



GUIDELINES

FOR CARRYING OUT IN-PERSON TEACHING EVENTS¹

GENERAL – THE “3G” PRINCIPLE

- The “3G” rule (the requirement to (i) be vaccinated against *or* (ii) have recovered from the virus *or* (iii) have a negative test result) applies to all students when attending any teaching-related events or premises, such as computer labs, libraries, study rooms, etc. The 3G rule is strongly recommended for teaching and examination staff.
- Proof of vaccination, recovery or a negative test result will be checked at random by security staff at the entrances to the buildings. The teaching staff are also entitled to ask event participants for such proof and to expel any unauthorised persons from the events.
- 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.
- To count as having tested negative, a person must have a negative test result that is no more than 48 hours old. Self-administered tests are not recognised as proof.
- Students who cannot show proof of vaccination or recovery must provide proof of a negative test result that is no more than 48 hours old.
- Before the start of the course or lecture series, students are to be informed about the applicable rules. The member of teaching staff will share their contact details (appropriate ones) with the students and will agree on a mode of being reached that enables a quick flow of information in the event of an infection and a necessary switch to digital mode.

DISTANCING AND HYGIENE RULES

In order to minimise the risk of infection, all persons involved in the events are obliged to adhere to the General Hygiene Plan as well as the distancing and hygiene rules. These include:

- 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 buildings, rooms and circulation areas of the universities.
- 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.

¹This includes all formats of in-person events as well as excursions and in-person exams. Hereinafter referred to as “events” for short.

- In principle, a safe distance of 1.5 metres from other people must be maintained in enclosed rooms at 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!
- Lecturers and students may wear a surgical mask for the duration of their lecture, provided that they are at a distance of at least 1.5 m from the audience.
- **A maximum of the available seats per room may be occupied.**² Beyond this, there is no limit to the number of participants.
- 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 bring their own masks.

CLEANING AND VENTILATION

- Potentially contaminated surfaces which could lead to transmission of the virus if touched are cleaned every working day.
- The event room is to be ventilated at the beginning of and after the event, as well as during 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, 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 ventilated 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 stored in Agnes. Manual ventilation, as described above, is not required in appropriately equipped rooms.

DOCUMENTATION OF ATTENDEES

- All participants in an event must be documented.
- In principle, the documentation of attendees is carried out digitally for each room. QR codes are provided for this purpose in the centrally managed rooms, and the students must then use these to register for the event in question by means of the camera function on their smartphone or tablet computer.
- If it is not possible to record attendees electronically, the teaching staff will hand out documentation sheets in paper form (1 sheet per person), and these are then kept by the teacher 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.

² These can be found in the room information in AGNES.

- One QR code per room can be requested for documenting attendees 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.

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 or disclose their illness in the event of falling sick with COVID-19 and about how to deal with suspected cases. The member of teaching staff will provide the students with suitable contact details and will come to an understanding with the participants about a mode of being reached that enables a quick flow of information in the event of an infection and a necessary switch to digital mode.

Case a) Participant with a proven case of COVID-19

- The student immediately informs the data controllers responsible for the central documentation of attendees by emailing anwesende@hu-berlin.de, stating their **first name and surname, all in-person events visited, and the names of the members of teaching staff**.
- The student also names the data controllers to the public health department as points of contact for passing on the details for contact tracing.
- The data controllers inform the members of teaching staff about the case of infection, without specifying any personal data. The members of teaching staff inform the other participants, and the events switch to digital mode for one cycle/week.
- Unless the public health department orders otherwise, in-person studies may then be resumed.
- The contact details of the students in the courses concerned are to be made available to the public health department upon request.
- The responsible public health department decides to what extent fellow students or other teaching staff must undergo quarantine.
- The member of teaching staff informs the management of the relevant department and/or the department's pandemic officer.

Case b) A participant had contact with someone who has tested positive

- The student informs the teaching staff and no longer takes part in in-person University events until their infection status has been clarified or their status as a contact person has been determined.
- The responsible public health department will provide this clarification.

Case c) Symptomatic student – see diagram Berlin

- Students with non-specific cold-like symptoms without any further signs of illness or impairments must initially stay at home for 24 hours to monitor further developments.
- If no further symptoms onset by the time of the next session, the student may take part in the in-person event again.
- However, if symptoms such as a cough, fever, etc., onset, diagnostic clarification is required.

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

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)



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. In such cases, respectful cooperation and open communication are essential.

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 stairs.

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 should include them as such (a child) in the documentation of attendees 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.

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 course on 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 participated in, 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 health department, school or employer.



DOCUMENTATION OF ATTENDEES

FOR TRACING CHAINS OF INFECTION

All participants in 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 a <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:

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 – “Third Infection Protection Measures Ordinance”)) in order to trace chains of infection during the ongoing COVID-19 pandemic, to create a list of visitors, 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 necessary, 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 visitors is particularly important in the current coronavirus situation in order to be able to take measures in respect of identifying an infection and to prevent the 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.

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 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 transferability. 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

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

