

# Declaration by the student

Status from 21<sup>st</sup> June, 2021

## Information on the exam

Name of the exam	
Lecturer	
Date and time of the exam	
Building, room	

## Student data

Surname	
Given name	
Student ID no.	
HsKA email address	

## Protective measures

### INSTRUCTIONS

I confirm that I was informed in oral or written form how to conduct myself safely during exams in the room and the building. I confirm that I have understood the rules of conduct and that I will observe them.

### OBLIGATION TO INFORM

Pursuant to the German act on the prevention and control of infectious diseases (Infektionsschutzgesetz, IfSG), both the suspicion of and the actual illness of COVID-19 must be reported to the Gesundheitsamt (public health department).

This obligation to inform occurs only when a participant falls ill, or is suspected to be ill. The data is treated confidentially and is used exclusively for relevant purposes.

**Hereby I declare that I am the person who is recorded above as a student, and who sits the exam in person. I can prove my identity by means of my CampusCard or another document bearing a photograph.**

**I received and read the safety instructions, and consent to them. I will observe the regulations.**

Karlsruhe, the

\_\_\_\_\_

Date

\_\_\_\_\_

Student's signature

Authorized (date, signature): 10/06/2021

### AREA OF APPLICATION

Activities involving physical contact to other persons (members of the university or third party). Other than this ordinance, the Ordinances of the State Government on Infection Protection Measures, the Corona Ordinance regarding Studies and Arts, and the Corona Ordinance on quarantine and test, in their currently valid versions, must be followed.

### RISKS FOR PEOPLE



The illness “coronavirus disease 2019 (COVID-19)” is caused by the coronavirus SARS-CoV-2.

- **Route of transmission:** The virus is transmitted by means of droplets via the air (airborne infection) or by means of contaminated hands to the mucous membranes (mouth, nose, eye) (smear infection).
- **Incubation period:** After infection, people might take several days up to two weeks to develop symptoms. The disease can be transmitted even if no symptoms can be observed.
- **Impact on the health:** In most cases, the infection proceeds in a benign and asymptomatic way. Alternatively, acute symptoms such as respiratory disorder with fever, cough, shortness of breath or difficulty breathing, can occur. Especially persons with pre-existing illness or immunocompromised persons (risk group) can experience a severe or even deadly course of disease.

### GENERAL SAFETY MEASURES AND RULES OF CONDUCT



The following safety measures and rules of conduct must be observed in order to minimize the risk of infection.

#### Avoid direct physical contact

- Keep sufficient distance to other persons (minimum of 1.5 meters under the Corona Ordinance of BW). Avoid handshakes and other bodily contact
- Reduce the number of people allowed to stay in a room at the same time
- If possible, work from home (especially in case of offices shared by several employees. Aim: to avoid too close spaces)



#### Personal hygiene measures

- Practice sneeze etiquette: Cough / sneeze while covering your mouth and nose with flexed elbow or paper tissue which you dispose of immediately after use
- Do not touch your hands to your face (eyes, nose, mouth)
- Wash your hands regularly and thoroughly (at least for 20 seconds with soap), use disposable towels, use skin care
- Where necessary, use antiviral disinfectant. The consumable is provided by the university.



#### Technical and organization measures

- Ventilate rooms for 5 minutes at least every 20 minutes (preferably cross-ventilation or impact ventilation).
- Use transparent protective barriers between persons for activities involving face-to-face consultation
- Coordinate work and break times (aim: alternating presence)
- If possible, people should use tools in a personalized way, otherwise arrange for regular cleaning
- Personalized use of all personal protective equipment and work clothes, regular cleaning of work clothes



#### Personal safety measures

- In all buildings, it is mandatory to wear a medical-grade mask (surgical mask or FFP2 mask without valve).
- If an office is shared by several employees at the same time and a minimum space of 10 sqm is not given, a mask must be worn at all times.
- At the workplace - whether in a building or outside - a mask must be worn. It is permissible to work outdoors without a mask if a distance of 3 m can be safely and permanently maintained.

**Any person not maintaining the safety distance or not wearing a face mask will be expelled from the room or building.**

### FIRST AID



- In case of symptoms of illness, consult a doctor to decide on further measures, and notify your superior or, in case of students, the Faculty Office, as well as the HKA Corona hotline.

### PROPER DISPOSAL

- Dispose of polluted or disused items / materials according to respective specifications
- More frequent cleaning by responsible cleaning company, especially after laboratory sessions and exams; emptying of refuse bins

### AREA OF APPLICATION

General university operations (research, laboratory classes, examinations, appointment and application procedures, etc.)

### DIRECTIVE

- Access is prohibited for persons who are under suspicion of being infected with SARS-CoV-2 or who show typical symptoms, who returned from a risk area, or who had contact with a person infected with SARS-CoV-2. By entering, a person declares that these prohibitory reasons do not apply to him / her.
- Access to a building and circulation areas is allowed only for people wearing a medical-grade mouth-and-nose covering; this includes the entrance area in front of a building. During courses, laboratories, in rooms for independent study, and during exams, a face mask must be worn, too. A mask must also be worn during courses taking place outside if the distance to other persons cannot be safely maintained. In order to avoid disadvantages during oral exams, appointment or application procedures, students/speakers can take their mask off once seated, if it is possible to maintain a minimum distance of 5 m between examiner and participant.
- The face masks for employees are provided by the university, students must bring their own mouth-and-nose coverings.
- Students must provide written or electronic confirmation of a negative COVID 19 rapid test or PCR test, no more than 24 hours old, in order to participate in on-campus operations (labs, written and oral exams, projects etc.). If a student submits proof of complete vaccination (plus 14 days) or recovery from COVID-19 infection (as shown by a positive PCR test taken more than 28 days and less than six months ago), no test need be submitted. **For the period between June 26 and July 23, 2021, the requirement to present either a negative test, or proof of vaccination or recovery from infection is waived as long as the incidence in Karlsruhe (city district) does not exceed 50.**
- When entering a class room or room provided for independent study, students must provide their contact details by using the QR code at the entrance, so that in case of an infection the public health authority can trace possible routes of transmission. This does not apply in case of written examinations. Rooms provided for independent study can be used after prior registration only.
- The course of action of an event must be organized and the seats and experimental set-up must be arranged in a way to guarantee that all participants maintain the safety distance of at least 1.5 meters.
- The room must be aired frequently (cross ventilation, impact ventilation, for 5 minutes at least every 20 minutes). If a ventilation system is available it must be used.
- Computer pool keyboards, mouses etc. must be disinfected by the users with a suitable substance before use.
- The supervisor of the event is authorized to exclude persons who do not comply with the safety measures from the event.

#### **Additional regulations regarding laboratory operations:**

- The responsible person for the laboratory must carry out a risk assessment on the coronavirus hazard for an individual lab in cooperation with the Office for Health and Safety and the medical officer. This must include especially the number of persons which are allowed to be in a room at the same time while maintaining the safety distance as well as specifying whether a mouth-and-nose covering is mandatory.
- The equipment keypads must be disinfected by the lab participants prior to and after the course.
- The number of persons to be present in the course must be restricted to the responsible person and the participants. If a lab is used also for research purposes these activities must be suspended for the duration of the lab course.
- The participants must be instructed about these additional safety regulations at the beginning of the first course.
- Food is not allowed in the laboratory, participants may drink only of their own bottles, which they brought along.

### ADVICE

- In case of questions the Office for Health and Safety in cooperation with the medical officer will assist you.

**In case of an emergency or a fire alarm the emergency steps and quick evacuation have priority.**

## TECHNICAL AND ORGANIZATION MEASURES TO CARRY OUT EXAMINATIONS

### KARLSRUHE UNIVERSITY OF APPLIED SCIENCES Directive regarding coronavirus SARS-CoV-2

Institutions concerned: Campus and buildings of HKA      Workplace/activity: **special directive for the implementation of in-person examinations**      Status from 10<sup>th</sup> June, 2021

Authorized (date, signature): 10/06/2021

#### AREA OF APPLICATION

#### In-person examinations

#### DIRECTIVE

- Access is prohibited for persons who are under suspicion of being infected with SARS-CoV-2 or who show typical symptoms, who returned from a risk area, or who had contact with a person infected with SARS-CoV-2. By entering, a person declares that these prohibitory reasons do not apply to him / her. For cross-border commuters, the measures of the current Corona Regulation Entry - Quarantine apply.
- **ACCESS to the EXAMINATION only with signed DECLARATION:**  
Students will receive in advance the "Erklärung der Studierenden (Declaration by the Student)" along with this directive. The declaration must be printed out, filled out and brought along to each individual examination. The signature is mandatory to be allowed to take part in the examinations. Do not use the QR code at the door. The Faculties inform the students and the exam supervisors in advance about the room in which the respective exam takes place; if required the examiners can allocate the students to different rooms.
- **SUBMITTING a negative rapid test:**  
Students must provide written or electronic confirmation of a negative COVID 19 rapid test or PCR test, no more than 24 hours old, in order to participate in face-to-face exams. If a student submits proof of complete vaccination (plus 14 days) or recovery from COVID-19 infection (as shown by a positive PCR test taken more than 28 days and less than six months ago), no test need be submitted.  
**For the period between June 26 and July 23, 2021, the requirement to present either a negative test, or proof of vaccination or recovery from infection is waived as long as the incidence in Karlsruhe (city district) does not exceed 50.**
- **OBLIGATION to wear a medical-grade MASK for examiners, supervisors, and STUDENTS:**  
A mask must be worn outside and inside the buildings and throughout the examination. For every exam, the supervisory staff receives medical-grade masks from the university. Students must bring their own masks; for students, too, a medical-grade mask (surgical mask or **FFP2 mask** without valve) is mandatory.
- **The following regulations apply in case of EXEMPTION from the MASK REQUIREMENT:**  
A person who is exempt from the obligation to wear a mask must submit as proof a medical certificate containing the specialist medical assessment of the clinical picture (diagnosis), the Latin name or the classification of the illness according to ICD 10 and the reason why this results in exemption from the obligation to wear the mask. Students who are exempt from the wearing a mask will take their exam together in a separate room of the Faculty. Professors or staff are not obliged to supervise examinations in *these* rooms.
- **VENTILATION AT REGULAR INTERVALS:**  
During the exam, each exam room must be aired for five minutes every twenty minutes (cross-ventilating if possible), as well as before the exam begins and after the exam ends.
- Every person on campus must observe the hygiene and distance regulations according to the current Corona Ordinance of the federal state of Baden-Württemberg.
- Entering or leaving the exam room must take place under controlled conditions (one person at a time, keeping distance, using hand disinfectant). Floor markings and / or notices must be observed.
- **The safety distance of at least 1.5 meters** to other persons (examinees to each other and to the examiners) must be maintained. Desks and chairs must be placed accordingly.
- After the exam is finished, students are required to stay seated. Students must leave the room one-by-one, starting with the examinees seated closest to the door, and under controlled conditions. The instructions of the exam supervisors must be observed.
- After the exam is finished, examinees must turn over their exam papers and leave them on the desk to be collected later by the exam supervisors. The declaration by the student remains centrally at the organization unit.
- Students are allowed to drink from their own bottle but they are not allowed to eat (except for granola or chocolate bars, or similar).

- The limited number of persons allowed to enter the washrooms at the same time must be complied with (for exact number, see notice by the Facility Management at the door).
- If examinees wish to disinfect their desk before the exam they can use appropriate material which will be provided.
- The supervisors are authorized to exclude persons who do not comply with the safety measures from the event.
- Exam supervisors belonging to the **risk group\*** can be exempt from supervising the exam.
- Students belonging to the **risk group\***: please contact, within the online registration to the exams, the Chairman of the Board of Examiners, in order to decide how to proceed further.

\*) Definition, information and support: Robert Koch Institut  
([https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Steckbrief.html;jsessionid=80AF2D77222526F76FDEE96E8D83F0CD.internet071?nn=13490888#doc13776792bodyText15](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html;jsessionid=80AF2D77222526F76FDEE96E8D83F0CD.internet071?nn=13490888#doc13776792bodyText15))

