

Coronavirus (Covid-19): current information for members of Osnabrück University of Applied Sciences

Overview (as of August 10, 2020)

- Start of the lectures in the winter semester 20/21: October 05, 2020
- Mix of online and on-site workshops on the campus in small groups subject to the actual hygiene standards
- Mandatory mask-wearing inside all buildings of Osnabrück University of Applied Sciences as well as maintaining a minimum distance of 1.5 meters between people
- All buildings of Osnabrück University of Applied Sciences are closed for students during semester break
- All locations of the university library are open in compliance with the applicable hygiene regulations
Campus Westerberg Monday-Friday 9.00 – 18.00 o'clock, closed on Saturday
Campus Haste and Lingen: Monday-Friday 9.00 – 18.00 o'clock, Saturday 10.00 – 14.00 o'clock
- All public university events outside of teaching, such as specialist conferences and colloquia with external participants, will not take place in attendance until at least February 28, 2021.

In the event of last-minute changes, we will also inform you of the latest news by email. Please check your e-mail inbox regularly.

- General regulations at Osnabrück University of Applied Sciences
- Further information for prospective students
- Further information for students
- Further information for teachers and staff
- Further information on Corona virus

You can find the assessment of the Robert Koch Institute, the central institution of the federal government in the field of disease monitoring and prevention, of the current situation in Germany and the world here.

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Information on how to proceed in the event of Corona (suspected) cases

What should students do who have been in a recognized risk area within the last 14 days?

1. Since August 8, every person entering from a recognized risk area has been obliged to be tested for a corona infection. If your test is negative and the responsible health department has not made any other statements, you can return to the university. However, please continue to watch whether you develop symptoms afterwards!

2. Make an appointment with your family doctor immediately by telephone.
Outside of office hours, the emergency medical service can be reached on 116 117.

3. Please clarify questions about your courses directly with the lecturers electronically.

Information for travelers from the Federal Ministry of Health:

<https://www.bundesgesundheitsministerium.de/coronavirus-infos-reisen.html>

What should students do who have had contact with someone with a proven Covid-19 infection?

The Robert Koch Institute differentiates between so-called K1 and K2 contact persons, depending on the time interval and intensity of contact with the infected person. In both cases, please stay at home and do not come to the university! Please clarify questions about your courses directly with your lecturers electronically.

Contact person classification infographic

1. Since August 8, every person entering from a recognized risk area has been obliged to be tested for a corona infection. If your test is negative and the responsible health department has not made any other statements, you can return to the university. However, please continue to watch whether you develop symptoms afterwards!

Please stay at home in the time between the test and the test result and use the extended options of the home office during the corona pandemic.

2. Please inform your manager immediately about the matter electronically or alternatively the following contact persons:

Contact persons in the faculties:

- Agricultural sciences and landscape architecture: Deanery AuL, 0541 969-5110, Dekanat-al@hs-osnabrueck.de
- Engineering and computer science: Deanery IuI, 0541 969-3712, dekanat-iui@hs-osnabrueck.de
- Institute for Music: Matthias Vornholt 0541 969-7050, m.vornholt@hs-osnabrueck.de
- Management, culture and technology: Deanery MKT, 0591 80098-201, dekan-mkt@hs-osnabrueck.de
- Economics and social sciences: Deanery WiSo, 0541 969-2140, wiso@hs-osnabrueck.de

Contact person in personnel management:

- Reiner Haut 0541 969-7087, r.haut@hs-osnabrueck.de

3. Make an appointment with your doctor immediately by telephone. Outside of office hours, the emergency medical service can be reached on 116 117.

5. Inform our contact persons and your technical management about the likely resumption of your work on site (after consultation with a doctor).

6. If the health department instructs you to quarantine, please submit this to personnel management.

7. If you do not have any work equipment at home, please do not come to the university to get it.

8. You can access Outlook and NetCase via web access (msx.hs-osnabrueck.de, www.netcase.hs-osnabrueck.de).

Information for travelers from the Federal Ministry of Health:

<https://www.bundesgesundheitsministerium.de/coronavirus-infos-reisen.html>

Business trips to risk areas are not permitted. The university strongly recommends that you refrain from private trips to recognized risk areas and adapt your personal behavior to the applicable recommendations.

What should teachers and employees do who have had contact with a person with a proven Covid-19 infection?

The Robert Koch Institute (RKI) differentiates between so-called K1 and K2 contact persons depending on the time interval and intensity of contact with the infected person. Please refer to the recommendations of the RKI, as described in the infographic. If you develop symptoms yourself, please follow the guidelines in the section "What should I do if I develop symptoms that indicate Corona?"

Both as a K1 and K2 contact person, please use the extended options of the home office during the corona pandemic. Here, too, we ask you to inform your supervisor or, alternatively, the contact persons mentioned in the previous section about this matter.

What should I do if I develop symptoms that suggest Corona?

If you fear that you are infected with the corona virus, first contact your family doctor by phone to clarify the suspicion and how to proceed. Outside the general practitioner's office hours, the emergency medical service can be reached on 116 117.

As long as your suspicion is neither confirmed nor refuted, please do not come to the university! Employees please use the extended options of the home office during the corona pandemic.

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Actual situation and general regulations of Osnabrück University of Applied Sciences

Newsletter of presiding committee

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Newsletter for students

Newsletter for english speaking students

Newsletter for teachers

Newsletter for stuff

March 25, 2020

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Newsletter for teachers

Newsletter for stuff

March 23, 2020

Newsletter for students

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Lectures in the winter semester 2020/21

For the coming winter semester 2020/21, which begins on October 5, 2020, the Osnabrück University of Applied Sciences is planning a mix of seminars on campus and online teaching. There will be individual, fixed days of attendance with seminars in small groups for all students. On-site teaching will be supplemented in the coming winter semester with interactive online lectures that will take place live via video conference tools. In this way, teachers and students will regularly see and exchange ideas online. In addition, there will be recorded video teaching content, presentations with audio commentary and other materials that can be flexibly accessed online.

The university also provides online tools so that students can exchange ideas in online learning groups and learn together. The eLearning Competence Center supports all students and teachers in using the online tools, in digital teaching and in learning in the home office.

Registration for face-to-face events

Why do I have to register?

According to the "Lower Saxony Ordinance on the Reorganization of Measures Against the Spread of the Corona Virus SARS-CoV-2" of July 10th, 2020, the Osnabrück University of Applied Sciences is obliged to collect the contact details of the participants in face-to-face events. The data will only be passed on by the health department on request and will be automatically deleted after 25 days. The corona registration of the Osnabrück University of Applied Sciences enables this by simply scanning the QR code at the workplace / seat. How to do this is quickly explained in our video.

You can also register directly via the OSCA portal (<https://core.hs-osnabrueck.de>) by filling out the form displayed there. This is possible via smartphone as well as notebook / laptop / tablet. We have summarized the procedure in a short explanation (PDF).

For teachers and employees of the Osnabrück University of Applied Sciences, it is sufficient to provide the business address.

Which data are requested?

The ordinance stipulates that the persons give their name and address and a current telephone number. The room number and seat number, if applicable, are preset using the code. The period must be adjusted by the person if it deviates from the automatically selected two-hour window. The name is preset and cannot be changed via the central user ID. After all, you've just logged in. The address data are adopted after the first registration, but can be changed with each registration. Teachers must also register.

What do I do if I have forgotten my cell phone or do not have an OSCA ID? Can I register differently?

For people who cannot use the APP or who do not have a cell phone or laptop with them, paper lists are available in every room. These are collected centrally in the dean's offices and also destroyed after 25 days.

People who do not have an ID at the university (guests or newly enrolled students) can have someone else register as a guest or use the paper form.

Registration does not replace a list of participants!

Do I have to register in the self-study zones?

Registration in self-learning zones is voluntary. You can register here, but you don't have to. Please note that in these cases the barcodes that have been stuck on identify the approved workplaces.

Didactic and technical information on the design of digital teaching on the eLCC website

<https://www.hs-osnabrueck.de/de/elearning-competence-center/>

Hygiene standards for restricted presence operations in the winter semester 2020/21

At the campuses and in all university buildings, the currently applicable hygiene standards will also be implemented for limited presence operations in the 2020/21 winter semester. In this way, we want to enable our first-year students to get to know the lecturers and fellow students personally and promote personal exchange between students and lecturers in a secure framework.

Hygiene standards for face-to-face meetings in selection and appointment procedures.

In face-to-face meetings in selection and appointment procedures. The following hygiene standards must be observed:

- Each person sits at their own table during the conversation.
- Before the interview there is the possibility of hand disinfection.
- A minimum distance of 2 meters must be maintained from the center of the chair to the center of the chair.
- The room size is to be selected so that there is at least 10 m² of space available for each person.
- The room must be well ventilated (air conditioning or, at the latest, after each conversation, 10 minutes of rapid ventilation)

- When traveling to the university campus, the applicable official contact restrictions and hygiene regulations must be observed. Participation with flu symptoms (high temperature) is prohibited.
- The buildings remain locked. External members and applicants must be accompanied in and out.
- A suitable waiting area will be set up. People waiting keep a minimum distance of 2.0 m.
- All persons wear a mouth and nose protection until they are seated in their place. This may be picked up during the conversation. A simple, possibly self-made protection is sufficient.
- Sneeze and cough hygiene (in the crook of your arm or in a paper tissue) must be observed.
- Common contact surfaces are disinfected after each conversation.

Events outside of teaching

Public events, specialist conferences and colloquia with external participants in attendance may not take place on the premises of the university in the winter semester 2020/21 - until at least February 28, 2021. Working meetings with external participants are allowed with up to 25 people in suitable rooms. Larger numbers of people are to be discussed with the Dean's Office. The minimum distances of 2.5 m or 6.5 m² per person must be observed.

Mask requirement on the university campus

When moving around the university buildings, a mask is required. This rule is to be seen in connection with and compliance with the existing general rule of at least 1.5 meters between people meeting each other. The following information:

- Wear mouth and nose protection in all situations where a distance of 1.5 meters cannot be maintained.
- Wear mouth and nose protection in all waiting areas (library etc.) that are located directly in front of the building entrances.
- It is not necessary to wear a face mask when moving around outside (cafeteria in front of the cafeteria, park in Haste, parking lots, etc.) if the distance rule is observed.
- It is not necessary to wear mouth and nose protection during physical work on experimental areas and the like in the open air, taking into account the distance rule.
- Please also note the hygiene standards for a limited presence in the winter semester 2020/21.

Mask requirement on the university campus

When moving around the university buildings, a mask is required. This rule is to be seen in connection with and compliance with the existing general rule of at least 1.5 meters between people meeting each other. The following information:

- Wear mouth and nose protection in all situations where a distance of 1.5 meters cannot be maintained.
- Wear mouth and nose protection in all waiting areas (library etc.) that are located directly in front of the building entrances.
- It is not necessary to wear a face mask when moving around outside (canteen in front of the cafeteria, park in Haste, parking lots, etc.) if the distance rule is observed.

- It is not necessary to wear mouth and nose protection when doing physical work on test areas and the like in the open air if the distance rule is observed.
- Please also note the hygiene standards for restricted presence operations in the 2020/21 winter semester.

Library

- All locations of the university library are open to the public subject to conditions to protect against the corona pandemic (Mon - Fri from 9 a.m. to 4 p.m., admission until 3:45 p.m.).
- The libraries may only be entered individually in compliance with the applicable hygiene regulations.
- It is necessary to wear mouth and nose protection.
- The number of simultaneous visitors is limited:
Campus Westerberg: 50 visitors
Campus Haste and Lingen: 25 visitors
- Please calculate waiting times or switch to other days and times.
- The library offers a limited number of workspaces and work rooms for members of the Osnabrück University of Applied Sciences (only one person per work room, no group work - regardless of whether they are people from the same household!). The length of stay is no longer limited. A reservation is not possible.
- Since July 20, 2020, in addition to members of the Osnabrück University of Applied Sciences, all external users (city users and members of other colleges / universities) have been allowed to use it again. All external users can only borrow media. Unfortunately, it is not possible to occupy workplaces. The length of stay should not exceed 30 minutes.
- Further information and notes on visiting the libraries can be found on the library website.

To-go offer in the Westerberg canteen and Schlossgarten

The canteens in Westerberg and Schlossgarten currently offer a lunch to-go menu that can be pre-ordered the day before using the SWOSY app. All other canteens and cafeterias of the Osnabrück Student Union in Osnabrück and Lingen are currently closed.

Limited offers of university sports

Despite the still existing restrictions for university sports, from 27.07. A small holiday program with a mix of outdoor and live stream offers will take place until October 17, 2020. Here you can find the current offers of university sports including online registration for individual dates.

Help with technical questions

If you have technical questions, the staff at the ServiceDesk will help you.

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Information for students

Student Secretariat

The Registrar's Office is available to you by email and phone for questions about exams, options for extending processing times, deregistering from exams, withdrawals from exams and all matters relating to matriculation.

Please address your concerns directly to the course administration responsible for you.

Regulations on exams, theses and matriculation matters

In the FAQs on examination and matriculation matters, you will find information on theses, colloquia and options for withdrawing from examinations. If you have any further questions, please contact the Student Administration Office.

Validation of the CampusCard

Although the university buildings are currently closed, you can validate your CampusCard.

Campus Westerberg: AB building from Monday to Thursday between 8 a.m. and 5 p.m. and on Fridays between 8 a.m. and 3 p.m. (Access is only possible via the main entrance on Albrechtstraße.)

Campus Haste: HR building from Monday to Friday between 9 a.m. and 4 p.m.

Lingen campus: KH building from Monday to Friday between 9 a.m. and 4 p.m. (access to the hall is only possible via the east entrance.)

Hygiene standards for face-to-face courses (seminars and laboratory internships)

The winter semester 2020/21 will consist of a mix of online and face-to-face events. There are some points that must be observed for the courses:

- In the seminar and laboratory rooms, the tables must be arranged so that the seats are approx. 2.5 meters apart.
- In the case of laboratory internships with several workstations and / or workstations, only one person is allowed to work at one workstation / station.
- Devices and work surfaces are disinfected after each change of group or ward.
- The seminar and laboratory rooms must be ventilated several times a day - at least every 45 minutes, during every break and before every event - with the windows fully open for several minutes. These measures are appropriately preset in rooms with ventilation systems.
- In order to be able to understand chains of infection, attendance lists (with assignment to the seating arrangement) must be kept for courses using a developed IT solution.

Instrumental and vocal pedagogical lessons in presence

In addition to the general hygiene rules for the 2020/21 winter semester, the following rules apply to instrumental and vocal pedagogical lessons:

- Hands must be disinfected after entering.
- If possible, mouth and nose protection should also be worn during lessons.
- There must be at least 10 square meters of space available per person. This results in a safety distance of 3.5 m, which must be observed. The maximum number of participants per student group is 5 people.
- Hands should be washed or disinfected immediately before and after class.
- In the room, teachers and students should always stand next to each other. Conductors either wear a canopy with a clear visor or - if they want to act frontally - use a plexiglass wall.
- With wind instruments, a stocking or something similar should be stretched over the bell and the condensation should be caught with newspaper. The newspaper is disposed of at the end of the lesson.
- Equipment and work surfaces are disinfected after each change of group or ward (e.g. ballet bars).

You can find further information on instrumental and vocal pedagogical lessons on the intranet.

Self-study zones

All open self-study zones at the Osnabrück University of Applied Sciences are currently closed. Learning in the open self-learning zones (e.g. SL building or CaLo) is basically possible in the winter semester 2020/21. The following aspects must be taken into account:

- Not all places are occupied in firmly seated self-study areas and PC pools.
- In the case of closed rooms as self-learning zones or PC pools, the rooms are labeled with the maximum number of people in the room.
- Self-study areas should be ventilated regularly.
- In the self-learning zones, voluntary attendance lists (with assignment to the seating arrangement) are kept.

Curricularly integrated practical projects in companies

Many students are currently completing compulsory practical projects in companies and non-university institutions. There, the work opportunities of the students are partially restricted by the respective management. If the companies order the students to work from home because they can continue to work there sensibly, this has no effect on the recognition of the academic achievements. The same applies if the projects are temporarily suspended and are to be continued after the work restrictions. In this case, the students should inform the student administration and the supervising lecturer. If the companies terminate the project contracts without notice, the course work will still be

recognized if at least two thirds of the work has been completed. Otherwise, a suitable supplementary task can be set by the university as a substitute if this is justified from the perspective of the supervising lecturer. If this is not the case, the project must be started again at a later point in time.

Information for outgoing students in the winter semester 2020/21

Osnabrück University of Applied Sciences advises students to organize the course schedule in such a way that the stay abroad actually planned for the winter semester 2020/21 is postponed to a later semester. This recommendation applies in particular to non-European countries and expressly for countries for which the Federal Foreign Office has issued a travel warning.

Please note the important information listed here when making your decision for or against a stay abroad.

Information for international guest students in the winter semester 2020/21

In view of the current restrictions, the Osnabrück University of Applied Sciences recommends postponing a guest study visit to a later date. This advice applies in particular when it comes to entry from third countries (from countries outside the EU, the Schengen area and Great Britain / Northern Ireland).

Osnabrück University of Applied Sciences invites you to take part in individual online courses from your home country.

If you would like to come to Osnabrück despite the likely restrictions, you are very welcome.

When making your decision, please note the important information about online teaching, semester times, entry and residence restrictions.

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Information for teachers and staff

Work organization and special vulnerability of risk groups

In principle, work must be performed and service operations maintained during the period of the Corona crisis. All listed rules for work organization apply until further notice.

Employees can use the possibilities of working at home, but they can also work in the university's premises while respecting hygiene standards.

People with an increased health risk due to relevant previous illnesses (e.g. diabetes, cancer, dialysis, chronic heart and lung diseases, organ transplants, immunodeficiency diseases, further details can be found on the RKI website) are exempted from the obligation to attend, provided they continue to pay their remuneration. The release takes place in consultation with the line manager, who forwards the relevant information to the HR department.

If you have any questions, please contact your HR administrator.

Care of underage children

If employees and teachers have to ensure the care of their minor child due to the closure of a day-care center or school, no other care is guaranteed and measures such as domestic work are not feasible or appropriate, a time off work with continued payment of the remuneration in accordance with Section 29 Para. 3 TV-L granted. If you have any questions, please contact your HR administrator.

The Family Service in the Equal Opportunities Office continues to offer advice and exchange. Feel free to contact the equal opportunities office to describe specific challenges or to jointly design support options. To make an appointment for a telephone conversation, please first send an email to: Gleichstellung@hs-osnabrueck.de.

You can find more information on the reconciliation of work and responsibility in Corona times on the intranet.

Sick leave and quarantine

If employees and teachers fall ill with the corona virus, they must stay away from work. Employees and teachers who are placed in quarantine on suspicion of illness with the corona virus by a doctor's order or by order of the health department are able to work in the medical sense, but are released from their obligation to perform.

If employees and teachers stay away from work due to illness, they must notify the office of the illness and its expected duration immediately. If the incapacity for work lasts longer than three working days, a medical certificate must be presented. The deadline for submission has been extended to five working days.

Notes on vacation trips by employees in risk areas

The Federal Foreign Office warns against all unnecessary, tourist trips abroad.

The travel warnings of the RKI or the Federal Foreign Office must be observed in this respect. Nonetheless, if employees of the university visit a country or area that is particularly affected according to the travel instructions of the RKI and AA, they bear the sole risk (e.g. illness, quarantine on site, obstacles to return travel).

Business trips

Business trips should currently be reduced to the absolute minimum. Travel to risk areas is not recommended.

Hygiene standards for face-to-face courses (seminars and laboratory internships)

The winter semester 2020/21 will consist of a mix of online and face-to-face events. There are some points that must be observed for the courses:

- In the seminar and laboratory rooms, the tables must be arranged so that the seats are approx. 2.5 meters apart.
- In the case of laboratory internships with several workstations and / or workstations, only one person is allowed to work at one workstation / station.
- Devices and work surfaces are disinfected after each change of group or ward.
- The seminar and laboratory rooms must be ventilated several times a day - at least every 45 minutes, during every break and before every event - with the windows fully open for several minutes. These measures are appropriately preset in rooms with ventilation systems.
- In order to be able to understand chains of infection, attendance lists (with assignment to the seating arrangement) must be kept for courses using a developed IT solution.

Instrumental and vocal pedagogical lessons in presence

In addition to the general hygiene rules for the 2020/21 winter semester, the following rules apply to instrumental and vocal pedagogical lessons:

- Hands must be disinfected after entering.
- If possible, mouth and nose protection should also be worn during lessons.
- There must be at least 10 square meters of space available per person. This results in a safety distance of 3.5 m, which must be observed. The maximum number of participants per student group is 5 people.
- Hands should be washed or disinfected immediately before and after class.
- In the room, teachers and students should always stand next to each other.
- Conductors either wear a canopy with a clear visor or - if they want to act frontally - use a plexiglass wall.
- With wind instruments, a stocking or something similar should be stretched over the bell and the condensation should be caught with newspaper. The newspaper is disposed of at the end of the lesson.
- Equipment and work surfaces are disinfected after each change of group or ward (e.g. ballet bars).

Curricularly integrated practical projects in companies

Many students are currently completing compulsory practical projects in companies and non-university institutions. There, the work opportunities of the students are partially restricted by the

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Tips and tools for teaching online

The eLearning Competence Center (eLCC) presents teachers with options and tools with which they can keep teaching online.

Platform for exchange among lecturers

Numerous colleagues have already registered in the collaboration environment set up by the eLCC in "Microsoft Teams" for the exchange of experiences for all teachers. Feel free to use the HS_Dozierendenteam to exchange information about tools, tools and didactics.

Link to the team room: http://bit.ly/corona_solidargemeinschaft

On the homepage of the eLCC you will find instructions on how to join this team room:

https://www.hs-osnabrueck.de/fileadmin/HSOS/Homepages/eLCC/Teamraum_beitreten.pdf

Instructions on how to use "Microsoft Teams":

https://www.hs-osnabrueck.de/fileadmin/HSOS/Homepages/eLCC/Anleitung_Microsoft_Teams.pdf

Materials on the topic of "self-study"

The Learning Center offers you a page on the OSCA portal with materials for self-study aimed at teachers.

Theses and final exams

Current information on extending the processing time for theses, the form of theses and the implementation of colloquia in online format can be found on the website of the Student Administration Office.

Further information on Corona virus

Risk areas

Current case numbers, affected countries and information on risk areas can be found at www.rki.de/covid-19-risikogebiete and www.rki.de/covid-19-fallzahlen.

What symptoms can occur?

According to the Robert Koch Institute (RKI): cough, runny nose, sore throat and fever, some sufferers also suffer from diarrhea.

What should I do if I develop symptoms that indicate corona?

If you are afraid of being infected with the corona virus, contact your family doctor by telephone first to clarify the suspicion and the further procedure in a telephone conversation.

Outside of the general doctor's office hours, the emergency medical service can be reached at 116 117.

In addition, the Robert Koch Institute recommends avoiding unnecessary contacts, staying at home if possible, observing the cough and sneeze label and good hand hygiene.

What to do if you have contact with a person with proven Covid-19 infection

Notes from the Robert Koch Institute (RKI):

- Contact the responsible health authority immediately
- 14 days of home quarantine with daily contact with the health department

How is the Covid-19 transmitted?

according to RKI:

- primarily via airway secretions
- fecal-oral transmission also questionable - detection of coronaviruses in stool samples from infected people has been demonstrated.

How long is the incubation period (time between infection and the onset of an infectious disease)?

- 14 days are still assumed (RKI).

How can you protect yourself from infection?

The 10 most important hygiene tips from the Federal Center for Health Education provide a good overview to protect yourself from infectious diseases, such as: B. Regular and thorough hand washing, keep hands away from your face, sneeze in the crook of your arm or a handkerchief and keep your distance in the event of illness.

In view of the flu, these measures are advisable everywhere and at any time.

Sources of information

Robert Koch Institute, Federal Ministry of Health and other institutions

Robert Koch Institute (answers to frequently asked questions)

https://www.rki.de/SharedDocs/FAQ/NCOV2019/FAQ_Liste.html

Federal Foreign Office (travel and security information)

<https://www.auswaertiges-amt.de/de/ReisenUndSicherheit/reise-und-sicherheitshinweise/letzteaktualisierungen>

Federal Ministry of Health (topic page)

<https://www.bundesgesundheitsministerium.de/coronavirus.html>

World Health Organization WHO (topic page)

<https://www.who.int/health-topics/coronavirus>

Infektionsschutz.de: Prevent infections

<https://www.infektionsschutz.de>

Federal Center for Health Education

<https://www.bzga.de/>

Contact

Communication division

Telephone: +49 541 969-3847

Email: kommunikation@hs-osnabrueck.de