

**Measures of
Nuertingen-Geislingen University (NGU) against the spread of the coronavirus in
line with the decree of the Ministry of Science from March 11, 2020**

Resolution from the Rector's Office of the NGU in collaboration with the Deans

Effective date: March 16, 2020

Last modified: March 17, 2020

In order to slow down the spread of the coronavirus, the Ministry of Science issued a decree on March 11, 2020 that the operation of lectures be interrupted or suspended until April 19, 2020. The Rector's Office of NGU has already communicated further measures in its e-mails. The ultimate goal of these measures is to minimize direct social contact in order to limit the spread of the coronavirus and to protect the health of the members of the university.

This document summarizes the already communicated measures and explains the implementation of the decree at NGU. It is based on the ten-point plan of the State Rectors' Conference of the Universities in Baden-Württemberg and the feedback from HAW BW e.V. and the Ministry of Science.

This document will be continuously reviewed and updated. Changes will be communicated on NGU's homepage (www.hfwu.com).

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I. Lecture period postponed

The Ministry of Science's decree from March 11, 2020, orders the cancellation of lectures at Baden-Württemberg universities through April 19, 2020. If lectures have already started, they will be suspended until this date.

This applies to:

- Lectures and seminars, as well as preparatory courses, language courses, internships, orientation weeks, further education programs and sport programs that are held on university premises, regardless of whether they are organized internally or externally.
- Lecture-related events that do not take place on university premises (e.g. excursions and sporting events).

This does not apply to:

- Mandatory internships that do not take place on university premises. However, the Internship is carried out at the discretion of the employer.
- Courses that were already planned as online lectures. These can be carried out as planned, as long as it is ensured that all students have appropriate online access from outside the university and can participate in the online lecture from an off campus location. Lecturers need to ensure that this is possible.

II. Examination Procedures

The suspension of the lecture period at NGU means that, for the protection of the students, professors, lecturers and staff, all examinations that require attendance are cancelled until April 19, 2020. Students do not have to apply for a withdrawal for the cancelled examinations. Furthermore, the following applies:

For exceptions and further regulations, please refer to the document "Options for action for preparatory teaching inputs as well as examination protection at the Nuertingen-Geislingen University (NGU) in the case of severely restricted university operation (coronavirus)", which will be made available online in the course of the week.

We ask students to inform themselves regularly in neo about their courses. The university will make sure that students will be able to complete all the courses planned for the summer semester 2020.

III. Measures to reduce the effects of lecture cancellations

NGU is working hard to take all necessary and reasonable measures to meet this extraordinary challenge. This includes, in particular, measures to make the best possible use of the period up to 20 April 2020 in the interests of students and lecturers in order to keep the additional burdens as low as possible in the remaining

weeks of the semester. The responsibility for the design and organization of the teaching modules lies with the faculties or the lecturers responsible for the modules. Whether the postponement of the start of lectures will also result in a postponement of the end of lectures is currently still open and depends on the further developments of the corona epidemic. Our efforts are currently focused on extending the end of the examination period to a maximum of August 1, 2020.

To achieve this, we see two fields of action:

Making the framework conditions more flexible:

- Elimination of the previously planned lecture-free days (Pentecost week, bridge days)
- Opening of Thursday afternoons for teaching, unless students are members of the corresponding committees
- Opening of Saturdays for teaching
- Allocation of topics for student research projects, project studies or similar, so that these can be worked on by the students in the weeks before the start of the classroom instruction

Adapted teaching methods/didactics:

- Limitation and restriction of excursions and additional offers
- Reduction of the required attendance times in the planned, shortened lecture period, e.g. through adapted examination forms, online offers or other alternative teaching methods

Under the leadership of the Vice Rector for Studies and Teaching, a task force is currently working on possibilities for supplementary digital teaching formats. These include the acquisition of licenses, the provision of tutorials, the creation of digital conference rooms, the establishment of a hotline, etc. The task force is working out which of these possibilities can be implemented until March 23, 2020.

IV. No business trips to risk areas and self-quarantine for persons returning from risk areas

For the time being, business trips to [risk areas](#) will not be approved. Approvals already granted will be revoked. If business trips do not take place due to the coronavirus, the trip preparations made must be cancelled as soon as possible. For employees, any cancellation fees may be reimbursed.

All members and guests of NGU who return from risk areas must maintain a two-week self-quarantine. Employees should contact the Human Resources Department by telephone immediately after their return to clarify the legal treatment.

Business trips to non-risk areas are reduced to the absolute minimum.

V. Reduction of internal activities, meetings and other appointments

Internal activities, meetings and other appointments are reduced to the necessary extent. In the evaluation, the type of event, the time necessity, the urgency, the importance, the circle of participants and the location are to be taken into account.

Measures that contribute to the reduction of public traffic are to be implemented. These include communication by telephone or e-mail, including during consultation meetings. In this context, we ask students not to come to consultation hours in person, but to contact teachers and staff by telephone or e-mail. Above all, we urge you to refrain from coming in person if you have symptoms of a cold.

The chairperson of each committee will decide whether to hold the committee meetings until April 19, 2020. Meetings that are not unavoidably necessary should be postponed or held online. The possibility of reaching decisions by circular letter should also be used.

As things stand at present, the senate meeting on April 16, 2020 will not take place.

VI. Activities with external participants

Until lecture activities resume, NGU will not hold any conferences, meetings, studium generale events or other public events with external participants. External events that take place on NGU premises will be cancelled.

VII. Public access

University buildings and facilities are closed to the public. Notices have been hung on the respective buildings

VIII. Reduced attendance at the workplace

The university management asks the respective superiors in the institutions to allow flexible working hours if possible. Supervisors are asked to examine the extent to which employees can work from home or alone in an office. They are asked to look for suitable solutions to reduce the presence in the workplace and thus the number of people on campus. University operations should be maintained.

It is requested to reduce social contacts on the way to the university as much as possible.

IX. Dealing with childcare when schools and daycare facilities are closed

With regard to the closure of community facilities such as schools and day care facilities in Baden-Wuerttemberg, the regulations on teleworking and mobile working also primarily apply in the absence of other childcare options. If possible, please also use the opportunity to reduce overtime hours. Should this not be feasible in individual cases, please refer to § 29 AzUVO for civil servants and to a corresponding application of § 29 AzUVO for employees covered by collective bargaining agreements beyond § 29 (3) sentence 1 TV-L. Please contact the personnel department by telephone so that we can find flexible solutions together with the respective supervisors.

X. Use of university facilities for study groups

Meetings of student groups on the premises of the university are suspended until further notice.

XI. Library

NGU's libraries will close from March 17, 2020 through April 19, 2020. Please utilize the library's extensive electronic offering. This closure aligns with the state's decree ordering the closure of all public libraries.

Should you urgently require access to the library, you can contact 07022/201-434 for Nuertingen and 07331/22-494 for Geislingen or email the library for assistance.

XII. Cafeteria

The Johannes Wagner School will decide on the opening of the canteen in the Braike. It can be assumed that it will remain closed during the closing of the school. Please inform yourself about this online.

The Mensa on the city campus in Nuertingen will be closed through April 19, 2020. WMF will decide about the opening hours of the WMF cafeteria and about the access possibilities for members of NGU.

XIII. Hygiene and behavioral measures

The corona virus is transmitted as a droplet infection mainly by coughing and sneezing. The simplest and most immediate protection is therefore, as with influenza and other acute respiratory infections, the so-called coughing and sneezing etiquette and hand hygiene (<https://www.infektionsschutz.de/>). In addition: if you actually encounter sick people, you should keep a distance of about 1 to 2 meters/yards. What does this mean exactly?

- 1) Wash your hands frequently and thoroughly with soap and running water.

- 2) Avoid unconsciously touching your mouth, eyes or nose.
- 3) Avoid unnecessary hand contact: refrain from shaking hands politely.
- 4) Observe the so-called sneeze and cough etiquette: cough or sneeze into the crook of your arm and not into your hand.
- 5) Keep your distance from people who are coughing or sneezing.
- 6) Ventilate your room about 4 times a day for about 10 minutes each time.

All members of NGU are requested to follow the recommendations of the Federal Centre for Health Education for educational institutions (<https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Bildungseinrichtungen-Coronavirus.pdf>).

Do not come to the university if you have relevant symptoms or diseases. Please note the current information on the website of the Ministry of Social Affairs and Integration ("Information on the Coronavirus").

XIV. Information channels and further information

The university management is in constant contact with the Ministry of Science in Stuttgart and other universities. The Ministry of Science and the Ministry of Social Affairs provide information based on the recommendations of the Robert Koch Institute (RKI). The NGU is also in contact with the Esslingen Health Office, from which it also receives advice and rules of conduct.

More information in English language can be found at https://www.rki.de/EN/Home/homepage_node.html and https://www.bmi.bund.de/EN/home/home_node.html

For all questions about coronavirus, the State Health Office has set up a hotline for citizens seeking advice. You can reach the staff on weekdays between 9 a.m. and 4 p.m. by telephone at 0711 904-39555. You will find the individually responsible health authorities at <https://tools.rki.de/plztool/>.

For all questions concerning the situation at NGU, the university has set up an e-mail address info-corona@hfwu.de.