



TU Clausthal

**Guideline for Attendance Lessons in
Hybrid Winter Semester 2020/21 at
Clausthal University of Technology
under Corona Conditions**

In accordance with the Lower Saxony Ordinance on
combating the corona pandemic of 30-10-2020,
the university is obliged to take measures
and adopt rules of conduct

General Regulations

Preliminary remark: This handbook serves as a supplement to the "General Hygiene Strategy of Clausthal University of Technology for the Duration of the SARS-CoV-2 Pandemic (as per: 12-01-2021)".

The requirements of the "Niedersächsischen Verordnung über infektionsschützende Maßnahmen gegen die Ausbreitung des Corona-Virus" and the "Niedersächsischen Verordnung zur Neuordnung der Maßnahmen gegen die Ausbreitung des Corona-Virus SARS-CoV-2 (Niedersächsische Corona-Verordnung)" in their current version must be observed.

According to the regulations of the Nds. Corona-VO of October 30, 2020, amended by VO of January 08, 2021, in connection with the Hygiene Concept (as of January 12, 2021) as well as the Guideline for Attendance Lessons (as of January 12, 2021) of Clausthal University of Technology under corona conditions, the following general regulations for teaching apply to Clausthal University of Technology

- the observance of the distance regulations according to § 2 para. 2 no. 9 Nds. Corona-VO in connection with Hygiene concept and the Guideline for Attendance Lessons (as of January 12, 2021) of Clausthal University of Technology under corona conditions must be ensured,
- the wearing of mouth-nose covers is regulated according to § 3 para. 3 No. 8 Nds. Corona-VO in connection with Hygiene concept and the Guideline for Attendance Lessons (as of January 10, 2021) of Clausthal University of Technology under corona conditions
- a hygiene concept according to § 4 Nds. Corona-VO has to be provided and
- the data collection according to § 5 Abs. 2 Nds. Corona-VO (template attached) is to be carried out.

All employees, all students and doctoral candidates and all other persons regularly working at Clausthal University of Technology are also required to carefully observe the hygiene instructions issued by the health authorities.

The university management or a body commissioned by it shall inform the staff, students/doctoral candidates and other persons about the hygiene measures in a suitable manner.

The observance of hygiene and distance rules, in particular hand hygiene and the use of mouth and nose covers (MNC), shall be appropriately addressed across all status groups.

The most important rules of conduct for students must be practised and controlled in the teaching environment.

Validity: The concept is subject to the future evaluation of the occurrence of infection. **The university management reserves the right to define and implement any new (situation-appropriate) regulations.** In addition, the current "RESTRICTED ACCESS TO THE BUILDINGS OF TU CLAUSTRAL" must be urgently observed

(https://www.tu-clausthal.de/fileadmin/TU_Clausthal/dokumente/Corona/20201006_Zutrittsbeschraenkung_TUC.pdf)

Regulations for the Hybrid WS 2020/21

1. Presence events may only take place up to the maximum number of Participants According to the corona-specific room directory (https://www.tu-clausthal.de/fileadmin/TU_Clausthal/dokumente/Corona/Raumverzeichnis.pdf) and in compliance with the corresponding hygiene rules
2. Courses in attendance are to be made possible as a matter of priority where digital formats are not suitable or only suitable to a very limited extent. The focus is on joint efforts to give first-year students, in particular, a good start to their higher education studies through presence at universities. Those responsible for the programme decide on the prioritisation in consultation with the lecturers.
3. All other courses are conducted digitally.
4. In the case of attendance lessons,
 - a. the room-specific regulations must be observed.
 - b. students are deemed to have been granted access to the buildings of Clausthal University of Technology for the duration of the event after registration in Stud.IP.
 - c. the responsible teachers are asked to configure a separate registration procedure for attendance at their classes in Stud.IP. For this purpose, the maximum permissible number of presence participants can be defined under *VERWALTUNG\ZUGANGSBERECHTIGUNG* and then via the *ANMELDEREGELN* function by selecting the *TEILNAHMEBESCHRÄNKTE ANMELDUNG* option. If you have any technical questions, please contact the support (support@rz.tu-clausthal.de).

1 Hygiene Measures

1.1 Personal Hygiene

Mouth and nose covers: When entering the buildings of Clausthal University of Technology, a mouth and nose cover (MNC) must be worn. Students must bring these with them and are not provided by the university. In the case of **face-to-face teaching**, a mouth and nose cover (MNC) must be worn at all times, including at the seat, during attendance lessons. The MNC may be removed for a short period of time to drink from bottles that the students has brought with him/her. At **on-site events**, the MNC is to be worn until the seat is taken at a sufficient distance from others. Employees can obtain fabric masks by e-mail from Ms Leismann (silvia.leismann@tu-clausthal.de) if required.

1.2 Room Use

The minimum distance of 1.5 m must also be observed in the teaching company. This means, for example, that the tables in the seminar rooms must be set correspondingly far apart and thus considerably fewer students are admitted per lecture hall or classroom than in normal operation. Floor markings can help in the alignment of seating. The corona-specific room directory (https://www.tu-clausthal.de/fileadmin/TU_Clausthal/dokumente/Corona/Raumverzeichnis.pdf) contains a list of the marked rooms.

Data collection and documentation: The presence of persons in the room must be documented for each course in accordance with § 5 Abs. 2 of the Lower Saxony Corona Regulation. It is sufficient to record the presence in the room. It is not necessary to record the seating position. The surname, first name, full address and a telephone number (contact details) of the respective person as well as the date and time of the survey must be recorded. The data should be recorded digitally. A corresponding app is available and the instructions are available at the marked rooms on site (https://doku.tu-clausthal.de/doku.php?id=sonstige_dienste:kontaktverfolgung).

If necessary, it can be done in writing, e.g. using the data entry form in the appendix, which was created in accordance with the Lower Saxony Corona Regulation. The documents are to be kept for three weeks and presented to the public health department upon request. After four weeks the documents are to be destroyed. The recording of contact data is exclusively for tracing in case of a SARS-CoV-2 infect.

Ventilation: Regular and correct ventilation is particularly important. Several times a day, at least between courses, there should be intermittent ventilation or cross-ventilation through fully open windows for several minutes. In rooms where a ventilation system is available, it must be ensured that it is in operation and runs continuously.

Cleaning: In the classrooms, the focus is on cleaning surfaces. Before each course, the occupied tables should be wiped with a disinfectant cleaner (order form for cleaning agents: <https://www.verwaltung.tu-clausthal.de/ueber-uns/technische-verwaltung/hygieneartikel>).

Alcohol-based disinfectant cleaners are not suitable for this.

Separate regulations apply to the use of computer workstations in courses (see manual of the Data center).

1.3 Hygiene in Sanitary Areas

Only individual students should ever use the toilets. A clearly visible notice should be posted at the entrance to the toilets.

2 Infection Prevention Measures on the Campus

Also on campus and immediately before lectures begin or immediately after lectures end, it must be ensured that a distance of 1.5 m to other persons is maintained. Staggered lecture times can prevent too many students meeting in the corridors at the same time.

3 Persons at Increased Risk of A Serious Illness

Students who belong to the risk group are asked to contact the person responsible for the course in good time (at least one week before the course begins).

Teachers belonging to a risk group will be provided with FFP2 masks on request via the ticket system on the website of Department 4 (<https://www.verwaltung.tu-clausthal.de/ueber->

[uns/technische-verwaltung/hygieneartikel](#)).

4 Routing

Care must be taken to ensure that not all students enter the classrooms and campus via the corridors at the same time. This can be made possible, for example, by temporal separation or staggered exercise dates. For a spatial separation, this can be achieved, for example, by distance markings on the floor or walls.

5 Handling When Symptoms Occur

If symptoms of coronavirus disease occur in the teaching establishment, the person concerned is sent directly home or, if the person needs to be collected, isolated in a separate room. The person should wear their MNC during this time and also on the way home. Students should be made aware of the need for immediate medical clarification.

Under no circumstances, however, should the doctor's surgery be visited without prior notice. In order to protect other people from infection, it is very important to contact the doctor by telephone or e-mail beforehand. The doctor's surgery will then inform you about the further procedure. Outside surgery opening hours, the medical on-call service can be reached on 116117: Only in emergencies should 112 be contacted.

With regard to the reporting obligation, separate reference is made to the "General Hygiene Strategy of Clausthal University of Technology for the Duration of the SARS-CoV-2 Pandemic (as per: 12-01-2021)".

