

Recommendation for excursions/field trips

Excursions are university courses requiring attendance that are not held at the university, but at other public locations. They can be recognized as attendance courses if they are required by the study regulations and make visits to certain places or other provisions necessary.

The University permits excursions in accordance with the following regulations.

1. Permission

Domestic and international business travel authorization

For employees to participate in an excursion, the excursion must be authorized as a business trip. The right to authorize business trips is delegated to the deans for all destinations (international and domestic) and cannot be delegated further. Business trips abroad will not be approved until further notice. Exceptions are only possible in individual cases after an unavoidable necessity has been demonstrated, and if the destination is not listed among the Robert Koch Institute's (RKI) high-risk areas (decisive for the decision is the time of departure).

Excursion authorization

In the case of excursions, the University proceeds in the same way as for business trips: They require the dean's authorization. This applies to all destinations (international and domestic). Until further notice, no excursions abroad will be authorized. Exceptions are only possible in individual cases after an unavoidable necessity has been demonstrated, and if the destination is not listed among the Robert Koch Institute's high-risk areas (decisive for the decision is the time of departure).

2. Legal requirements

When conducting the excursion, the regulations of all federal states in which the excursion takes place must be observed. This also applies to mere transit.

Corona law is predominantly state law. In the case of excursions, the protective measures enacted by the respective state law for the circumstances concerned apply. In addition, occupational health and safety law applies to all university courses.

All state laws require observation of the general hygiene measures prescribed by the Robert Koch Institute.

3. Occupational safety during the excursion

Risk assessment

For excursions and field training, a supplementary risk assessment (coronavirus risk assessment) must be carried out in addition to the general risk assessment. The forms provided for this already list the protective and hygiene measures to be observed, if applicable.

Risk assessment excursions: <https://uni-koeln.agu-hochschulen.de/ablauforganisation/pro-zesse/lehre/exkursionen>

and in addition risk assessment corona: https://verwaltung.uni-koeln.de/stabsstelle02.2/content/themenseite_corona_virus/ergaenzende_gefaehrdungsbeurteilung_corona_virus/index_ger.html

Safety instruction

Before the start of the excursion, participants must receive safety instruction from the excursion leader. This instruction must be supplemented by the applicable hygiene regulations.

4. Participants

Maximum group size

Excursions do not take place at the University, but in public spaces. Therefore, **the maximum group size of 10 persons** according to Section 1 subsection 2 no. 5 of the Corona Protection Ordinance of North Rhine-Westphalia (CoronaSchVO NRW) currently applies within the state of NRW. In other federal states different regulations may apply.

Field work to be carried out during the excursion is carried out in small teams which are assigned in advance for the entire duration of the excursion.

For other circumstances affected by the excursion (e.g. museum visits, use of public transport, overnight stays, restaurant visits) the special rules of the respective federal state apply, in NRW the CoronaSchVO NRW and its annexes.

Prohibition of participation

The university has issued a general 14-day house ban for persons infected with the coronavirus, for contact persons as well as for persons entering from high-risk areas (<https://por-tal.uni-koeln.de/coronavirus/allgemeine-informationen>). Persons to whom such a house ban applies may not participate in excursions.

Risk groups

Before the start of the excursion, risk groups (including pregnant women) as defined by the RKI should be specially instructed. Please note that participants with symptoms of respiratory disease are not allowed to participate in an excursion. This must be documented in writing.

5. Minimum safety distance and hygiene rules

Where they are not prescribed in any case, the University strongly recommends that the general protective measures of the RKI are observed during excursions. These include, in particular, the 1.5 m distance requirement, sneezing/coughing etiquette, good hand hygiene, wearing a textile mouth-and-nose cover, and good ventilation.

Personal protective equipment as well as necessary materials must be assigned to individual persons and disinfected regularly after completion of the work.

Hand disinfection must be ensured by carrying disinfection cloths or spray.

6. Contact tracing

In order to ensure contact tracing in accordance with the CoronaSchVO NRW, students and all other participating persons are obliged to fill out legibly a form that includes their name, address and telephone or mobile phone number. The data must be kept secure against access by unauthorized persons and completely destroyed after four weeks.

7. Vehicle fleet/rental cars

If buses or minibuses from the UoC's vehicle fleet or other rental cars are used, the provisions of the 'Annex to the CoronaSchVO NRW, No. IX. Rides in coaches' shall apply with the following proviso:

- The capacity and seating capacity of the UoC fleet shall be determined by Department 54 in such a way that the minimum distance of 1.5 m is maintained during the entire journey. The minimum distance of 1.5 m shall also be maintained for all rental vehicles during the entire journey. The exceptions to this rule under national law do not apply.
- All passengers are obliged to wear a mouth-and-nose cover during the journey; the exceptions to this rule under national law do not apply.

8. Procedure

The excursion's leader requires the authorization of the dean; this responsibility cannot be delegated.

The application for approval must contain

- the justification of the necessity of the excursion,
- a short description of the excursion (destinations, duration, group size, means of transport, accommodation, meals, special aspects, federal states concerned),
- the risk assessment 'Excursions' and risk assessment 'Corona',

If there are no deviations from the above rules 1–4, it is up to the dean to give his or her approval.

If deviations from the above rules No. 1–4 are planned, the project must first be submitted to Staff Unit 02.2 for preliminary examination and then to the dean for a decision, stating the deviations and the compensatory measures, and must be included in the general process for the authorization of attendance events.

The dean documents the decision.