

Action plan for conducting face-to-face classes

during the SARS-CoV-2 pandemic

As of: 10 november 2021

I. Introduction

Due to the reorientation of the Coronavirus Protection Ordinance (CoronaSchVO) and the cessation of the general directive for higher education institutions, the conditions for teaching operations must be amended once again. The government has proclaimed that the winter semester 2021/22 should be held on campus. Exceptions allowing a continuation of digital teaching have already been communicated by the University Board. The fundamental protective measures should also be well known:

- [3G access checks](#) for classes and meetings, which no longer have to cover all participants without exception (e.g. attendants arriving late or 'loopholes'). However, UDE would like to keep a monitoring system in place that is as comprehensive as possible in order to protect everyone involved.
- Obligation to take a test in accordance with [UDE's testing strategy](#).
- Obligation to wear face masks within buildings and during classes and events. Exception: teaching staff may take off their masks if they keep a minimum distance of 1.50 m from their audience or while they are behind a transparent barrier.
- It is no longer necessary to keep minimum distances in classrooms and lecture halls. To allow teaching operations on campus, rooms can and may be used to full capacity once again. In the largest lecture halls (LX, R14, S04), the number of attendants is limited to 500. If the number of attendants is expected to exceed this threshold, the class or event is to be conducted in a digital format.
When moving about in buildings, the minimum distance of 1.50 m must be kept wherever possible.
- Recording of attendants can be omitted; seating plans no longer need to be documented. However, the numbering of seats is to be retained even if it is currently irrelevant.

The existing separate concepts for practical courses (e.g. in the Faculty of Chemistry or in Physical Education) will also have to be adjusted but are not be affected by this.

This document summarises the protective measures and rules of conduct that supplement the [internal action plan](#) and are applicable to face-to-face classes. As the overall conditions and legal provisions are currently subject to continuous change, this action plan will be adapted and expanded as required.

An [information sheet](#) that describes the conditions and the rules of conduct for on-campus operations has already been compiled for students.

II. General information on face-to-face classes

1. Room allocation and capacity requirements

The usual process for the allocation of centrally managed rooms for classes and events by the Facility Management Division continues to apply. An [overview of rooms](#) has been published. All rooms can once again be used to capacity without adhering to minimum distances or capacity restrictions. Exception: in the largest lecture halls, the number of attendants is limited to 500.

Classes and meetings organised decentrally may be held in premises managed by the faculties.

2. Accessibility and room setup

The main building entrances are open:

Mondays to Fridays between 6 am and 9 pm

Saturdays between 7.30 am and 12.30 pm

(exception: buildings housing libraries will remain open until at least 10 pm).

The Facility Management Division will implement all necessary organisational and protective measures for centrally managed rooms (labelling of entrances and exits, cleaning contact surfaces every workday, sanitiser, etc.). Medical face coverings (surgical masks) are no longer provided free of charge in the centrally managed lecture halls. Teaching staff will be provided with masks by the faculty or by ordering from the central stock kept by the Technical Facility Management Department as usual. Students have to procure their masks themselves. The faculties are responsible for developing and implementing a hygiene concept for rooms that cannot be booked via the central system.

In all cases, the respective faculty is responsible for conducting the class.

3. Ventilation of lecture halls and classrooms

In centrally managed lecture halls, in all classrooms without windows and in some classrooms with windows (for example, S06 and R11 T), proper ventilation is ensured by means of forced air-handling systems. 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. Most lecture halls are equipped with displacement ventilation systems, which provide each seat with fresh air and thus provide additional protection from infection.

All other examination rooms must be thoroughly aired for three to five minutes approximately every 15 minutes. When airing rooms manually, you may find the CO2-Timer app from the German Social Accident Insurance (DGUV) helpful, which includes a timer function on your mobile phone: [Lüften leicht gemacht: eine kostenlose App gegen dicke Luft](#) (ventilation made simple: a free app to clear the air; only available in German). If you prefer 'analogue' aids, you can request a DGUV calculator disc from the Staff Unit for Occupational Safety and Health (☎ +49 201 183 4499 or 183 3628), on which you can set the number of persons and square metres to have it display the required ventilation intervals.

III. Conducting face-to-face classes

1. Testing and the 3G rule

To participate in classes, individuals who are not immunised must present a **negative test result** from a rapid antigen test (from a public test centre) **that is no older than 24 hours**. These tests can be taken for a fee at the [public test centres](#) in building S06 in Essen and at the Gerhard-Mercator-Haus in Duisburg or any other test centre at your place of residence.

Access to all indoor classes and meetings at UDE is only possible with proof of immunisation or of a negative test result in accordance with the so-called 3G rule: vaccinated (*geimpft*), recovered (*genesen*), tested (*getestet*). To monitor this, event organisers/teaching staff are to conduct checks. Please find more detailed information in the [process description](#).

2. Access to the building and the classroom

Where groups of people gather, medical face masks must be worn even outside buildings. An obligation to wear medical face masks still applies at present during the entire time spent inside buildings. Hand sanitiser is made available at the building entrances. A minimum distance of 1.5 metres must be kept between all persons present wherever possible. Please take note of signs and labels in buildings (one-way system).

According to the [process description](#), **teaching staff** are responsible for access checks, i.e. the '**boarding**' process, in rooms with **fewer than 100 seats**. To do so, they simply visually check for the green tick on their students' smartphones (3G web application) or the green access card. The green tick must be surrounded by a spinning circle (otherwise, it may be fake). In the case of access cards, the expiration date must also be checked. Verifying the attendants' identity is not usually required. However, if there are any doubts as to the authenticity of the proof or whether it belongs to the individual presenting it, they have the right to check both the original certificates and the individual's identity. Any fraud must be reported to the Legal Affairs Office.

As a rule, 3G checks should take the form of access checks. However, **checks for entire groups** within the classroom before the start of the class are also possible, especially in cases where attendants are already in the room before teaching staff have started their access checks. With the more relaxed stipulations of the CoronaSchVO, the University is no longer obliged to check everyone without exceptions. This means that if you do not want to interrupt your class to check the proof of **attendants arriving late**, you do not have to. Moreover, it can be tolerated if an individual student enters through another door unnoticed (discretion of the teaching staff).

When the **proof expires** (negative test result), the green tick in the 3G web application will turn into a red cross. In that case, attendants are not to be admitted.

If the **3G web application** is not accessible **due to technical issues**, the original certificates can be checked instead to allow the class to take place. In these cases, a brief visual check (if the original certificate is available) is sufficient as it can be assumed that the students have been through the check-in process. If only individual students are unable to present their 3G proof from UDE (green tick or access card), it should rather be assumed that they have not been to the check-in counter. In such cases, teaching staff may either send them to a check-in counter first or admit them upon having checked their original certificate at their own discretion.

Security service staff carry out the **boarding** process, i.e. the 3G checks, for rooms with **more than 100 seats**. The Facility Management Division automatically assigns them to those rooms based on LSF bookings. Security service staff will be at the classroom or lecture hall approximately 30 minutes before the start of the class or event and stay until about five minutes into the class to admit late arrivals. Depending on their schedule, security service staff can either be assigned to another location afterwards or remain on site.

Security service staff will patrol the buildings and also check the 3G proof of members of **free learning groups** that use free seminar rooms.

In the case of **classes and events with a set group of attendants**, such as 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. Students have to present the original certificates (e.g. their vaccination record) for the relevant check as the web application does not show the expiration date. 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 runs its course.

With regard to **test results that expire in the course of the day**, please note: if the holder wishes to attend multiple classes or events, the digital proof will change from green to red, thus no longer allowing access to any subsequent events or classes. Consequently, another test and check-in must be carried out. In cases where a digital proof or an access card was valid at the start of an all-day event or class, expiration in the course of the day is acceptable as the group of attendants does not change.

For **teaching staff**, **3G checks** will be carried out by the Dean's Office or a person assigned to this task by the Dean. In this context, it is helpful to compile a list containing only the required personal data, which must be stored securely and destroyed at the latest when the pandemic situation ends. Therefore, the security service will admit teaching staff upon presenting their staff ID cards and contracted lecturers who show their assignment confirmations at entrance checks. If you would like to facilitate your admission process, you are welcome to participate in the check-in system.

3. Within the classroom

Medical face masks must also be worn during class. Teaching staff are to decide upon suitable protective measures in laboratories, workshops and other rooms where practical courses are conducted. Teaching staff may take their face masks off if they keep a minimum distance of 1.50 m from their audience or if a protective barrier is in place.

Before the class starts, the applicable hygiene requirements must be pointed out to the students. A corresponding template for [brief instructions](#) has been made available.

Especially in times of the coronavirus, care must be taken not to fill rooms beyond their capacity in order to ensure appropriate ventilation. This also means that the number of available seats in classrooms may not be increased by adding tables and chairs from other rooms. Most teaching staff will have attended the training on conducting classes safely and we would like to bring this offer to your attention once again.

In centrally managed lecture halls and classrooms without windows, proper ventilation is ensured by means of forced air handling systems. All other classrooms must be thoroughly

aired for at least three to five minutes every 15 minutes at the latest. The lower the temperature, the faster the air will be exchanged (see Section II.3 for further details).

4. Leaving the classroom

The indicated entrance and exit ways must be used in order to limit the number of encounters where the minimum distance is not adhered to. Teaching staff are to organise departure from the room in such a way that the minimum distance is kept between all individuals (special regulations regarding escape routes, etc. may apply in laboratories).

In classrooms without forced ventilation, a few windows should at least be left in a tilted position in order to allow some air to be exchanged before the next group enters.

5. Use of sanitary facilities

Medical face masks must also be worn in washrooms. Please make sure you keep a safe distance from others. Units that are immediately next to one another without separation, e.g. washbasins, may not be used simultaneously.

6. Presence of pupils in various projects

Pupils are deemed to have been tested at school and can obtain their green access card from the check-in counter upon presenting their school ID card or their proof of a negative test from school. This does not apply during school holidays. During these periods, pupils up to the age of 18 can take rapid tests at public test centres for free.

Entire groups of pupils can also be led directly into the building by teaching staff. If the security service is involved in the checks for the relevant class or event, it may be helpful to consult with the [Property Management Department](#) of the Facility Management Division.

7. Right to request individuals to leave the premises

Individuals may be requested to leave the premises in order to ensure compliance with the stipulations of the action plans. The house rules have been modified accordingly. If an individual refuses to comply with the rules, they will be requested to leave the class or event and the building immediately. In such cases, the individual's personal details are to be noted wherever possible.

In difficult cases, teaching staff can call for support from the security service provider. The number for the security service – also for the Duisburg campus – is: +49 201 183 2614. The person staffing the porters' lodge in S05 will subsequently inform security service staff near the relevant room.

8. Coronavirus infections

If a student informs teaching staff or the faculty that they have been diagnosed with Covid-19, this must immediately be reported to the Registrar's Office via Studierendensekretariat-essen@uni-due.de. An obligation to report to the central personaldezernat@uni-due.de inbox also applies for cases among staff.

These reports will be gathered by a central office and are used by the University to monitor the spread of infections within UDE. They trigger consultations among the responsible units regarding further measures that may need to be taken. As a result, the central office has all necessary information in case of enquiries from the health authorities.

Based on the current legal situation, it is no longer possible to track attendants of classes and events held in lecture halls. The University can now only use lists of attendants that have been maintained for organisational reasons, e.g. in the context of practicals or seminars, in order to

support the health authorities in tracking chains of infection. The health authority will decide upon further steps.

Pursuant to NRW's Coronavirus Test and Quarantine Ordinance (CoronaTestQuarantäneVO), individuals who have tested positive are obliged to self-isolate and immediately inform all persons to whom they have been in close personal contact within four days before and after they took the test. This includes anyone who was in contact with the infected individual over a period of ten minutes or more with a distance between them of less than 1.50 m and with one or both parties not wearing a face mask, and anyone who spent an extended period of time in a badly ventilated room with the infected individual or in a room with no ventilation at all.

As it is mandatory to wear face masks even while seated in class, the contact is generally not considered close and thus no further measures apply if an infection occurs in the context of lectures. However, each case of infection will be assessed by the central office. In addition, teaching staff should also consult the [Occupational Safety and Health Specialists](#) at the same time.

9. Support and questions

The Facility Management Division and the Staff Unit for Occupational Safety & Health and Environmental Protection can provide consultation and assistance for implementing the required protective measures.

In addition, the central corona@uni-due.de inbox has been set up.