

Description of procedure for a written presence examination with less than 11 students within the period of restricted operation due to the requirements of the State of MV to combat the pandemic caused by SARS-CoV-2 (applies only to the University of Rostock, not to the University Medical School)

1. preliminary remark

The organisation of the test shall be such that unnecessary contacts between persons are avoided and necessary contacts are minimised and conducted in accordance with hygiene rules. The basis is the decree of the Ministry of Education and the implementation of the University of Rostock to start studying and teaching on 20.04.2020. The procedure has been agreed with the Health Department of the Hanseatic and University City of Rostock

2. planning and implementation

Seminar rooms and lecture halls with loose seating are available for the presence tests. Due to the distance regulation in Mecklenburg-Vorpommern (Hygiene plan Corona for schools in M-V of 16.04.2020) of at least 1.5 m, seminar rooms and lecture halls with loose seating cannot be occupied with the maximum number of chairs and tables available. Appropriate occupancy plans must be drawn up by the divisions. A sample occupancy plan is attached as an annex.

The sanitary rooms in each building have sufficient liquid soap dispensers and disposable towels and are checked several times a day.

At the entrance to the toilets there is a notice that only one person at a time is allowed in the sanitary facilities. If it is possible in terms of personnel, this must be ensured by means of a presence check. Toilet seats, taps, sinks and floors are cleaned daily.

When entering and leaving the building and the examination room, all persons are obliged to wear a face mask. A hose scarf, for example, can also be used as a face mask.

Before entering the examination room, it is mandatory to disinfect hands. The disinfectant is provided on a table. The use of private disinfectant, e.g. to prevent allergic reactions, is possible. The correct use is checked by the control personnel, who are also responsible for refilling/replacing the disinfectant provided.

The entrance to the examination room must be in compliance with the distance regulation. Appropriate signs are to be erected in front of the test room. In the entrance areas, two additional marking strips are placed on the floor at a distance of 1.5 m from each other.

The seats for the examinees (seats and tables) are marked in accordance with the specified occupancy plan. A deviating seating arrangement is not permitted and must be prevented by the control personnel.

Students must occupy and leave the rows of seats in such a way that the hygiene regulations are observed.

During the entire examination phase, the patient is obliged to wear a mouthguard. Persons who show symptoms of illness (coughing, sneezing, etc.) are to be excluded from the test.

If it is necessary to leave the site during the examination period (taking medication, going to the toilet, etc.), the obligation to wear mouthguards continues to apply. When entering the examination room, the hands must be disinfected again.

Due to the special circumstances, it is necessary that even if the exam is completed early, the student must remain on the course until the official end of the exam. (Special arrangements must be made for students with compensation for disadvantages or similar).

Leaving the room after completion of the test is done under the instructions of the control personnel.

Before and after each test, basic ventilation must also be provided, e.g. by opening all doors and windows.

After each inspection, a basic disinfection cleaning is carried out by the cleaning personnel of the cleaning company commissioned. Afterwards the examination room will be locked before re-entering.

The following tasks are to be performed by the responsible departments:

1. Dezernat 3: Provision of the hygienic Equipment, technical operation, cleaning,
2. Fakultät: building inlet of test specimens, provision of the control staff, information to the students, specification of the occupancy plan and Marking of tables and chairs, compliance with the occupancy requirements and controlled entry/exit, Leaving the examination room

Within the buildings, the usual hygiene regulations of the University of Rostock in the current version continue to apply.

The description represents a minimum framework for action and can be expanded in the respective areas—according to requirements—by the person responsible for the examination.

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Annex: Sample seating of a seminar room

