Description of procedure for a written presence examination with more than 10 students and fixed seating 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)

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 basis for this 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 has been agreed with the Health Department of the Hanseatic and University City of Rostock.

2. planning and implementation

27 lecture halls with fixed seating are available for the presence tests. Due to the distance regulation in Mecklenburg-Vorpommern (Hygiene plan Corona for schools in M-V of 16.4.2020) of at least 1.5 m, the lecture halls cannot be occupied with the maximum number of chairs and tables available. Corresponding occupancy plans are provided by D3.
The sanitary rooms 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 is allowed in the sanitary rooms. If personnel is available, this must be secured by a presence check. Toilet seats, fittings, washbasins and floors are cleaned daily.

Entering and leaving the lecture hall is via separate entrances and exits, where this is structurally possible. If this is not possible, the avoidance of encounters in the entrance or exit area must be regulated by control personnel. When entering and leaving the building and the examination room, all persons are obliged to wear mouth protection. A hose scarf, for example, can also serve as a mouthguard.

Before entering the examination room, hands must be disinfected. 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 building must be carried out in compliance with the distance regulation. Appropriate signs are placed in front of the building. In the entrance areas, three additional markings are placed on the floor at a distance of 1.5 m. The places for the examinees (seats and tables) are marked according to the specified occupancy plan. A deviating seating arrangement is not permitted and must be prevented by the control personnel.

Students shall occupy and leave the rows of seats in such a way that the hygiene regulations are observed. Students are obliged to wear a mouth guard during the entire examination phase. Persons who show symptoms of illness (coughing, sneezing, etc.) are to be excluded from the examination.

If it is necessary to leave the site during the examination period (taking medication, going to the toilet, etc.), the obligation to wear a mouthguard 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 prematurely, the student must remain on the course until the official end of the exam. (Special precautions must be taken for students with disadvantage compensation or similar).

After completion of the exam, students are allowed to leave the building through the escape route under the instruction of the control staff.
Ventilation of the examination room is usually ensured by a central ventilation system. Before and after each test, basic ventilation must also be provided, e.g. by opening all doors and windows.

After each test a basic disinfection cleaning is carried out by the cleaning personnel of the assigned cleaning company. Afterwards the auditorium is locked before re-entering.

The following tasks must be performed by the responsible departments:

1st department 3:
Opening of the building, provision of hygienic equipment, technical operation, cleaning, locking, setting up signs and markings, specification of the occupancy plan and marking of tables and chairs

Second Faculty:
Provision of control staff, information to students, compliance with occupancy requirements and controlled entry/exit of the building

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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