

Hygiene/Safety Concept for the Hybrid Orientation Week and Preparatory Classes Status on October 19, 2020

This is a translation. Please note only the German original is binding.

I. Preamble

The start of studies on campus is to include face-to-face formats under adherence to the hygiene regulations based on the corona pandemic. Hygiene regulations may be continually amended to suit the situation.

The university's event/teaching buildings will be open for the orientation week (October 26 – 30, 2020) and for the scheduled preparatory classes. The valid decision to close university buildings until October 31, 2020 is thus being modified.

The following regulations apply to the period prior to November 2, 2020.

A uniform hygiene concept will be created for the usage of buildings and the campus in the winter semester 2020/21. The concept will be published on the University of Bremen website (under Corona Update).

Hygiene measures must be adhered to when using teaching/event rooms. The measures include: The registration of those present for possible contact chain reconstruction by Bremen Health Department, obligatory wearing of a mask (no plastic visors etc.) in areas of movement (entryways, exits, hallways, elevators, etc.), waiting rooms, and sanitary facilities, personal hygiene (regular washing of hands, sneezing and coughing etiquette), ventilation and cleaning of the rooms, and adherence to distancing regulations.

This hygiene concept is valid on the university grounds, in buildings, and outdoors (see attachment). All university members are asked to put similar hygiene/safety standards in place, also during freshman events outside of the campus. They are also asked to respect the general regulations in Bremen and those put in place by the responsible persons at other event locations.

Distancing and sneezing and coughing etiquette must also be considered in outdoor spaces on campus. Based on the current corona ruling, only 5 people may meet on the university campus if no special hygiene concept is available.

Alcohol is banned on the university campus, in the buildings, and in outdoor spaces in order to further reduce the risk of infection.

II. Information for All Organizers/Initiators of Events and Meetings

The following statements equally apply to faculties, representative groups, and initiatives.

- **Face-to-face** introductory events are possible and welcome. The freshman will receive information under III.

Please enter changes and additions to the orientation week schedule into the Uni-Start-Portal. Please include the comment that the presence of participants will be documented on infection protection grounds (contact: ZSB, Monika Sowinska sowinska@uni-bremen.de).

- Individual preparatory classes or events will only take place in buildings prior to the orientation week (October 26 – 30, 2020) if they have been registered with and confirmed by the Room and Multimedia Scheduling Office.
- This also applies to orientation events for exchange students held by the International Office (from October 12, 2020), should they not take place digitally.
- For their orientation week events, the faculties and student unions can use the rooms allocated to them by the Room and Multimedia Scheduling Office. The responsibility for event room planning by faculties and student unions lies with the faculties.
- Event organizers are asked to **start events at “irregular” times**, such as 10:25 a.m., in order to avoid there being too many people at the building entryways at the usual event times and so that distancing regulations can be adhered to.
- Groups should be limited to 10 persons for **campus tours** organized by the university. If possible, please avoid entering buildings. The organizer must ensure that distancing regulations and the alcohol ban are adhered to.
- The **wearing of a mask is obligatory** for all persons in university building. Masks may be removed once persons are seated in a room – this is subject to changes if the number of infections rises.
The obligatory wearing of a mask also does not apply if a person is deemed exempt from mask wearing by means of an official letter from a doctor.
- All event organizers are responsible for the adherence to the **safety and hygiene regulations**.
- The rooms will be cleaned daily by the university. The carrying out of intermediate cleaning is dependent on the time available between individual events.
As a precautionary measure, special **cleaning wipes** will be provided in all rooms. The event organizers must ensure that the table tops are cleaned with said wipes after each event.
- The modified **ventilation regulations for event/teaching rooms** must be considered by the organizers:
 - o Rooms without technical ventilation possibilities
Please fully open the windows (with the exception of skylights) for five minutes before and after the event. Additionally, fully open the windows for three minutes (shock ventilation) at 20-minute intervals. Please keep the room door shut in order to avoid there being a draught (and other connected illness risks). Continual ventilation via tilted windows is an additional measure and cannot replace shock ventilation.
It should be avoided that persons leave the room during shock ventilation as distancing regulations cannot be adhered to if groups form.
It is recommended that persons sensitive to the cold stay away from the windows.
 - o Rooms with technical ventilation possibilities
The technical ventilation equipment has been checked and transports the highest possible quantity of outdoor air into the rooms. The performance of the equipment will be

checked at regular intervals. Rooms where the technical ventilation does not comply with the technical security facilities have been closed by the university.

- The **maximum number of persons allowed** in an event/teaching room (including organizers) when adhering to the minimum distancing rule of 1.5 m is to be made clearly visible at the room's entryway. The Room and Multimedia Scheduling Office is responsible for this.

The Free Hanseatic State of Bremen also stipulates the **maximum number of persons allowed at indoor events in the Corona Ruling**. Should the maximum number of persons allowed based on the room size exceed the maximum number of persons allowed based on the Corona Ruling, the latter remains valid. The maximum number of persons allowed according to the Corona Ruling will be published in the FAQ area of the University of Bremen Corona Update.

Currently (status on October 19, 2020), the maximum number of persons allowed per room is 100. The **organizers of face-to-face events** (preparatory classes and orientation week events) must ensure that the limit is adhered to. They must also record the **contact details of participants**. It is standard for all preparatory class offers and orientation week events (also campus tours) that hand-written participant lists must be kept. The binding template for the participant list is attached.

The following steps must be taken:

- a) The event organizers must enter the following into the list:
Name of the event organizer, date of the event, start and end time of the event.
- b) At the event, the organizer must hand the list to the students, who must then enter their student number / application number. The organizer must check the entries.
- c) After the end of the event, the organizer must enter the end time on the form and confirm that the participants have left the room.
- d) The organizer should pass the list to the responsible contact person within their faculty immediately and personally after the event. It is also possible to place the list in a sealed envelope and then put it in the secure postbox of the contact person.
- e) Each faculty must name a responsible contact person who takes the lists, which serve the person of contact chain reconstruction, from the organizer, keeps said list secure for three weeks, and then disposes of the list in a manner conform with data-protection. The person will receive information on data protection and the duty of confidentiality from Administrative Unit 6 (see separate written explanation). Data will only be passed on to Bremen Health Department for the purpose of contact chain reconstruction (if a participant infected with coronavirus took part in an event).
- f) The **faculties will create a central email account, to which inquiries regarding the participant lists can be sent**. The persons listed under e) will be reached using said email account. If other persons can be reached via said email account, they will also receive information on data protection and the duty of confidentiality from Administrative Unit 6 (see separate written explanation).

The following syntax applies to said email account address: FB...-Kontaktkette@uni-bremen.de.

The email addresses are to be passed on to the Administrative Department for Human Resources at personal@vw.uni-bremen.de. **The Administrative Department for Human Resources is the central contact for inquiries from the Health Department and coordinate said inquiries.**

The email addresses will be published clearly in the Corona Update so that students suffering from COVID 19 can also get in touch with their faculty.

- g) The transcription of student numbers/application numbers into names will be done using student lists that the Administrative Department 6 will send to the faculties from October 21, 2020 onwards (procedure from past years).
- With regard to cross-faculty events, the recording of contact data as stated in the statements concerning the usage of marquees applies (see below).
- The serving of **food and drinks** (e.g. freshman breakfast) at freshman events unfortunately does not comply with the necessary hygiene regulations and is therefore not permitted. Food and drinks are available at the Bremen Student Service Organization's facilities and private catering and store locations.
- There is also the option that faculties, student unions, and initiatives hold events/meetings between 10 a.m. and 4 p.m. on October 28 and 29, 2020 in **marquees in the Campus Park** (along the concrete bicycle path). Most of the marquees are 5 m x 5 m in size, have at least one open side, and have a ramp for full accessibility. WIFI access points will also be created and the marquees will have infrared lamps. As a so-called open event, up to 100 persons may be in the Campus Park. The area intended for event use will be separated from the university campus by means of barriers. Entry will be controlled by security staff and via the handing out of "entry tokens". The tokens will be disinfected before they are handed out again. As it is difficult to adhere to the distancing regulations in the marquees, it is obligatory that mouth-nose coverings are worn as a precautionary measure.

The recording of visitors and organizers must be carried out as follows:

- a) Student number / application number, phone number, and time of entry and leaving must be written down by security staff. Security staff will receive information on data protection and the duty of confidentiality from Administrative Unit 6 (see separate written explanation).
- b) Administrative Unit 1 must name a responsible contact person who collects the lists from the security staff several times a day, keeps said lists secure for three weeks, and then disposes of the lists in a manner conform with data-protection. The person will receive information on data protection and the duty of confidentiality from Administrative Unit 6 (see separate written explanation). Data will only be passed on to Bremen Health Department for the purpose of contact chain reconstruction (if a participant infected with coronavirus took part in an event).
- c) Administrative Unit 1 **will create a central email account, to which inquiries regarding the participant lists can be sent.** The persons listed under e) will be reached using said email account. If other persons can be reached via said email account, they will also receive information on data protection and the duty of confidentiality from Administrative Unit 6 (see separate written explanation).
- d) The transcription of student numbers/application numbers into names will be done using student lists that the Administrative Department 6 will only send to the Bremen Health Department if they have been requested.
- As entry is not generally limited during the orientation week, it is recommended that staff members who work in the GW2 Building and in other teaching buildings **work from home** if possible.
- As well as the freshmen, the organizers of freshman events and colleagues who work in teaching buildings will receive a freshman welcome mask (#DUWEISSTWARUM). Further information will follow on the handing out of masks. The contact person is Anja Wichitill from the Administrative Unit for University Communication and Marketing (anja.wichitill@vw.uni-bremen.de).

- Staff members must register with the security staff as usual during the orientation week (they must be ticked off on the list of persons with entry rights).

III. Information for First-Semester Students (Freshmen)

This information will be relayed centrally via an email from Administrative Department 6, a freshman letter from the President, and a video message from the Vice President Academic for the start of their studies.

- **Space for participants of face-to-face classes/events is limited.** Thus, it cannot be ruled out that interested persons may not be able to take part in their desired event/class.
- Cleaning wipes will be available in event/teaching rooms so that students can clean the tabletops in their “own” area.
- A **distance** of 1.5 m between persons must be kept in all buildings and on campus. The regular hygiene measures (regular hand washing, coughing and sneezing etiquette) must also be adhered to.
- **Masks** (no plastic visors) must be worn at all times in university building. Masks may be removed once you have reached your seat in the event/teaching room.
- During the orientation week and in the preparatory classes, **the university will provide all freshmen and freshman-event organizers with one reusable mask.** Every person is responsible for acquiring further masks for themselves if further masks are required.
- The entryways and hallways of event/teaching buildings are only to be used when going to an event and are not intended for prolonged stays or contact to others.
- Student or application numbers and cellphone numbers must be registered in order to **participate in face-to-face events/tours/face-to-face preparatory classes** – the numbers will be documented by the person responsible for the event. The student or applicant number can be proven by means of the student ID document, the letter of acceptance, the confirmation of enrolment, or by showing the relevant documents on a phone.
- If visiting the **campus park**, entry and leaving times will be recorded.
- The lists with the numbers (as well as location, time, and event organizer) will be centrally collected and kept by the university. If one of the persons on campus becomes infected, he/she must inform the **Health Department** regarding when and where he/she was on campus. The participant lists for faculty events are kept by the relevant faculty. The participant lists for cross-faculty events and visits to the marquees in the campus park are kept by the central university administration (Administrative Unit 1). The lists will be disposed of in a manner conform with data protection after three weeks.
- **Food and drinks** are available at the Bremen Student Service Organization’s facilities and private catering and store locations on campus. The relevant hygiene concepts and measures are to be adhered to there.
- Should first-semester students meet off the university campus – for example, as initiated by the student unions, the general pandemic regulations for Bremen apply, or rather the regulations in place at the location in question apply.

- With regard to **spontaneous meetings** in outdoor spaces on campus that have not been organized by the university, it applies that only 5 persons may meet – even if the distancing regulations are being adhered to.
- Students are obliged to note **all face-to-face events/classes (at best with a phone photo)** that they attended. This is to be done so that a contact chain can be reconstructed in the case of a positive COVID-19 test. The data can be deleted at the end of November 2020.
- In the case of a **positive COVID-19 test**, students must contact their faculty via the central email address (<https://www.uni-bremen.de/informationen-zur-corona-pandemie>) and central university administration via personal@vw.uni-bremen.de.
- Entering onto the university campus is ruled out if the Health Department has ordered you to quarantine due to COVID-19.

Bremen, October 19, 2020

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