Hygiene Concept of the University of Stuttgart

Occupational safety and hygiene measures on the occasion of coronavirus

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Introduction

Working during the pandemic – more safety and health at work and during studies

The corona pandemic is affecting university employees and students alike. This pandemic threatens the health of an undetermined number of people as well as public safety and order. It is significantly affecting the lives of everyone.

The university will return to onsite teaching in the winter semester 2021/2022, as far as this is possible.

The special occupational safety and hygiene measures described below pursue the goal of protecting the population, safeguarding the health of employees and students, and maintaining university operations by breaking chains of infection. In doing so, the order of priority from technical measures, followed by organizational measures, and then personal protective measures must be observed.

As a general rule:

- The minimum distance of 1.5 m must be observed. If this is not possible, face masks must be worn.
- It is mandatory to wear a face mask in transitional routes and areas in University of Stuttgart buildings. Transitional routes and areas include rooms and spaces where courses and examinations or activities take place that are part of the admission process, or that serve studying purposes, as well as all door and entrance areas, transitional areas, corridors, stairwells, and sanitary facilities. You may only remove your mask when sitting in your seat and only if social distancing rules can be followed at all times. In terms of university operations, the regulations specified in Chapter 5 "Special Regulations for Teaching" take precedence.
- Individuals with respiratory symptoms or fever are generally not allowed on the university premises (unless a doctor has confirmed that it is a non-hazardous condition such as a cold).

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1 The possible symptoms of COVID-19 include: difficulties with the sense of smell and taste, fever, a dry cough and a general feeling of being unwell Source: Robert Koch Institute
Operational concept of measures for temporary additional measures to protect against infection with SARS-CoV-2 (SARS-CoV-2 hygiene plan)

Responsibility for implementing the necessary infection prevention measures shall be borne by the employer (within the meaning of the General Administrative Regulation of the University of Stuttgart regarding the enforcement of legal regulations relating to occupational health and safety, environmental protection and maternity leave (Administrative regulation) in accordance with the results of the risk assessment. The coordination/crisis team headed by the Chancellor coordinates the implementation of the additional infection prevention measures.

The items listed in the concept of measures can be procured via the website of the University of Stuttgart: 
Hygiene concept

Protective masks will be procured and allocated by the Safety Department. These items will be distributed by mail and Facility Management. The material allocated is to be used exclusively for official purposes.

1. Special technical measures
   1.1. Workplace layout
   a. Members of the university must keep a sufficient distance (at least 1.5 m) from others. If this is not possible through work organization measures, alternative protective measures must be taken by the head of the respective institute.
   b. In order to separate workplaces with an otherwise non-existent protective distance, transparent partitions (acrylic glass partition for desks with or without sections) will be installed in coordination with the building management of the University of Stuttgart.
   c. For office workplaces, any free space must be used and work so organized, that multiple occupancies of rooms can be avoided, or to ensure that sufficient distancing is possible. If single occupancy of a room is not possible, a minimum distance of 1.5 meters must be maintained at all times. The rules for working from home are detailed in point 5.

   1.2. Restrooms, kitchenettes, and break rooms
   a. For hand washing, both skin-friendly liquid soap and towel dispensers have been placed in the restrooms by the university cleaning services.
   b. Sufficient cleaning and hygiene must be ensured. If necessary, the cleaning intervals will be adjusted.
   c. To prevent infection, door handles and handrails should be cleaned regularly.
   d. In the restrooms, common rooms, and kitchenettes, all users must pay attention to special hygiene (e.g., when washing dishes, not using cloth towels)
   e. In break rooms and kitchenettes, sufficient distance must be maintained by institute managers (e.g., by ensuring that tables and chairs are not too close together, introducing special seating arrangements). Queues to use the facilities must be avoided.

   1.3. Ventilation
   a. Regularly ventilating the room helps to improve hygiene and air quality. If the room cannot be ventilated as required using air conditioning units, then it must be ventilated every 20 minutes by opening the windows. For more information see poster airing
   b. In building/rooms with air conditioning systems (it is not possible to ventilate these rooms individually) Facility Management is responsible for operating the air conditioning system and ensuring that the space is ventilated with the maximum fresh air possible.
2. **Special organizational measures**

2.1. **Access to the university buildings by persons not affiliated with the university**

a. The university buildings are open exclusively for university members and employees according to § 2 Corona Ordinance for university operations. Exceptions to this are the archives and libraries, which are open to the public for the purpose of collecting and returning media in accordance with § 2 para. 2 sentence 3 Corona Guidelines University Operations.

b. The wearing of a mouth-nose protection is obligatory during the entire stay in the university buildings.

c. The Rectorate has granted access to the following additional persons and groups of persons:
   - Guests attending official meetings upon verification of their status as vaccinated, recovered or tested (3G);
   - Employees from Vermögen und Bau Baden-Württemberg and the University Building Authority Stuttgart and Hohenheim
   - Guests attending dissertation examinations upon verification of their status as vaccinated, recovered or tested (3G);
   - Groups attending official events (lectures, training courses, visits as part of official cooperations, etc.), organized by the University of Stuttgart. In this case a risk assessment and an individual hygiene concept must be submitted to the Safety Department in advance; in accordance with the current applicable warning level and in accordance with the legal requirements, access may be subject to the presentation proof of your vaccinated, recovered and or tested status.
   - Employees of external companies

d. The requirements of this hygiene concept for the wearing of a mouth-nose protection also apply to visitors.

e. Employees from external companies must register with the control room and central services, who will provide them with the applicable hygiene regulations and verify their 3G status.

f. The University opens the buildings for teaching purposes during weekdays from 7:30 a.m. to 8:00 p.m.; if there is no teaching in the building until 6:00 p.m.

2.2. **3G at work**

a. All university employees will be prohibited from entering the university grounds and buildings unless they can provide proof of their 3G status, i.e. that they are vaccinated, recovered or have a negative rest result. Proof of vaccination or recovery must initially only be presented once, whereas a current test certificate must be presented every time you wish to access the university grounds. The 3G verification requirement also applies to employees who cannot be vaccinated for medical reasons. The 3G verification requirement only applies when entering university grounds and buildings, and thus not on days when you are working from home.

b. The 3G status will be verified and documented by the head of the institution (institute, department, central facility, division, etc.), or a person they have delegated. If someone refuses to disclose their 3G status to the institute management, or to a person designated by the management, it is also possible for these individuals to verify their 3G status to the Department of Personnel and Legal Affairs (initially by sending an email to leitung.dez4@verwaltung.uni-stuttgart.de, and then showing the original document later). A negative test certificate must always be shown to the institute management or the person designated by them.

c. As 3G proof counts:
   - **Vaccination certificate**
     A vaccination certificate showing that you have been fully vaccinated against the Coronavirus with a vaccine approved for use in the EU can be presented in the form of an EU-compliant vaccination certificate (QR code in digital form or in paper form) or your vaccination passport.
     Digital and paper versions of your vaccination certificate in German, English, French, Italian or Spanish will be accepted.
   - **Proof of recovery**
In accordance with the state Corona Guidelines (or the federal government's COVID-19 Safeguards Exemption Ordinance), people are considered as recovered if they have tested positive for the Coronavirus using a PCR, PoC-PCR or other nucleic acid test over the past 6 months and if the test result is at least 28 days old. It is of paramount importance that the certificate verifying this must indicate that the infection was confirmed by PCR testing. Furthermore, in addition to the test/reporting date, the name of the person to which the document has been issued must be clearly visible.

The following documents can be used as proof:

- PCR results from a laboratory, a doctor, or a test center or test site
- Medical certificate (but only if the certificate contains information on the type of test (PCR) and the test date and the day the positive result was recorded)
- Quarantine documentation (if this contains information on the type of test (PCR) and the test date and the day the positive result was recorded)
- Further certificates or documents from the relevant authorities (if these contain information on the type of test (PCR) and the test date and the day the positive result was recorded)
- Digital certificate of recovery

Digital and paper versions of your vaccination certificate in German, English, French, Italian or Spanish will be accepted.

- Test certificate
  A test certificate certifies that you do not currently have the Coronavirus and is valid if the test upon which the certificate it is based was conducted using invitro diagnostics intended for direct pathogen detection of the Coronavirus. The test must also have a CE identification mark, or have special approval, in accordance with section §1, para 1 of the Medical Devices Act. The test must have been conducted within the last 24 hours. The test must be a rapid test performed or supervised by a service provider in accordance with § 6, para. 1 of the Coronavirus Test Guidelines. Privately operated test stations (test centers for members of the public) have also been set up for this purpose on university premises, and further locations. A self-administered test is not permitted. A PCR test is also not necessary.

  The certificate must be valid at the time of entering university premises. In individual cases, it is also permissible for university institutes to allow people to take a supervised test twice a week – outside of working hours. (Example: Those who work onsite five days per week must provide proof that they have tested themselves on the other three days.) This is possible under the following conditions:
  - if a self-administered test is conducted under the supervision of the head of the institute, or someone designated by them and that the result is documented.
  - Or, the test must be conducted and documented by the head of the institute, or by someone designated by them who has the necessary training or knowledge and experience.

  Only in the case of these two exceptions is it permitted for employees to enter the buildings without a test certificate, for the purpose of taking the test offered by the institute. The university and its institutes are not obliged to offer this form of testing. In the case of the use of PCR tests or comparable methods based on nucleic acid tests, or other methods of nucleic acid amplification technology for the detection of the SARS-CoV-2 Coronavirus, the test must have been conducted within the last 48 hours.

  d. In order to make the process as simple as possible, the university is currently offering employees the option of sending 3G documentation via email using a work email account, with a scan or photo of the respective 3G documentation to the head of the institution or a person they have designated. This does not require someone to personally receive the documentation (obligation to work from home). The original certificate must be presented in person as soon as possible. Sending your 3G documentation via email is voluntary, you can also speak to the head of the institute.
and agree a different option for presenting your 3G documentation. The head of the institute or facility may not insist that 3G documentation is sent via email.

e. As soon as possible afterwards, the vaccination or convalescence certificate must be submitted once in the original. Professors present their certificates in their own institution within the framework of a four-eyes principle. Alternatively, they can also submit this to the dean. In exceptional cases, at the request of the professor, the evidence is presented to the rector. As a rule, the test certificate is submitted by official e-mail.

f. In general, the test costs are paid by the employee. Of course, the University of Stuttgart will continue to provide two self-tests per person per week. These can be used, if the institution makes this offer, for test verification outside working hours on site under supervision. In addition, the free citizenship test, among others, can be used within the framework of the respective valid guidelines. Employees who are unable to provide proof of 3G in accordance with the above-mentioned regulations and are consequently unable to perform the work management are in principle not entitled to remuneration. In addition, refusal to do so may have consequences under labor law. It is pointed out that the presentation of a falsified proof or entering without proof (taking into account the exceptions mentioned) may result in consequences under labor and criminal law.

g. At the very least, the submission of your surname, first name, and your ac account - if this is required for identification reasons -, your 2G status or a valid test result must be documented. If you have been vaccinated or have recovered from the virus, this information must only be submitted and documented once. These documents may be submitted in paper or digital form. The documentation must be stored by the Head of the institute, or by the person designated by them and that only they and their deputy (if this is necessary for organizational reasons) and a maximum of two other people have access to this information.

For people who have recovered from the virus, it is not necessary to document the end date of their recovery status. Rather, it is the duty of the employees to present a new, valid 3G certificate in this case without being asked, after their recovery certificate has expired. Employees must be made aware of this obligation when they submit their documentation.

For vaccinated individuals, the onset of full vaccination effect does not need to be documented. Rather, it is the duty of the employees to present a new, valid 3G certificate without being asked, if the regulations or guidelines change and the validity of the vaccination certificate becomes limited. Employees must be made aware of this obligation when they submit their documentation.

The Head of the respective institute is responsible for the documentation.

h. The daily required test evidence is usually sent as a scan or photo via official e-mail. Retaining these e-mails also provides the required documentation of the provision of the evidence. These e-mails must be deleted no later than six months after they are sent.

i. The Infection Protection Act provides for a fine of up to 25,000 euros for violating the obligation to check and carry 3G documentation.

2.3. Infection prevention measures for outdoor activities and when driving official vehicles

a. For work-related (company and customer) contacts, distances of at least 1.5 m must be maintained on the entire university campus.

b. The work procedures for these activities must be checked to see whether isolated work is possible – if this does not result in additional hazards. Clients should take this into account when placing orders.

c. Company Vehicles, i.e., vehicles that belong to the university’s central vehicle pool, and vehicles belonging to university institutes and facilities must be equipped with hand hygiene utensils, disinfectant, paper towels and garbage bags. Where trips are necessary, the simultaneous use of vehicles by several employees must be avoided.

d. If several employees must use the same vehicle, then a medical-grade or surgical mask must be worn by all occupants.

e. If it is necessary for several employees to use a vehicle at the same time, then all occupants must wear face masks. This rule may be waived if the occupants of the vehicle form a fixed cohort and present proof of testing, vaccination or that they have
already had the virus. Please note that different regulations apply in other federal states and do make sure you are well informed before embarking on a business trip.
f. The interiors of service vehicles must be cleaned at the end of use. This applies in particular before they are handed over to be used by multiple persons. The cleaning must be documented in writing (logbook).
g. The door handle, steering wheel, gear shift, and mirrors as well as any other controls that have been touched should be cleaned in particular. The vehicle must be thoroughly ventilated by opening the windows or doors. Private property and waste must be removed.

2.4. Telecommuting
Telecommuting is an important component for protecting employees during the current corona pandemic. This greatly helps employees to comply with the distancing rules at the university. There is also no need to use public transport to get to work, which further reduces the risk of infection. Telecommuting directly promotes safe working at the university. Updated information and the currently valid home office regulations will be regularly published on the corona homepage.
First of all, the following regulations apply to telecommuting:

a. Supervisors should allow all employees to work from home for the duration of the hygiene concept.

b. In particular, the use of office space by several people must be avoided at all costs if the protective distances cannot be maintained.

c. Working from home remains a decisive instrument for reconciling different demands and professional and family obligations in situations that may continue to be difficult due to Corona restrictions. Working from home can thus make an important contribution to enabling university employees to fulfill their family obligations, among other things.

d. People who live with someone who has tested positive for corona has contracted the corona virus, are generally not permitted to work onsite at the university until they have recovered/tested negative, regardless of their vaccination status. In this case you may work from home. You can find more detailed and up-to-date information about this on the homepage under Corona/FAQ.

e. Persons belonging to a risk group\(^2\) or living in the same household as such persons should always work from home or use the extended working hours\(^3\), especially off-peak hours including Saturdays.

f. Telecommuting must be coordinated with and approved by supervisors. The basic functionality of the unit/facility/department must be ensured.

2.5. Business trips and face-to-face meetings

a. Business trips and face-to-face meetings should be reduced to a minimum. Other technical solutions, such as telephone or videoconference must be pro-vided and used where possible.

b. Business trips are permitted to areas that are not classified as high-risk, or to risk areas, if the trip is considered absolutely necessary. Further approval, in addition to the business trip application, is not required for such trips. During a business trip and after your return but before you return to work onsite at the university, any necessary protective measures must be agreed with your supervisor (e.g. working from home, self-administered corona test, rapid test etc.) More and up-to-date information about business trips and about travelling to high-risk areas can be found on the homepage under Corona/FAQ.

c. Face-to-face meetings are possible if they are absolutely necessary or appro-priate. It must be ensured that those present are able to maintain sufficient distance from each other. After a meeting in a conference room has ended, the surfaces must be cleaned. The utensils for this will be provided by Division 6. The work surfaces in the room must be cleaned after the end of a meeting. The cleaning materials for this purpose are provided by Division 6.

d. All events at the university are subject to approval. An exception to the approval requirement applies to events that serve the purposes of the university. In addition to official events, especially for research and teaching, this also includes cultural, sporting and student events, especially if they are held by a university student association. Further information on events / measures can be found online in the appendices of this hygiene concept on the homepage under Corona/FAQ.

e. The presentations of a test, vaccination or recovery certificate is mandatory for those wishing to attend a course or event. The person responsible for the event, the facility responsible or the person designated by the responsible institution must check whether those attending the event have a test, vaccination or recovery certificate, in accordance with §§ 4 and 5 of the Corona Guidelines BW. If no proof can be provided, the participant is banned from participating in the event.

Mandatory provision of a test certificate does not apply to
- Those participating in a committee meeting
- Those participating in an event or meeting that serves to maintain work, service or business operations

The regulations pertaining to teaching are listed under point 5.

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\(^2\) The definition of the risk group adopted by the University of Stuttgart is listed on the homepage under Corona/FAQ.
f. The room capacity under pandemic conditions is primarily based on ensuring that it is possible to maintain the required distance from each other. Furthermore, rooms must be well-ventilated where possible (by opening the windows).

g. The maximum permitted number of people allowed in a specific room must be clearly displayed in a visible position. Division 6 is responsible for this in centrally administrated spaces. For decentrally administrated rooms, this must be carried out by the institution responsible for the space (e.g., faculty, institute…). The template to be used for displaying the maximum number of seats in a room is available to download in the download area.

2.6. Ensuring sufficient protective distances

a. The use of passages (e.g., stairs, doors, and elevators) must be adapted in such a way that sufficient distance is maintained. Where experience has shown that crowds of people accumulate (e.g., entrances, elevators), special attention must be drawn to the protective distances by means of informational signs.

b. Wherever possible, doors to buildings will be used as either entrance only or exit only and marked accordingly.

c. Where feasible, the entrances to laboratory areas, libraries, and lecture halls will be used either as entrance or exit doors.

d. For the public passages, signage will be provided by central administration. In the institute and facility areas, they will be provided by the respective institutes and facilities. Uniform pictograms and signage have been created for the University of Stuttgart, and are available to download from the homepage of the University of Stuttgart.

e. For signage, signs and pictograms are preferable to floor markings. Floor markings impede the cleaning of the floor and can therefore not be applied permanently.

f. In heavily frequented corridors and foyers, a one-way system will be indicated.

g. In elevators, special attention will be drawn to the distance rules; if necessary, only one person at a time will be able to use the elevator.

h. The access doors to the large restroom areas near the lecture halls will remain open (if possible, from the outside to ensure privacy) so that no uncontrolled foot traffic can occur in the door area.

i. There will be posters in the restrooms indicating the proper hand washing technique. The posters will be created centrally. The order form is available for download in the Annexes. In the large central restroom facilities in the foyers, these will be provided by the building management; in the institute and facility areas this will be done by the respective facility.

j. If several employees or students work together or meet, the minimum distance of 1.5 m must be guaranteed. If this is not technically or organizationally feasible, alternative measures (e.g., wearing face marks) must be taken.

2.7. Work equipment/tools

a. Where possible, tools and work equipment should be used by only one person. If this is not possible, regular cleaning will be provided by the facility or institutes, in particular before handing over to other persons.

b. The multimedia equipment for recording lectures in centrally managed lecture halls will be cleaned and disinfected by the multimedia team of the University of Stuttgart before or after each change of lecturer.

2.8. Organization of working time and breaks

a. Occupancy of work areas and shared facilities should be reduced by measures for temporal equalization (staggered working and break times; formation of two-shift teams).

b. Appropriate organizational measures will be taken at the beginning and end of working hours to prevent close meetings of several university members (e.g., in changing rooms, restrooms, and showers).

c. These regulations will be made by the respective head of the institute.

2.9. Storage and cleaning of work clothing and PPE

a. All personal protective equipment (PPE) and work clothing may be used by a single person only. Work clothing and PPE must be stored separately from everyday clothing.

b. These regulations will be made by the respective head of the institute.
Notice:
The building management of the University of Stuttgart supports the implementation of building-related protective measures. Please inform the central contact points in case of malfunctions, defects or missing materials:
- Vaihingen control center 0711/685-64001
- Stadtmitte center control center 0711/685-83020
Or use the malfunction report by mail. You can find this under the link fault report

3. Special personal measures
   3.1. Face masks and personal protective equipment (PPE)
   a. Face masks, i.e. a medical mask or a protective mask as specified in the Corona Occupational Health and Safety Guidelines (minimum requirement FFP2 masks) are mandatory while in university buildings. You may only remove your mask when sitting in your seat and if social distancing rules can be adhered to at all times. People who are exempt from wearing a mask, in accordance with § 3 para. 2 of the Corona Guidelines BW must consult with the Department of Human Resources and Legal Affairs before entering the university buildings.

   b. Masks must also be worn on campus premises, including outside the buildings – anywhere where it is not possible to maintain a distance of at least 1.5 m (for example, in front of buildings, at the train station in Vaihingen).
   c. A medical-grade mask must be worn in the case of unavoidable contact with other people, or when it is not possible to adhere to social distancing rules. In working environments that are particularly high-risk, PPE must be used. This must be provided by the University of Stuttgart.
   d. Face masks must adequately cover the nose and mouth. “Adequately” is defined as when the mask is correctly positioned over the mouth, nose, cheeks and chin and the edges of the mask close tightly around the face, in order to minimize the amount of air entering and leaving around the sides of the mask. Face shields alone do not fulfill these criteria and are thus not permitted. This also applies to wide-meshed masks, or masks that do not completely cover the nose and mouth (e.g. masks with holes in them).
   e. The forms to request the necessary protective equipment can be downloaded in the Annexes.
   f. Soap and the usual hand washing options will be provided centrally by the cleaning service.
   g. Hand disinfectant dispensers must be permanently installed in the entrance areas and central points in the university buildings. These dispensers will be installed and maintained by building management.
   h. Institutes will be supplied with surface disinfectants in 5 l canisters (see the information on surface disinfectants in the Annexes for more details).

3.2. Instruction and active communication
   a. Comprehensive communication to all members of the university is ensured through the prevention and occupational safety and health measures that have been introduced.
   b. Instructions by the managers will ensure that the university employees will act responsibly.
   c. Protective measures must be explained by superiors, and information must be made understandable (also by means of signs, notices and the like).
   d. Compliance with personal and organizational hygiene rules must be enforced by superiors or in a collegial exchange (compulsory masks, social distancing requirements, coughing and sneezing etiquette, hand washing, PPE).
   e. All information signs, posters and pictograms are available for download in the Annexes.
   f. Companies and service providers of the University of Stuttgart are to be made aware of the hygiene rules by Division 6.
4. Special regulations of the University

4.1. Data collection

a. The University of Stuttgart gathers and stores first- and surname, address, date and time of your visit and, if possible, telephone number from university visitors, users or anyone participating in a course or event, in accordance with the Corona Guidelines BW.

b. For employees at the University of Stuttgart, first- and surname, the name of the institute or facility to which they belong, and, if possible, the telephone number is sufficient. For students at the University of Stuttgart, the enrolment number, and, if possible, the telephone number is sufficient. Further information can be found on the homepage under Corona/FAQ.

c. This applies in particular to participation in university courses, other events or university activities. The university institution or person at the University of Stuttgart who is responsible for the respective event, or activity must ensure that the abovementioned contact data is gathered. The relevant form can be found under the link contact data form. The regulations pertaining to teaching are listed under point 5.

d. After the event, this form must be sent to the secretary at Division 4.

e. If the University of Stuttgart already has the mentioned data, they will not collect and store the mentioned contact data.

f. Visitors who have not been registered in advance must report to the facility managers in the relevant university building to submit their contact details. The contact data must be sent to the secretary at Division 4.

g. The abovementioned data will be stored by Division 4 for a period of 4 weeks and then destroyed, in accordance with German law.

h. Individuals who refuse to have their contact information collected will be barred from visiting or attending the university facilities or from participating in the event.

4.2. Access ban

People,

1. who have been issued with a quarantine order in conjunction with the Coronavirus, or
2. the typical symptoms associated with the coronavirus, namely shortness of breath, fever, a new cough, inhibited sense of taste smell, or
3. who are not wearing a face mask or
4. who, in violation of this hygiene concept and legal requirements, are unable to present a test certificate, proof of vaccination, or proof of recovery from the virus, in accordance with §§ 4 and 5 of the Corona Guidelines BW

are, in the cases of points 1 – 3, banned from entering university premises. Those to whom number 4 applies are banned from taking part in the course in question or enter any room where such requirements are in place. In the cases provided for in the Corona Guidelines BW and Corona Guidelines for University Operations, and in deviation from No. 4, proof of a negative test result in accordance with § 5 Corona Guidelines BW is not permitted.

By entering university premises, by participating in or visiting courses or events, or by taking part in activities at the University of Stuttgart, the person concerned confirms by doing so that the abovementioned grounds for exclusion specified in points 1 – 3 do not apply to them. In the case of number 4, the person responsible from the inviting institution or a person designated by them must verify, in the case of an event, whether the proof required in accordance with the current warning level has been provided by the participants pursuant to §§ 4 and 5 Corona Guidelines BW. This applies for as long as these requirements remain in place for the use of particular rooms (including study spaces, libraries). In the case of university courses, learning spaces and libraries, the verification of evidence is based on the requirements of chapters 5 "Special Regulations for Teaching Operations" and 6 "Library System at the University of Stuttgart".

If this person has reason to believe that compliance with the ban on admission and participation is not feasible or reasonable for certain individuals or in individual points, e.g. the rule pertaining to wearing a face mask, they must contact the Department of Personnel and Legal Affairs at the University of Stuttgart as soon as possible.

4.3. Information about infection prevention measures
Further information about infection prevention measures can be found in the annexes to this hygiene concept.

5. Special rules for teaching

5.1. Holding courses in person

a. Onsite teaching will be conducted in accordance with the Corona Guidelines for University Operations. Conducting onsite courses does not require additional approval from the Rectorate. An exception to this rule is excursions to other countries. The Rectorate must be notified of such excursions in advance via the Vice Rectorate for Teaching and Continuing Education. A risk assessment (Gefährdungsbeurteilung - GBU) must be prepared once for all onsite courses that can be viewed upon request. The GBU can be destroyed four weeks after the course has ended. More up-to-date and detailed information about the GBU can be found in the download area.

b. The implementation of onsite courses requires that a sufficiently large room is available that is suitable for this purpose. The maximum occupancy of lecture halls and workrooms for teaching purposes is limited to 50% of full capacity. If necessary, participants in a course may also be divided into smaller groups and taught on a rolling system or distributed between several rooms so that the space is used by the maximum number of people allowed. The following exceptions apply to the maximum occupancy of lecture halls and workrooms, defined as 50% of full room capacity:
   - A different maximum occupancy has been determined for the following lecture halls: V47.01 (Campus Vaihingen) with a maximum of 250 students, M17.01 (Campus Stadtmitte) with a maximum of 250 students and M12.01 (Campus Stadtmitte, Azenberg) with a maximum of 250 students.
   - Laboratories and practical rooms with functioning technical air extractors can be occupied at 100% for teaching purposes due to sufficient air circulation. If sufficient air circulation is not possible, the room capacity for these rooms is also limited to 50%.
   - Internal rooms without windows and/or air conditioning cannot be used for teaching.

c. Face masks must be worn at all times in university buildings. A mask of at least medical-grade quality must be worn in all transitional areas inside university buildings. An FFP2 mask must be worn in all lecture halls and workrooms used for teaching purposes. This is a protective measure, as the minimum distance of 1.5 m cannot be consistently maintained during onsite courses.

Exceptions to this rule apply for lecturers delivering a lecture for an onsite course. In this case the lecturer’s position in the room should be organized in such a way that a minimum distance of 1.5 meters from others can be maintained.

d. People who are exempt from wearing a mask in accordance with § 3 para. 2 of the Corona Guidelines BW must show their university certificate to the lecturer in every course without explicitly being asked.

Attendance documentation must be compiled for every single individual attending an onsite university course. If available, the cactUS system (see point g and the separate documentation) can be used for this. If this is not possible, attendance must be documented in paper form using the form supplied for this purpose (see separate documentation).

e. A prerequisite for participation in onsite courses is the provision of proof of vaccination, recovery or a negative test result (3G documentation), as defined in § 4 Para. 2 and § 5 Paras. 2 to 4 of the Corona Guidelines. For the test, a negative antigen test (not older than 24 hours at the time of admission to the course) or a negative PCR test (not older than 48 hours at the time of admission to the course) must be provided, in accordance with § 5 para. 4 of the Corona Guidelines. Course participants include students, lecturers and other teaching staff, as well as anyone else involved in the course. The implementation of 3G verification is described in point g.

In deviation from sentence 1, upon reaching warning level II and in accordance with § 1 para. 2 no. 4 of the Corona Guidelines, a prerequisite for student participation in onsite courses in closed rooms is the provision of proof of vaccination or recovery from the virus (2G rule), as specified in § 4 para. 2 of the Corona Guidelines. This does not apply to mandatory practical courses, where the 3G rule still applies and where the presentation of a 3G certificate is sufficient. Mandatory practical courses are events that...
are approved as such by the Rectorate. Permission granted for such courses in previous semesters continues to apply.

h. The individuals and circumstances defined under point 4.2, are banned from attending university courses and events.

i. Verification of 3G status for onsite courses:
   - Central facilities (verification centers) will be established to determine 3G status. Here, a university credential will be issued based on your proven 3G status. This will include your name, date of birth, and the validity period of your 3G status.
   - Students are required to have and carry this university certificate on their person if they wish to participate in onsite courses. Teaching staff are strongly encouraged and politely asked to obtain and carry a university certificate. For teaching staff, providing proof of 3G status when teaching an onsite course is also permitted in other forms, in accordance with the Corona Guidelines for University Operations. The university record is the basis for confirming your 3G status. Failure to confirm your 3G status when attending onsite courses is illegal and will be subject to consequences. You can find more information about this in the FAQ.
   - As long as warning level II applies, and in accordance with § 1 para. 2 no. 4 of the Corona Guidelines, only certificates confirming 2G status will be issued to students by the university. For students participating in mandatory practical courses as specified in (e) above, proof of testing may be obtained by the certification of a negative test result by a certified testing center in accordance with Section §5 para. 4 of the Corona Guidelines.

Random verification of 3G status:
   - In the random sampling model, the 3G status of participants in courses will be verified according to statistical principles. Random sampling will be used for courses with more than 35 participants. Teaching staff may also provide other confirmation of their 3G status, in accordance with the Corona Guidelines for University Operations.
   - The determination of random sampling will be defined in the previous week and will be revised on a weekly basis. The courses are selected according to a defined code, taking into account the number of participants and the size of the department (block randomization).
   - To address possible misconceptions about the number of individuals that do not have 3G status, approximately 400 participants will be checked daily, or 2,000 weekly, at the beginning of the semester as part of random sampling.
   - When warning level I applies, in accordance with § 1 para. 2 No. 3 of the Corona Guidelines, at least 10 percent of the onsite events held in the respective week are subject to random sampling. When warning level II applies, in accordance with § 1 para. 2 no. 4 of the Corona Guidelines, the random sampling model will not be used.
   - These random checks will be conducted by an external service provider and will take place before the start of the respective course.
   - The random checks will be scientifically evaluated to ensure that the size of the sample is correct and to implement any possible adjustments.
   - This procedure will be reevaluated on a weekly basis and adjusted as needed following consultation with the central offices responsible for this (Vice Rectorate for Teaching and Continuing Education, Division 6, TIK).
   - People who are unable to / are not allowed to wear a mask for medical reasons must show their lecture hall pass to the lecturer without being asked at the beginning of every lecture.

Full verification of 3G documentation:
   - For courses with fewer than 35 participants, it is the lecturer's responsibility to verify the 3G status of all participants. The university certificate issued for this purpose will be used for students. Where possible, this verification process will be technically supported by the cactUS system, which also compiles mandatory attendance documentation. This minimizes the workload for lecturers as they are
only required to ensure that all participants were able to use the cactUS system successfully. This procedure is described separately.

- For courses with more than 35 participants, which take place in rooms with a cactUS system, the verification of the university certificate and the documentation of attendance can be conducted using this system. Random sampling will also be carried out independent of this, in order to comply with the requirements of the Corona Guidelines for University Operations. If the room in question does not have a cactUS system, the necessary verifications will be carried out via random sampling.

- When warning level I applies, in accordance with § 1 para. 2 no. 3 of the Corona Guidelines, comprehensive checks will be conducted for courses with up to 50 participants. When warning level II applies, in accordance with § 1 para. 2 no. 3 of the Corona Guidelines, comprehensive checks will be conducted for all courses. In these cases, the regulations marked by the first bullet point apply for courses with less than 35 participants.

Supportive technical systems will be expanded during the course of the winter semester 2021/2022.

j. As special protective measures, the occupational health and safety and hygiene measures described in this concept must be observed (see item 5.1).

k. If ventilation is not controlled by air conditioning systems, then the room must be aired every 20 minutes using the windows.

5.2. Post-exam reviews
Views of graded exams may take place in the winter semester 2021/22. The rules pertaining to onsite courses also apply in this case. Anyone attending a viewing of graded exams must verify their 3G status, random sampling will not be conducted for viewings of graded exams. Furthermore, attendance documentation is also required. The requirements specified in the University of Stuttgart’s hygiene concept must be observed when conducting viewings of graded exams (in particular No. 5.1 and 5.2). When alert level II applies, the 2G rule comes into effect.

5.3. Use of student learning spaces
To use student study spaces and access archives and libraries, proof must be provided of a negative test, vaccination or recovery certificate, in accordance with the Corona Guidelines University Operations (see point 5.1). An exception to this rule is collecting and returning borrowed media to the archives and libraries.

The verification of 3G documentation for the use of student study spaces will be carried out using the same procedure as used for courses with more than 35 students, i.e. the random sampling model.

a. In deviation from sentence 1, if warning level II applies, in accordance with § 1 para. 2 No. 4 of the Corona Guidelines, a prerequisite for the use of student learning spaces is proof of vaccination or recovery from the virus (2G proof), in accordance with § 4 para. 2 of the Corona Guidelines. Verification of 2G status follows the same procedure as for courses with less than 35 students, i.e. a complete check of all participants.

b. Access to student study spaces, including study group rooms and work-in-progress rooms, is still only possible if you book in advance.

c. A face mask must be worn at all times when using the student study spaces, as defined in 3.1 of this hygiene concept. Masks must be worn at all times, even if the minimum distance of 1.5 m is observed.

d. The individuals and circumstances defined under point 4.2, are banned from attending university courses and events.

5.4. Holding examinations
When holding written examinations, the measures of the hygiene concept shall apply. For clarification, the possible individual measures are listed again below:

a. In the foyers and large entrance areas, people waiting will be guided by retractable barriers.

b. Where feasible, the accesses to the examination rooms will be used as either entrance or exit doors.

c. If possible, the examination rooms should be distributed throughout the campus and not concentrated in a single building. The allocation will be determined by the Examination Office.
d. If possible, the largest lecture halls should always be used for examinations. The planning will be carried out by the Examination Office.

e. Sufficient time (at least 90 minutes) should be allowed between individual examination blocks for change of personnel and surface cleaning. The planning will be done by the Examination Office.

f. The exam stations used will be disinfected between the individual examinations. The cleaning will be done centrally by the cleaning service.

g. A minimum distance of 1.5 m must be ensured between the individual desks in the examination rooms.

h. The seats that may be occupied will be clearly marked using appropriate measures.

i. When determining the seats to be occupied, care must be taken to ensure that students sitting in a row do not have to pass each other as far as possible. If this is not possible, the person to be passed must leave the row in advance and make way for the person passing.

j. In rooms and areas designated for study purposes, students and teaching staff and anyone else involved in an examination must wear a medical-grade mask. You may remove your mask once you have taken your seat, if a minimum distance of 1.5 meters from others can be maintained at all times. Furthermore, exam candidates may also remove their masks to allow identification.

k. Exam invigilators in the exam rooms must be provided with protective face masks (FFP2).

l. Deviating from § 6 para. 1 sentence 1 of the Corona Guidelines University Operations, the university management has approved in accordance with § 6 para. 1 sentence 1 that those attending examinations are exempt from the obligation to present proof of vaccination, recovery or a corona test, because the requirements for maintaining a minimum distance of 1.5 m from others and the wearing of a medical mask have been met, in accordance with § 5 para. 1 sentence 2, as specified in points g and k. The rule that those attending examinations are exempt from presenting 3G documentation does not apply during warning levels I and II.

m. If ventilation is not provided by air conditioning systems, the windows must be opened to ventilate the room every 20 minutes.

n. Course assessments in the form of preliminary examinations should normally be conducted in accordance with the same rules that apply to examinations. If it is not possible to conduct preliminary examinations while maintaining the minimum distance of 1.5 m due to organizational reasons, then preliminary examinations may also be held in accordance with the regulations for onsite courses, in accordance with No. 5.1. This includes, in particular, regulations pertaining to 3G documentation and wearing a mask. If preliminary examinations are conducted under the same regulations that apply to onsite courses, then the 3G rule applies, even if warning level II applies.

When holding oral examinations, the measures of the hygiene concept shall apply. For clarification, the possible individual measures are listed again below:

a. In the examination room, sufficient distance from the examiner must be ensured (at least 1.5 m). This can be achieved by rearranging tables and chairs.

b. In rooms and areas designated for university operations, students and teachers and anyone else involved in an examination are required to wear a medical mask. Exam candidates may remove their masks when sitting on their allocated seat, if it is possible to maintain a distance of 1.5 meters from others. The removal of masks is permitted for those delivering a lecture, if the lecturer’s position in the room is organized in such a way that a minimum distance of 1.5 meters from others can be maintained.

c. Deviating from § 6 para. 1 sentence 1 of the Corona Guidelines University Operations, the university management has approved in accordance with § 6 para. 1 sentence 1 that those attending examinations are exempt from the obligation to present proof of vaccination, recovery or a corona test, because the requirements for maintaining a minimum distance of 1.5 m from others and the wearing of a medical mask have been met, in accordance with § 5 para. 1 sentence 2, as specified in points a and b. Exceptions to this rule do not extend to audience members wishing to attend oral examinations.
The rule that those attending examinations are exempt from presenting 3G documentation does not apply during warning levels I and II, in accordance with § 1 para. 2 Nos. 3 and 4 of the Corona Guidelines.

d. Shared work surfaces must be cleaned under the user's own responsibility before they are used again. The utensils for this purpose will be provided by Department 6.

e. If ventilation is not provided by air conditioning systems, the windows must be opened to ventilate the room every 20 minutes.

Further details are specified in the instructions for the supervisory staff during written examinations for compliance with the hygiene measures.

6. University library

a. Access to and use of the library is only permitted if you can present a vaccination, recovery or test certificate in accordance with § 4 para. 2 and § 5 para. 2 to 4 Corona Guidelines (3G rule). Libraries are required to abide by the 3G rule.

b. Social distancing rules apply in the library and a minimum distance of 1.5 m from others must be maintained.

c. A face mask, as defined in 3.1 of this hygiene concept, must be worn in the libraries at all times. Masks must be worn at all times, even if the minimum distance of 1.5 m is observed.

d. Library rooms must be aired adequately and regularly.

e. Surfaces and objects in the libraries must be cleaned regularly.

f. You do not have to prove your 3G status or take part in contact tracing if you are collecting or returning borrowed media to the library, as long as your visit is short.

g. Your data will be gathered if you wish to use the library (except for collecting and returning media) and the learning spaces in the library. Registration is not required. The library is responsible for gathering this data.

h. The University Library (coordinating body for decentralized libraries) advises the decentralized libraries on how to implement the regulations.

Validity
The hygiene concept applies until March 31, 2022.

Stuttgart, November 30, 2021

The Rectorate of the University of Stuttgart

Corresponding documents and forms can be downloaded from the following website of the University of Stuttgart.