

Guidelines

Building openings and centrally managed rooms for the implementation of classroom teaching and free student work in accordance with the Corona Ordinance of the State of Baden-Württemberg, as of July 1, 2020, and the associated MWK decree "Information on the new Corona Ordinance (CoronaVO) of the State Government dated June 23, 2020"

(as of July 14, 2020)

Due to the necessary health precautions and compliance with hygiene regulations, the University buildings and facilities are, until further notice, only accessible to University members and employees of external contractors. Access by persons not affiliated with the University shall be limited to the bare minimum.

1. Definition of the buildings and rooms to be opened

The Central Lecture Hall Assignment Office maintains an overview of the centrally managed rooms, classified according to the CoronaVO, sorted by building. This overview is continuously maintained and, in the event of changes, is made available by the Central Lecture Hall Assignment Office in a suitable manner (e.g. via e-mail).

The overview also contains information on the maximum number of persons permitted per room during an event under corona conditions. These centrally managed rooms are thus also stored in the campus management system HISinOne.

In the case of decentrally managed rooms, the relevant departments are responsible for maintaining, updating, and providing access to the corresponding overviews.

2. Definition of the permissible number of persons for university courses and available room capacities

Starting on July 1, 2020, courses, examinations and events for admission procedures with up to 100 participants are possible at one venue in attendance, subject to compliance with the hygiene measures in accordance with CoronaVO and the hygiene regulations of the university.

This number can be increased to 250 persons in principle, provided that the participants are allocated fixed seats for the entire duration of an event and that the event follows a predetermined program.

At events, it must be possible to maintain a distance of 1.5 meters from person to person at all times.

The maximum number of persons per room ("room capacity") is based on the CoronaVO regulations of the State of Baden-Württemberg and the Hygiene Regulations of the University of Freiburg in the currently valid version.

For centrally managed classrooms, the maximum permissible room capacity per room is determined by the Central Lecture Hall Assignment Office in consultation with the Office of Safety (SSI). In rooms with fixed seating, the usable workstations are marked separately. In rooms with variable seating, the number of available workstations is limited to the maximum permissible number. The responsible facility manager will be informed about this for the purpose of implementation. The maximum room capacity will be documented on a notice board in the entrance area.

The organizers are responsible for ensuring that the maximum permissible room capacity is observed. The organizer must ensure at the time of reservation that the number of participants does not exceed the specified room capacity. The Central Lecture Hall Assignment Office does not check the number of attendees individually during the reservation process.

For rooms managed decentrally, the maximum room capacity allowed per room is determined and monitored by the respective departments. Workstation markings or adjustments to the room seating are to be made by the responsible departments. Numbered labels for workstation marking can be requested from the Office of Safety, SSI (sicherheit@uni-freiburg.de). The maximum occupancy and the respective workstations must be determined on the basis of the university's hygiene regulations (minimum distance of 1.5 meters) in all directions. The coordination, implementation and supervision is the responsibility of the responsible departments. The Office of Safety offers advice upon request.

Changes in the legal regulations to be observed may require adjustments to the maximum permissible room capacities. The department responsible for each room must therefore ensure continuous monitoring and, if necessary, adjustment of the stated room capacity.

3. Building openings

Starting July 1, 2020, buildings can be reopened and access can be granted to authorized persons. An access control is carried out before entering rooms or libraries open for events. In addition, Department 4 will introduce a continuous patrol of buildings, which will carry out sporadic checks in the corridors.

There is an obligation to comply with the 1.5m minimum distance regulation and to wear a mouth and nose covering on all foot traffic routes in buildings and also in classrooms.

4. Supervisory staff for entry control and management of events in approved rooms

Events to be held in person must be planned by the respective institutions in the campus management system. The procedure is the same as for regular semester planning. When you plan events, you must take into account the currently reduced attendee capacity specified per room. If required, the Central Lecture Hall Assignment Office can provide support.

When conducting in-person events, the organizers are responsible for monitoring the general rules of hygiene, as well as access and exit control and supervision.

For each individual course, exam and other events, data collection is required in accordance with §6 CoronaVO.

In the short term, the aim should be for the supervisory authorities to call up the booking lists from HISinOne with all registered participants* directly online. To a limited extent, D4.4 can provide support here by sending booking lists to the supervisory authorities.

In the case of examinations and events with 100 to 250 persons or more, the participants must be allocated a preassigned seat for the duration of the examination/event and the allocated seat number must be documented. This procedure is also recommended for events with 30 or more participants.

The ban on entry and participation according to §7 CoronaVO must be ensured by a written declaration of the students.

Every person who wishes to attend a course or exam will be matched by the supervisor at entry control using the booking list or registration confirmation.

The supervisory staff is instructed to deny access to the event room to persons without proof of eligibility to participate.

Persons who wish to leave a function room / exam for a short period of time must deregister with the supervisory staff and re-register when re-entering the room.

Reference is made to the Hygiene Regulations of the University, Preliminary Remarks, third last paragraph: "The responsibility for the implementation and observance of the protective measures listed below is borne by the persons in charge in the individual areas of the University in accordance with Section 2.3 of the General Administrative Regulations of the University of Freiburg (excluding the Medical Center - University of Freiburg) on the responsibility for occupational safety, health and environmental protection dated April 13, 2005."

5. Room usage for on-site events or free student work

The subjects/faculties are asked to first use their own, self-administered lecture halls/seminar rooms outside the centrally managed room inventory for classroom teaching. The same corona-related rules apply without restriction as for centrally managed rooms.

Use of the centrally managed and approved rooms for on-site teaching is only possible after prior reservation of the respective class in the campus management system HISinOne.

Reservations for free student work can be made by students in HISinOne can be booked two days in advance. In case of very high demand, the jobs are allocated by lot. The corresponding booking confirmation must be carried along and presented to the supervisory staff when entering a room or upon request (see 4.).

Only the separately marked workstations are available for use in the rooms!

The users are obliged to go directly only to the marked workstations. In this case the users are obliged to wear a mouth and nose covering!

At the end of an event the participants must leave the room directly without being asked or follow the instructions of the supervisory staff if necessary.

6. Hygiene measures, rules of conduct and cleaning

In the entrance and access areas there is a notice indicating hygiene measures and rules of conduct to be observed.

At all events, a minimum distance of 1.5 meters must be maintained, unless an exception is made in accordance with the CoronaVO.

In the approved areas, compliance with the hygiene and clearance rules is monitored by the supervisory staff.

All cleared rooms are cleaned regularly by the University, taking into account the current situation and occupancy. In areas subject to particularly heavy use, users are provided with additional cleaning agents so that they can clean surfaces independently as required.

7. Violations

Violations of the regulations of the CoronaVO and/or the Hygiene Regulations of the University (as amended from time to time) as well as instructions of the supervisory and control staff can lead to exclusion from events, from the reservation procedure or a permanent ban on entering University buildings.