



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

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With this guide, Heidelberg University would like to support its staff in implementing the Corona Ordinance of the State of Baden-Württemberg and the Corona Ordinance on Degree-related Operations and the Arts in their respective valid versions:

Corona Ordinance Baden-Württemberg:

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

Corona Ordinance on Degree-related Operations and the Arts:

<https://www.baden-wuerttemberg.de/de/service/aktuelle-infos-zu-corona/uebersicht-corona-verordnungen/coronavo-studienbetrieb-und-kunst/>

Requirement to collect contact details

In order to trace infection chains the university is – pursuant to §§ 14 in connection with 10 und 6 Corona Ordinance, as appropriate in connection with § 4 Corona Ordinance on Degree-related Operations and the Arts – required to collect the following details from all those present, particularly from 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.

The above-mentioned contact details must be obtained for every single event and date regardless of whether it is one-off, e.g. examinations or meetings with external participants, or regular, e.g. weekly lectures.

In the case of events that are not attributable to degree-related activities, it is not necessary to obtain new contact details if at the same time the two following criteria have been verifiably fulfilled:

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

In addition to events, collecting contact details is required in all areas of the libraries (a possible exception: picking up ordered media and returning them), in other academic departments and operational facilities with degree-related activities, in student secretariats and portals, where students visit advisory and administrative services, as well as in learning areas and study rooms requiring a reservation.

Persons who refuse to give their contact details shall be excluded from using the institute/facility or attending the event.

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 a coronavirus infection, i.e. a high temperature, dry coughing, disorders of the sense of smell and taste.

Employees, visitors, users and those attending events must be verifiably informed as soon as possible about the above grounds for exclusion. Then it can be rated as a “conclusive” statement that these criteria do not apply when they 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, visitors, users 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, the university website or this guide.

[Poster “Conditions of admission and participation for all members and visitors of Heidelberg University”](#)

Procedures for collecting contact details

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

[Form for collecting contact details of event participants](#)

[Form for collecting contact details of visitors and users](#)

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

Alternative electronic instruments for data collection, such as scanning the Uni ID card or a QR code, are currently in preparation and will be made available as soon as possible.

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

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

You are under no obligation to check on the correctness of the contact details or to check identity cards as proof of the identity of the participants.

On request of the authorities responsible, the data must be forwarded to them if this is required 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 while collecting the contact details, and ensure that during transport and subsequent storage

- the receptacle is firmly closed
- the receptacle cannot be removed by unauthorised persons and/or it remains under supervision
- it is not possible at any time for unauthorised persons to see or change the contact details.

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

In accordance with 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.

The person responsible for the event or facility is responsible for compliance with the above procedure.

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