



Concept for performing SARS-CoV-2 rapid tests at the HWR Berlin (10.5.2021)

1 Aims

The HWR Berlin has developed a rapid testing concept to:

- Reinforce the safety of teaching and examinations which must necessarily be performed in-person and which cannot be provided in an online digital format during periods of high and/or increasing infection rates.
- It is also hoped that given a period of stable and/or low infection rates, this approach will permit the responsible extension of in-person operations such as on-campus teaching, personal use of the library and personal consultation services (as early as summer semester 2021). Whether this scenario will be possible depends on the development of the pandemic and the legal regulations in force in Berlin at the time.

Should the HWR Berlin return to some level of in-person campus operations, the various departments are to consult with the university management and draw up their own specific plans to enable in-person operations which take into account the current situation presented by the pandemic, the requirements of each individual degree program and specific on-site conditions. Priority should be allocated to students who commenced studies during the pandemic and have yet to experience in-person teaching.

For the areas of administration, technical staff and research, rapid testing should be used during periods of high or increasing infection rates to reinforce the safety of in-person activities which are unavoidable and which cannot be performed online. In periods of stable and/or low infection rates, rapid testing is to be deployed to enable the provision of further in-person activities, in particular the provision of services.

The provision by the HWR Berlin of rapid tests to its members of staff represents the fulfilment of its statutory responsibilities in accordance with § 6a *Zweite SARS-CoV-2-Infektionsschutzmaßnahmenverordnung* from 13 April 2021.

2 Testing service for members of HWR Berlin staff and members of the full-time teaching staff at the HWR Berlin

2.1. The scope of testing and eligibility

The HWR Berlin offers all HWR Berlin employees the opportunity to take up to two free-of-charge SARS-CoV-2 tests per week using Point-of-Care (PoC) self-applied antigen tests. This testing program

is designed to reduce the probability of infections at the University by identifying those infected with SARS-CoV-2 and enabling them to avoid contacts with those not infected.

All members of the HWR Berlin staff and the full-time teaching staff can make twice-weekly use during the stated opening hours, of one of the university's two testing facilities at Lichtenberg Campus and Schöneberg Campus to perform a Point-of-Care (PoC) self-applied antigen test. Use of the facilities is subject to the following regulations:

- Where possible, members of staff should make use of rapid tests performed at licensed test facilities licensed by the State of Berlin, rather than at university facilities. This requirement serves the interests of those taking the tests, as tests performed by specialists are more reliable than self-tests.
- The testing service provided by the HWR Berlin is restricted to members of staff required to work on campus and authorized to enter the HWR premises by the pandemic plan. This offer is not open to members of staff or members of the teaching staff working from home.
- Members of staff required by their duties to interact with a large number of different people over a long period are required to take regular tests. The HWR Berlin is entitled to check that such employees are in possession of a valid negative test result in accordance with § 6 b *Zweite SARS-CoV-2-Infektionsschutzmaßnahmenverordnung* from 13 April 2021.
- Those receiving a positive test result are required to leave the HWR Berlin premises immediately and to enter quarantine. This also applies to other persons living in the same household. The quarantine period may only be ended upon a negative result from a subsequent PCR test.

2.2 Organization and conduct of self-administered rapid tests for HWR Berlin staff and members of the full-time teaching staff

Self-applied rapid tests are to be provided at least three days a week from 8.00 to 10.00. The testing point at Lichtenberg Campus is located in the courtyard between House 6A and 6B; the testing point at Schöneberg Campus is located in the entrance to House B. Any changes made in accordance with requirements will be announced on the HWR Berlin homepage.

Tests will be performed under the supervision of trained members of HWR Berlin staff. These individuals provide information and determine and document the test result, but do not collect the sample.

Test kits will only be issued to persons seeking to perform a rapid test if they submit a completed and signed consent form (Appendix 2) and certification (Appendix 3) completed in advance. In cases of doubt, the supervisory staff are permitted to require the submission of ID (ID card, passport or driving license).

As the provision of this the HWR Berlin testing service depends on the availability of suitable test kits and trained supervisory staff, the university cannot guarantee that the testing points will provide a service at the stated opening times.

This project is managed by the HWR Berlin registrar. Operational responsibilities and reporting procedures will be established by the project management.

The relevant hygiene plan is to be complied with when performing SARS-CoV-2 antigen rapid tests / assisted self-tests (see Appendix 1).

3 Tests for participants in in-person classes and examinations

3.1 Test requirement for participants in in-person classes and examinations

The use of rapid tests can help minimize critical contacts between infected and non-infected persons. Their use is a prerequisite to the participation of both staff and students in in-person teaching and examinations at the HWR Berlin; both groups must be in possession of a valid negative test covering the time spent on HWR Berlin premises.¹ Students and members of staff participating in in-person classes are required to submit themselves to SARS-CoV-2 testing. This does not apply to those who have been vaccinated or have recovered from a COVID-19 infection.²

Members of the teaching staff are authorized to check that students in their lessons are in possession of a valid negative test result or certification of their status as vaccinated or recovered; they are also authorized to exclude students who are unable to submit this proof from their lessons. The same applies to participation in on-campus examinations.

The introduction of this mechanism does not affect the general restriction on in-person classes and examinations established in the HWR Berlin pandemic plan and the official state regulations. This concept has been drawn up to permit the conduct of practical teaching and examination formats requiring the use of laboratory and working facilities at the HWR Berlin and selected introductory formats for students in their first semester.

The HWR Berlin protection and hygiene concept (Appendix 3 of the HWR Berlin pandemic plan) continues to apply in full, irrespective of the possession by individuals of a negative test or the stated exceptions.

3.2 Test provision with a test requirement

The HWR Berlin provides members of the teaching staff and students who are subject to a test requirement, with a testing service in accordance with the following regulations:

- Where possible, members of staff should make use of rapid tests performed at licensed test facilities licensed by the State of Berlin, rather than at university facilities. This requirement serves the interests of those taking the tests, as tests performed by specialists are more reliable than self-tests.
- The opening hours and capacities of the test facilities for HWR members of staff and members of the full-time teaching staff are not sufficient to cover the needs occasioned by full scope of the in-person classes and examinations currently performed. For this reason, the planning, organization and conduct of these tests is the responsibility of the relevant department or the BPS.
- The departments or the BPS can make use of the logistics provisions and in particular, the test facilities provided. The test kits and protective equipment for the supervisory staff are provided by the university at the stated issue points. To facilitate planning, the departments and the BPS are required to provide a minimum of a week's notification of the testing materials required to permit the arrangement of the in-person classes and examinations which they intend to provide.
- Students are only permitted to enter the university premises if they are in possession of a negative test result. Students may enter the premises with the express purpose of proceeding to the testing points.

¹ See: § 6a section 2 *Zweite SARS-CoV-2-Infektionsschutzmaßnahmenverordnung* from 13 April 2021.

² For an explanation of the relevant terms, see: § 2 *COVID-19-Schutzmaßnahmen-Ausnahmenverordnung*

- The testing points provided by the HWR Berlin may only be used by students or members of the teaching staff of the HWR Berlin who have a class or examination on the day on which they wish to take the test.
- Those receiving a positive test result are required to leave the HWR Berlin premises immediately and to enter quarantine. This also applies to other persons living in the same household. The quarantine period may only be ended upon a negative result from a subsequent PCR test.

3.3 Organization and conduct of self-administered rapid tests for use with in-person classes and examinations

Self-administered rapid tests are performed at the stated testing points. The testing point at Lichtenberg Campus is located in the courtyard between House 6A and 6B; the testing point at Schöneberg Campus is located in the entrance to House B.

Tests will be performed under the supervision of trained members of HWR Berlin staff. These individuals provide information and determine and document the test result, but do not collect the sample. A certificate for the results of self-tests will only be issued if the test is supervised by trained staff.

Test kits will only be issued to persons seeking to perform a rapid test if they submit a completed and signed consent form (Appendix 2) and certification (Appendix 3) completed in advance. In cases of doubt, the supervisory staff are permitted to require the submission of ID (ID card, passport or driving license).

This project is managed by the HWR Berlin registrar. Operational responsibilities and reporting procedures will be established by the project management.

The hygiene plan for SARS-CoV-2 antigen rapid tests / assisted self-tests (Appendix 1) requires strict compliance as far as it applies.

Appendix 1:

Hygiene plan for performing SARS-CoV-2 antigen rapid tests / assisted self-tests¹

Requirements

1. The members of the HWR staff supervising and assisting this procedure are able to submit a negative test result.
2. Personal Protective Equipment (FFP2 masks and disposable gloves) are available for the staff supervising and assisting the procedure.
3. A sufficient number of test kits are available.
4. A test indication is present in accordance with the HWR testing concept.
5. The person to be tested has submitted written consent.

¹ This hygiene plan for rapid tests performed at the HWR Berlin supplements the HWR Berlin protection and hygiene concept (Appendix 3 of the HWR Berlin pandemic plan).

Organization and conduct

1. The members of the HWR staff supervising and assisting this procedure are wearing an FFP2 mask and disposable gloves.
2. When performing multiple tests after each other, staff are to change their gloves after testing each person.
3. Samples are to be taken at the locations specified in the test concept only. Sample material may not be transported to another location or room.
4. Persons being tested perform the swabbing and prepare the sample themselves. The supervising member of staff only provides verbal support and information.
5. The tests are to be used in accordance with the instruction manual.
6. The test persons are to leave the test location immediately after taking the sample. The test persons are not permitted to remain in a university building whilst they are waiting for a test result.
7. The supervising member of staff reads off the test result after 15 minutes and completes the appropriate certificate.
8. The contact surfaces are to be cleaned with surface disinfectant.

The disposal of protective and test material

1. Used disposable gloves are to be disposed of in a sealed bag.
2. The possible presence of infectious residue on non-liquid waste such as transfer pipettes and the test unit means that they are disposed of carefully. The waste is to be taken to the waste collection point in sealed and tear-proof plastic bags. Sharp and pointed objects must be collected and packed in breakage and puncture-proof disposable containers.
3. The containers of liquid waste such as swab media are to be treated with a surface disinfectant and then disposed of in a leak-proof container.

Appendix 2:



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Declaration of consent for performing the SARS-CoV-2 antigen rapid tests / assisted self-test

Surname: _____

Forename: _____

Status (please cross the applicable status):

- Member of staff at the HWR Berlin
- Full-time member of the HWR teaching staff
- Part-time lecturer at the HWR Berlin
- Student enrolled at the HWR Berlin

Please cross the applicable statement:

- I have been informed of the procedure used for the antigen rapid test
- I give my consent to the conduct of an antigen rapid test. This consent can be revoked at any time.
- I undertake to notify the relevant health authority (*Gesundheitsamt*) of a positive test result immediately and to submit the requisite personal data.
- I have been informed that a negative test result does not result in relaxation of the social distancing and hygiene measures currently in force.

Date:

Signature

Appendix 3:



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Certification of a positive or negative SARS-CoV-2 virus antigen test

Hochschule für Wirtschaft und Recht Berlin
Badensche Straße 52
10825 Berlin

Tested person:

Surname / forename: _____

Street / house number: _____

Place, post code _____

Antigen rapid test:

Name of the test:

Manufacturer

Name of the supervising person:

Date / time of test:

Test result:

Negative

Positive *

Date / signature / stamp: _____

*

Persons who receive a positive test result must enter quarantine immediately. This also applies to other persons living in the same household. The quarantine period may only be ended upon a negative result from a subsequent PCR test. Persons who receive a positive test result are required to notify the responsible health authority (*Gesundheitsamt*) immediately and submit the requisite personal data.