

# Information about the documentation of attendances

## Corona pandemic prevention plan – stage 3

**Ulm University, Institute of Media Informatics**

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## **1 Preliminary remarks**

### **1.1 Information about expected adapted behaviour at the University**

As a quick reminder, we first present an excerpt of the University's regulations

- A minimum distance of 1.5m to other persons must be maintained throughout the entire University. If this is not possible, a protective mask covering mouth and nose (face mask) must be worn. Frequent hand hygiene as well as coughing and sneezing etiquette must be observed.
- A face mask must be worn on all traffic routes throughout the university buildings.
- Chances of physical contact in areas used by several people are to be reduced with measures of temporal spacing (...) and additional protective measures (...).
- Persons who have tested positive for the coronavirus immediately inform the management of [the institute of media informatics] to identify all persons they had contact with at the University. Persons who have had close contact with someone infected with corona must stay away from the University for 14 days.



## 1.2 Request to document all attendances and visits

The institute of media informatics represented by the three heads of the research groups, Prof. Dr Timo Ropinski, Prof. Dr Enrico Rukzio and Prof. Dr Michael Weber, ask you to document your attendances at the institute according to the general university's decisions embedded in the framework of the pandemic prevention plan, stage 3, to reduce the risk of infection with the sars covid 19 virus.

You are exempt of an individual documentation of your stay by means of the annexed form, if you

- are documenting your working time and place as employee – research associate or research assistant – individually anyway and are able to track your attendances for the last four weeks effortlessly.
- your stay at the institute takes less than 15 minutes.
- you are pursuing an activity which is linked to a room reservation at the institute, e.g. time at the pool or research rooms.
- you are regularly participating in a scheduled meeting which is documented in the institute's calendar.

Please fill out the form below and hand it over at the end of your stay to either your contact person at the institute or the secretary Ms Wainczyk, O27/room 339.

Persons who refuse to have their contact details and attendances fully registered are excluded to visit or use our premises.

## 1.3 Validity, data privacy

The above mentioned regulations are based on the so-called corona statutory instruments of the state of Baden-Württemberg. The regulation is valid from 1<sup>st</sup> July until 31<sup>st</sup> August 2020.

The obtained person related data will be stored digitally on computers inside Ulm University and/or in paper version at the institute. Based on this data, we will generate lists to track possible chains of infection and pass them on to state authorities according to legal requirements. We will not pass on any data which does not temporally coincide with a case of a proven covid 19 infection of a contemporaneously present person.

All data will be deleted or destroyed forthwith after four weeks after the registered stay.



## Documentation of attendance

After your stay, this form is to be handed over to

**Institute's office** Institute of Media Informatics

letter box, 027/339

**or** your **contact person at the institute.**

Last name \_\_\_\_\_

Given name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone number \_\_\_\_\_

Student of Ulm University

Employee of Ulm University

Visitor, for example: guest speaker, company representative  
or participant external to the institute in a meeting

Day of attendance  
and time

\_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_

Remarks

\_\_\_\_\_

Contact person  
at institute

\_\_\_\_\_

Place, date

Signature