



# HEIDELBERG UNIVERSITY'S GUIDE TO THE CORONAVIRUS-RELATED COLLECTING OF CONTACT DETAILS AND TO ACCESS AND ATTENDANCE PROHIBITION

Status: 11 August 2020

**With this guide, Heidelberg University would like to support its staff in implementing the Corona Ordinance of the State of Baden-Württemberg (CoronaVO) in the valid version of 6 August 2020**

<https://www.baden-wuerttemberg.de/en/service/aktuelle-infos-zu-corona/aktuelle-corona-verordnung-des-landes-baden-wuerttemberg/>

## Requirement to collect contact details

In order to trace infection chains the university is, pursuant to §6 CoronaVO, required to collect the following details from all visitors, users and participants at events: first and last name, address, date and time period of presence and telephone number. This requirement does not apply when and inasmuch as these details are already available. For example, it is not necessary to obtain such details from employees. If individuals refuse to give their contact details they must be excluded from using the facility or attending the event.

Signatures must be obtained for every single event regardless of whether it is one-off, e.g. examinations or meetings with external participants, or regular, e.g. weekly lectures. In order to guarantee that the contact details are up to date, it is – from the viewpoint of the university leadership – not sufficient to give a student registration number.

No collection of details is necessary in the case of events when all three of the following criteria have been verifiably fulfilled:

1. The participants were informed in good time about the access and attendance prohibition.
2. All participants are known and their current contact details are available (e.g. employees).
3. The attendance of all individuals is recorded in writing, e.g. through minutes of the event.

No collection of contact details is necessary in the case of visitors and users who respect hygiene and distancing rules and who do not stay together in a restricted space for an extended period (e.g. short-term visitors). This applies e.g. to the premises of the University Library.

## **Access and attendance prohibition**

Pursuant to §7 CoronaVO, entering the university or attending an event at the university is inadmissible

1. if someone is in contact with a person infected with the coronavirus, or less than 14 days have passed since they had such contact, or
2. if someone has the typical symptoms of an infection with the coronavirus, i.e. loss of the sense of smell and taste, a high temperature, coughing and a sore throat.

If an employee, visitor or user has verifiably been informed in good time about the above grounds for exclusion, it can be rated as a “conclusive” statement that these criteria do not apply when they then enter or use a university facility.

If a person takes the view that, in their individual case, respect for the access and attendance prohibition cannot be expected of them, they are kindly asked to make contact early on with the management of the respective facility/institute or with the person responsible for the respective event.

## **Communication**

Both the need for collecting contact details and also the access and attendance prohibitions must be communicated to all employees, users, visitors and participants at events as early as possible.

- For open communication at entrances of university buildings and areas, an appropriate poster is available for downloading and printing in A5 to A3 format.
- Communicate the rules directly e.g. by email to your fellow staff members.
- Please draw attention to the rules on the website of your institute/facility.
- Inform participants at events as early as possible, e.g. when publicising the dates of the event, in the context of the booking procedure or in an invitation.

Please choose your wording with reference to the text of the Corona Ordinance, this guide or the forms for signing described below.

[Poster “Access and attendance arrangements for all university members and visitors”](#)

## **Procedures for collecting contact details**

For the above-mentioned coronavirus-related collection of contact details there are two forms requiring a signature that are available for downloading and printing:

[Form \(to be signed\) for collecting details from participants at university events](#)

[Form \(to be signed\) for collecting contact details from visitors and users of university facilities](#)

The forms can be filled in by the respective facility in the (changeable) first part and then printed in the required quantity. Then only the second part needs to be filled out individually by the visitors, users and participants at the respective event.

The form about the collecting of contact details must be filled out and signed before the person enters the premises. It is recommended that a table or stand is set up for distributing the forms at the entrance of the venue, along with sufficient pens and sanitizer (disinfectant).

The data privacy statement should be displayed visibly for those signing to read. The data privacy statement is available for you to download from the university website:

[Data protection information to display when collecting contact details](#) (printable A5 to A3)

There is no obligation to check on the correctness of the contact details or as to check identity cards as proof of the identity of the participants.

The data must be forwarded to the authorities responsible as soon as this is necessary to trace possible infection chains. Any other use of the contact details is inadmissible.

### **Technical and organisational measures for data protection**

Please collect the signed forms in a receptacle that can be sealed and is inaccessible to third parties. Secure the receptacle during the contact detail collection, and ensure that during transport and subsequent storage

- The receptacle is firmly closed,
- It cannot be removed by unauthorised persons and/or it remains under supervision, and
- It is at no time possible for unauthorised persons to see or change the contact details.

The loss of these details constitutes a data protection incident that must be reported.

Pursuant to the Corona Ordinance, the contact details must be destroyed after four weeks. Please do not dispose of them by means of a regular waste paper bin; use only the data protection containers available across the university.

If you have any questions you can reach the university's Corona Service Portal by phone on 06221 – 54 19191 or by email at [service.corona@uni-heidelberg.de](mailto:service.corona@uni-heidelberg.de).