Instructions for Face-to-face Teaching and Exams during the Coronavirus Pandemic for Students, Lecturers and Invigilators

Status: 19.01.2021

The following minimum standards apply to courses\(^1\) and exams when students and teaching staff\(^2\) are physically located in the same place at the same time, which will be referred to as face-to-face (or: F2F) teaching in the following:

- Persons showing symptoms of COVID-19 disease are not allowed to enter the university buildings or exam locations.
- F2F teaching events may only take place in rooms that offer sufficient space for the number of participants, taking into account the pandemic-specific social distancing requirements (minimum distance of 1.5 m from other persons and minimum area of 10 m\(^2\) per person).
- Centrally managed rooms may be occupied by no more than the number of persons specified when booking the room and posted on the room, and only the available or correspondingly marked seats (in the case of fixed seating) may be used. The same rules apply to rented rooms and rooms managed by the institutes. In the latter case, the responsibility for marking the seats and room capacity lies with the administering institute.
- Teaching staff ensures appropriate registration and allocation of students to each F2F course. For exams, large cohorts may be spread across multiple rooms. Please adhere to the room allocation.

The following persons are excluded from participation in F2F teaching events:

- Persons who experience symptoms that are indicative of COVID-19 and cannot be explained otherwise;
- Persons who are under quarantine ordered by the authorities;
- Persons who are subject to a ban on entering the TU Braunschweig;
- Persons who have tested positive for Corona virus within the last 14 days;
- Persons who have had contact with a person known to be infected with Corona virus within the last 14 days; and
- Persons who have entered Lower Saxony from abroad and have stayed in a risk area at any time within 14 days prior to entry.

- Before participating in a F2F teaching event, students complete an up to date health declaration (so-called "Selbsterklärung"), confirming that none of the above-mentioned exclusion criteria apply. In case of non-compliance (i.e. missing self-declaration or fulfilling of exclusion criteria), the teaching staff is authorised to expel students from the building.
- In the case of chronic illnesses with symptoms analogous to those of COVID-19, a doctor's certificate must be presented in order to be able to participate in the F2F course. Chronic illness with COVID-19 symptoms must be reported to the teaching staff at least two working days before the F2F course.

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\(^1\) In the following, courses are understood to be all forms of theoretical courses, practical courses that do not require special workrooms (i.e. that are held in lecture halls, seminar rooms, foyers, etc.), as well as examinations.

\(^2\) In the following, teaching staff is understood to include not only the teachers, but also those conducting an examination and the invigilators.
• Persons who show pronounced COVID-19 symptoms during the F2F course without reporting a chronic illness will be expelled from the room for the protection of the other participants. For the withdrawal from an exam, §11 (3) of the „Allgemeiner Teil der Prüfungsordnung (APO) für die Bachelor-, Master-, Diplom- und Magisterstudiengänge an der Technischen Universität Braunschweig“ applies in these cases.

• A general mask obligation applies, i.e. after entering and until leaving the building, a minimum distance of 1.5 m from other persons must be maintained and a mouth-nose covering (MNC) must be worn (i.e. mouth and nose are covered). Students must provide the MNC themselves. Masks are not compulsory for people who cannot wear a mouth-nose covering due to a medical or mental impairment or disability and can prove this with a medical certificate. These persons must keep a distance of at least 2 m from other persons until they take their seats.

• The teacher must take appropriate measures (admission control, etc.) to ensure that only previously registered persons assigned to the room in question take part in the F2F course and that the permissible number of persons is not exceeded.

• Students must be on time due to admission controls.

• The participation of each person must be documented in an appropriate way so that at least the following details are available from students: First name and surname, matriculation number as well as name, date, room and time of the F2F course. In the case of exams, the seat is also to be recorded. This documentation is to be kept by the responsible teaching staff for a period of three weeks after the F2F course and is to be handed over in full to the responsible health authority on request. The documentation must be kept and stored in such a way that the personal data is not accessible to third parties, in particular other participants. If not requested by the health authority, the documentation is to be destroyed immediately after the expiry of the retention period.

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• Before the course, students are given the opportunity to clean their seats. For this purpose, cleaning cloths and hand disinfectants are provided in centrally managed rooms. In rooms managed by the institutes, the teaching staff will provide a separate notice regarding the availability of cleaning materials.

• After entering the room, a seat must be taken immediately. The seats are to be taken in rows and without gaps, if possible in a one-way system. The MNC must also be worn after taking the seat.

• At the beginning of each F2F course, the teaching staff has to
  o inform the participants about the rules of hygiene and safety measures to be observed, in particular about social distancing and the obligation to wear MNC, as well as about the behaviour during breaks or when going to the toilet and when leaving the room;
  o to inform the students that they have to inform “Abteilung 16 – Studium und Lehre” (corona_meldung@tu-braunschweig.de) immediately of the following:
    • Positive result of a corona test and
    • Quarantine orders as contact persons of COVID-19 patients outside the university.

• Fifteen minutes prior to the F2F teaching event and at least three times per hour for several minutes, the teaching staff must provide ventilation through fully open windows, unless a mechanical air circulation system is in operation. In order to ensure the ventilation interval before the event, any preceding course, if applicable, must be shortened. The lecturers involved agree on a suitable procedure for ensuring sufficient ventilation. Exams are always planned with sufficient time intervals.
• After the course, the room is to be left in an orderly manner according to the teaching staff’s instructions while maintaining social distancing. Students closest to the exit start leaving the room.

• The teaching staff is responsible for compliance with the above regulations. Students must be made aware of these regulations for the first time on the day before the F2F teaching event at the latest. In the event of violations of social distancing regulations and safety measures, the teaching staff is authorised to expel students from the building.

• After the F2F course, students must leave the building without delay and in compliance with social distancing rules.

• Before the lecture, the teaching staff must cover any microphone to be used with a disposable protective cover, which must be removed after the lecture. If there was no protective cover, the microphone must suitably be disinfected.

• If the teacher becomes aware of COVID-19 cases, then “Abteilung 16 – Studium und Lehre” has to be informed immediately (corona_meldung@tu-braunschweig.de).

People at higher risk of developing a severe Covid-19 disease course

Certain groups of people are at higher risk of developing a severe COVID-19 disease course. See the Robert Koch Institute’s information and guidance.

• The participation of at-risk groups in the F2F course must be ensured. It may therefore be necessary to offer a F2F course an online course as well if persons from an at-risk group intend to participate. In the case of face-to-face exams, persons from an at-risk group should be examined in rooms with as low a density of persons as possible or the risk of infection should be further reduced with other suitable measures.

Routing and gatherings

Access and exit to the rooms is - as far as possible - on a one-way system. Gatherings in front of the rooms and on the circulation areas where the social distancing rules cannot be maintained are prohibited. The same applies to gatherings in front of the buildings.

References to further information

In addition, the infection prevention measures of TU Braunschweig must be observed.

Appendix

• Health declaration regarding COVID-19 when participating in a TU Braunschweig F2F teaching event ("self-declaration").