

Information Sheet on Event Catering at the University of Mannheim (as of 21 September 2021)

Meetings of statutory bodies of the University of Mannheim, or other work-related events which are necessary to maintain the operations of the university (e.g. team meetings at chairs, meeting of university bodies, meetings of doctoral students, academic conferences and symposia) may be held in person, if there is an operational or official necessity. Operational or official necessity is, for example, if a meeting in person is deemed important and necessary for research, teaching and administration and cannot be replaced by an online meeting.

The minimum distance of 1.5 meters must be kept at all events (under certain conditions, the President's Office may approve exceptions to the distance rule). As a rule, all attendees must wear FFP2 respirators or a surgical masks.

For eating and drinking, the following rules apply:

1. Generally, the distance of 1.5 meters must be kept when eating at tables. The seats or the position of the chairs will be marked accordingly in advance.
2. Standing height tables may only be used by a maximum of three people at a time.
3. If food is served buffet-style, the following applies:
 - The meals must be individually wrapped or portioned (in lunch bag, in mason jars, on plates, etc.) so that attendees can take the individually wrapped or portioned meals from the buffet.
 - If the food at the buffet is in larger containers, catering staff will serve the meals on plates. The attendees are not allowed to help themselves from the buffet.
 - Drinks must be offered in sealed bottles so that the attendees can take the bottles themselves. If drinks are not offered in sealed bottles for individual use, catering staff will have to fill the glasses in advance so that attendees can take the glasses from the buffet.
4. In case there is a waiting line at the buffet, the distance requirement must be observed.
5. When eating at the table or the standing height tables, attendees may put down their mask.

The 2G rule (2G refers to the German words “geimpft” for “vaccinated” and “genesen” for “recovered”) applies to events in which most participants are not staff members of the university of Mannheim (for example, conferences). The staff members’ participation in such events is voluntary. Not participating in such an event must not have negative consequences for the staff members.

For eating and drinking the following rules apply:

1. It is not required to keep the minimum distance, also when eating at the table or the standing height table. However, keeping the minimum distance, if possible, is

recommended,

2. If food is served buffet-style, the following applies:
 - The meals must be individually wrapped or portioned (in lunch bag, in mason jars, on plates, etc.) so that attendees can take the individually wrapped or portioned meals from the buffet.
 - If the food at the buffet is in larger containers, catering staff will serve the meals on plates. The attendees are not allowed to help themselves from the buffet.
 - Drinks must be offered in sealed bottles so that the attendees can take the bottles themselves. If drinks are not offered in sealed bottles for individual use, catering staff will have to fill the glasses in advance so that attendees can take the glasses from the buffet.
 - As a rule, masks must be worn, except for the time when eating at the table or standing height table.

The event organizer must check the 2G status of the attendees, before they check in to the Checkin system. The 2G status does not have to be verified by using electronic means, the person responsible for verifying the 2G status may also stand next to the Checkin point. This person will check the 2G proof and the plausibility of obvious data such as gender and age, etc. An identity check will only take place in justified cases.

As a rule, the Checkin system of the university must be used for contact tracing within the university rooms. If the event, or some portion of it, takes place in rooms that do not belong to the university, the event organizer has to ensure that contact tracing is possible. This must be specified in the hygiene policy for the event.

Generally, the event organizers must ensure that the rooms for the event are large enough so that it is possible to comply with the distance regulations while taking the number of tables and standing height tables into account. If the 2G rule applies, event organizers also must ensure that sufficient space is available. In individual cases, the event may also take place outside. This is strongly recommended if the framework conditions allow for an outdoor event (space is available, weather conditions, etc.)