

General information regarding events during the coronavirus pandemic

Regulations for events organised by UDE that are not part of regular teaching and research activities, e.g. conferences, meetings or conventions, and held within UDE premises or in external locations

A) Justifying physical presence: necessity/objective

The necessity to conduct an event involving physical presence must be weighed against the rule that risks are to be minimised during the coronavirus pandemic which continues to apply.

Therefore, certain events (e.g. project group meetings, PhD workshops, on-site inspections, further training seminars, lectures, committee meetings or departmental meetings to discuss 'difficult and/or complex topics') are to be given a higher priority, in the sense of being necessary, whereas other formats (e.g. anniversaries or graduation ceremonies, opening ceremonies or meetings for a general exchange of ideas) have a rather low priority and should be deferred.

Relevant decisions are to be made by the organiser or the inviting institution in consultation with the Dean's Office or other responsible body if required.

B) Overall conditions

Group sizes

- In general, the maximum number of attendants must be 50–60 if it is ensured that the distance rules can be adhered to.
- A maximum of 30 attendants is defined for formats in which the distance rules cannot be adhered to and for which seating plans must therefore be compiled to allow contact tracking. At such events, distances between attendants should also be kept wherever possible (e.g. using only every other seat that is usually available).

The permitted maximum group sizes include the number of attendants from the organising institutions including student assistants.

The number of attendants should be restricted to a minimum, involving essential participants only. The travelling effort involved should also be considered, especially if attendants come from high-risk areas.

C) Organisational measures

In line with occupational safety and health measures for UDE staff and our responsibilities towards the attendees and other people, the stipulations of the **internal action plan** must be considered and implemented in the best possible way. This includes the selection of rooms (size, ventilation, entrance and exit ways) or the creation of concepts for the attendants' stay at the university and access to relevant locations. In particular, the surrounding premises and other circumstances (corridors, washrooms, catering, etc.) must be taken into consideration and assessed with regard to whether they allow the specified stipulations to be implemented.

Plans for such events must be coordinated with Facility Management and occupational safety and health staff early on.

The persons involved and participants must be documented to ensure traceability. If applicable, times, partial attendance and seating plans must be included in the documentation.

During the event, extensive 'mixing' among the attendants (e.g. working in varying smaller groups) should be avoided wherever possible. Using online formats or having only some participants on site (e.g. if members of high-risk groups or participants who would have to travel far are involved) should also be considered.