

Rostock, April 21, 2020

Description of procedure for a small presence check within the period of restricted operation due to the requirements of the country MV to fight the pandemic caused by SARS-CoV-2 (applies only to the University of Rostock, not to the University Medical School)

Note: translation not legally binding

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 candidates must be informed about the video examination option and the chosen form must be confirmed in writing.

The example is designed for a test with one examinee, one assessor and one examiner, duration approx. 30 min. The basis is the decree of the Ministry of Education and the implementation of the University of Rostock to start studying and teaching on 20.4.2020. The procedure is coordinated with the Health Department of the Hanseatic and University City of Rostock.

2. planning

The timing shall be such that contact between incoming and outgoing test items is avoided, where appropriate by using different access points and stairways where possible. Between tests, time shall be allowed for ventilation and surface disinfection, in simple cases 15 minutes should be sufficient. Where possible, a hand-washing basin shall be provided. Sufficient detergent, disinfectant and disposable towels shall be provided.

Depending on the number of persons, rooms of sufficient size are to be selected in order to comply with the rules of spacing.

3. implementation

All participants should wear a mouthguard, a simple scarf is also sufficient for the examinee. This obligation will be pointed out when the examination dates are allocated. A minimum distance of 2 m must be kept between the persons. If sketches or written answers are required by the examinee, a blackboard or flipchart is recommended. After completion of the examination and after the examinee has left the room, the room is ventilated and the touched surfaces (door handles, table, pens) are disinfected. In the simplest case this is done by the examiner and/or assessor. At the end of the test day, the room must be cleaned and disinfected. The status (used/cleaned) shall be noted on the door.

Within the buildings the usual hygiene regulations of the University of Rostock in the current version are still valid.

The description represents a minimum framework for action and can be extended in the respective areas - according to the requirements - by the head of the institution.

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