

Measures at Nuertingen-Geislingen University (HfWU) during the fall semester 2020/2021 to prevent the spread of the coronavirus

Valid from: 05 October 2020

In addition to the ordinance by the State Government of Baden-Wuerttemberg dated 23 June 2020, the Ministry of Science has passed a corona ordinance specifically for studying and teaching on 16 September 2020. The following guidelines set out the regulations on studying and teaching at Nuertingen-Geislingen University (HfWU).

In this document, you will find additional information on how the regulations are to be implemented at HfWU.

This document will be reviewed and updated constantly.

Any changes will be communicated in a suitable format on HfWU's homepage.

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I. Entry barred if you have symptoms associated with COVID-19

You may not enter any of the buildings or grounds of Nuertingen-Geislingen University if you have [symptoms associated with COVID-19](#) . If you are in possession of a medical certificate stating that you are not infected with the coronavirus, the above ban does not apply. The above ban, however, also applies to persons who

have been in contact with a person infected with the coronavirus within the last 14 days.

II. Face covering (covering mouth and nose)

A face covering must be worn in all corridors and areas of circulation (also inside rooms or in areas used for lectures/meetings or used by students outside of the lectures). Where lectures are concerned, students and lecturers must also wear a face covering when they are in the corridors or not in their seats, i.e. when entering and leaving the room as well as when moving around between individual places. In the offices, there is no obligation to wear a face covering as long as the minimum distance is observed and where there is no public access.

III. Social distancing

A distance of 1.5 meters to other people must be observed in all areas of circulation and in all rooms and areas where lectures/meetings take place. This social distancing rule also applies in all rooms and areas which are used by the students for studying outside of lectures.

IV. Self-isolation if you are returning from a risk area

All members and guests of HfWU who are returning from a risk area must self-isolate for two weeks.

Risk areas: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html.

V. Airing

All indoor spaces must be aired thoroughly. This applies especially to the lecture rooms which must be aired regularly, especially during the breaks.

VI. Examinations

Examinations (oral exams, written exams, presentations etc.) can take place if they comply with our hygiene and social distancing regulations. You must adhere to HfWU's hygiene regulations for examinations from 24 July 2020.

VII. External events

External events can take place if they comply with our hygiene and social distancing regulations. They have to be approved beforehand by the university's chancellor ("Kanzlerin") in combination with the room request. This also applies to meetings held by student initiatives.

VIII. PC pools and CAD/GIS lab

You have to make a reservation before you can use the PC pools or the CAD/GIS lab. To allow contact tracing in the case of an infection, you must enter your student ID number ("Matrikelnummer") in the lists provided when using the pool or lab.

IX. Using the studio spaces

It is possible to use the studio spaces if the hygiene and social distancing regulations are adhered to. To allow contact tracing in the case of an infection, you must enter your student ID number ("Matrikelnummer") in the lists provided when using the studio spaces.

X. Using the library

Due to the corona pandemic, it is still not possible to use the library as previously. Subject to future developments and legal requirements, we are currently in a position to offer longer opening hours and access to study spaces, however.

- Opening hours from 05 October 2020 on:

Nuertingen: Library at Campus Innenstadt (town center campus) (CI7 including study spaces 1st and 2nd floor): Mon – Fri 9:00 to 18:00 hrs, Sat 10:00 to 16:00 hrs

Nuertingen: Faculty library at Campus Braike: Mon – Fri 9:00 to 18:00 hrs

Geislingen Library: Mon – Fri 10:00 to 14:00 hrs, Wed till 16:00 hrs

You will find the opening times of the return box on the library website.

- It is no longer necessary to pre-book or get an appointment. Please approach the counter staff immediately when you enter the library. In line with the corona ordinance dated 23 June 2020 and the corona ordinance for studying and teaching, we are obliged to take note of your contact details. Please present your student ID card for this purpose.
- Using the library (borrowing media):
Only a limited amount of visitors are allowed in the media library at the same time. Please enter only if a library basket is available. Please do not stay for more than 30 minutes. Please search for the media you want in our [Online Catalog](#) before you come to the library. There are no PCs available in the libraries and no printers. The usual [lending periods and renewal options](#) apply when borrowing media, there are no special lending periods or automatic renewals.
- Study spaces in Nuertingen:
There are a limited number of study spaces available in the library at Campus Innenstadt (town center campus, CI7) on the first and second floor and in the faculty library at Campus Braike. In the enclosed rooms in CI7, groups with a maximum of 4 people are allowed. If you would like to use an individual or a group study space, please register at the counter, you will then be allocated a place. You may only use the marked study spaces.
- Study spaces in Geislingen:
There are no study spaces available in the library in Geislingen. There are some study spaces available in certain lecture rooms, however (see XV).
- Please adhere to the hygiene regulations above. A distance of 1.5 meters to other people must also be observed during group work. Only when you are seated at your study space, are you allowed to take off your face covering. When you leave your study space, you have to immediately put it on again.

XI. Rooms for self-study

There are rooms and spaces available for self-study at the faculties. These can be pre-booked and used in line with hygiene and social distancing regulations. To allow contact tracing in the case of an infection, you must enter your student ID number (“Matrikelnummer”) in the lists provided when using them.

XII. Data processing

To allow contact tracing in the case of an infection, participants’ personal data must also be collected at all lectures and meetings. To reduce the amount of data collected, students only have to fill in their student ID number (“Matrikelnummer”).

External participants, however, have to fill in their first name, last name, address and telephone number. The date and time when present also has to be filled in. Lecturers have to hand in the lists of participants at lectures to the Dean's office ("Dekanat"). All other lists have to be stored in such a way that they can be accessed at 24 hours' notice.

XIII. Cafeteria ("Mensa")

The cafeterias at Johannes-Wagner-Schule and at Campus Innenstadt (town center campus) in Nuertingen have reopened. Please adhere to the current hygiene and social distancing rules. WMF will decide when the WMF canteen will reopen to HfWU members.

XIV. Hygiene regulations and rules of conduct

The coronavirus spreads mainly through respiratory droplets when coughing or sneezing. As with influenza and other acute respiratory infections, the simplest and most direct protection is to adhere to the so-called cough and sneeze etiquette and to observe hand hygiene. (<https://www.infektionsschutz.de/>).

All members of Nuertingen-Geislingen University are asked to observe the recommendations by the Federal Center for Health Education for educational establishments ("Bundeszentrale für gesundheitliche Aufklärung für die Bildungseinrichtungen"). <https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Bildungseinrichtungen-Coronavirus.pdf>).

XV. Information channels and additional information

The rectorate is in regular contact with the Ministry of Science in Stuttgart and other universities. The information supplied by the Ministry of Science and the Ministry of Social Affairs is based on recommendations by the Robert-Koch-Institut (RKI). Nuertingen-Geislingen University also liaises with the Public Health Office ("Gesundheitsamt") in Esslingen and gets information and rules of conduct from them.

You will also find this information here:

<https://sozialministerium.baden-wuerttemberg.de/de/gesundheitspflege/gesundheitschutz/infektionsschutz-hygiene/informationen-zu-coronavirus/>

and

https://www.rki.de/SharedDocs/FAQ/NCOV2019/FAQ_Liste.html

There is a hotline available on all questions related to coronavirus/COVID-19 at the State Public Health Office. You can contact the staff there between 9:00 and 16:00 hrs on workdays at the following telephone number: 0711 904-39555.

You can find your local Public Health Offices here: <https://tools.rki.de/plztool/>

We have set up an email address for all questions related to the current situation at Nuertingen-Geislingen University: info-corona@hfwu.de.

Please note: The English translation serves informational purposes only. Only the German text published in the Rector's Office is binding. In the event of any conflict between the English and German text, its structure, meaning or interpretation, the German text, its structure, meaning or interpretation shall prevail.