

## 1. Requirement

The Coronavirus Protection Ordinance (CoronaSchVO) stipulates that classes and other events in educational institutions may henceforth only be attended by individuals who are immunised or tested. In accordance with the current legal situation, this 3G rule requires comprehensive access checks.

Definition: an event as defined in the CoronaSchVO is a planned happening with a specified timeframe and location and a defined objective or purpose that an organiser is responsible for and that a specific group of people participates in or attends.

At the University, responsibility for implementing the 3G rule is divided among three areas:

1. University management as a central contact point for regulatory and supervisory bodies and those individuals responsible for University operations in general
2. The teaching staff and individuals conducting events, the people at the check-in counters and the security service providers, who all ensure compliance on campus
3. The students, who comply with the 3G rules for their part and are responsible for the accuracy and authenticity of the proof of their 3G status

## 2. Implementation of 3G checks – two-stage system

At UDE, comprehensive 3G monitoring is implemented using a two-stage system, which is based on the well-known check-in and boarding process at airports.

### 2.1 Check-in (with the help of staff and potentially student assistants)

- Check-in counters will be set up in various locations around the University premises. At present, seven check-in locations comprising ten counters are planned for Essen (main campus and Schützenbahn) and four check-in locations with a total of five counters for Duisburg (main campus, Bismarckstraße and ST in Ruhrort).
- Each check-in counter will be equipped with two seats, laptops and protective barriers with an approximate height of 1.2 metres.
- Staff will be given access to the '3G.uni-due.de' web application used for the check-in process.
- Attendants will come to one of the check-in counters at the beginning of the semester or, at the latest, prior to a specific class or event that they are planning to attend.
- The staff at the check-in counters will verify the presented proof and the identity of the person presenting the proof.
- The following data will be entered in the web application for the check-in:
  - o The issue date of the presented proof (to the minute) will be converted to an expiration date (based on the type of proof), which is stored in the database as the expiration date.
  - o University credentials of the person presenting the proof

- Attendants will be provided with an access authorisation for UDE classes and events bearing an expiration date. This authorisation will preferentially be stored in the University's own web application. Alternatively, a written access card can be issued.
- Staff from the external security service provider will be assigned to patrol duty around the check-in counters and can be summoned, either directly or by phone, for protection and to diffuse the situation if conflicts arise or attendants display signs of aggression. (The security service for both campuses can be requested via the porters in S05 in Essen under +49 201 18 32614.)
- Contact persons (support) for issues relating to technology or the subject matter will be available in the background to provide assistance if support with the application is required or questions regarding immunisation and types of proof or the handling of proof issued in other countries, mainly outside the EU, occur.

## **2.2 Visual inspection before entering the class or event**

- Attendants go to the classroom or lecture hall.
- As a rule, boarding, i.e. the visual inspection of access authorisations, takes place at the entrances of classrooms and lecture halls.
- In contrast to that, visual inspections will be carried out by staff from the external security service provider at the entrance doors of the following buildings: S04, R14, LX, S05T.
- At the classroom or lecture hall, attendants will call up their authorisation via the '3G.uni-due.de' web application using their university credentials and show the relevant display page to the persons doing the access checks (teaching staff and other faculty staff/security service staff). Alternatively, the written access card can also be presented.
- For classes and events in rooms with fewer than 100 seats, the visual inspection is to be carried out by teaching staff or other faculty staff. For classes and events in rooms with more than 100 seats (see attachment), the visual inspection will be carried out by staff from the external security service.
- If an attendant is unable to present a valid access authorisation, the organiser of the class or event is to refuse to admit them as permitted by the house rules. If this leads to difficult or aggressive discussions, the external security service that is on patrol duty in the buildings can also be summoned in these situations.

## **3. Duties**

### **3.1 Staff at the check-in counters**

Checking the different types of proof and certificates, checking personal information (student ID card, identity card), entering the data into the UDE web application or issuing a written access card.

Access to the web application using university credentials.

### **3.2 Teaching staff**

Authorisation checks for classes and events with fewer than 100 attendants. This can be done as a simple visual inspection either at all available room entrances or at a single point of entry, also by groups.

In the case of classes and events with a set group of attendants, such as seminars and practicals, a list of participants can also be kept to reduce the time and effort required for staff conducting the class or event and their assistants and limit the checks to those individuals who need to present test results on a regular basis in the further course of the semester. For reasons of data protection, this list must be kept under lock and key and may only contain the data that is essential in this context. The list must be destroyed after the class or event has run its course.

### 3.3 Security service

- Checks at the entrances of rooms with space for more than 100 persons
- Coming to provide aid if difficulties arise at the check-in counters or during access checks
- Patrolling the buildings, checking compliance with the 3G rules for free learning groups

### 3.4 Other parties

- As the bodies responsible for the organisation of teaching, the Dean's Offices must check the 3G status of staff involved in classroom teaching and events, similar to the process used for staff returning from leave, and document regular testing where applicable.
- The Dean's Offices are in charge of informing contracted teaching staff and checking their 3G status.
- The Dean's Office and teaching staff support and inform other people who assume the role of the person conducting the class or event, e.g. student/research assistants who give tutorials.
- Support with technical issues and questions related to the subject matter (Digital Transformation and Academic Controlling Division; Occupational Safety and Health unit; International Office)

### 3.5 Students

Students also have a duty to cooperate in proving their 3G status. The handling of and penalties for fraud have been communicated in a separate document:

'It is explicitly pointed out that the use of a fake proof of immunisation or negative test result or one belonging to another individual constitutes an administrative offence (*Ordnungswidrigkeit*) according to Section 6(2)(4) of the CoronaSchVO. To ensure that teaching operations can run safely and in the proper form, we feel compelled to report any potential offences. The same applies if individuals attend classes or other events without having immunity or the required proof of a negative test result.

Further consequences regarding future admission to classes must be expected if offences can be proven.'

## Attachments

Manual for the '3G.uni-due.de' web application (only available in German)

Overview of lecture halls and seminar rooms with more than 100 seats and central access checks for buildings