Dear Sir or Madam,

This circular provides further information on “safe operations” as an update following changes which you can find under “Aktuelle gesetzliche Regelungen und Vorgaben” at www.uni-bonn.de/corona.

Please note: Working from home and virtual meetings are still preferred over on-site presence!

1. **On-site presence logging for contact tracing purposes**

The latest updates to the Ordinance on Protection Against New Coronavirus SARS-CoV-2 Infections (Coronaschutzverordnung) and the General Order by the German Ministry of Labor and Social Affairs (Allgemeinverfügung) have necessitated changes in order to conduct “safe operations”. This principally involves an on-site presence logging requirement for the purpose of contact tracing by the authorities in case of infection.

The Coronaschutzverordnung stipulates that name, address and phone number of individuals must be recorded in writing for the purpose of contact tracing. In case of changing groups of individuals, details on the duration of the stay at the workplace, i.e. the time of arrival and departure, must also be documented.

Due to data protection regulations, collected data may not be displayed on publicly accessible lists. Instead, such information must be collected on a separate form per person (form available on the University of Bonn Corona web page). Consent must be obtained from all individuals for whom data are to be recorded and notification of this requirement must be stated on the information form. Any individual who refuses consent to the recording of the prescribed data is prohibited from entering buildings and other campus areas. The attendance log must be kept for a period of four weeks and must be destroyed completely thereafter.

Such logging is mandatory effective immediately.
Practical implementation in University operations:

The obligatory logging of presence at University facilities is conducted solely for traceability purposes. The following requirements apply in order to afford maximum data protection despite such logging:

- Effective immediately, all employees must log their presence at the workplace. If working times are logged via punch clock or timesheet kept by the respective employees, the only additional documentation required to ensure transparency regarding contact with other individuals is as outlined below. The collected on-site presence data must be kept accessible to the manager of the employees in question (e.g. in an office desk tray).

- If one or more individuals gather in a room for longer than 15 minutes, documentation of such contact is required, noting whether mouth and nose covers were worn and minimum distancing of 1.5 meters was maintained at the meeting.

- The on-site presence logging documentation (see above) suffices for groups of individuals who regularly meet in the same room.

- In case of meetings with students, it is additionally recommended to record their current (!) contact details (address and phone number) in addition to their student ID numbers, which is usually known. This enables health authorities to rapidly trace contacts in case of infection without having to spend time researching this information.

- Any contact with individuals who are not employees of the University of Bonn (guests, contractors, or any other persons), all required contact tracing data must be logged and stored on site.

Additional information and a form for on-site presence logging are available on the University of Bonn Corona web page.

2. Specifications on the wearing mouth and nose covers

Mouth and nose covers must be worn in all University of Bonn buildings. Please note the following specifications:

Wearing a mouth and nose covering is not necessary if you are either alone in a room or not alone and the following conditions are met:

- The room has at least 10 square meters of space per person.
- The minimum safe distancing of 1.5 meters is maintained.
- The room is regularly ventilated to ensure hygiene and reduce the presence of potential airborne pathogens:
  - Thorough room ventilation after 60 minutes in offices, after 20 minutes in meeting rooms. Thorough room ventilation time in summer: 10 minutes; in spring/fall: 5 minutes; in winter (outside temperature < 6°C): 3 minutes
  - or ongoing room ventilation with windows tilted open
In case of insufficient distance between two office desks, a protective acrylic glass shield of min. 600 mm height must be installed to protect the employees working at the desks.

Persons unable to wear a mouth and nose covering for medical reasons must wear a face visor that shields the face entirely.

Every individual in a room must wear a mouth and nose covering if individuals are moving around in the room or if another person enters the room.

Protective measures for laboratories must be defined on a case-by-case basis (washable or single-use mouth and nose covers, etc.). These measures must be coordinated with Occupational Safety and outlined in a hygiene plan.

Information on mouth and nose covers and their use is provided on the University’s [Corona web page](#).

Please note: Wearing mouth and nose covers does not substitute for other protective measures, such as social distancing or hand hygiene.

### 3. Interaction with at-risk individuals

When instructing employees on the applicable hygiene and protective measures, it is imperative to inform them regarding specifics pertaining to persons subject to greater risk of serious consequences of infection (as defined by the Robert Koch Institute). Such at-risk employees may contact their respective office management for information. Following a risk assessment, the respective office management and the employee’s manager jointly define and implement any special protective measures required. Occupational Safety and the medical officers (Betriebsärztlicher Dienst) are available to provide advice upon request.

Signed, Prof. Dr. Dr. h. c. Michael Hoch
Rector

Signed, Holger Gottschalk
Provost