



## Guidelines for carrying out in-person courses during the corona pandemic

As at October 27, 2020

Planning the course:

- Obtain approval from the committee on student affairs and teaching to carry out in-person events.
- Familiarize yourselves with the University of Stuttgart's [hygiene concept](#) and [Corona Guidelines](#).
- Create a hygiene concept or [risk assessment](#) – if necessary with support from the [Safety Department /Occupational Medical and Health Services](#).
- Obtain approval from the Rectorate where necessary.
- Set up a registration/booking system (C@MPUS / ILIAS).

Before the first event of a series:

- Ensure that there is access to the building for everybody participating in the course
- Check if compliance with the documentation requirements/registration in the course room is ensured (Print out the relevant forms for paper-based solutions in decentrally managed rooms).
- If academic staff or tutors are taking part in the course, they must be made familiar with the relevant safety procedures (explain the risk assessment, the applicable hygiene regulations, social distancing rules, compulsory wearing of masks etc).
- Ensure that the [cleaning agents](#) are available in the room before every event (particularly in the decentrally managed rooms).

At the beginning of the first two events in a series:

- Point out the rules regarding registration (documentation requirements):
  - Students must register either using the ECUS reading system or web application for logging in and out
  - or on paper
  - Participants must register for each individual event in a series.
- Point out the cleaning agents in the room and the opportunities each person has for cleaning their desk themselves before the beginning of an event.
- Point out the ventilation where applicable (rooms without ventilation systems).

At the beginning of each event in a series:

- Point out that those who are currently showing the typical symptoms of infection with the coronavirus or who have knowingly been in contact with a person who has tested positive are not allowed to take part.
- Point out that students are obliged to register for an event.



- Carry out a plausibility check on whether the number of persons registered matches the number of persons in attendance.
- Re-register individual students where necessary.
- Clarify the situation when information which is clearly false has been given in a written registration, and where necessary exclude persons who have not registered correctly.
- In case of paper-based registration (current situation): Pick up a copy of the written regulations and subsequently hand it in to the Head of Division 4 – Personnel and Legal Affairs.

At the beginning of or during a course, when required:

- Point out that the wearing of masks is compulsory; participants who are not wearing a mask must be excluded from the event.
- Point out the mandatory minimum distancing and the regulations on how this must be complied with during the event. No exceptions to this rule shall be permitted, even if e.g. couples or roommates are both taking part in the event.