



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To all members of staff
at Heidelberg University

Circular No. 20

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Action framework for the winter semester

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Dear members of staff,
Dear colleagues,

This email comes to you with warm greetings and thanks for having actively contributed throughout the whole of the Covid pandemic – each in your area of responsibility and through implementing the regulations – to our being able to work safely and avoid a spread of infection at Heidelberg University.

Together we have had to repeatedly adapt at short notice to new regulations from the Federal and State governments, and use sound judgement in observing them for the welfare of all. At this point, my thanks goes to the Staff Council for our always constructive exchange. The winter semester on campus is imminent. Now we have to transfer the current Coronavirus Ordinances of the State of Baden-Württemberg with their largely established general conditions to operative practice for a winter semester on campus on the basis of the 3G rule.

The current, detailed arrangements are still found on the central [Corona website of the university](#) along with the [Overview of on-campus lectures and events](#). I would now like to briefly set out the most important general conditions and possibilities:

On-campus lectures and classes

Since events in the framework of studies and teaching will, as of now, basically held on campus, prior approval by the Rectorate is no longer necessary. Naturally the university's hygiene plan and the risk assessments of the respective institutes/facilities and premises must still be respected.

Distancing and mask: If the minimum distance from the next person is complied with reliably, we will not need to wear a mask at our seats. If it is not complied with, it will be mandatory to wear a mask the whole time, the only exceptions being presenters who keep the minimum distance. That way the rooms can be extensively used again, as

required. However, please note that it is still necessary to clean the surfaces after events taking place without the mandatory mask being worn throughout.

3G rule: The 3G rule applies to all students, teachers and other active participants (e.g. student assistants) in all lectures and classes held inside the buildings. The university is obliged, according to the Coronavirus Ordinance, to check on compliance with the 3G rule. At present, the responsibility for this still lies with the organisers of the respective event. As of the beginning of lectures on 18 October 2021, however, this full-scale check will be replaced by centrally organised random checks.

A scientifically supported random selection of all lectures/classes will be checked by centrally organised teams – without warning – during the course of the lectures, to see whether all participants are in possession of valid 3G certification. The check will take place in conformity with data protection, by means of the CovPassCheck App of the Robert Koch Institute. Those who cannot produce a 3G certificate must give their contact details and leave the university premises, with the option of submitting the certification to a central coordination unit within 24 hours. The 3G random check idea is based on a pilot scheme of the State of Baden-Württemberg and has been closely coordinated with the Rhine-Neckar District health authority.

Teachers are cordially asked to bear with us if a random check leads to delays in the relevant classes. This procedure makes it possible, however, to do without a full-scale check in every single lecture or class during the coming semester and using it will be a great relief, organisationally speaking, for all groups (teachers, students etc). Through the scientific accompaniment and the close involvement of the health authority, it will, at the same time, ensure that health protection against a coronavirus infection remains guaranteed in the best possible way for all concerned.

Test certificates: Confirmation of negative rapid antigen tests are valid for 24 hours, while confirmation of negative PCR tests can be used for 48 hours. From 18 October to 30 November 2021, the university offers students an on-campus centre for cost-free rapid tests for Covid-19 in both the Old City and Im Neuenheimer Feld. The test certificates issued will also be accepted as evidence for the random checks. For students who have not been inoculated with a vaccine admissible in Germany, the Federal Government will make cost-free “citizens’ tests” available until 31 December 2021.

Examinations

The 3G rule fundamentally applies to all examinations, as well. Since it is not possible to conduct random checks during an exam, full-scale checks of all participants by those in charge will continue to be necessary. The 3G rule can, however, be dispensed with if, instead, all participants respect the minimum distance or wear a mask the whole time. If the 3G rule is complied with, masks may be removed at the participants’ seats even if they do not keep to the minimum distance.

Online student survey

The more students are vaccinated against Covid-19, the safer and simpler organising the coming on-campus semester will be. Against this background, an anonymised online survey on the vaccination status of all students is being conducted with the aim of establishing the vaccination rate. The students will be sent an appropriate link via their Uni-ID email address. Please encourage the students to take part and promote the survey actively.

Further on-campus events

By analogy with the approach in student affairs and teaching, the following now also applies to events relating to routine work and service activities in research and administration, as well as in committee meetings:

- Minimum distance kept → no mandatory mask when seated
- Minimum distance not kept → mandatory mask throughout
(exception: presenters when respecting the distancing rule)

A 3G certificate is not compulsory for participating in these events.

For cultural events, extra lectures and information sessions, it continues to be necessary to wear a mask the whole time, with all attendees and those directly participating respecting the 3G rule. Regardless of these rules, the minimum distance need not be observed in such events. Events for non-university purposes must continue to be approved by the Rectorate via the usual procedures.

Warning and alarm levels

At present the regulations for the basic level defined in the Coronavirus Ordinance apply across the whole state. If the warning or alarm levels should enter into force, this would currently have no effect on the lectures, classes or examinations, and service activities in research, administration or committee meetings. The rules would, however, be tightened up regarding the 3G obligation for all other events, such as extra lectures and information sessions, and general university sporting activities.

Collecting contact data via Check-In

The university continues to be obliged to ensure the noting of contact data in all on-campus classes and events, and in other known areas. This contact data collection must, according to the Coronavirus Ordinance, take place unchanged in every single class or event. Starting last summer, the university has supported – wherever possible – a digital Check-In with contact data collection in conformity with data protection. In particular in all classrooms and halls used for lectures/classes and exams, there must be provision for a QR code. The QR codes can be generated for all locations (e.g. area, room, table, seat) in the necessary amount and posted at the spot. More information is available for you online:

[Check-In – digital collection of contact details](#)
[Guide to collecting contact details](#)

Please check whether an appropriate QR code – that is easy to see and read – has been posted up in the lecture halls and seminar rooms in your area of responsibility and, if necessary, obtain more of them.

Working from home and rapid tests for staff

Even if the need for on-campus work continues to grow in the coming winter semester, Heidelberg University will, in keeping with the Federal Government's Coronavirus Ordinance, extend the option of temporary work from home in justified individual cases through to 24 November 2021. Please maintain the established procedures for this. The university will also continue to offer staff working on campus two rapid antigen tests per week.

Vaccination opportunities

Vaccination opportunities for staff are still available through the university medical service, and for all members of the university via mobile vaccination teams and general practitioners. Vaccination against Covid-19 is also free of charge in Germany for

international students. On behalf of the Rectorate, I urge you to take advantage of one of the many vaccination opportunities, unless this is not possible for health reasons.

Coronavirus Service Portal

Our Coronavirus Service Portal is still available to you for all concerns around the topic of Covid-19, including teaching activities:

Tel. 06221-54-19191

Email: service.corona@uni-heidelberg.de

Many thanks for your continuing support in implementing and observing these measures.

With kind regards and stay healthy,



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