

Guidelines for the winter semester 2020/21

October 23th, 2020

General Hygiene Measures

1. In the buildings of the University of Siegen, a mouth-nose cover must be worn on all corridors and in all rooms. For courses and exams it is not legally obligatory to wear a mouth-nose cover as long as all participants are sitting in their seat and the seat number is registered ("special traceability"). However, we strongly recommend wearing a mouth-nose cover here as well.
2. Outside of buildings, the mouth-nose cover can be taken off as long as a distance of 1.5 meters to other persons is maintained.
3. It is absolutely necessary to follow all "routing" instructions (one-way street rules, prohibition of passage, restriction of the number of persons, etc.)

Structure of teaching

1. Courses with up to 50 participants should be held in presence or as a hybrid event (combination of presence and digital event), but can also be held exclusively in digital form.
2. Courses with 50 to 100 participants can be held digitally or as a hybrid event (partly digital, partly in presence), whereby only a maximum of 50 people is allowed to be present at the same time. The courses have to be designed respectively.
3. From 100 participants onwards, courses must be held exclusively in digital form.
4. Digital courses and digital parts of (hybrid) courses should not require participants to attend them at a fixed time. Within this framework lecturers are free to design their courses: e.g. recording of lectures, formulation of instructions for self-studies. Lecturers can find inspiration and guidance at https://www.uni-siegen.de/corona/digitale_lehre/index.html.en?lang=en

Guidelines for planning and adjusting courses

1. Based on didactic considerations lecturers should adjust their courses on to the requirements resulting from the corona pandemic.
2. Based on didactic considerations and after having consulted the respective lecturers, the deaneries prioritize the courses that should be taught in presence.
3. All seats marked with seat numbers can be occupied according to the current regulations of the country. However, it is highly recommended to allow for the largest possible distances. The deaneries will support realizing the distances.
4. If larger rooms are needed to allow for realizing the distances and they are not available in sufficient numbers, the deaneries prioritize courses. Free rooms can also always be requested from the room administration (via unisono) or from the responsible administrative offices in the faculties.

Designing courses

1. Digital Lectures: All digital lectures or parts of lectures should be recorded. The recordings should generally be made available to students, regardless of whether the lecture is also broadcasted live.
2. The contents of each course are generally protected by copyright and may not be reproduced or passed on. A violation of copyright law may have criminal consequences. Lecturers are recommended to inform students about this. A text template is provided in the "Study and Teaching" section of the Corona portal.
3. Contributions of students in digital courses and in digital parts of courses are generally protected by the right to the protection of one's image and word. If students indicate during a course that they object to the recording, the recording must either be paused or the corresponding contribution be deleted afterwards. A proposal for a respective procedure is available in the "Study and Teaching" section of the Corona portal.
4. Regarding digital courses who are attended exclusively or predominantly by first-year students, students must have the opportunity to get into contact with lecturers in real time. Students must have the opportunity to get in direct contact with the lecturers in order to ask questions about the content, to get orientation, etc. This is also essential for all other digital courses. All teachers are asked to point out contact options on their homepage and to indicate office hours and formats accordingly (e.g. seminar-specific Mattermost chats, moodle forums, zoom office hours, etc.).

Practical implementation of courses

1. The buildings will be open from 26 October 2020 onwards.
2. The registration of participants in courses and examinations is carried out via QR codes. Details on the registration of contact data can be found in the Corona portal: https://www.uni-siegen.de/corona/download/anleitung_zur_erfassung_der_kontaktdaten_fuer_lehrende.pdf for teachers and https://www.uni-siegen.de/corona/download/anleitung_zur_erfassung_der_kontaktdaten_fuer_studierende.pdf for students. When contact data is entered, the respective seat must always be registered as well. If it is not technically possible, paper lists are available (<http://www.uni-siegen.de/corona/download/teilnehmerkdocumentation.xlsx>). The data collected in this way must then be entered into the database by the teachers (details in the instructions above).
3. We strongly advise against teaching/learning formats that make it necessary to leave the seat. If they are indispensable, all participants must wear a mouth-nose cover. When using working materials or equipment in laboratories, the already established hygiene measures must be taken. In other course formats, the usual working materials can be used, provided that the general rules of hygiene are observed.
4. From a legal point of view, the participants* of courses and examinations cannot be obliged to wear a mouth-and-nose cover as soon as everyone is seated in their seat and the seat number is registered ("special traceability"). However, we strongly recommend wearing the mask here as well.
5. Lecturers may not refuse to allow students who, according to subjective impressions, show symptoms of illness to participate in attendance courses. Teachers and students who show symptoms of illness are requested to undergo a medical examination.

6. Teachers are not obliged to check whether students live in a local risk area and have no right to deny such students the right to attend courses.

Dealing with cases of infection

1. Teachers and students who have tested positive for corona infection or who are suspected of having it, are urgently requested to report it. Please follow the instructions in the Corona Portal <https://www.uni-siegen.de/corona/allgemein/index.html.en?lang=en#infektion>
2. In case of infection the hotline (Tel: 0271-740 5555) should be contacted immediately. The responsible public health department in cooperation with the Department of Health Protection of the University of Siegen carries out the follow-up of contacts. The public health department contacts affected persons and takes or orders further measures.
3. Since the public health department takes into account the individual risk of contact, not all contact persons of an infection case are usually informed or sent to quarantine, but only those for whom the public health department determines a recognizable risk of infection.
4. For teachers and students who are on sick leave due to an infection, the rules for regular sick leave apply.
5. Teachers who have to go into quarantine but are not on sick leave are required to adapt their teaching to this circumstance, if possible, and to inform the students immediately.
6. Students who, due to quarantine obligations, cannot participate in classroom teaching with compulsory attendance need a corresponding proof (e.g. a letter from the public health department), which is then treated like a sick note.

Handling of risk groups

1. The risk that in case of an infection with COVID-19, it might take a severe course due to special health dispositions must be proven by teachers and students with a medical certificate.
2. The same applies to a corresponding risk for a person cared for by a student or a teacher.
3. Student present these certificates to the respective teachers (as copy/scan). Teachers are not obliged to check the content of these certificates.
4. Students with a certificate do not have to participate in classroom courses. If it is compatible with the learning objective of a course, lecturers must offer substitute services.

Raumnutzung / Hygiene

1. All automated ventilation systems were switched to fresh air supply. Rooms with automated ventilation are marked in unison by the reference "technical ventilation". In all other rooms, window ventilation is possible; a number of rooms have been retrofitted accordingly. For the few rooms in which ventilation is not possible, we reduced the occupancy capacity in such a way that aerosol contamination is minimized.
2. From the beginning of November, CO2 traffic lights will be available for borrowing only for rooms without automated ventilation (issued via the porters).
3. Disinfectant dispensers are available throughout the university.
4. Cleaning of the tables with cleaning agents effective against the corona virus takes place daily, not after every course.

Further information on arrival/departure by public transport, student jobs, catering, etc. will be announced on the Corona portal from October 19.