Circular No. 82/2020
Traceability for on-site courses – internal process

Dear Sir or Madam,

Universities may still conduct on-site courses. All courses (lectures, lab courses, seminars, colloquiums etc.) which take place on site must meet the following regulations on traceability:

Courses in which the safety distance of 1.5 meters can be kept are subject to basic traceability. Students in lecture halls must take assigned seats marked with a green sticker. Seating arrangements with less than 1.5 meters distance (seats marked with an orange sticker) do not apply until further notice! In all other rooms, each person is responsible for adhering to the minimum distance of 1.5 meters.

For basic traceability, the University provides forms which must be completed by every person involved and collected by teaching staff at the end of the course. Course contact forms must be added to the envelope provided. Please correctly label the envelope and send it via in-house mail immediately. The University mail room (Poststelle) will store the documentation for a period of four weeks and will destroy it thereafter.

Templates and labeled envelopes are available in lecture halls. Additional templates can be requested from the responsible janitor or, where necessary, from the internal University printing department.

To all offices of the University of Bonn - excluding University Hospital Bonn (UKB) -
If you run out of printed copies, you can find the contact form for traceability purposes (PDF format) on the corona sections of the University website. Where labeled envelopes are not available, please collect the forms in a separate envelope. The following information must read on the front of the envelope:

- Course date and times
- Room name/number/place of study
- Teacher’s name and signature
- Recipient: Poststelle

Please send the labeled envelopes via in-house mail immediately so the forms are available centrally as soon as possible and, where necessary, can be made accessible to the relevant authorities.

Sincerely,

signed  Professor Dr. Dr. h. c. Michael Hoch  
Rector

signed  Holger Gottschalk  
Provost

www.200jahre.uni-bonn.de