

Declaration by the student

Status from 18th June, 2020

Information on the exam

Name of the exam	
Lecturer	
Date and time of the exam	
Building, room	

Student data

Surname	
Given name	
Student ID no.	
HsKA email address	

Protective measures

INSTRUCTIONS

I confirm that I was informed in oral or written form how to conduct myself safely during exams in the room and the building. I confirm that I have understood the rules of conduct and that I will observe them.

OBLIGATION TO INFORM

Pursuant to the German act on the prevention and control of infectious diseases (Infektionsschutzgesetz, IfSG), both the suspicion of and the actual illness of COVID-19 must be reported to the Gesundheitsamt (public health department).

This obligation to inform occurs only when a participant falls ill, or is suspected to be ill. The data is treated confidentially and is used exclusively for relevant purposes.

Hereby I declare that I am the person who is recorded above as a student, and who sits the exam in person. I can prove my identity by means of my CampusCard or another document bearing a photograph.

I received and read the safety instructions, and consent to them. I will observe the regulations.

Karlsruhe, the

Date

Student's signature

AREA OF APPLICATION

Activities involving physical contact to other persons (members of the university or third party)

Safety objective: to prevent infection and break the chain of infection! Also: laboratory courses and exams of individual students

RISKS FOR PEOPLE



The illness "coronavirus disease 2019 (COVID-19)" is caused by the coronavirus SARS-CoV-2.

- **Route of transmission:** The virus is transmitted by means of droplets via the air (airborne infection) or by means of contaminated hands to the mucous membranes (mouth, nose, eye) (smear infection).
- **Incubation period:** After infection, people might take several days up to two weeks to develop symptoms. The disease can be transmitted even if no symptoms can be observed.
- **Impact on the health:** In most cases, the infection proceeds in a benign and asymptomatic way. Alternatively, acute symptoms such as respiratory disorder with fever, cough, shortness of breath or difficulty breathing, can occur. Especially persons with pre-existing illness or immunocompromised persons can experience a severe course of disease.

GENERAL SAFETY MEASURES AND RULES OF CONDUCT



The following safety measures and rules of conduct must be observed in order to minimize the risk of infection.

Avoid direct physical contact

- Avoid handshakes and other bodily contact
- Keep sufficient distance to other persons (minimum of 1.5 meters according to the Corona Ordinance of BW)
- Reduce the number of people allowed to stay in a room at the same time (use video or phone conference)
- If possible, work from home (especially in case of shared offices; aim: to avoid too close spaces)



Personal hygiene measures

- Practice sneeze etiquette: cough/sneeze while covering your mouth and nose with flexed elbow or paper tissue which you dispose of immediately after use.
- Do not touch your hands to your face (eyes, nose, mouth).
- Wash your hands regularly and thoroughly (at least for 20 seconds with soap), use disposable towels, use skin care.
- Where necessary, use antiviral disinfectant. The consumable is provided by the university.



Technical and organization measures

- Air rooms at regular intervals
- Use transparent protective barriers between persons for activities involving face-to-face consultation
- Coordinate work and break times (aim: alternating presence)
- If possible, people should use tools in a personalized way, otherwise arrange for regular cleaning
- Personalized use of all personal protective equipment and work clothes, regular cleaning of work clothes



Personal safety measures

- Under the Senior Management's decision, it is strongly recommended that persons wear a mouth-and-nose covering ("face mask") when staying in circulation areas, stairs etc.

Any person not maintaining the safety distance will be expelled from the room or building.

FIRST AID



- In case of symptoms of illness, consult a doctor to decide on further measures. Notify your superior.
- Members of the university – including students – who show symptoms are not allowed to access the university grounds.
- Breaking the chain of infection: If COVID 19-illness is suspected, employees need to contact Human Resources in case that there was physical contact to other members of the university during the incubation period.

PROPER DISPOSAL

- dispose of polluted or disused items / materials according to respective specifications
- more frequent cleaning by responsible cleaning company, especially after laboratory sessions and exams; emptying of refuse bins (residual waste)

AREA OF APPLICATION

In-person examinations

DIRECTIVE

- The examiners inform the students about the special measures in advance (e.g. by email), handing out the form "Erklärung der Studierenden/Declaration by the student". Please print out, fill in and sign the form to submit at the examination. By signing the declaration, students confirm that they have received instructions on the protective measures and how to observe them. The signature is mandatory to be allowed to take part in the examinations.
- As before, the Faculties inform the students and the exam supervisors in advance about the room in which the exam takes place; if required the examiners can allocate the students to different rooms. The Facility Management must be informed in due time about the room allocations and exam times.
- **Mandatory use of face masks** for examiners, exam supervisors, and students: EVERY TIME when moving within the building or the rooms as well as when talking a mouth-and-nose covering (so-called non-surgical face mask) must be worn.
- Every person on campus must observe the hygiene and distance regulations according to the current Corona Ordinance of the federal state of Baden-Württemberg.
- Entering or leaving the exam room must take place under controlled conditions (one person at a time, keeping distance, using hand disinfectant). Floor markings and / or notices must be observed.
- **The safety distance of at least 1.5 meters** to other persons (examinees to each other and to the examiners) must be maintained. Desks and chairs must be placed accordingly.
- After the exam is finished, students are required to stay seated. Students must leave the room one-by-one, starting with the examinees seated closest to the door, and under controlled conditions. The instructions of the exam supervisors must be observed.
- After the exam is finished, examinees must turn over their exam papers and leave them on the desk to be collected later by the exam supervisors. The declaration by the student remains centrally at the organization unit.
- Students are allowed to drink from their own bottle but they are not allowed to eat (except for granola or chocolate bars, or similar).
- If possible, doors and windows of the exam room remain open during the entire duration of the examination. The room must be aired before and after the exam in order to reduce risk of infection by aerosols.
- The reduced number of persons allowed to enter the washrooms at the same time must be complied with (for exact number, see notice by the Facility Management at the door).
- The Facility Management centrally organizes disinfection of the desks and chairs prior to and after an exam.
- Exam supervisors belonging to the **risk group*** can be exempt from supervising the exam.
- Students belonging to the **risk group***: please contact, within the online registration to the exams, the Chairman of the Board of Examiners, in order to decide how to proceed further.

*) Definition, information and support: Robert Koch Institut (www.rki.de)

