



GUIDELINES

FOR CARRYING OUT IN-PERSON TEACHING EVENTS, IN-PERSON EXAMINATIONS AND EXCURSIONS

Last updated: 23/11/2021

GENERAL INFORMATION: THE “3G” PRINCIPLE

- The “3G” rule (the requirement to (i) be vaccinated against *or* (ii) have recovered from the virus *or* (iii) demonstrate a negative test result) applies when visiting any teaching-related events or premises, such as computer labs, libraries, study rooms, etc.
- Compliance with the 3G rule is a mandatory requirement for participation for both students and teaching staff.
- To count as vaccinated, a person must have been vaccinated against COVID-19 with a vaccine approved by the European Union, and at least 14 days must have passed since they received their last required vaccine dose.
- To count as recovered, a person must be able to prove a positive PCR test result for an infection with the SARS-CoV-2 coronavirus that is at least 28 days old and no more than six months old.
- Students who cannot provide proof of vaccination or recovery, for whom vaccination has not yet been possible for health or other justifiable reasons, or who have been vaccinated with a vaccine that is not approved in the EU and are still waiting to achieve full vaccine protection must provide proof of a negative test result that is no more than 24 hours old. Self-administered tests are not recognised as proof.
- Proof of vaccination, recovery or a negative test result will be checked at random by security staff. The teaching staff are also entitled to ask event participants for such proof and to expel any unauthorised persons from the events.
- Before the start of the course or lecture series, students are to be informed about the applicable rules (see the attached flyer for this). The member of teaching staff will share appropriate contact details with the students and will come to an agreement with the participants on a mode of being reached that enables the quick flow of information and seamless tracing of chains of infection.
- Location-specific regulations may apply for the buildings of the HU in order to be able to take account of the requirements under state law regarding the exclusion of the public.

DISTANCING AND HYGIENE RULES

In order to minimise the risk of infection, all persons involved in teaching events are to adapt their behaviour to the circumstances. This includes:

- Observing a distance of at least 1.5 m from other people, even when wearing a mask.
- Practising coughing and sneezing etiquette.
- Washing one’s hands regularly and thoroughly with soap and water for 20–30 seconds and independently disinfecting them before entering the event room. Washbasins, liquid soap and paper towels are available in the sanitary facilities for cleaning one’s hands.
- It is compulsory to wear at least a medical mask in all circulation areas of the university.
- Exceptions only apply to people who are exempt from this under the Third SARS-CoV-2 Infection Protection Measures Ordinance and who can prove this by means of a medical certificate.
- This proof must be presented to the member of teaching staff or the security staff on request.

- In principle, a safe distance of 1.5 metres from other people must be maintained in enclosed spaces of the university.
- The minimum distance may be undercut. In such cases, it is mandatory to wear an FFP2 mask for the entire duration of the event.
- **A maximum of the available seats per room may be occupied.***
- The teaching staff will ensure that the students adhere to the hygiene rules.
- The teaching staff will be given masks by the administrative office of the department in question. Students are required to carry their own masks on them.

CLEANING AND VENTILATION

- Potentially contaminated surfaces which could lead to transmission of the virus if touched are cleaned every working day.
- Event rooms are to be ventilated at the beginning of, during and after the event at appropriate intervals. At present, regular brief and intense ventilation is to be carried out approximately every 30 minutes for roughly five minutes at a time, using the entire area of the windows. Once the event has ended, the member of teaching staff must ensure that the windows are opened across their entire area so that the room is properly aired out again (approx. 30 minutes).
- The ventilation of the event rooms is the responsibility of the lecturer in question, or the person in charge of the event. A ventilation log is stored in all event rooms for this purpose.
- Information on automatic room ventilation systems, if available, can be found in the room details in Agnes. Manual ventilation, as described above, is not required in appropriately equipped rooms.

DOCUMENTATION OF ATTENDANCE

- All participants of in-person events must be documented.
- In principle, the documentation of attendance is carried out digitally for each room. <https://anwesende.hu-berlin.de> is available for this purpose, and QR codes are provided in the centrally managed rooms, which the students must then use to register for the event in question by means of the camera function on their smartphone or tablet computer. Teachers are also required to register.
- If it is not possible to record attendees electronically, the teaching staff will hand out documentation sheets in paper form (1 sheet per person). These are then kept by the member of teaching staff in a sealed envelope, marked with the date and name of the event, for two weeks. The envelope is only to be handed over if requested by the university management, the pandemic officer or the data protection officer.
- Two weeks after the exact date of the event, the envelope must be destroyed, unopened (by the office in question).
- Implementation is carried out on a decentralised basis in compliance with data protection requirements. The students are to be informed about these. The data protection information sheet is enclosed as an attachment.

* These can be found in the room information in AGNES.

- One QR code per room can be requested for documenting attendance in other rooms managed on a decentralised basis. To do this, the persons responsible for the room should send an email to anwesende@hu-berlin.de, specifying the exact building and room name, the responsible organisational unit, and the number of seats.
- In addition, it is recommended that all members of the HU enable the Corona-Warn-App on their smartphones.

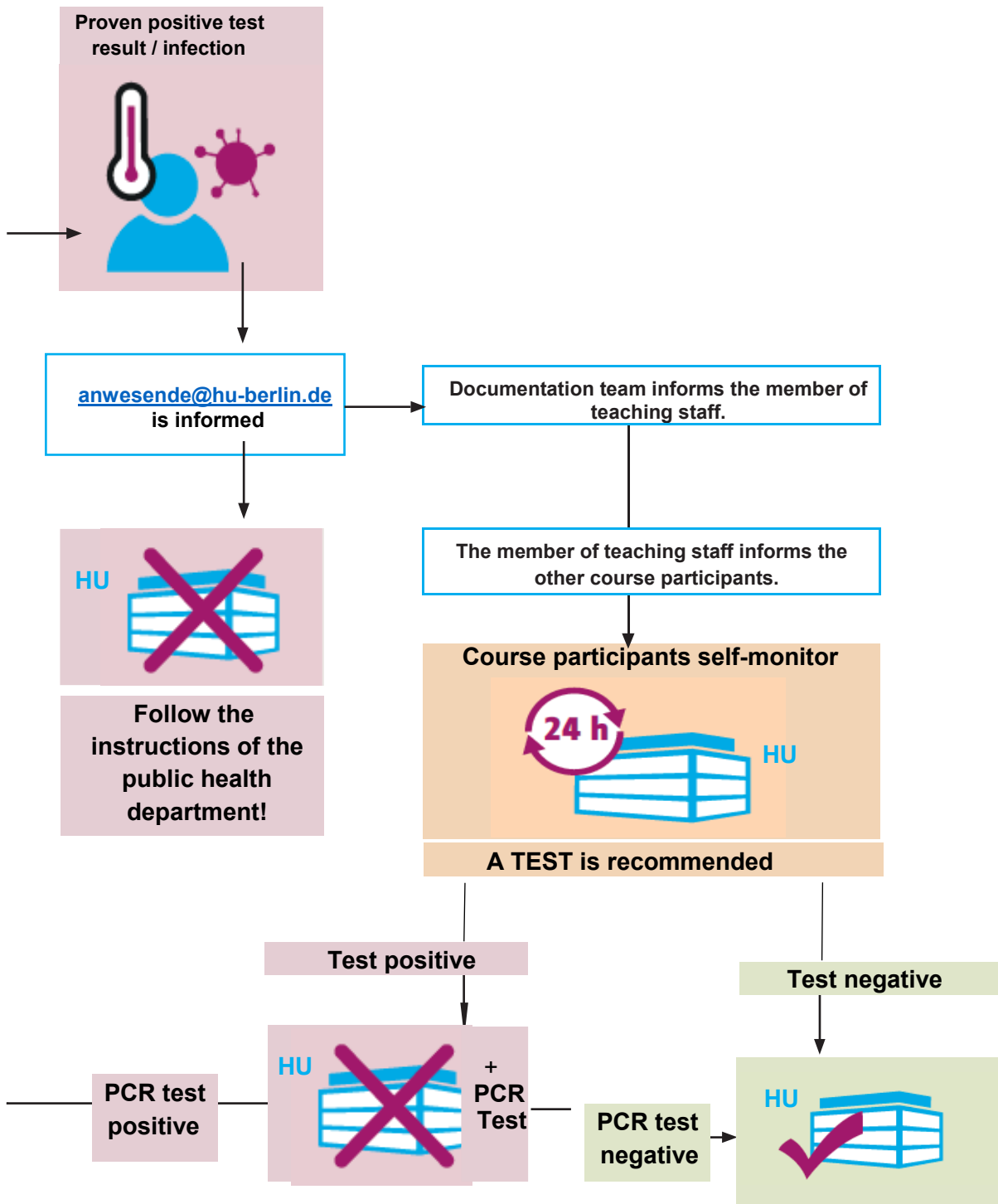
DEALING WITH SUSPECTED CASES, CASES OF ILLNESS AND/OR NON-SPECIFIC SYMPTOMS

At the beginning of the series of events, the students must be informed about the obligation to report their illness/disclose information in the event of falling sick with COVID-19 and about how to deal with suspected cases.

Participant with a proven case of COVID-19 (proven by a PCR test)

- The student immediately informs the data controllers responsible for the central documentation of attendance by emailing anwesende@hu-berlin.de, stating their first name and surname, all in-person events attended, and the names of the members of teaching staff.
- The infected person also provides the public health department with anwesende@hu-berlin.de as a contact for passing on details for contact tracing.
- The data controllers inform the members of teaching staff about the case of infection.
- The affected infected student does not attend in-person teaching events for one cycle/week or for the duration of the officially prescribed quarantine, as the case may be. The infected person contacts the applicable member of teaching staff in order to coordinate individual tasks, an additional digital event or an exemption. Absenteeism due to quarantine and/or illness does not count as time missed with respect to satisfying the requirement to regularly attend courses.
- Unless the public health department orders otherwise, in-person studies may then be resumed.
- The teachers inform the remaining participants, encourage them to monitor themselves and point out the offer of free testing in the test centres of the Humboldt- Universität.
- If symptoms such as cough, fever, etc., occur, diagnostic clarification is required. This does not affect reporting obligations that apply outside of the university, for example, to the public health department, schools or employers. The system outlined in the Berlin phased plan for university operations under pandemic conditions (see Annex 2) must be observed.
- Students with non-specific cold-like symptoms without any further signs of illness or impairment must initially stay away from in-person events at the HU for 24 hours to monitor further developments.
- If no further symptoms onset by the time of the next session, the remainder of the participants (students who are contact persons) may attend the in-person event again. Prior testing is strongly urged.
- Upon request by the documentation team, the contact details of the students in the courses concerned will be provided to the public health department.
- The responsible public health department decides to what extent fellow students or other teaching staff must undergo official quarantine.
- The member of teaching staff informs the management of the relevant department and/or the department's pandemic officer.

Participant with a proven case of COVID-19



DEFINITION OF CLOSE CONTACT PERSONS*

Contact persons of a confirmed case of COVID-19 are defined as close contact persons (with an increased risk of infection) if at least one of the following situations applies:

1. **Close contact** (<1.5 m, close range) **for longer than 10 minutes without adequate protection** (adequate protection = the case and the contact person correctly wearing a medical mask or FFP2 mask throughout).
2. **A conversation with the case** (face-to-face contact, < 1.5 m, regardless of the duration of the conversation) **without adequate protection** (adequate protection = the case and the contact person correctly wearing a medical mask or FFP2 mask throughout) **or direct contact** (with respiratory secretion).
3. **The contact person and the case simultaneously spend time in the same room where there is likely a high concentration of infectious aerosols for > 10 minutes, regardless of the distance between them, even if they have correctly worn a medical mask or FFP2 mask throughout.**

*Definition according to the RKI:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (German only, as at: 01/06/2021)

SPECIFIC REGULATIONS FOR EXCURSIONS

Students who take part in excursions must provide proof at the beginning of the excursion of full vaccination, recovery from a past infection or a negative test result that is no more than 24 hours old.

The above-specified hygiene rules for carrying out in-person teaching events also apply to excursions. The responsible person in charge of the excursion ensures compliance.

In addition, the pandemic-related regulations that apply at the excursion location must be observed.



NOTES ON TAKING CHILDREN TO TEACHING EVENTS UNDER PANDEMIC CONDITIONS

Various situations may require children to be taken along to teaching events: the lecture period overlapping with school holidays, times when daycare facilities are closed, or other childcare pinch points. Respectful cooperation and open communication are essential here.

As was already the case before the pandemic, we ask you to please allow children to be taken along to in-person teaching events in individual cases (or to enable students who are parents and who are unable to attend in-person events due to their care obligations to gain preferential access to online events).

In addition, we ask that you please point out the possibility of using parent-and-child rooms, which have once again been available as of 4th October.

GENERAL CONDITIONS FOR TAKING CHILDREN ALONG TO TEACHING EVENTS¹

SEATS

In principle, a distance of 1.5 m is to be maintained between people during in-person teaching events. It can be undercut. In such cases, only the number of seats that are available per room may be occupied, at a maximum.

If a care obligation makes it necessary for children to be taken along to an in-person teaching event, they are not counted towards the quota of seats.

However, in order to still be able to provide a seat for all students allowed to attend the event, parents are asked, in these cases, to either take their child on their lap or to bring suitable seating with them (folding chair, buggy, pillow, blanket).

The outermost seat in each row must be vacated for parents so that their child can sit next to them on some form of seat in the aisle/on the steps.

OBLIGATION TO WEAR A MASK

The obligation to wear a mask does not apply to children up to the age of six.

Children up to the age of 14 are allowed to wear a surgical mask instead of an FFP2 mask.

REQUIREMENT FOR PARTICIPATION – THE “3G” RULE

Exceptions to the requirement to present a negative test result apply for children up to the age of 6 as well as for schoolchildren who are subject to regular testing as part of their school attendance.

DOCUMENTATION OF ATTENDEES

Students who bring a child along to a teaching event are to include them as such (a child) in the documentation of attendance in order to make it possible to trace potential chains of infection.

¹ The following regulations follow the requirements of the Third SARS-CoV-2 Infection Protection Measures Ordinance (<https://www.berlin.de/corona/en/measures/directive/>, as at 30/09/2021) as well as specific requirements of the Humboldt-Universität zu Berlin based on the nature and design of the available room.

GUIDELINES FOR CARRYING OUT IN-PERSON TEACHING EVENTS

DEALING WITH SUSPECTED CASES, CASES OF ILLNESS AND/OR NON-SPECIFIC SYMPTOMS

If children have a fever or other cold-like symptoms, they may not be taken along to in-person teaching events!

The same applies if household members are in quarantine due to a positive SARS-CoV-2 test or because they are contact persons.

If such symptoms become evident during the teaching event, they must leave the event immediately. It is not permitted to attend another teaching event that day!

If students later learn that they or their children were probably already infected with the SARS-CoV-2 virus during the teaching event, they must immediately communicate this by email to all members of teaching staff whose in-person events they attended, as well as the data controller responsible for the central documentation of attendance at anwesende@hu-berlin.de.

This does not affect reporting obligations that apply outside of the university, for example, to the public health department, school or employer.



DOCUMENTATION OF ATTENDANCE

FOR TRACING CHAINS OF INFECTION

All participants of in-person events must be documented. The member of teaching staff in question is responsible for this documentation and is therefore entitled to request the following data. The information is kept for two weeks. After this time, the data is destroyed.

TEACHING EVENT

Title of the event/number if applicable:

Person responsible for the event:

Date of attendance:

Time of attendance: Start: End:

PROOF

Proof of negative test available Vaccinated Recovered

PARTICIPANT CONTACT INFORMATION

First name, last name	
Phone number	
District / municipality of the place of residence / permanent place of abode	
Full address, as well as email address (if available)	

The contact details may only be used for the purpose of contact tracing. After a period of two weeks, those responsible must delete the data. Detailed data protection information can be obtained from the person responsible for the event or at <https://hu.berlin/InfoAnwesenheit> (German only).



DATA PROTECTION INFORMATION

RELATING TO MONITORING OF ATTENDANCE

Dear Sirs/Madams,

For your protection, and in order to be able to trace possible chains of infection with the COVID-19 virus (“coronavirus”) as quickly as possible, we are obliged to document your presence on the premises of the Humboldt-Universität zu Berlin.

We would like to inform you below about how this data is processed:

I. Details of the data controller

The data controller within the meaning of the GDPR and other national data protection laws of the Member States, as well as other data protection regulations is:

Humboldt-Universität zu Berlin,

represented by its President,

Prof. Dr.-Ing. Dr Sabine Kunst

Unter den Linden 6

10099 Berlin

Tel: +49 30 2093 0

Website: www.hu-berlin.de

Contact: anwesende@hu-berlin.de

II. Type of personal data, purpose of the data processing and scope of the data processing

We process your personal data (first and last name, telephone number, home address and email address (if available), date of visit, “3G” status (tested negative, vaccinated or recovered, within the meaning of the ordinance) and time of attendance in accordance with § 4 paragraph 1 of the Third SARS-CoV-2 Infection Protection Measures Ordinance Berlin (3. InfSchMV – hereinafter “Third Infection Protection Measures Ordinance”)) in order to trace chains of infection during the ongoing COVID-19 pandemic, to create a list of attendees, and, if necessary, to contact you in connection with a possible coronavirus infection.

This can be done in individual cases either digitally via the software a.nwesen.de or in paper form. The software is operated and provided by the HU Berlin.

III. Legal bases

The legal bases for the data processing are Art. 6 para. 1 sentence 1 c) (to comply with a legal obligation) and d) (to protect vital interests) GDPR, and, where applicable, Art. 9 para. 2 g) GDPR (substantial public interest) in conjunction with § 14 para. 2 of the Berlin Data Protection Act (BlnDSG) and in conjunction with § 4 paras. 1 and 2 and § 26 of the Third Infection Protection Measures Ordinance. Maintaining lists of attendees is particularly important in the current coronavirus situation in order to be able take measures in connection with identifying an infection and to prevent any infection from spreading.

IV. Recipients of the data

We only transfer your personal data to third parties and/or other authorised recipients if this is permitted by law or you have given your consent to this.

The data remains internal and is only transmitted to the public health authority upon the latter’s request.

GUIDELINES FOR CARRYING OUT IN-PERSON TEACHING EVENTS

For the purposes of protecting against infection, the currently applicable legal provisions include obligations on our part to disclose information to the responsible health authorities. If your personal data is requested by the responsible health authority, the mayor of the district in question is responsible for the further processing of your personal data by the health authorities.

V. Period of retention of the data

Your personal data will be deleted as soon as the purposes for its processing have been achieved and there are no legal retention periods that stand in opposition to this. The retention period is 2 weeks.

Data relating to “3G” status will be deleted 48 hours after the end of the event in question in the case of digital processing (see § 4 para. 2 of the Third Infection Measures Protection Ordinance).

VI. Rights of the data subject

You have the right to receive information about your personal data and to request the rectification of incorrect data. In addition, under certain conditions, you have the right to have your data erased, the right to restrict the data processing and the right to data portability. In the event that the processing is carried out on the basis of your consent, you may revoke your consent to future processing at any time, without needing to state a reason and without suffering any adverse consequences; however, this shall not affect the legality of the processing that was carried out on the basis of your consent up until the point of revocation.

You also have the right to complain to a supervisory authority for data protection if you believe that the processing of your personal data is not lawful.

The responsible supervisory authority for the Humboldt-Universität zu Berlin is the Berlin Commissioner for Data Protection and Freedom of Information. You can reach them using the following contact details:

Friedrichstr., 219

10969 Berlin

Tel.: +49 30 13889 0

Fax: +49 30 2155050

Email: mailbox@datenschutz-berlin.de

Website: www.datenschutz-berlin.de

VII. Contact details of the data protection officer

Official data protection officer of the HU:

Ms Gesine Hoffmann-Holland

Unter den Linden 6

10099 Berlin, Germany

Email: datenschutz@uv.hu-berlin.de

VIII. Obligation to provide data

When you participate in teaching events and practical formats in person, we are obliged under the current legal provisions for combatting the coronavirus pandemic to process your data.

If you do not provide the required data, we may refuse to allow you to visit our facility (§ 26 para. 1 sentence 2, 4; § 4 para. 1; § 8 of the Third Infection Protection Measures Ordinance).

WHAT TO DO IF A STUDENT FALLS ILL ...

Dealing with respiratory illnesses in colleges and universities

