



*(English translation provided for informational purposes. If the English and German versions allow different interpretations, the German version should be followed.)*

## INFORMATION FOR TEACHERS ON THE IMPLEMENTATION OF FACE-TO-FACE EVENTS

The following is a summary of essential instructions for teachers on how to conduct face-to-face courses and events. Please note that the possibility of offering face-to-face teaching depends on how COVID-19 infection rates develop and is based on the current classification of the University of Göttingen's 3-level system. This may vary in the course of the semester due to changes in the infection rates, as has been seen already from the measures adopted by the Federal Government and the regions on 28 October 2020. You should therefore keep yourself regularly informed about possible changes during the course of the semester via the University's Internet pages "Coronavirus Information A-Z" (<https://www.uni-goettingen.de/en/625308.html>) and through the appropriate information channels of your respective faculty.

### **Compliance with the "AHA+L" rules** (*distancing, hygiene, face mask all day, and ventilation*)

- The "General Health and Hygiene Rules" (Hygienekonzept) of the University of Göttingen apply in their up-to-date approved version. The distancing rules (1.5m) should be observed wherever possible, especially in the corridors and lecture halls.
- Face masks are compulsory in all buildings of the University. On 28 October 2020, the Presidential Board decided that lecturers and students must keep their masks on even when seated. The distance between lecturers and audience should be at least 3m, preferably 4-5m.
- (Advice sessions/counselling) face-to-face discussions should be limited to that which is absolutely necessary and conducted with face masks.
- If students are exempt from the obligation to wear masks, they must be able to prove this with a medical certificate. In these circumstances, they are requested to voluntarily wear a plastic face shield/visor to reduce the risk of transmission.
- In addition to adhering to the AHA rules, regular ventilation of the rooms is also of critical importance in the cold season to control the incidence of infection.
- In lecture halls with automated ventilation systems, such as the ZHG, these are set according to the appropriate technical specifications and adapted to the operating hours of the individual rooms. Additional opening or keeping the doors open is not necessary in these rooms.
- As a lecturer, you are obliged to ensure that all windows in rooms without ventilation/air conditioning systems are opened at least 10 minutes before the start of an event, regardless of the weather. If you are aware that another course will take place in the room after yours, the windows should be opened again at the end of the course.

- During the course of the lectures, a ventilation interval (sudden or “shock” ventilation) of 5 minutes must be carried out every 20 minutes. The students should be made aware of this in advance and advised to wear or bring appropriate clothing.

### **Dealing with students in an at-risk group**

- All students who belong to an at-risk group are excused from attending courses in person. In the case where course attendance is compulsory, they must present a certificate.
- In this respect, it is the teachers' duty to provide appropriate opportunities to work on and practise the teaching and learning content even when physically absent. If necessary, individual discussions with the students concerned should be held for this purpose. As far as this is possible in a course, there should be an alternative digital option in any case to attending the course in person (eg an alternative online course that can be selected, or a digital track for a hybrid course). Exclusion of students belonging to an at-risk group cannot generally be justified (the exception is when there is an alternative digital course available of equal value, accessible to those concerned). Moreover, students belonging to an at-risk group decide, at their own accountability, about participating in individual, face-to-face events in person.
- This applies in the same way to students who demonstrate that they have to protect other particularly vulnerable persons in their home environment.
- In principle, students who belong to an at-risk group have the opportunity to apply for compensation for any disadvantage experienced.

### **Limiting the number of participants in the lecture halls**

- The seating capacity of the lecture halls and classrooms has been significantly reduced due to the coronavirus. Please ensure that the maximum capacity is not exceeded. You will find the number of participants permitted for a room after clicking on the room in the UniVZ under „Sitzplätze Coronaauflage“ (coronavirus seating conditions) or in the respective QR code of the registration tool “Darf ich rein” (*May I come in*). If there is insufficient capacity for the students attending a course, the course may not be held in this room or must be divided into several groups, transferred to another room/s where it will be available online, or completely converted to a digital format or similar.
- Care must be taken to ensure that only those seats are occupied which are intended for this purpose. In rooms where seat reservation is possible, this facility should be used. In addition, you should ask students to keep their distance when entering and leaving rooms, to move along the row to fill seats from the inside out, and not to leave any seats in rows that could only be filled later without keeping a safe distance.
- If it is planned that only a subset of the student group will be present at any one time, you can offer an advance registration/allocation for face-to-face meetings (eg via the “Gruppenfunktion” in your Stud.IP course).



### Collection of participants' personal data

- The personal data of the participants (students and teachers) is recorded digitally via smartphone using the "Darf ich rein?" tool. Detailed information on this can be found at <https://www.uni-goettingen.de/en/632070.html>.
- Please advise students to get to their respective seat numbers (in rooms where these have been assigned) in the tool via „Kontext wählen“ (select context).
- Make sure that all students enter their personal details into the “Darf ich rein?” tool at the beginning of a course. Recording their data is mandatory. If students refuse to enter their personal details, they will not be allowed to attend the course; if this happens, the organiser is entitled and obliged, due to the rights of establishment, to make the individual concerned leave the room. If the students concerned do not comply with the request, the course must be cancelled.
- If students do not have a smartphone, they may register via another participant. Please also remind your students to check out again when leaving the room.  
  
Tip! Please use the QR Code as a slide in your presentation and show it at the beginning (on checking in) and at the end of your lectures (on checking out).
- As an exception to this rule, for exams, no smartphone check-in or check-out is required, as students often do not have their smartphone with them or switch it off. Here the documentation is completed via the “Prüfungsanmeldung” (exam registration) in FlexNow.

### Case of infection in the group of participants - what now?

- People who have tested positive for coronavirus (known as “*Quellfall*” meaning the source of infection) must inform the public health department (*Gesundheitsamt*) immediately. Based on a risk assessment, the public health department will decide on further measures to be taken, including the action that needs to be taken by anyone who was in contact. (Criteria here are, in particular, compliance with the minimum distancing guidelines, the wearing of face masks, the possible release of aerosols through speaking or singing and the ventilation situation).
- Independent from this action, students have also been asked, for safety reasons, to inform the teacher about the positive test result and to send information about their participation in face-to-face events to the University at [kontaktverfolgung@uni-goettingen.de](mailto:kontaktverfolgung@uni-goettingen.de).

### Microphones for teaching events

- If you need a microphone in an auditorium, you can pick it up from the appropriate porter or office. The microphones will be covered with removable plastic wrapping and cleaned by the staff there. It is also possible to use your own personal microphone. If you wish to work with a headset, please bring a private device with you.



Tip! If you have not already done so, you can cover the microphone with cling film or a thin plastic bag without affecting the sound.

### **Cleaning surfaces**

- SARS-CoV2 is primarily transmitted via virus particles in droplets and aerosols. It is currently assumed that transmission through contaminated surfaces does not play a major role, but it cannot be safely excluded either. For the time being, we assume that disinfection of surfaces is not necessary during normal university operation and that the regular cleaning carried out by Estates and Facilities Management is sufficient.
- However, care should be taken to ensure that no work equipment, materials or personal items are swapped between people.

Thank you very much for your cooperation in ensuring that the University is as infection-free as possible.