

# Information sheet

## for lecturers and students to conduct examinations in the summer semester 2020

This leaflet is a short summary of the most important features of the hygiene concepts of the faculties of the Otto-von-Guericke-University Magdeburg for conducting examinations in the summer semester 2020 due to the worldwide Covid-19 pandemic situation. For further explanations, procedures and details please refer to the individual hygiene concepts of the faculties (e.g. for students of human medicine).

The basis of the developed concepts are the national regulations according to the SARS-CoV-2 containment guidelines in the respective valid version and corresponding instructions from the rectorate.

### 1. Preparation

The individual allocation of examination rooms takes place via the student portal-LSF. The examination places to be taken in the lecture halls and seminar rooms on the OVGU campus are clearly marked with yellow-black adhesive tape. Seating in the exhibition halls and all other test rooms is provided in compliance with the **minimum distance specifications of 2m**. Information signs (e.g. to maintain minimum distance etc.) can be requested from K51.



Ventilation before and after the test is provided by opening the windows by the supervisory staff. If it is not possible to open the windows, this is done via the automatic control of the ventilation system. In lecture halls and large seminar rooms – from 40 persons – the ventilation also runs during the examination period. The exam or supplementary sheets are placed on the table upside down in the mantle arch to minimize contact before the start of the exam. It is preferable to lay out place cards, i.e. there is no free choice of place by the examinee.

### 2. Entrance

Students are asked to arrive 30 minutes before the start of the exam. Students are **required to wear a mouth-nose cover** before entering the examination rooms and when entering until they reach their seat. Admission is in groups by assignment of the supervisory staff. **Participation in the examination is to be denied in the event of symptoms of corona-related illness or contact with infected persons and/or return from crisis areas within the last 14 days.**

Thorough **hand washing with soap and water** (see appendix) is **mandatory for all participants before admission**. If this cannot be guaranteed due to large numbers of participants, a mandatory disinfection of the hands of all participants is carried out. Material required for disinfection (e.g. hand disinfectant, disposable gloves, etc.) must be requested in good time by the faculty responsible for the examination from the Department of Occupational Safety and Environmental Protection (K43-Hr. Stresow).

The identity check of the participants can be carried out during admission or at the test site. The identity has to be proved with an official photo identification (identity card/passport/driver's license). If the exhibition halls are used and a large number of participants are expected to attend, a negative list (record test specimens that do **not** appear for the test) should preferably be kept in conjunction with place cards, as this will prevent a congestion at the entrance by identity checks.

**By not taking part in the test, the participants declare their withdrawal by implication.** Proof is not required, but written information to the examination office in the event of withdrawal is helpful (especially in the interests of sustainability).

### 3. Carrying out the exam

Before the start of the processing time, the supervisory staff will instruct and have countersigned all participants, in addition to the usual legal requirements for testing, on special distance and hygiene specifications. Each participant is free to wear the mouth-nose cover during the test. For reasons of hygiene, this should not be placed on the table but stored in the bag. Jackets and bags remain at the seat and are not to be left at the edge of the examination room as is usual under normal conditions.

It is not permitted to leave the test area without being asked. It is permitted to leave the toilets individually by hand signals and the approval of the supervisor while wearing the **mouth-nose cover**. After going to the toilet, the hands must be disinfected again if necessary. A **mouth-nose cover** is to be worn by the participants as well as by the supervisor, if

the participant has a **question or other concern** and the supervisor goes to the participant and minimum distances must be fallen below.

Students who are late for the examination are generally not admitted to the examination.

#### **4. Leaving the examination room**

Early handing in of the exam is **only possible if it is ensured that minimum distances are observed throughout** (Note: This is only possible in rooms with single tables. In lecture halls with continuous rows of seats, early handover should be avoided if necessary, as minimum distances may be undercut here). Leaving the room is at the discretion of the supervisory staff during or only at the end of the processing time. **Wearing a mouth–nose cover** is obligatory when leaving the examination room. Exit is carried out successively, but with a time delay. In rooms with several exits, the procedure can be accelerated. It should be checked in advance which emergency exits are available as regular exits. To minimise contact, enclosures/accompanying sheets should be collected in the mantle arch after the supervisors have left the room.

#### **5. Follow-up**

Once a day, basic cleaning of the exhibition halls is ensured by the operating company. **Surface disinfection (wiping with disinfectant** of the table surfaces/door handles/if necessary chairs used by the participants) is carried out in the **exhibition halls after each test by the supervisory staff** employed or by the persons (e.g. HiWis, scientific staff) of the faculties of the OVGU. A list must be kept for each exhibition hall, in which the date, time and signature of a responsible supervisor must be entered in order to record continuous disinfection in a comprehensible manner. Should the faculties not be able to organise appropriate personnel, a request for personnel support can be made via the rectorate and K3 (Mr Kreowsky).

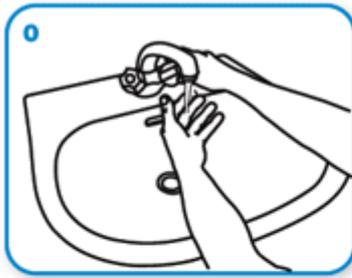
The **cleaning and surface disinfection of the lecture halls and seminar rooms on the OVGU campus** are mainly carried out by the company commissioned by the **Central Services Department (K5)**. In individual cases (tests with a number of participants  $\leq 15$  persons), however, it may also be necessary here for the supervisory staff to take over the disinfection (table surfaces/door handles/if necessary chairs) and ventilation of the rooms. Appropriate notices must be posted on the inside of the doors, in which the date, time and signature of a responsible supervisor must be entered in order to record continuous disinfection/ventilation in a comprehensible manner. Problems or violations of the hygiene concept during or immediately after the test must be documented in the exam protocol.

Proper and safe storage of all disinfectants must be ensured in close cooperation with the department for occupational safety and environmental protection (K43–Hr. Stresow).

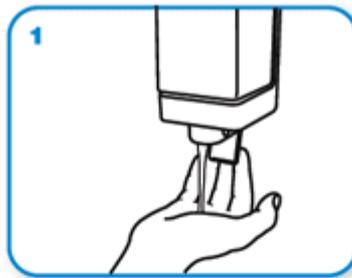
If a participant or a supervisor reports a positive result for SARS–CoV–2 after the exam, the corresponding dean's office and the rectorate must be informed immediately.

### **Most important things at a glance**

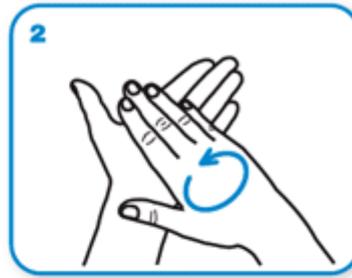
- No participation with symptoms of illness.
- Wearing of a mouth–nose cover is obligatory: **before** and **after** the examination or in situations where the minimum distance is not reached (e.g. when the examinee asks the supervisory staff), during the examination the mouth–nose cover **can** be worn.
- Low–contact hand washing or hand disinfection is mandatory before entering the test rooms and after using the toilet.
- Observance of the minimum distance of 2m.
- Observance of the cough and sneeze label.
- Anyone who arrives too late for the examination may not take the examination.
- For the catch–up examinations of the WiSe 19/20 and the SoSe 20 the following applies: Non–participation is to be regarded as withdrawal from the examination **without any obligation to provide proof (e.g. in the form of certificates)**.



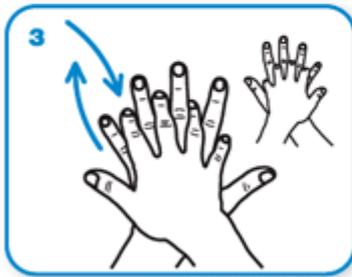
Wet hands with water



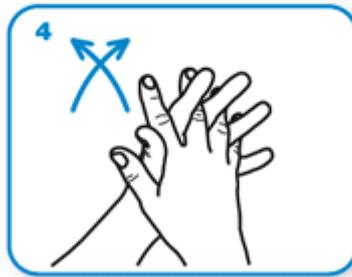
apply enough soap to cover all hand surfaces.



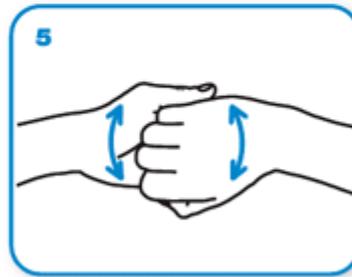
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



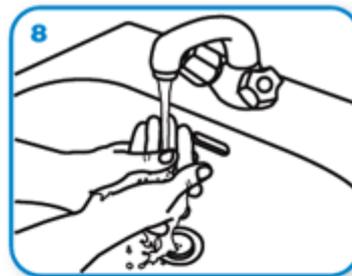
backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



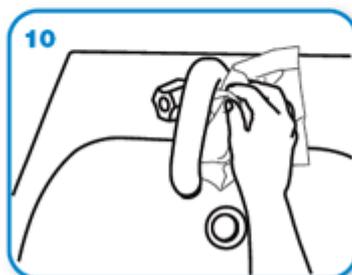
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.