

Regulations regarding teaching and examinations during the COVID-pandemic - traffic light status

Revision 07



Purpose of the process flow

This process flow is part of the quality management system of the Montanuniversität Leoben. The purpose of the present description is to make knowledge of processes and responsibilities available and to promote transparency.



created on 15.11.2021

checked on 15.11.2021

approved on 15.11.2021

Ch. Leitold
O. Paris

H. Flachberger
T. Antretter
Ch. Mitterer

W. Eichseder
M. Mühlburger
P. Moser

TABLE OF CONTENT

| | | |
|-----|--|----|
| 1 | Aim of the process..... | 3 |
| 2 | Scope of application..... | 3 |
| 3 | Access control..... | 3 |
| 4 | Measures and organization: courses..... | 4 |
| 4.1 | Holding lectures..... | 5 |
| 4.2 | Holding of exam-immanent courses WITHOUT laboratory character..... | 5 |
| 4.3 | Exercises with laboratory character..... | 6 |
| 4.4 | Excursions and field exercises..... | 6 |
| 5 | Measures and organization: examination..... | 7 |
| 6 | Lecture hall occupancy..... | 7 |
| 7 | Contact Tracing..... | 7 |
| 8 | Hygiene regulations..... | 8 |
| 9 | Applicable documents..... | 8 |
| 10 | Coming into force and changes..... | 10 |

According to the internal guidelines of the university, there is an obligation to wear mouth and nose protection in closed rooms and, from traffic light yellow, a FFP2 mask. This can possibly be removed during courses and examinations after occupying a fixed seat and observing the minimum distance.

1 AIM OF THE PROCESS

This process describes the regulation regarding teaching during the COVID-19-pandemic, taking into account the guidelines of the BMBWF for secure university operations. The respective traffic light colors **GREEN** (🟢) - **YELLOW** (🟡) - **ORANGE** (🟠) - **RED** (🔴) refer to the respective situation, which, analogous to the traffic light system of the federal government, is prescribed by the rectorate for the entire university for a certain time. The corresponding traffic light phase is announced by the rectorate via email and can be accessed on the homepage. It should therefore be noted that the current traffic light status does not necessarily have to be identical to that for the district of Leoben.

The aim of the Montanuniversität is to hold as many lectures as possible in attendance, but at the same time to ensure the highest possible level of security in order to minimize the risk of COVID-19 infections and clusters.

The guideline is based on the guideline "COVID-19: Leitfaden für den gesicherten Hochschulbetrieb" of the Federal Ministry of Education, Science and Research.

These measures serve to protect all interest groups. Further hygienic measures depend on the exposure and therefore always require an individual and situational evaluation.

GREEN (🟢) means low risk level: Level I corresponds to normal operation in compliance with general behavioral prevention rules (minimum distance of 1 m, mouth and nose protection and general hygiene rules).

YELLOW (🟡) means increased risk level: In Level II increased attention is necessary, as e.g. the safety clearances cannot always be adhered to when the course is in progress. The minimum distance of 1 m applies, wearing of a FFP2 mask is necessary and an access management come into effect.

ORANGE (🟠) means high risk level: In Level III, increased safety precautions are taken. This includes e.g. a further reduction of group sizes or a further reduction in the available seats in lecture halls. The extended minimum distance is 1.5 m and wearing a FFP2 mask apply. The buildings are not freely accessible.

RED (🔴) means very high risk level: In Level IV an orderly emergency operation is carried out. Presence only allowed for defined key persons.

2 SCOPE OF APPLICATION

The process documented here is binding for the entire university.

3 ACCESS CONTROL

For access to the university buildings, compliance with the **2.5-G rule (vaccinated – tested - recovered)** applies, which is controlled centrally at several points (at least at the central entrances to the main building, the lecture hall center Buchmüllerplatz and the Peter-Tunner building) from Monday to Friday. For access to the other buildings, the respective lecturer must check the 2.5-G certificate.

Officially recognized certificates for the proof of low epidemiological risk within the meaning of this ordinance (the currently valid official regulation regarding the 2.5-G certificates applies) must evidence the 2.5-G rule:

1. a certificate of an authorized office about a negative result of a molecular biological test (PCR test) for SARS-CoV-2, the acceptance of which must not be more than 72 hours ago,
2. a proof of a centrally approved vaccine against COVID-19 was provided
 - a. second vaccination, whereby this must not be more than 360 days ago and at least 14 days must have elapsed between the first and second vaccination, or

- b. vaccination from the 22nd day after vaccination for vaccines for which only one vaccination is planned, whereby this must not be more than 270 days ago, or
 - c. Vaccination, provided there was a positive molecular biological test (PCR test) for SARS-CoV-2 at least 21 days before the vaccination or proof of neutralizing antibodies before the vaccination, whereby the vaccination must not be more than 360 days ago, or
 - d. further vaccination, whereby this must not be more than 360 days ago and between this and a vaccination within the meaning of a, b or c must have passed at least 120 days
3. a proof of recovery from an infection with SARS-CoV-2 over the past 180 days or a medical confirmation of an infection with SARS-CoV-2 over the past 180 days, which has been confirmed by molecular biology,
 4. an evidence of neutralizing antibodies that is not older than 90 days,
 5. a separation notice if this was issued for a person who was demonstrably infected with SARS-CoV-2 in the last 180 days prior to the scheduled testing.

The university executes controls to ensure compliance with the 2.5-G rule and failure to comply with this rule or willful deception in this regard can result in legal consequences or be sanctioned in accordance with the house rules.

| Traffic light | measure |
|---|---|
|  | The entrance doors to the buildings with centrally administered lecture halls are open. The minimum distance of 1 m must be observed and an MNP must be worn. |
|  | Individual entrances may be closed, see "graduated access management" in the QM document "General measures". It is compulsory to wear a FFP2 mask, even if the safety distance of 1 m is maintained, until a seat is taken. In any case, students are encouraged to get to the lecture hall of their course or examination quickly. It is not permitted to stay longer (> 10 min) in areas that are not designated as a lecture hall or designated learning space. |
|  | All entrances to the university are closed and students can only be picked up by the university staff at the respective entrance after registering for approved exams or practical exercises. It is compulsory to wear a FFP2 mask, even if the safety distance of 1.5 m is maintained, until a seat is taken. With traffic light orange, the mask can only be removed if a fixed seat is taken and a minimum distance of 2m to all other people in the room is maintained at all times. |

4 MEASURES AND ORGANIZATION: COURSES

In general, access to the buildings of the Montanuniversität for attending courses is only permitted, if the 2.5-G rule (vaccinated - tested - recovered) is complied. The lecturers and students must independently provide evidence.

A **lecture hall occupancy concept** was created for a regulated process, which, in accordance with the current QM documents, guarantees a minimum distance of 1 m (**GREEN/YELLOW**) or 1.5 m (**ORANGE** and **RED**) between the students in the lecture halls. If there are bottlenecks due to the drastically reduced number of available places, the following prioritization applies to courses in attendance:

Exercises with laboratory character

BEFORE exam-immanent courses without laboratory character

BEFORE lectures.

The Montanuniversität has equipped a large number of lecture halls with video / audio systems, so that a hybrid course is possible for two student groups at the same time: one group is present in the lecture hall and the second group participates the course “live” by a distance learning tool (e.g. ZOOM or WebEx). The lecturers decide on the mode and inform the registered students of this written before the course begins (e.g. by sending it out via MUonline or Moodle). This is of course subject to the regulations for the given traffic light color, as well as the available resources and any necessary new approval of changed group sizes by the Rectorate. Not only the mode for the current traffic light status at this time, but, if possible, also the scenarios for the other traffic light colors must be communicated to the students in advance. A change in the course mode during the semester due to a changed traffic light color must be communicated written to the students concerned as soon as possible by the person responsible for the course. In the case of purely face-to-face courses, it is essential to take into account that students may demonstrably not or not fully be able to participate in the course due to corona-related reasons (e.g. separation notice, entry ban to Austria, etc.). In any case, such students must be given the opportunity to complete the course in a reasonable alternative way.

A detailed description of the traffic light plan for courses can be found below. Any justified exceptions to the traffic light colors **ORANGE** and **RED** require the approval of the Rector and the Dean of Studies. The lecture hall occupancy for the traffic light colors **GREEN/YELLOW** (1/2 occupancy), and **ORANGE/RED** (1/4 occupancy) according to the lecture hall occupancy plan apply.

4.1 Holding lectures

| Traffic light | measure |
|---|---|
|  | It is possible to hold lectures in face-to-face, distance or mixed mode. In the event of face-to-face mode wearing a MNP except for the assigned seat and maintaining a distance of at least 1 m apply. |
|  | It is possible to hold lectures in face-to-face, distance or mixed mode. In the event of face-to-face mode wearing a FFP2 mask except for the assigned seat and maintaining a distance of at least 1 m apply. |
|  | Holding lectures in distance mode is compulsory. |
|  | Holding lectures in distance mode is compulsory. No exceptions possible. |

4.2 Holding of exam-immanent courses WITHOUT laboratory character

This includes e.g. arithmetic exercises, integrated courses, seminars, etc.

| Traffic light | measure |
|---|---|
|  | At least 50% of face-to-face lecturing has to be provided. In the event of face-to-face mode wearing a MNP and maintaining a distance of at least 1 m apply. |
|  | Switching to 100% distance mode is possible. In the event of face-to-face mode wearing a FFP2 mask and maintaining a distance of at least 1 m apply. |
|  | It is mandatory to switch to distance mode, whereby it is possible to do a small part of e.g. non-digitally substitutable written evidences of knowledge in attendance (subject to approval). Wearing of a FFP2 mask except at the assigned seat and maintaining a distance of at least 1.5 m is mandatory. |

| | |
|---|---|
|  | It is mandatory to switch to distance mode. No exceptions are possible. |
|---|---|

4.3 Exercises with laboratory character

| Traffic light | measure |
|---|--|
|  | In any case these must be held in attendance. According to the QM document "General measures", at least an area of 8 - 10 m ² per person must be provided for laboratory exercises. Group sizes may have to be adapted to the room situation (approval from the rectorate required!). If the minimum distance of 1 m cannot be maintained a MNP must be worn. Depending on the situation, further security and participant concepts may need to be developed considering the size of the room and the distance situation. These rules also apply for the preparation of Bachelor and Master theses if they are of an experimental nature or the presence of the student at the university is absolutely necessary. |
|  | In any case these must be held in attendance. According to the QM document "General measures", at least an area of 8 - 10 m ² per person must be provided for laboratory exercises. Group sizes may have to be adapted to the room situation (approval from the rectorate required!). If the minimum distance of 1 m cannot be maintained a FFP2 mask must be worn. Depending on the situation, further security and participant concepts may need to be developed considering the size of the room and the distance situation. These rules also apply for the preparation of Bachelor and Master theses if they are of an experimental nature or the presence of the student at the university is absolutely necessary. |
|  | If an alternative digital replacement is possible without significantly restricting the learning goals exercises with laboratory character should be switched to distance mode. According to the QM document "General measures" at least an area of 8 - 10 m ² per person must be provided for laboratory exercises in attendance. Group sizes may have to be adapted to the room situation (approval from the rectorate required!). Depending on the situation, further security and participant concepts may need to be developed considering the size of the room and the distance situation. These rules also apply for the preparation of Bachelor and Master theses if they are of an experimental nature or the presence of the student at the university is absolutely necessary. Wearing a FFP2 mask except at an assigned seat and maintaining a distance of at least 1.5 m is mandatory. |
|  | If possible and justifiable, the course should be (temporarily) converted to a digital format or the attendance dates should be postponed to a later date. The holding of face-to-face courses such as traffic light orange can only be continued in justified exceptional cases (subject to approval). |

4.4 Excursions and field exercises

| Traffic light | measure |
|---|---|
|   | These are basically possible if the relevant regulations of the Montanuniversität and on site or during the trip can be complied. In doing so, individual security and participant concepts have to be developed depending on the situation considering the size of the room and the distance. The on-site antigen testing or the 2.5-G rule must be applied in any case. |

| | |
|---|--|
|  | No excursions or field exercises may be held. Exceptions (subject to approval) apply to traffic lights in orange for field exercises that can be carried out without traveling or staying overnight, and local conditions and regulations allow them to be held. The same rules then apply as for exercises with a laboratory character. |
|---|--|

5 MEASURES AND ORGANIZATION: EXAMINATION

Basically written and oral examinations can be held in distance mode for all traffic light colors. The only exceptions are course examinations ahead of a committee, which must always take place in attendance. Access to the buildings of the Montanuniversität is only allowed for exams, if the 2.5-G rule (vaccinated - tested - recovered) is observed. The examiners and students must independently provide evidence. The currently valid part of the statutes of the study law regulations applies for taking examinations in distance mode.

| Traffic light | measure |
|---|---|
|  | Both written and oral exams can be conducted face-to-face or in distance mode. In the event of face-to-face mode wearing a MNP (for YELLOW FFP2 mask) except at the assigned seat apply as well as compliance with the respective minimum distance (1 m). |
|  | Oral exams must be held in distance mode. This also applies to final examinations ahead of a committee, such as the final examination of Master and PhD study programs. Written examinations may still take place in attendance in compliance with the QM guidelines and the lecture hall occupancy plan for the traffic light color orange. Wearing a FFP2 mask except at the assigned seat and maintaining a distance of at least 1.5 m is mandatory. |
|  | Oral exams: like traffic light orange. If possible and justifiable, written exams should also be switched to distance mode or postponed to a later date. Written exams scheduled before the traffic lights has switched may still be held in attendance. Wearing a FFP2 mask even at the assigned seat is mandatory. |

6 LECTURE HALL OCCUPANCY

The respective lecture hall occupancy according to the current traffic light color can be found in the lecture hall occupancy plan on the QM homepage. In general, based on the total capacity, 50% occupancy (checkerboard pattern) applies for the traffic light colors green and yellow, and 25% occupancy for orange/red.

7 CONTACT TRACING

The Montanuniversität is obliged to send a list of participants and a seating plan of the course or examination to the responsible health authority - the BH Leoben -, if there is a suspected COVID case. This means that students are only entitled to take part in a face-to-face course if they consent to the recording and storage of this data for the time required by law. Students must be made aware of this, along with information about which data is being stored for how long. The course leaders are responsible for contact tracing for a course as well as for compliance with data protection and the timely destruction of these data. For lectures the stored data will be destroyed after 14 days, for courses with mandatory attendance, the lists of participants may be kept for at least six months (UG 2002 §84 (1)).

- Contact tracing for courses or examinations in central lecture halls with the student registration and de-registration system (SAAS):

For all centrally managed lecture halls there are lecture hall occupancy plans (see [lecture hall occupancy plans](#)) with numbered seats. **Only green (traffic light color GREEN or YELLOW)**

or orange (traffic light color **ORANGE**) marked seats may be used with the given traffic light. All lecture halls are also equipped with electronic door signs with information about the current course or examination. These door signs also serve as card readers. Ideally, **contact tracing is therefore carried out using the SAAS-system of the Montanuniversität** (<https://saas.unileoben.ac.at>). The students are registered when they “check in” (= holding their student ID on the door sign) and a seat number in the lecture hall is assigned. The de-registration takes place at the end of the course either individually by the students (“check out”) or centrally by the course leaders. The course leaders manage the contact database and, in the event of suspicion, make it available to the Corona crisis team for forwarding to the authorities. In the case of large courses (> 30 participants), it is advisable to position an employee (e.g. student staff) at the entrance to the respective lecture hall in order to guarantee regulated entry and exit.

- Further options for contact tracing for courses or examinations in decentralized seminar rooms that are not integrated into the SAAS-system or for courses where use of the SAAS-system is not possible or appropriate:
The course leaders have to create an alternative concept for having a list of participants and the documentation of the seating e.g. course leaders call registered students and they announce the seat they have taken. The lecturers must check the 2.5-G proof.
- Contact Tracing for laboratory internships:
Those students who have worked for >15 min at a distance of <2 m are to be listed as K1 contact groups, regardless of whether they wore a mask or not. The lecturers must check the 2.5-G proof.
- Learning places:
Learning places are available in the library managed by them. The respective valid mouth and nose protection (from traffic light color YELLOW FFP2 mask) must be worn at all times at all learning places.

8 HYGIENE REGULATIONS

| Traffic light | measure |
|---|--|
|  | The lecture halls are cleaned and disinfected centrally once a day. However, there is NO central cleaning of the lecture halls after a course or examination. The leaders of the courses and examinations are responsible for airing before, if necessary during and afterwards as well as for compliance with the safety rules. The students are responsible for cleaning / disinfecting their space before and after using it. Disinfectant wipes are provided centrally in sufficient quantities. |
|  | There is a central cleaning or disinfection as well as cleaning of the rooms after each course or examination. Corresponding time windows must be taken into account when planning. |

9 APPLICABLE DOCUMENTS

| Link | name |
|--|--|
| Bundesgesetzblatt II Nr. 214/20201 | 278. Verordnung: 2. COVID-19-Öffnungsverordnung und 1. Novelle zur 2. COVID-19-Öffnungsverordnung in der jeweils gültigen Fassung |
| Bundesgesetzblatt B-KUVG | Beamten-Kranken- und Unfallversicherungsgesetz vom 31. Mai 1967 in der jeweils gültigen Fassung |

| COVID-19: Leitfaden für den gesicherten Hochschulbetrieb | | „COVID-19: Leitfaden für den gesicherten Hochschulbetrieb“ des Bundesministeriums Bildung Wissenschaft und Forschung |
|--|--------------------|--|
| Hygienehandbuch zu Covid-19 | | Empfehlungen des BMBWF zum Schutz vor einer COVID-19-Ansteckung in Universitäten und Hochschulen |
| Bundesministerium | | Soziales, Gesundheit, Pflege und Konsumentenschutz Informationen zum Corona Virus |
| General measures | | General measures at the Montanuniversität Leoben during the COVID-pandemic – traffic light status in the currently valid version |
| Universität | | CORONA SARS-COV-2 |
| Mitteilungsblätter | | Satzungsteil Studienrechtliche Bestimmungen in der Fassung Mitteilungsblatt 3. Stück 2020/2021, Nr. 4, insb. §§ 1, 16 und 36. |
| Nr. | QM-document | name |
| Behavior in the case of COVID | Attachment | Behavior in the case of COVID |
| Mandatory antigen tests | Attachment | Mandatory antigen tests |
| HM1 | Attachment | Mouth and nose protection |
| HM2 | Attachment | Cleaning hands |
| HM3 | Attachment | Disinfection |
| HM4 | Attachment | Room ventilation |
| HM5 | Attachment | Gloves |
| HM6 | Attachment | Flyer |
| HM7 | Attachment | Manufacture and use of disinfectants |
| Lecture hall occupancy plans | Attachment | Overview for the occupancy of the centrally managed lecture halls |
| Traffic light plan teaching | Attachment | Summary of teaching according to traffic light status |

10 COMING INTO FORCE AND CHANGES

| Revision | Date | created by | changes |
|----------|------------|--|--|
| - | 25.09.2020 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | First edition |
| 01 | 16.11.2020 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Adaptations regarding the traffic light color RED |
| 02 | 08.02.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Adaptations regarding FFP2 mask requirement and mandatory antigen testing |
| 03 | 17.06.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Revision of the document with regard to the legal requirements (3-G regulation) and adaptations regarding the traffic light colors yellow and green |
| 04 | 01.07.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Supplements with regard to the legal requirements (3-G regulation and on-site antigen testing) and flexibilization of the lecture hall occupancy plans |
| 05 | 29.09.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Changes according to the legal conditions |
| 06 | 09.11.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Changes regarding the transition to 2.5G |
| 07 | 15.11.2021 | Ch. Leitold (QM) O. Paris (Studiendekan, TFL) | Integration of the part of the statutes concerning the provisions of study law |