GENERAL HANDOUT FOR ON-SITE COURSES IN “SAFE OPERATIONS” MODE

General requirements:

To protect the health of all teachers involved and to contain the further spreading of the coronavirus, the following organizational provisions and hygiene measures are taken:

Legal provisions allow us to offer teaching on University premises for courses up to a maximum of 50 persons (including teacher and assistants).

A general risk assessment was carried out for all rooms where teaching takes place. This extract thereof serves as a general hygiene and protection concept. Separate concepts for on-site courses are therefore not necessary. Yet implementing and adhering to the measures deriving from this risk assessment and contained in the general hygiene and protection concept are a must.

Traceability of all persons involved and present in the courses (participants, university lecturers, janitors, etc.) must be ensured by noting down the required contact details. This contact information must be safely stored for a period of 4 weeks.

Documents/information also applying:
Please find the currently applicable legal provisions and University guidelines on the corona info sections of the University website.

The general precautionary measures and regulations on maintaining distance as outlined in the various circulars and handouts apply to all areas of the University.
General handout for on-site courses in “safe operations” mode

Rooms for teaching:

All rooms at the University of Bonn that have so far been used for teaching may be used for on-site teaching.

We differentiate between lecture halls with fixed, auditorium-style seating and seminar rooms with free-standing seats.

Lecture halls with fixed, auditorium-style seating:

The Occupational and Environmental Safety Unit and Section 4.1 created seating plans for lecture halls with fixed, auditorium-style seating (cf. figure 1):

Fig. 1: Seating plan based on Lecture Hall IX (HS IX) in the main building:
Seats marked green: basic traceability with minimum distance of 1.5m
Seats marked orange in a room with mechanical ventilation system: extended traceability with <1.5m distance, but min. 1 seat distance in between. Not in use until further notice!

Relevant seating plans are displayed outside of lecture halls.

Seats marked green: Here students are seated at least 1.5m apart (based on distance between center of chairs). Traceability is ensured via the contact forms provided in the designated box.

Seats marked yellow: Use of more seats for which advanced traceability applies. This seating arrangement is not approved until further notice.

Use of designated boxes to return forms:
On each seat a form is provided for students to enter first and last name, student ID number, email address and seat number. This form is to be returned to the designated box at the end of the course or collected in person. All forms are then inserted into an envelope with date,
time, room, group list and the general seating plan. This envelope is stored for a period of 4 weeks and destroyed thereafter. In case of an infection, if need be, the provided forms then serve to create a specific seating plan with student ID number and email address. The participant list (with seating plan) will be shared with the health authorities.

Forms are printed and distributed centrally. Forms are available in the rooms and may also be requested from janitors or via the relevant institute. Please ensure that forms are provided to participants.

You will receive an envelope carrying some of the required information for each course. Please add the pending event details, insert the completed forms and simply send it via in-house mail (Hauspost). The form is also available as a template in the corona section of the University website.

**Seminar rooms with free-standing seats:**
You can create seating plans for seminar rooms with free-standing seats yourself, bearing in mind that the following requirements must be met:

\[ 4 \text{m}^2/ \text{person AND keeping of minimum distance} \]

(1.5m in all directions, based on distance between center of chairs)

With this rule applying, it is possible that due to the nature in which seminar rooms are constructed (columns, walls, furniture...) not all persons may be able to get a seat. To maintain the required minimum distance, the number of persons must be reduced accordingly. It is recommended to mark the location of the seats on the floor once for each room. Required material can be provided by the janitors.

The current list of seminar rooms and lecture halls was sent to the responsible degree program managers and can also be requested from Room allocation.

**Mouth and nose covers**

All persons, i.e. students and teachers, present during courses must wear a mouth and nose cover. This applies to all University premises, including hallways.
Airing and rooms:
After 30 minutes (or earlier as required), the room must be thoroughly aired during a break of approx. five minutes (ideally through cross-ventilation, i.e. opening opposite windows and doors; otherwise through impact ventilation, i.e. opening all windows).

If the examination room is equipped with a ventilation system, the service team will adjust the system’s settings in advance to ensure ideal ventilation.

Cleaning:
Rooms are cleaned and door knobs, handrails and tables disinfected on a daily basis.
Cleaning of surfaces in seminar rooms and lecture halls beyond the regular cleaning is not recommended. According to Prof. Engelhart from our Institute of Hygiene, smear infections outside of patient care do not significantly contribute to coronavirus infections. From the point of view of occupational medicine, airing of rooms, keeping distance or wearing of mouth and nose cover as well as hand hygiene are sufficient.

However, if additional hygiene measures are desired, rooms will be equipped with buckets containing soapy water, cleaning cloths and disposable gloves (please contact Mr. Linke in section 4.1) accordingly. Teaching staff may use this equipment to clean desks with soapy water and leave them to dry. This procedure ensures that possible SARS-CoV-2 pathogens on the surfaces are removed.

Toilets:
All toilets are prepared in a way to ensure that rules on minimal distance can be adhered to (e.g. by locking off sinks). Notes on display outside of toilets rooms serve as reminders that only a certain number of persons may enter at the same time and that minimum distance is to be kept. The maximum number of persons depends on the floor space of the toilets. Where appropriate in areas with many people, guards are posted to regulate toilet access. Toilets are cleaned and disinfected on a daily basis. Door knobs and handrails are disinfected every day, too.

Hallways:
Hand disinfectant is provided at the entrance to every building and lecture hall. All bigger buildings have marked paths on the floor or signs posted leading from the entrance to the respective lecture hall. Please make sure to follow them as indicated.
Upon arrival to the relevant floor, please make your way to seminar rooms/lecture halls immediately. It is the responsibility of teaching staff to ensure that rooms are unlocked prior to start of the course, to avoid group gatherings on floors.

Upon end of the course, please leave the room promptly.

The use of hallways (including stairs, doors, elevators, amongst others) is regulated to ensure minimum distance can be maintained. In areas where typically many persons gather, minimum distance of 1.5m is indicated via adhesive tape.

§ 3 Rights and obligations of teaching staff

Teachers must ensure that regulations on distancing and wearing of masks are followed as required by the authorities. Teachers must also check that the forms students are required to fill in for traceability purposes were completed.

At least some spot checks to ensure that forms were correctly filled in should be made.

Details for traceability purposes must also be provided by teaching staff and masks must be worn where required by the authorities.

Where students do not adhere to the applicable corona protection regulations, students can be asked to leave the room and building. Please make sure that hygiene regulations are followed. Please actively approach persons who do not wear masks and, if necessary, inform ASPO (extension: 73 74444) and/or the janitor.

Where can I get more information?

Please refer to the corona section of the University website or contact the Occupational and Environmental Safety Unit (arbeitsschutz@uni-bonn.de)
<table>
<thead>
<tr>
<th>Location</th>
<th>New regulation</th>
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| Lecture halls (fixed, auditorium-style seating) | - Maximum number of persons (including teaching staff) as per Ordinance of the NRW Ministry of Labor, Health and Social Affairs: currently 50 persons  
- Keeping minimum distance (1.5m in all directions, based on distance between center of chairs)  
- Basic traceability through forms entered into designated boxes  
- Wearing of mouth and nose covers  
- Where no automated mechanical ventilation system is in place: after 30 minutes, the room must be thoroughly aired during a break of approx. five minutes (ideally through cross-ventilation, i.e. opening opposite windows and doors; otherwise through impact ventilation, i.e. opening all windows). |
| Seminar rooms (free-standing seats)          | - As above, in addition  
- Maximum number of people: 4m²/person  
- It is recommended to mark the location of the seats on the floor in each room.                                                                                                                                                                                                   |
| Working space in libraries/CIP pools          | - 4m²/person  
- 1.5m distance  
- Wearing of mouth and nose covers  
- Adhering to hygiene regulations  
- Basic traceability                                                                                                                                                                                                                                                                 |
| Break rooms                                  | - 1.5m distance  
- Wearing of mouth and nose covers except when seated and eating  
- Adhering to hygiene regulations                                                                                                                                                                                                                                               |
| Offices                                      | - 7m²/person  
- 1.5m distance  
- Wearing of mouth and nose covers when not seated  
- Shared office space: Mouth and nose cover or protective shields made of acrylic glass  
- Basic traceability (see Circular 39/2020)                                                                                                                                                                                                 |
| Rooms with public access (e.g. examination offices) | - Maximum number of visitors to be defined case-by-case (e.g. 1 visitor per office desk)  
- 1.5m distance  
- Visitors wear mouth and nose cover (excluding colleagues in shared office space)  
- Staff is seated behind protective shields made of acrylic glass; alternatively, staff can wear mouth and nose covers when visitors are present  
- Basic traceability                                                                                                                                                                                                 |