni-konstanz.de.

II. **Carrying out on-campus courses/events**

- **Face mask requirement**: All participants are generally required to wear face masks during on-campus courses. In cases where all participants are at least 1.5 metres apart, the mask may be taken off while seated. It is recommended that teaching staff with a large speaking part in their course (e.g. lecture) stay at least 3 metres away from the students or take other protective measures (e.g. plexiglass shields) when they are not wearing a mask. The same applies to students holding a presentation. It is also possible to require all participants of a specific course/event to wear face masks (or even FFP2 masks specifically) even if participants are the minimum distance apart.

- **Maximum number of persons** in a room: The ZEuS registration only admits as many students to a course as are permitted in the corresponding room. Should the number of students present during your course exceed the maximum number permitted for that room, you as the responsible teacher have the right to send students home.

- **Ventilation**: Rooms without a technical ventilation system must be ventilated every 20 minutes for 3-10 minutes (three minutes on cold, wintry days and ten minutes on warm days). All windows that can be opened fully should be opened, and, if possible, a door
should be opened to a hallway or the outdoors as well. You can ask one of your participants to open the doors/windows. In addition to this, the room should also be ventilated between two courses for at least 15 minutes. In rooms with ventilation systems, these ventilation systems are permanently switched on for the duration of the courses as well as breaks in line with the settings recommended for use during a pandemic.

- **Cleaning surfaces**: The persons present are responsible for wiping the tables and chairs used as well as door handles, chalk/white boards, etc. (in all cases before starting the course, ideally also before leaving the classroom). The corresponding cleaning materials are available in each room.\(^2\)

- **Participants showing symptoms**: Teaching staff in whose course a person is suspected of being infected have to make sure the person affected immediately leaves the campus (and remind the person to contact their family doctor). Afterwards the teacher has to inform the director of the departmental administration as well as the i-Point, so that a professional cleaning of the room can be arranged (name of the suspected case is irrelevant). To be able to do so, it is possible to send the remaining course or lab participants home for that day. Please also contact the SARS-CoV2 screening team led by Professor Daniel Dietrich so that all participants can be offered a PCR test as soon as possible.

- **Exam dates and forms**: Please inform your course participants about the exam modalities early on. Students need information about exam dates and forms so they can plan their studies accordingly.

- **Recording and hybrid courses**: If you are conducting hybrid courses or you provide course recordings for your students, please note the instructions for hybrid teaching as well as the data protection information on the website FAQs about data protection in online teaching.

\(^2\) If you wish to take a cleaning set with you, you can collect such a set (5-litre bucket, cloth, cleaning agent and paper towels) in the “Glas- und Gaslager” (gas and glass storerooms). Please carefully read the information provided (in German) at [https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/](https://www.chemie.uni-konstanz.de/fachbereich/einrichtungen/glas-und-gaslager/).