



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

Circular No 7

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**Implementation of the current Corona
Ordinance**

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Dear colleagues,
Dear members of staff,

We are now optimistic when observing developments in the health situation of the Rhine-Neckar District and are glad of every opportunity to come closer to fully resuming university life and activity.

From the end of the partial closure on 20 April 2020 we were already able to successively expand on-campus operations by granting individual approvals for events, e.g. examinations and committee meetings. The latest Corona Ordinance of the state of Baden-Württemberg, in effect from 1 July 2020, now enables us to provide a general framework for physical presence in all university institutes and facilities, replacing the need to obtain individual approval. This easing of restrictions is, however, also accompanied by some additional regulations which we are legally obliged to implement and which I would like to briefly describe to you below.

For all action fields of the university our principle is to strive for a maximum of physical presence with due regard for applicable hygiene and safety conditions. For the still ongoing summer semester, teaching will continue to be mainly with digital methods. For the upcoming winter semester, every effort will be made to enable as much face-to-face teaching as is practicable in terms of the rules set out below and the nature of the premises available.

Protective measures

The university's guide to occupational safety with limited on-campus activities is still in effect; it includes coronavirus hygiene rules and an aid to action on the topic of Covid-19 (<https://www.uni-heidelberg.de/arbeitsicherheit-corona>). Consequently, the necessary measures are still based on the risk assessments of the facilities, premises or events.

The rule of always keeping a minimum distance of 1.5 metres likewise remains, along with the general recommendation to wear a mask in all university buildings and areas open to the public. Wherever the distancing rules cannot be kept, wearing a mask is

mandatory. This applies e.g. to the University Library premises and the public areas in the university administration. Wearing a mouth-and-nose cover does not, however, spare us from respecting the necessary minimum distance wherever this is possible.

When in doubt, area-specific Corona Ordinances must be given priority:

<https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/uebersicht-corona-verordnungen/>

As senior staff members, you are kindly requested to keep up the local documentation of your procedure.

Gatherings and events

The provisions of the Corona Ordinance distinguish between gatherings and events.

Gatherings (e.g. after the awarding of a doctoral degree or some other event) are possible with up to 20 people; here only the above-mentioned hygiene rules and distancing recommendations apply.

For events with over 20 participants, the requirements are stricter in that a coronavirus risk assessment still has to be drawn up and contact details collected (see below). Events also include lectures and seminars, practicals and examinations, along with committee meetings and staff discussions. In such cases the following applies: events with up to 100 participants are permitted until 31 July 2020, and thereafter events with up to 500 participants can be carried out until 31 October 2020 provided the venue is large enough. Furthermore, events of up to 250 people are possible as of now, as long as the participants are assigned fixed seats for the entire duration of the event and the event follows a pre-set programme (e.g. written examinations or general meetings of the staff).

Those responsible for holding the respective classes or events are responsible for ensuring that the relevant protective measures from the Corona Ordinance are observed.

Collecting contact details, access and attendance prohibition

In order to trace possible infection chains, the Corona Ordinance obliges the university to record the following contact details from visitors, users and people attending events: **first and last name, address, date and period of presence, telephone number or email address**. If individuals refuse to give this data they must be excluded from using the facility or attending the event. The data protection provisions must be observed when collecting, transporting, storing and destroying the details and a data protection statement must be available in every case of collecting contact details.

No collection of contact details is necessary in the case of visitors and users who observe the hygiene and distancing rules and are not together in a restricted space for an extensive period. This applies e.g. to the premises of the University Library.

In addition, the implementation of the access and attendance prohibition must be guaranteed. Entry to university facilities is only permitted for those persons who convincingly declare that they are not in contact with a person infected with the coronavirus, that 14 days have passed since their last contact, or that they do not have the typical symptoms of an infection with the coronavirus, i.e. loss of the sense of smell and taste, a high temperature, coughing and a sore throat.

Attached to this circular letter is a guide to the organisational and privacy-law implementation of the contact detail collection and the access and attendance prohibition.

Furthermore, the following are available for you on the university website:

[Poster "Conditions of admission and participation for all members and visitors of Heidelberg University"](#): poster for entrances of buildings and areas, printable in A5 to A3 format

[Form \(to be signed\) for collecting contact details from participants at university events](#)

[Form \(to be signed\) for collecting contact details from visitors and users of university facilities](#)

[Data protection information for display when collecting contact details,](#)
printable A5 to A3 format

We will keep you informed on current developments on our website:
<https://www.uni-heidelberg.de/en/newsroom/information-about-coronavirus>

The team of the Corona Service Portal is happy to answer your questions on 06221 - 54 19191 or by email: service.corona@uni-heidelberg.de.

Thank you very much for your understanding and stay healthy!

Yours sincerely



Dr Holger Schroeter