

## Hygiene/Safety Concept for Hybrid Teaching at the University of Bremen

As of: 11/2/2020

### I. General Information

The start of studies on campus is to be made possible with in-person formats under hygienic conditions adapted to the coronavirus pandemic. Hygiene rules apply, which may have to be adapted continuously.

Admission to the university buildings is only permitted for study or professional purposes and will be open to authorized employees and students for study purposes from 11.2.2020.

The use of rooms is subject to the prescribed hygiene measures. These include, in particular: Obligatory wearing of a mask (no plastic visors or the like) in accordance with the applicable university regulations, personal hygiene (regular washing of hands, rules for coughing and sneezing), ventilation and cleaning of the rooms, and adherence to the distance rule. In addition, the learning management system (LMS) Stud.IP is used to record the number of students admitted to a course and to compare them with the system for building access for the purpose of contact tracking by the health authorities if necessary. In the specific case of contact tracing by the health authorities, Stud.IP is used to carry out the corresponding evaluations. The employees commissioned with this are obliged to data protection and will only create the evaluations for the purpose of contact tracing and hand them over to the health authorities. The stored personal data will be destroyed at the latest three weeks after the respective course in accordance with data privacy regulations.

Also in the outdoor area, the distance rule, rules for coughing and sneezing, and the obligatory wearing of masks must be observed.

### II. Information for All Organizers

- All organizers are responsible for compliance with the **safety and hygiene regulations**.
- The rooms are cleaned by the university on a daily basis. Whether intermediate cleaning can be realized depends on the gaps between the individual courses.  
As a precaution, separate **cleaning cloths** are therefore provided in all course rooms. The organizers will ensure that the participants clean the table surfaces with the cleaning cloths provided before the respective course.
- Furthermore, the modified **rules for the ventilation of course rooms** must be observed by the organizers.
  - o Rooms without technical ventilation  
Please open all windows (exception: skylights) completely for five minutes before and five minutes after the course. After every 20 minutes, open all windows completely for three to ten minutes (shock ventilation). Please keep the door of the room

closed to avoid draughts (and thus other risks of illness). Ventilation through tilted windows is an additional measure and cannot replace shock ventilation. In addition, for energy-related reasons, shock ventilation is better than ventilation via tilted windows.

Leaving the room as a group should be avoided during shock ventilation, as the distance rules can no longer be maintained.

People who are sensitive to cold temperatures are recommended to stay away from the open windows.

- Rooms with technical ventilation

The technical ventilation systems have been checked and filter the highest possible amount of outside air into the rooms. The performance of the systems is checked at regular intervals. Rooms in which the technical ventilation does not comply with the safety systems have been blocked for use by the university.

- The **maximum number of people** (incl. organizers) **permitted** for a course room, subject to the minimum distance of 1.5 meters, is displayed centrally and clearly visible at the entrance to the room. The Veranstaltungsbüro [office for room reservation and multimedia equipment] of the University of Bremen is responsible for this.

In addition, the Free Hanseatic City of Bremen sets out **the maximum number of participants in indoor events in coronavirus regulations**. If the maximum number of people allowed due to the size of the room exceeds the maximum number of participants according to the coronavirus regulations, the maximum number of participants according to the coronavirus regulations shall apply. The maximum number of participants according to the coronavirus regulations is published in the FAQ in the university's coronavirus update.

Currently (as of 10.31.2020), the maximum number of people per room is 100.

The respective **organizers of in-person offers** are obliged to ensure that **the maximum limits are observed**. It is also their responsibility to record or maintain the **contact data of the respective participating person** via the admissions function for students in Stud.IP.

- For paper-based lists, each faculty appoints a responsible person who receives lists of the students present from the organizers for the purpose of contact tracing, stores them locked away for three weeks and then destroys them in accordance with data privacy regulations. The person is instructed by Unit 06 on data protection and is advised of the obligation of confidentiality (see separate written explanation). The data will only be passed on to the health authorities for the purpose of contact tracing (participation of a person infected with the coronavirus at in course).

The **faculties will each set up a central functional e-mail address that will be used for queries about the participant lists**. The contact person in the faculty can be reached via the functional e-mail address. If other people can be reached via the functional e-mail address, they will also be informed by Unit 06 about data protection and made aware of the obligation to maintain confidentiality (see separate written explanation).

The following address applies for the functional e-mail address: [FB..-Kontaktkette@uni-bremen.de](mailto:FB..-Kontaktkette@uni-bremen.de).

The functional e-mail addresses are reported to the Personaldezernat (human resources department) at [personal@vw.uni-bremen.de](mailto:personal@vw.uni-bremen.de) at short notice. **The Personaldezernat is the central contact for enquiries from the health authorities and coordinates the requests.**

The e-mail addresses will be published clearly visible in the coronavirus update, so that students can report COVID-19 illness to their faculty.

The translation of the student ID numbers/application numbers into real names is carried out on the basis of student lists, which Administrative Department 6 will send to the faculties from 10.21.2020 onwards (cf. procedures of previous years).

- If it turns out that a person who tested positive for COVID-19 was in the course, the whole group including the teacher will be informed via the Stud.IP system. The person who tested positive is not mentioned by name. The students and the teacher are not allowed to enter the campus of the university for seven days or until proof is provided that they are COVID-19 negative. The seven-day period regularly begins the day following the day on which the infected person last attended an in-person course.

### III. Information for Students

- In the in-person courses, **spaces for participants are limited**. Therefore, you can only participate in an in-person course if you have registered in Stud.IP and have been selected to take part in the in-person session. This information can be found Stud.IP, as well as the QR code generated for accessing the building.
- Cleaning cloths are available in the classrooms. Please use these to clean the table surfaces before you sit down at the table. We want you to be able to come to university without interruption. Therefore, please keep a **distance** of 1.5 m **from** each other in the buildings and on campus. The usual hygiene measures (regular hand washing, rules for coughing and sneezing, mask) are also in place at the university.
- Please wear your own mask (no plastic visors or similar). This applies to the entire campus area, to the paths leading to the buildings, and also in course rooms.  
If you have a medical certificate exempting you from the obligation to wear a mask, you of course do not need to wear a mask. In order to avoid any misunderstandings, you must always carry the certificate with you and show it on request when entering the buildings and course rooms.
- **Participation in any in-person course** requires that your data is collected.  
The university is obliged to collect this data and will only hand it over to the health authorities when they are tracing contacts. The data will of course be stored in accordance with data privacy regulations and destroyed after three weeks in accordance with data privacy regulations.
- If you get infected with COVID-19: Please inform us immediately in the case of a **positive COVID-19 test**: Please e-mail "your" faculty under a central e-mail address (to be found here in the future: <https://www.uni-bremen.de/informationen-zur-corona-pandemie>) as well as the University head office under [personal@vw.uni-bremen.de](mailto:personal@vw.uni-bremen.de).
- Please think of your fellow students and do not come to campus if you know that you have COVID-19, if the health authorities have put you into quarantine due to COVID-19, or if your doctor or health authorities have asked you to be tested for COVID-19. If we hold an in-person course where it turns out that a participating person was COVID-19 positive, the group of

students in the room will be informed and will not be allowed to visit the campus for seven days or until a potentially infected person provides proof that they are COVID-19 negative.

Bremen, November 2, 2020

Dr. Martin Mehrtens, Director of Finance and  
Administration of the University of Bremen

Professor Thomas Hoffmeister, Vice President  
Academic at the University of Bremen