Updates for teaching staff on in-person classes in Winter Semester 2020/21

Dear Universität Hamburg Teaching Staff,

The enormous efforts that you—and all University staff—have made in the current situation are important, and they have paid off. Despite many restrictions, we enabled our students to continue to pursue their academic goals in Summer Semester 2020/21. In Winter Semester 2020/21, we aim to make in-person classes possible in accordance with coronavirus-specific hygiene rules in lecture halls, seminar rooms, and laboratories. Intense preparations for this have been underway for months.

We have developed a risk assessment for in-person classes, which you are now receiving. As the person responsible for the class, it is your duty to implement the rules of conduct and the protective and hygiene measures during your class. These rules and measures aim to prevent the transmission of SARS-CoV-2 in order to disrupt COVID-19 chains of infection and to ensure in-person classes.

As the instructor, you must heed the following instructions for in-person classes:

- Check the displayed seating charts for the given room, and ensure that the seating is correct and complete and that seats have been properly marked. If there is no seating chart or if the room’s current seating does not comply with the seating chart, contact the site management team.

- Ensure that everyone attending the class signs the attendance sheet. See the University’s online FAQ (https://www.uni-hamburg.de/en/newsroom/intern/2020/0131-corona-faq.html) for a blank attendance sheet. Following the class, send the attendance sheet as a photo or scan.
(teilnehmerliste.th@uni-hamburg.de) to the Conference Management and Lecture Hall Allocation Unit. Put the date of the class and the instructor’s name in the subject line. Alternatively, you can take attendance digitally if you have a suitable notebook or smartphone. For further information, see our web page: https://www.rrz.uni-hamburg.de/intake.

Anyone who does not provide contact details in full may not attend the class.

- Make sure you open windows to air the room. Rooms that require you to open windows will be marked accordingly. It is a good idea to completely air rooms immediately before and during class (every 20 minutes).
- Remind everyone present of the concrete rules of conduct and measures during and after the class to ensure that everyone understands that they must:
  - comply with general hygiene rules: observe coughing and sneezing etiquette, ensure personal hand hygiene, and refrain from hugging, etc.
  - maintain a minimum distance of 1.5 m
  - wear a mask covering both their mouth and nose (masks can be removed at seats and during the lecture)
  - leave the building immediately after class ends and not loiter in foyers or other well-frequented spaces
  - follow all instructions and requests issued by security staff in University buildings.
  - immediately contact the University’s COVID-19 hotline at +49 40 42838-1584 or notify us at arbeitssicherheit@uni-hamburg.de if they become infected with or test positive for COVID-19 within 14 days of the in-person class.
- Clean all work materials and supplies used by more than one person (e.g., microphones and PCs) before and after each use. Use the cleansers/disinfectants provided in all lecture halls and seminar rooms.
- Ensure room is completely vacated for cleaning at noon, which means everyone must leave immediately after the class ends. Please observe these rules when scheduling your own in-person classes.
- If a student who attended the in-person class reports a case of COVID-19, forward the report immediately to arbeitssicherheit@uni-hamburg.de.

Your contact for all questions about organizing in-person classes is your teaching organization. Depending on the faculty or department, this may be the respective academic office, Academic Affairs, or Head Office for Academic Affairs.

The University posts detailed, up-to-date information about University regulations associated with the coronavirus on bulletin boards and in its FAQ https://www.uni-hamburg.de/en/newsroom/intern/2020/0131-corona-faq.html.
We wish you all the best for your classes in Winter Semester 2020/21, and — on behalf of the entire Executive University Board — thank you for your commitment and support as we meet the current challenge!

Sincerely,

Prof. Dr. Susanne Rupp
Vice President for Studies and Teaching

Appendix

Risk assessment for in-person classes in all University lecture halls and seminar rooms (excluding UKE)