CONTACT DATA COLLECTION AT THE UNIVERSITY OF APPLIED SCIENCES HOF DURING THE COVID-19 PANDEMIC

If an infection occurs during courses, in study rooms or the offices on campus, all contact persons must be able to be traced. Only in this way can chains of infection be broken.

The browser-based IT solution QRONITON is used for this contact data acquisition at Hof University of Applied Sciences. QR codes are scanned to record which persons have been at the same place at the same time in order to be able to trace chains of infection.

The QR codes can be found in the lecture halls, laboratories, professors' offices, selected administrative offices, meeting rooms, etc. on the tables, cabinets, doors, etc.

The secure IT service QRONITON is provided by Leitwert GmbH for Hof University of Applied Sciences in the form of order processing and was designed in exchange with the Robert Koch Institute. The service was tested and successfully implemented at the Institute for Computer Science at the Technical University in Munich.

As the solution is browser-based, no app needs to be installed. The data is encrypted on the user's device directly in the browser and only encrypted on the server, so personal data is protected from unauthorised access.

Please remember: your **participation** in the contact data collection process is **mandatory** (cf. §4(2) and §21(4), 7th BayIfSMV) It is for your own safety and health.

In the following, the QRONITON solution is described in more detail.

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1. QRONITON GENERAL

General information

The contact tracing system QRONITON allows the recording of contact data of all persons in a lecture hall or learning room for contact tracing by the crisis management team Coronavirus of the Hof University of Applied Sciences as well as by the health authorities. The following data is stored once during registration:

- First and last names
- Institution (if available, otherwise "private individual")
- Phone number
- Postcode of the place of residence
- Year of birth (optional)

In order to be able to guarantee the tracing of the chain of infection, the room and the length of stay are recorded at check-in.

Data protection

All data collected in the system is located on servers in Germany and is stored in multiple encrypted form to prevent access by unauthorised persons. Symmetrical encryption procedures, asymmetrical encryption procedures and transport encryption are used for the encryption of the data. This ensures that only selected employees of the Coronavirus crisis management team at Hof University of Applied Sciences and the health authorities that have been activated for the system can access the data to trace chains of infection. The encryption means that the provider of the software and the operator of the solution have no access to the data. Detailed information on data protection can be found in the web application QRONITON under the tab "Data Protection".
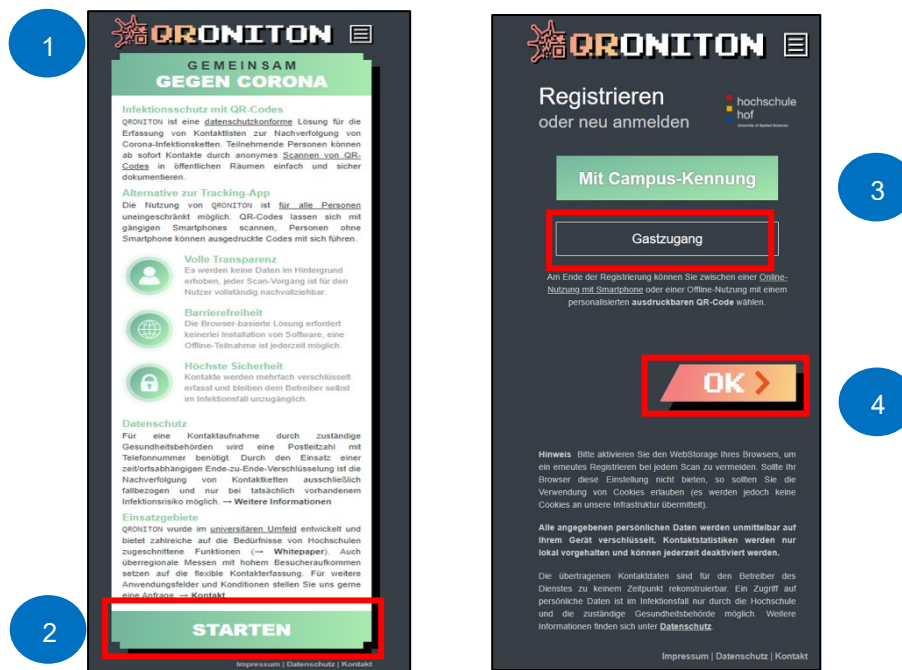
2. STEP BY STEP GUIDE QRONITON

2.1 ONE-TIME REGISTRATION QRONITON "NO UNIVERSITY MEMBER" - GUEST AC-
CESS

Call up QRONITON

*Technical notes: currently the in-App scan function under iOS is only available with the Safari
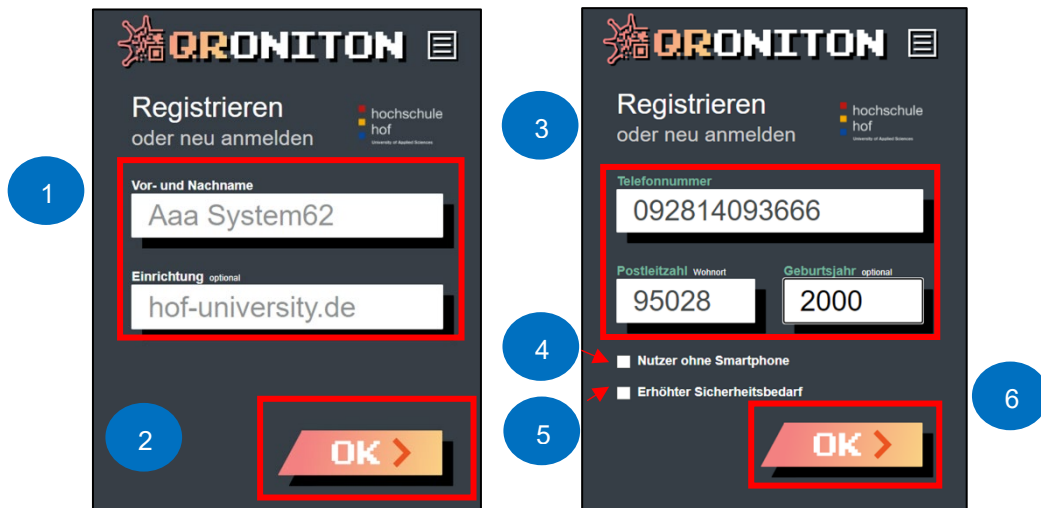browser. On other devices please use Chrome or Firefox.*

1. call up https://hof-university.qroniton.eu/ in your browser
2. click on START
3. select guest access
4. confirm with OK

Store contact details

1. Enter your first and last name and your institution on the Register mask.
2. Click on OK
3. Enter your telephone number and the postcode of your place of residence. Please
   dial the telephone number at which you would be best contacted by the responsible
   public health department in case of contact tracing (e.g. private mobile phone num-
   ber). The postcode is necessary for the assignment of the responsible public health
   department.

4. Users without a smartphone? You can find more information in the <u>section Use without a Smartphone</u>.

5. Increased security needs? Here you have the option of choosing a PIN, which must be entered for all subsequent check-in procedures. If your smartphone is access-protected, you can do without this function.

6. Confirm the information with OK.

This completes the registration process in the system!

After registering on the website, your data will remain stored if you allow WebStorage (if not available: cookies) in your browser. This means that when you scan a QR code in a lecture hall, laboratory, etc., you will be immediately forwarded to check-in. *Note: It is recommended to allow WebStorage (cookies). Otherwise you will have to register again in advance for each scan).*

The next steps are described in the following subsection.

2.2 CHECK-IN WHEN VISITING A LECTURE HALL, LABORATORY OR LEARNING ROOM

On the day of the event or stay in a room at the university, you are obliged to check in via the QR code in the room. You have the option of using your smartphone or a notebook for this purpose.

<u>QR Code Scan with Smartphone</u>

In this case, use a QR code scanner or, if possible, the camera of your smartphone and scan the QR code. You will then be redirected to the Contact Scan page.

QR Code Scan with Notebook

In this case use the "Scan" function in your QRONITON web application.

1. Click on "Scan
2. Allow access to your camera
3. Scan the room code by rotating and aligning your laptop accordingly
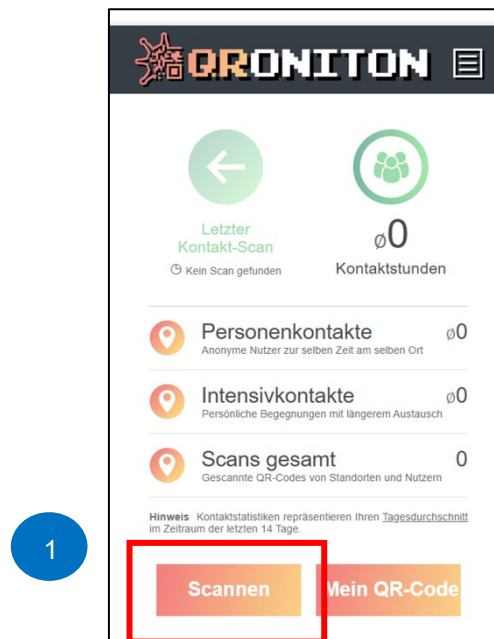

## Choose the intensity and length of stay

After scanning a QR code, you will be taken directly to the Contact Scan page.

1. First select the intensity here. You can choose between contact "at a distance" (1.5m distance can mainly be maintained) and "intensive" contact (1.5m distance can mainly not be maintained). Please enter the duration of your stay here. We have reserved 90 minutes for you - the usual duration of a course. If you have a fixed length of stay, you do not have to check out, even if you leave the room earlier. If the duration of your stay differs from the 90 minutes, please choose the alternative duration.

2. If the length of stay cannot be predicted when you enter the room, select "Check-in". Please note that this selection requires a manual check-out.

3. In the upper right corner, the current number of people in the room and the room capacity is displayed.

   Note: The capacity serves as a guideline value that should not be exceeded. It is possible that some premises may not have predefined capacity limits. In this case, the teacher is required to decide on an acceptable number of students.

4. Confirm your entries with OK.

5. Check your details. You will be shown when you checked in and which room you are in. You will also see the room capacity and the number of people who have checked into the room.

6. Participation check: Teachers can use the information "Persons in the room"/"Persons checked in" (see point 3 or 5) to check whether all those present have checked in and thus participated in the mandatory contact person registration. After updating ("reload") in the browser, the figures are updated.

7. Confirm your entries with OK

8. On the main page you will see an overview of personal contacts and scans that have been carried out.
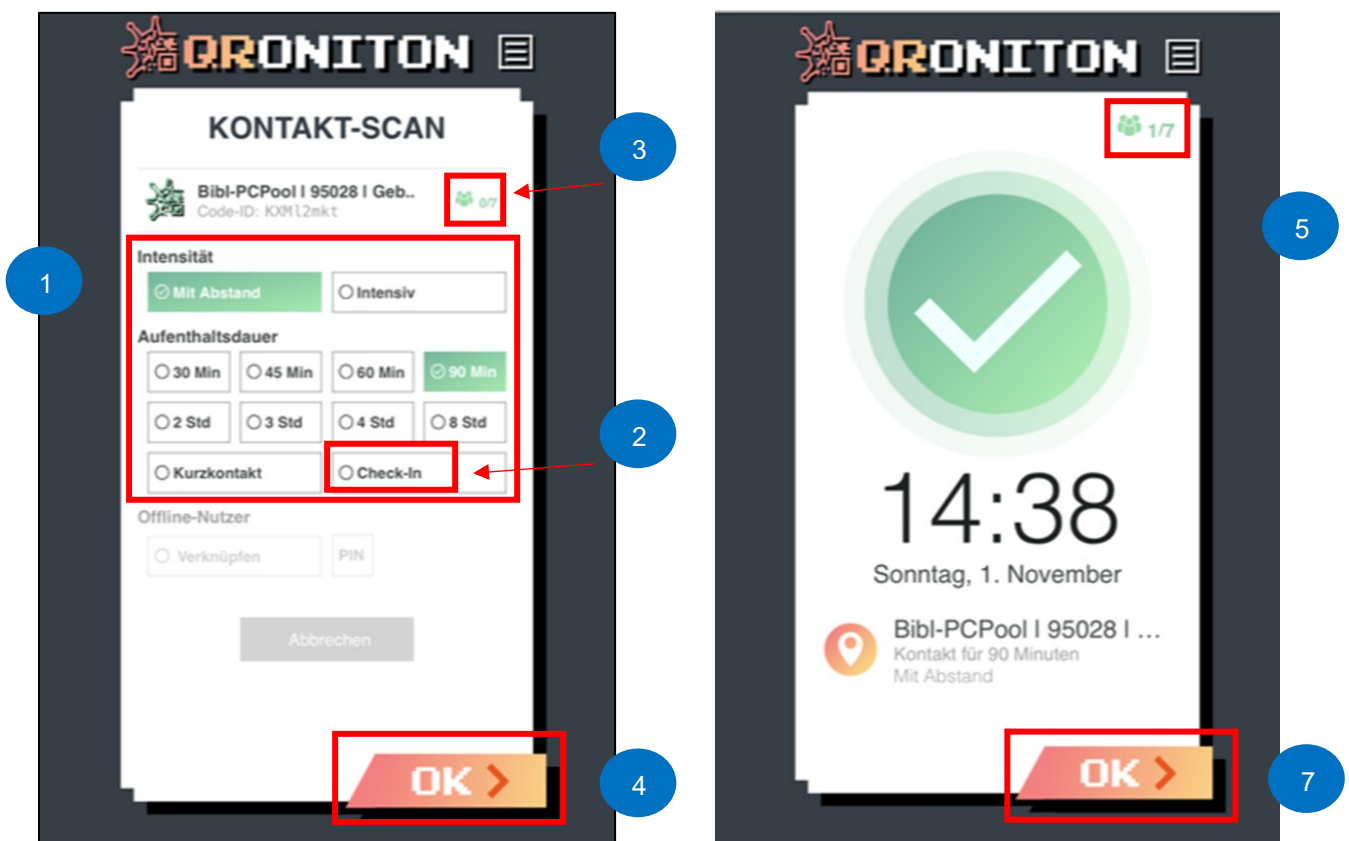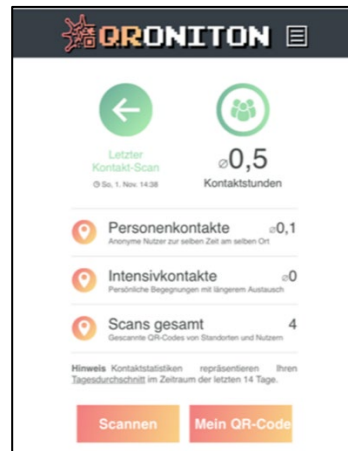
Check-out when visiting a lecture hall, laboratory or learning room

If you have selected a length of stay (e.g. 90 minutes) when checking in, you do not need to check out - even if you leave the room earlier.

If you have selected the Check-in option during check-in, you must scan the QR code again before leaving the room (=checkout).

Use without Smartphone

The contact data collection at Hof University of Applied Sciences provides for the use of a smartphone in combination with the possibility to scan QR codes.

As an alternative to smartphones, tablets or digital cameras or webcams connected to a laptop can be used as scanners for the QR code.

- **Generate offline code**: If the QR Code cannot be scanned, QRONITON offers the possibility to generate an offline code.
1. Follow the registration steps for this, then select users without a smartphone. Now you can generate a so-called offline code, which you can either print out on paper or save on your PC as a PDF.
2. For check-in, another person present in the room can scan the code for you and use it to register you in the room. Please always keep a minimum distance!

Note: The offline code is not limited in time and can therefore be used continuously and repeatedly.

- **Scan the offline code:** Would you like to support a person with an offline code in recording contact data in the room?

    There are two ways to do this:

1. Go to https://hof-university.qroniton.eu/ and select Scan. Then allow access to your camera. Then scan the offline QR code, then the QR code of the room or seat.
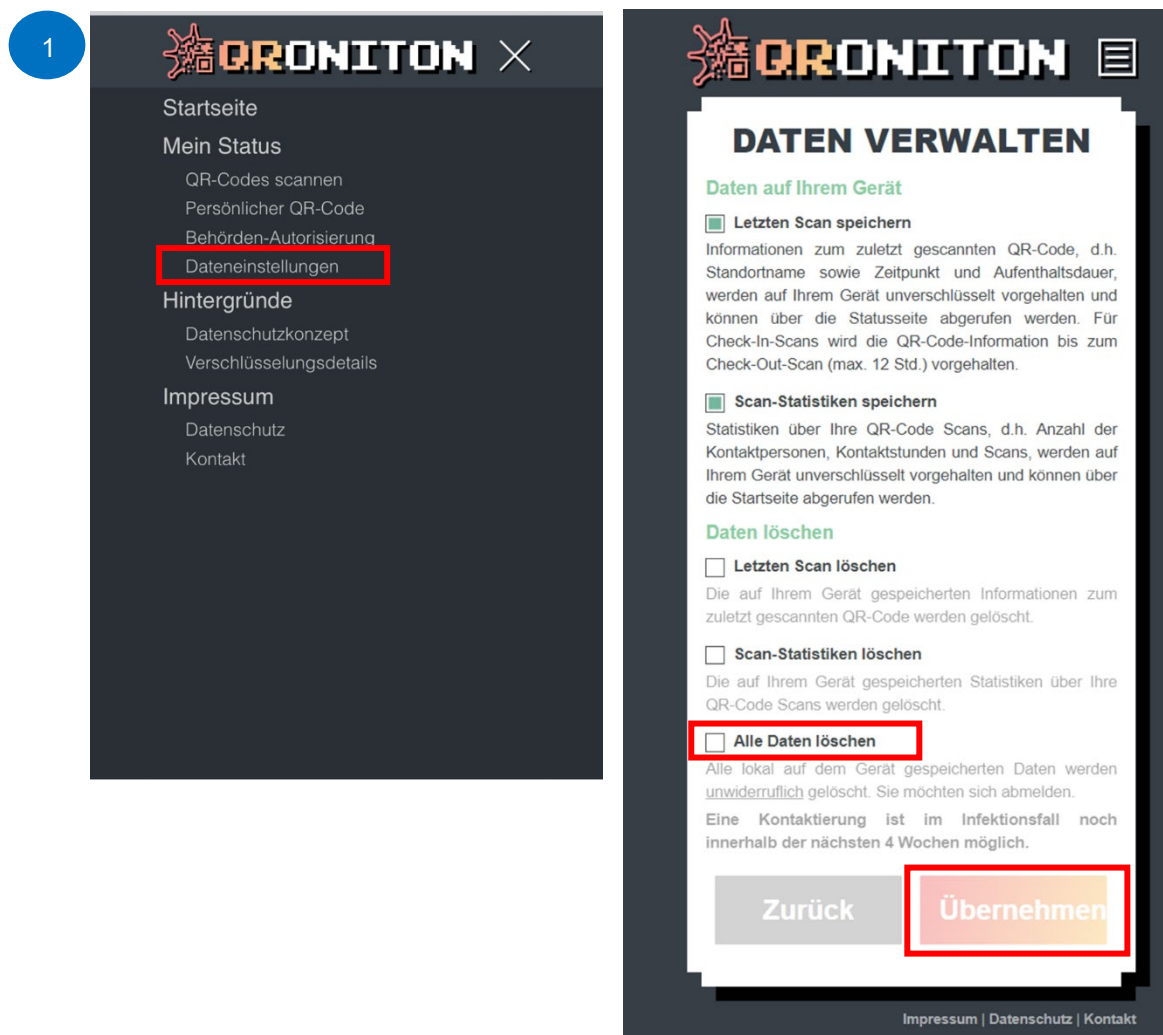
or

2. Scan the offline code with your smartphone. If you are already registered, you will be taken directly to the QR Link page.

3. On the QR Link page, select the Link button under Other Functions. If a PIN was assigned when generating the offline code, you must now enter it. Then scan the QR code of the room and select the length of stay.

3. MANAGE YOUR OWN DATA (TELEPHONE NUMBER)

If your telephone number or postcode changes, please enter your new telephone number or postcode into QRONITON immediately. Only in this way can chains of infection be effectively traced.

How to change your data:

1. Open the menu item Data settings
2. Select Clear All Data.
3. Confirm the deletion.
4. You can register now