

# Information sheet for students participating in face-to-face examinations during the SARS-CoV-2 epidemic

## I. General information on face-to-face examinations

Pursuant to the updated Coronavirus Protection Ordinance (CoronaSchVO) and the general directive for higher education institutions issued by the Ministry of Labour, Health and Social Affairs of NRW on 22 January 2021, examinations are to be conducted online wherever possible. The directive stipulates that 'face-to-face examinations and corresponding preparatory activities are only permitted if an examination cannot be postponed for legal or factual reasons or if a postponement would be unacceptable to the candidates.' Unacceptability can be assumed, in particular, if a significant delay in the progress of studies occurs.

This information sheet is to inform you about the necessary protective measures, the situation that awaits you when you get to your examination, and the conduct that we expect from you.

## II. Basic rules/protective measures

This section describes the protective measures that the University implements to protect you from infection and also sets out the basic rules that you must adhere to during your presence on campus to ensure that you and all other parties involved stay healthy.

### 1. Comply with access restrictions

In the cases listed below, you may not enter UDE premises:

- If you feel ill, have a fever, a cough or other respiratory infections, please do not attend the examination. Contact a physician.
- If you have contracted COVID-19 yourself or have been identified as a direct contact person of a COVID-19 case (up until the end of the quarantine period imposed by the responsible health authority). A [chart](#) is available that illustrates in which cases you are subject to quarantine. Please find the legal basis for this in the [quarantine ordinance for NRW](#) (*Quarantäneverordnung*; only available in German). If you have any further questions on this matter, please do not hesitate to contact the [corona@uni-due.de](mailto:corona@uni-due.de) hotline.
- If you have entered North Rhine-Westphalia from abroad and have been in a risk area/a high incidence area/an area of variant of concern, you are also forbidden from accessing UDE premises for 14 days after entering the country unless you can present a negative result of a PCR or rapid test that was carried out no earlier than 48 hours before your entry.

Please find the regulations in detail in the Coronavirus Incoming Travel Ordinance (CoronaEinrVO) and the corresponding list of countries from the RKI at: [https://www.mags.nrw/sites/default/files/asset/document/210128\\_coronaeinrvo\\_nrw\\_ab\\_30.01.2021\\_lesefassung.pdf](https://www.mags.nrw/sites/default/files/asset/document/210128_coronaeinrvo_nrw_ab_30.01.2021_lesefassung.pdf) (German only)  
[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)

## **2. Avoid contact**

Keep a distance of 1.50 m from others whenever possible. Please refrain from shaking hands and other greeting rituals that involve physical contact.

In order to improve contact tracking, UDE recommends using the Corona-Warn-App provided by the German Federal Government.

## **3. Adhere to hygiene measures (see attachment)**

Please wash or sanitise your hands when you reach the campus and also while you are on UDE premises. Cough and sneeze into your elbow crease, not into your hands.

## **4. General obligation to wear face masks**

Irrespective of whether the minimum distance is kept or not, a general obligation to wear medical face coverings (surgical masks) applies in all indoor premises of the University and when waiting in queues in front of buildings. This also applies while you are seated in the examination room. You may briefly take off your face mask if you need to eat or drink. It is not necessary to wear FFP2 masks as medical face coverings provide a sufficient level of protection and wearing FFP2 masks over extended periods of time results in physical strain due to the higher respiratory resistance.

Only individuals who have been issued a doctor's certificate stating that they cannot wear a face mask for medical reasons are exempt from the obligation to wear masks (in such cases, alternative protective measures, e.g. wearing a face shield that covers the entire face, must be applied).

Students will be provided with a medical face covering (surgical mask) for each face-to-face examination in the examination room.

## **5. Ventilation**

Fresh air is provided via forced ventilation systems in all lecture halls and several classrooms. Potentially virus-laden aerosols are regularly removed with the exhaust air. Partial recirculation, which is usually applied in order to save energy, has been switched off. Lecture halls are generally equipped with displacement ventilation systems, which provide each seat with fresh air and thus are particularly helpful for infection prevention and control. Classrooms that are not connected to a central ventilating system must be thoroughly aired for at least three minutes approximately every 20 minutes. Please help teaching staff do so. CO<sub>2</sub> measurements can be used as an aid to determine air quality and get an indication of potentially virus-laden aerosols in the room air as the viral load itself cannot be measured, even in breath. In examination rooms, such as most lecture halls and several classrooms, the concentration of CO<sub>2</sub> is measured and used to control the air extraction rate. Examination rooms will be gradually equipped with 'traffic lights' to indicate concentration levels. Green means that everything is fine. Yellow signals that the room should be aired. Red indicates a relatively high concentration of CO<sub>2</sub>, which is not yet harmful. However, you should leave the room as a precaution until the air has been exchanged to an appropriate level.

### III. Prerequisites for face-to-face events

#### 1. What to expect at UDE

In order to conform with the distance requirement, UDE has significantly reduced the capacity of lecture halls and classrooms. All seats in lecture halls and classrooms are arranged in such a way that a minimum distance of 1.50 m from the nearest person is ensured.

The desks will have been cleaned for you before the examination. Door handles, general contact surfaces and washrooms are also cleaned regularly. Hand sanitiser will be available at the building entrances or on the relevant floor.

The hygiene rules include an obligation for students to wear masks (surgical masks in UDE buildings in general and also while seated in the lecture hall or classroom).

#### 2. Are you a member of a high-risk group?

Individuals who are at a higher risk for a severe course of COVID-19 due to an underlying condition must be specifically protected. Please find further information on which persons belong to this group on the following web page: <https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-chronisch-krank-Menschen-Coronavirus.pdf> (German only).

If you belong to this high-risk group, you should consult your attending physician. Ultimately, it is your decision whether you wish to attend the examination in person or not. If you would like to apply for adjustments to compensate for any disadvantages, please note that corresponding requests must be submitted to the relevant Examination Board.

### IV. Procedure and conduct information

#### 1. Registration

You are personally registered via the different systems for examinations conducted in face-to-face formats.

#### 2. Arrival for face-to-face examinations

Please allow a little more time to facilitate guiding all participants to the rooms in a structured manner. Admission time slots are assigned in order to prevent queues from forming. If queues are still formed at building or room entrances, please take care to keep a distance from the person in front of you and wear a medical face covering.

Due to currently reduced operations, only the main entrances to buildings where examinations are held may be open. In the case of smaller examinations, it may also be necessary for teaching staff to let you in. The security service will monitor student presence on campus and ensure orderly proceedings. Presentation of student ID cards may be requested to check whether you have the right to enter.

Escape routes and exits can be used at any time even when the buildings are locked.

### **3. Within the building**

Please wash your hands or use the hand sanitiser provided at the entrances of buildings or in the lecture hall or classroom. Bear in mind that a general obligation to wear face masks applies (see Section II.4).

Visitors may be guided through the building or staircases by means of one-way walkways. Lecture halls and classrooms may also have separate entrances and exits. Please look out for corresponding signs and labels.

### **4. Lifts**

Lifts may be used by a maximum of two persons at a time. If two persons are already using a lift, please wait for the next one or take the stairs. Please give priority to individuals with limited mobility.

### **5. Use of washrooms**

Washrooms are usually not very spacious, and the washbasins are close to one another and the door. Units that are immediately next to one another without separation may not be used simultaneously. Please wait if the room is occupied.

### **6. Within the examination room**

If you are not assigned a specific seat, please fill the seats in one row, one after the other. Once all seats in the row have been taken, proceed to the next row of seats to ensure that the minimum distance of 1.50 m is kept. In lecture halls and classrooms, the seats that may be used are marked with adhesive tape and/or numbers. Other seats may not be used due to the distance regulation.

In classrooms, only the permissible number of seats will be available. All other chairs will have been removed. Desks have also been arranged to ensure compliance with the distance regulation and must not be rearranged or moved.

The obligation to wear a mask applies during the entire time you spend within the building. You may not take off your mask, even when you are seated in the examination room.

### **7. Record of attendants**

As you are personally registered to participate in the examination and your details are recorded at the Registrar's Office, additional recording of data is generally not required. Identity checks will be conducted for reasons of examination management. Since the minimum distance is kept in all UDE examination rooms, 'simple traceability' in accordance with Section 4a of the Coronavirus Protection Ordinance (CoronaSchVO) is sufficient. A legal requirement to keep a seating plan does not apply in the current situation.

An option for digitally recording the attendants' data, which will probably not be used for most examinations, is described here for the sake of completeness. To digitally record your data, a QR code will be made available at the start of the examination, which you have to scan using your mobile phone. Please be advised that students have a duty to cooperate if this instrument is used. The QR code contains a link to UDE's central recording software, which is used to register attendance at the relevant face-to-face event. Once you have accessed the website, you will be asked to enter your current contact information. Please complete the entry of your data by clicking the 'Track contact' button.

The data below is to be entered in mandatory fields in accordance with the CoronaSchVO:

First name and last name  
Address (street, additional address information, city, postcode)  
Phone number  
E-mail address  
Seat number information

If you are unable to enter your data via your smartphone, you can also manually put it down in a list available from the teaching staff. The recorded data is intended to be used by the health authorities to trace infections. The data must be provided to the authorities upon request. The data will be automatically deleted from the system after a four-week retention period.

Please find further information about this process at: <https://wiki.uni-due.de/lst/index.php/Kontaktdatenerfassung> (German only)

## **8. After the face-to-face examination**

Please wait for instructions from teaching staff to ensure that candidates also leave in a structured manner that allows the minimum distance to be kept after the exam. Then leave the room promptly.

Entering the building is only permitted for the purpose of participating in a face-to-face examination.

## **9. Outdoor areas**

Please avoid large gatherings in outdoor areas and keep a minimum distance of 1.50 m from others.

## **10. Cafés/canteens**

Catering is currently only available to a very limited extent. Please find current information on the web pages of the [Studierendenwerk](#).

## Attachment 1: Use of the modular hall on the Carl-Benz-Straße car park in Duisburg

This semester, no additional premises (e.g. Grugahalle in Essen or the racecourse in Dinslaken) will be rented to conduct written examinations with large attendance if possible. Instead, a modular hall has been set up at the Duisburg campus, which can be used centrally by both locations. With its 30 x 60 m floor space, it provides room for approximately 250 persons if the distance requirement is adhered to.



### Technical equipment:

The hall is equipped with heating and ventilation systems. Approximately 40,000 cubic metres of fresh air are taken in from the exterior and heated up before being released into the hall, thus ensuring appropriate ventilation. Air quality is monitored by means of portable CO<sub>2</sub> measuring devices as an indicator. If the instruments indicate rising concentrations of CO<sub>2</sub>, the hall needs to be additionally cross-ventilated by opening the doors for a short period of time.

Sanitary facilities (including accessible toilets) are also provided at both ends of the hall. Due to the limited space, not all washbasins and toilets are available for use here either. There are separate access points/waiting spaces for women and men.

Due to the lightweight construction, full soundproofing against exterior noise is not possible. The ventilation system also makes a noise. Occupational safety and health staff have measured the level of noise in the room as an indicator. The determined level is still within the limits to allow intellectual tasks.

### Organisational matters:

The occupation slots for the hall are planned in such a way that sufficient time is allowed for admission and departure processes for each examination. The hall will be open for admission from thirty minutes before the start of the examination.

Please come to the waiting area in the car park located behind the hall before admission (see the layout plan). From there, the queue will be formed along the roadside leading to the campus with 1.50 m distances between individuals. You can enter and leave the hall through the two doors

opening towards the road. Please use the path through the woods to get to the waiting area and back to the car park as there is no pavement on the other side of the road.

The obligation to wear surgical masks also applies during the entire time you spend in the examination hall.

Sanitary facilities are available in the hall. When arriving at and departing from the premises, you may also use the washrooms on the ground floor of the nearest building, LM. The entrances of the building will be open on exam days.

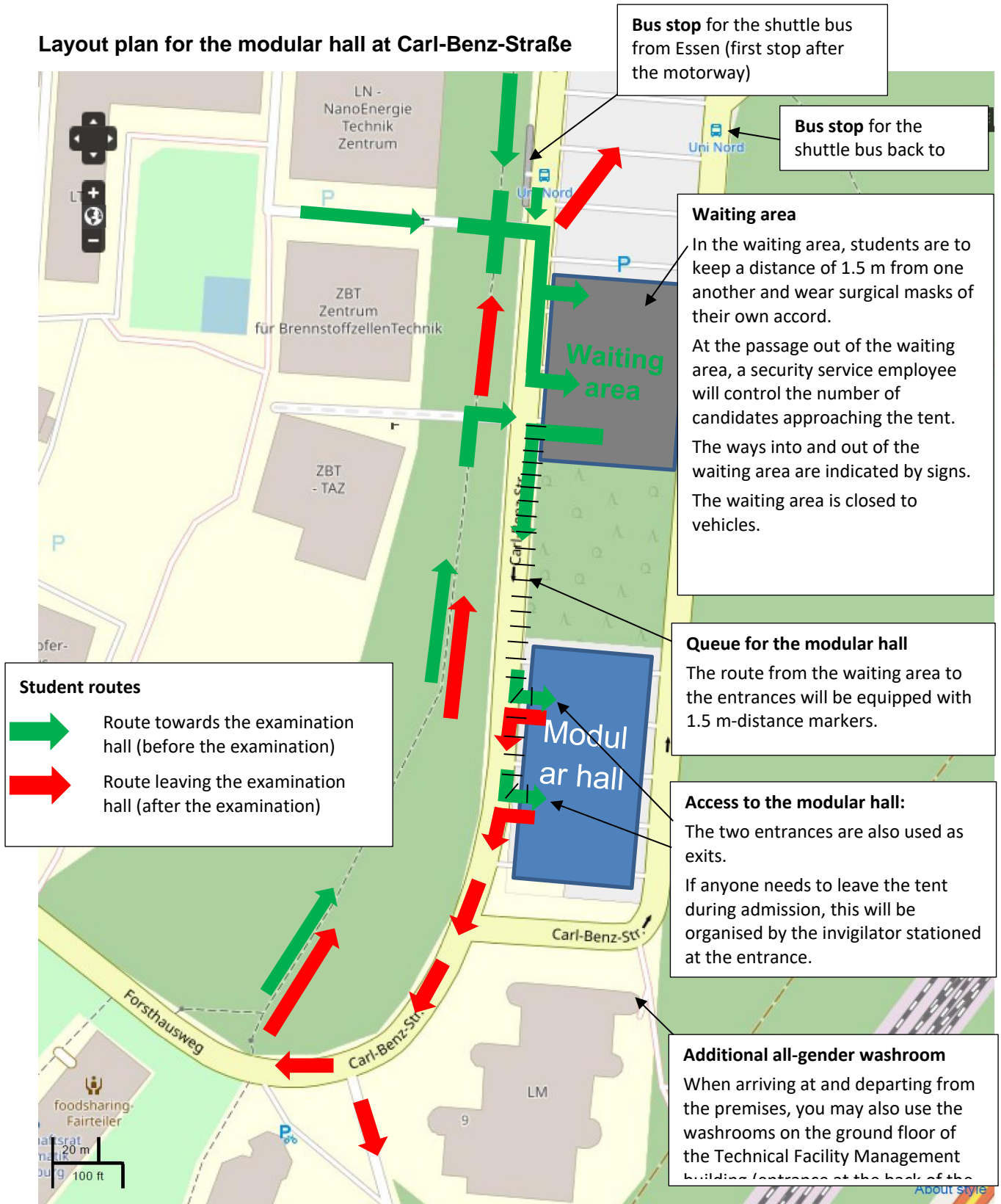
### **Shuttle bus from the Essen campus**

It is planned to provide a limited bus service for examinations for which the venue was changed from the Essen campus to Duisburg, e.g. examinations held by the Faculty of Business Administration and Economics. The buses leave from the Universitätsstraße shuttle bus stop in front of building R12 one hour before the start of the examination. The arrival stop, Carl-Benz-Straße in Duisburg, is marked in the layout plan below. Half an hour after the scheduled end of the examination, the buses will go back to Essen from the Carl-Benz-Straße stop (direction of travel towards the motorway – opposite the stop where you got off).

In the buses, the regulations regarding infection prevention and control that apply to the use of public transport must be adhered to.

We cannot yet provide information on the particular examinations for which this service will be available. This will be communicated, including all necessary information, as soon as possible at <https://www.uni-due.de/verwaltung/pendelbus.php> (in German only).

## Layout plan for the modular hall at Carl-Benz-Straße





**CORONAVIRUS**

# General Protective Measures



Stay at home if you have **typical corona symptoms** such as a high temperature and/or cough.



Keep at least **1.5 m** protective distance to others!



Wear **mouth-nose cover** if the protective distance is not reached.



Wash your hands regularly and thoroughly with **soap and water for 20 seconds**, especially after going to the toilet and before consuming any food.



Do not touch your face with your hands.



Do not shake hands.



Avoid face-to-face meetings; alternatively, use telephone and video conferences.



Avoid crowds of people.



Cough and sneeze into the inside of your elbow or handkerchief, not into your hand.



Ventilate interiors regularly.



Separate use of hygiene articles and towels.



Clean skin and hand contact surfaces regularly.