

"Information from the Crisis Team on WiSe 20/21"

# **INFORMATION FROM THE CRISIS MANAGEMENT TEAM FOR WINTER SEMESTER 2020/21 FOR STUDENTS AND STAFF**

Status 15.09.2020

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## 1 Preface

The winter semester 2020/21 will, like the past summer semester, be very much under the influence of the corona pandemic. It is still important to keep the risk of infection as low as possible and to be able to react as flexibly as possible to changes in the situation. This is why TH Wildau, like the other universities in Brandenburg and Germany, is required to plan this semester as a so-called "hybrid semester" with a high proportion of digital teaching. At the same time, we are very pleased to be able to offer on-campus courses again within the scope of the available opportunities. Since the distance and hygiene rules required to minimize the risk of infection result not least in a significant limitation of the available space, the focus is on classes where on-site presence is particularly important from a teaching point of view. In particular, we are looking forward to welcoming first-year students not only online, but also on our beautiful campus.

The most important currently applicable regulations for on-campus courses and for the winter semester in general are summarized in the following.

Within the premises of the TH Wildau and on campus, a minimum distance of 1.5 m between individual persons must be maintained. Within the buildings of the university, the wearing of a mouth-and-nose cover is still obligatory (for exceptions, see below: Mask obligation and distance in offices and laboratories). Further basic regulations can be found under the continually updated [TH Wildau hygiene plan](#).

The crisis team continues to meet regularly. Official information on how to deal with the Corona pandemic at our university continues to be communicated via the central e-mail address [krisenstab@th-wildau.de](mailto:krisenstab@th-wildau.de) and via the specially set up Corona website at [www.th-wildau.de/corona](http://www.th-wildau.de/corona). Enquiries to the crisis management team can still be made via the central e-mail address.

## 2 Contact tracing and behaviour in case of infection or suspicion

- In order to be able to take the necessary steps in the event of an infection, the university must ensure contact tracing. This is currently done in the form of attendance lists. The most efficient digital solution for this is currently being developed. Further information will be communicated in advance via the familiar channels.
- We hope, of course, that you all stay healthy. If you have nevertheless become infected with the corona virus or if there is a well-founded suspicion of infection, please inform the crisis management team at [krisenstab@th-wildau.de](mailto:krisenstab@th-wildau.de) immediately so that a targeted follow-up of contacts can be guaranteed. General information on contact tracing can be found on the website of the [Robert Koch Institute](#) (RKI).

## 3 Planning and implementation of classroom teaching

- The wearing of a **mouth-and-nose cover** is **obligatory** for both teachers and students during face-to-face teaching events within the premises of TH Wildau. The basic distance and hygiene rules apply in all cases.
- 90-minute courses are planned every 2 hours. That means that the first course in a day starts at 8 am, the following courses start at 10 am, 12 am, etc.
- Rooms 14-B001 and 14-B002 have mechanical exhaust air systems, 14-A001 has mechanical supply and exhaust air. All seminar rooms in Halls 16 and 17 are mechanically ventilated. It is recommended to plan to use these rooms wherever possible. If ventilation is not automated, the room must be well ventilated after 45 minutes during a 90-minute course (at least 5 minutes).
- The rooms planned for the face-to-face teaching events are prepared in such a way that the minimum distance between the seats is maintained and only the pre-defined maximum number of people can be in the room at any time, using only designated seats. In order to improve the traceability of contacts, students are advised to always use the same seat or to follow a fixed seating arrangement wherever possible.

## 4 Mask obligation and distance in offices and laboratories

- In offices and laboratories that are used by a **defined group of people**, it is possible to dispense with wearing a mouth-and-nose cover, provided that the minimum distance of 1.5 m between employees is maintained and regular ventilation is provided. In all other TH Wildau premises, the wearing of a mouth-nose cover remains obligatory.
- The **principle** applies that employees in their offices or laboratories should not be in a position to violate the rules of distance. **With this in mind, it is strongly recommended to use the possibilities of home office** (see below: Home office) to reduce the occupancy of the premises accordingly. If the distance rules cannot be complied with due to an urgently required higher occupancy of the premises or the nature of the activities, compensation through additional protective measures must be explored in individual cases (e.g. application for Plexiglas panes).

## 5 Home office

- The flat-rate regulations on the home office from the summer semester 2020 expire on 19 September 2020.
- For the period from 21 September 2020 the organizational units are called upon to find a balanced solution on their own responsibility in consultation between managers and employees. In doing so, it is necessary to consider, on the one hand, minimizing the risk of infection and meeting the requirements for distance and hygiene, and, on the other hand, maintaining the service quality of our university and ensuring the ability of the individual units to work.
- In this sense, the conclusion of new individual home office agreements is possible depending on, among other things, the job situation, work tasks, and family obligations. Individual home office agreements are usually concluded between the supervisor and the employee. In the agreement, the reasons for concluding the agreement must be documented in writing ([template](#) available on the website).
- Individual home office agreements that were concluded before the Corona pandemic remain valid.
- It should be noted that there is no fundamental right to conclude a home office agreement. In case of conflict, the Chancellor of TH Wildau must be involved.

## 6 Business trips

- In principle, business trips within Germany are possible and must be applied for using the familiar procedure. However, we would ask you to be very careful when planning any business trips and always consider in advance whether the planned business trip can be replaced by a web conference. The urgent business necessity of the trip will be examined in detail with each request.
- With regard to business trips abroad, we are basically guided by existing travel restrictions. **Business trips to international risk areas are generally not approved!** The [travel warnings issued by the Federal Foreign Office](#) and the [information published by the RKI on the designation of international risk areas](#) by the Federal Foreign Office, the Federal Ministry of Health (BMG) and the Federal Ministry of the Interior, Building and Homeland Affairs (BMI) are authoritative in this context .
- If the destination country is not designated as a risk area and there are no other travel restrictions, the trip can be approved. However, in the case of international travel, the urgent business necessity is particularly strongly questioned. In principle, the application must include a justification why the requested trip cannot be replaced by participation in a web conference. Please note in this context that international destinations can also be declared risk areas in the course of a stay.

## 7 Returnees from risk areas

- In principle, the [SARS-CoV-2 quarantine regulation](#) of the state of Brandenburg applies to returnees from international risk areas. The regulations there must be observed by employees and students of TH Wildau who have stayed in an international risk area. If you have been in a risk area, please inform the crisis management team at [krisenstab@th-wildau.de](mailto:krisenstab@th-wildau.de).
- With regard to private travel, it is basically the responsibility of the traveller to find out before the planned journey whether the destination is a corona risk area. As with business trips, the [travel warnings issued by the Federal Foreign Office](#) and the [information published by the RKI on the designation of international risk areas](#) by the Federal Foreign Office, BMG and BMI are decisive in this context.
- For employees of TH Wildau, a deliberate trip to a risk area and the associated acceptance of the subsequent quarantine order constitutes a breach of the mutual duty of care within the employment relationship and has an impact on the employee's claim to remuneration. Further details can be found in the [Chancellor's letter of 04.08.2020](#).
- In this context, all employees and civil servants who have been in a risk area since 1 July 2020 are instructed to report this stay to the Chancellor of the TH Wildau. The notification is limited to the time period, the confirmation of the stay in a risk area and the date on which this area was classified as a risk area. Furthermore, it must be reported whether quarantine has been ordered. If so, the period of quarantine must be indicated. Please send the notifications and the supplementary documents to [kanzler@th-wildau.de](mailto:kanzler@th-wildau.de).

## 8 Important links

### TH Wildau

- Corona news of TH Wildau:  
<https://en.th-wildau.de/university/news-and-events/corona>
- Current hygiene plan of TH Wildau:  
[https://en.th-wildau.de/files/2\\_Dokumente/Sonstiges/Hygiene\\_Plan.pdf](https://en.th-wildau.de/files/2_Dokumente/Sonstiges/Hygiene_Plan.pdf)
- FAQ of TH Wildau on the current situation:  
<https://en.th-wildau.de/university/news-and-events/corona/corona-virus-faq>

### Brandenburg

- Information from the MWFK on how to deal with the current situation:  
<https://mwfk.brandenburg.de/mwfk/de/ministerium/umgang-mit-corona-pan-demie/>
- SARS-CoV-2 quarantine regulation of the state of Brandenburg:  
[https://bravors.brandenburg.de/verordnungen/sars\\_cov\\_2\\_quarv](https://bravors.brandenburg.de/verordnungen/sars_cov_2_quarv)

### General

- Information of the RKI on contact person tracking:  
[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontaktper-son/Management.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktper-son/Management.html)
- Travel warnings from the German Foreign Office:  
<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/10.2.8Reisewarnungen>
- Information on the designation of international risk areas:  
[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikoge-biete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikoge-biete_neu.html)