

Note: For reasons of better readability, the generic masculine is generally used in the following. All designations of persons, offices and functions apply equally to all genders.

## General Information



- > **Access to the university should only be permitted if you are in good general health and have no suspicious symptoms** (e. g. "signs of a cold", fever, cough and shortness of breath).
- > **At Chemnitz University of Technology, all members and relatives as well as visitors are strongly recommended to test themselves or to be tested regularly for the presence of a COVID-19 infection.**
- > **All members and relatives are requested not to come to Chemnitz University of Technology in the event of relevant symptoms or the suspicion of a COVID-19 infection as well as in the event of a confirmed COVID-19 infection.** In these cases, the following procedure is urgently recommended: voluntary isolation, when possible mobile work in agreement with the supervisor for a period of at least five days (unless sick leave is required), wearing a mask, independent information of close contacts. It is also recommended to carry out a rapid antigen test or self-test before returning to Chemnitz University of Technology and to only return if the test result is negative. Close contacts of infected persons are also advised to reduce contacts, to make use of mobile work when possible and to undergo health self-monitoring.
- > At Chemnitz University of Technology, it is **strongly recommended to wear a medical mask or FFP2 mask or a mask with a comparable standard (e.g. KN95 or N95) in publicly accessible rooms** with regular public traffic.
- > **It is strongly recommended, especially indoors, to keep a sufficient distance (at least 1.5 m) from other persons and to avoid direct physical contact (e. g. shaking hands or hugging).**
- > When participating in presence events, **the use of the Corona warning app is recommended**; for this purpose, the QR code attached to the respective room should be scanned upon entry.
- > **When entering or leaving the buildings, the use of the disinfectant racks in the entrance areas is recommended**, as well as before entering and after leaving the toilet rooms.
- > **Sneeze or cough into the crook of your arm or into a handkerchief.**
- > **Keep your hands away from your face.** Avoid touching the mouth, eyes or nose with your hands.
- > **Wash your hands regularly and sufficiently long (at least 30 seconds) with water and liquid soap** and use disposable towels to dry them – especially after blowing your nose, sneezing or coughing. Instructions for proper hand washing can be found in the respective sanitary facilities.

- > It is recommended to **ensure regular disinfection of all touch surfaces (e. g. door handles, light switches, tables that are used)** in the respective areas when used by several persons. Regular cleaning of surfaces and objects as well as their frequency should be maintained.
- > **Rooms should be ventilated regularly** (every 20 minutes, or more frequently depending on the size of the window).
- > **Tools and work equipment (e. g. keyboards) should be used for specific persons whenever possible.** In case of changing use, regular disinfection and, if necessary, the wearing of (disposable) gloves is recommended.
- > **(Service) vehicles** may be used by several persons at the same time. When (service) vehicles are used together, it is strongly recommended to wear a medical or FFP2 mask (drivers excluded) or to carry out a rapid antigen or self-test before driving. The same applies to passenger transport. The vehicle interiors should be hygienically cleaned regularly.

## Additional special instructions for conducting meetings etc. in presence

- > **It is recommended that the need to offer snacks, such as biscuits, openly is carefully considered and that alternatives are sought.** As an alternative, packaged individual portions can be offered directly by a participant in the meeting. The use of disposable gloves is recommended. This is also recommended for serving drinks, preferably directly by a meeting participant, as an alternative to providing self-service bottles, jugs or similar.
- > When using **presentation equipment** together, especially components with physical contact such as lapel microphones or presenters, **disinfection should be carried out before transferring.**
- > Before the meeting begins, the **contact surfaces in and to the room** (door handles, light switches, tables used, etc.) **should be** independently **disinfected** by those responsible for the respective area in which the meeting is taking place or by which it is being organised. This applies both to rooms centrally allocated by the timetable and to rooms used individually.
- > **Used dishes** should be cleaned (if possible using disposable gloves and) exclusively in a **dish-washer**. A minimum temperature of 60 °C should be set for the rinsing process.

## Additional special instructions for the implementation of on-site courses and examinations

- > **In all teaching rooms** (lecture halls, seminar rooms, laboratories, etc.) **there is a centrally organised, regular maintenance cleaning** of door handles and handrails as well as the tables and desks used by teachers/examiners and students. **In addition, disinfectants are available** so that touch surfaces, objects and work equipment **can be disinfected** independently before use.
- > Teachers are requested to use the OPAL learning platform for the transmission of organisational information as well as for the rapid provision of information to students and to set up a course on this platform for each course.

## Additional special instructions for the use of the University Library

- > **It is possible to take written online examinations in the university library.** Registration for the examination must be made in advance via the e-mail address [service@bibliothek.tu-chemnitz.de](mailto:service@bibliothek.tu-chemnitz.de). Examinees then receive a confirmation e-mail informing them that a carrel has been reserved for the period of the exam. At the same time, the locking authorisation for the carrel is transferred to the TUC card. At the time of the examination, the examinee can unlock the reserved carrel with the TUC card and take the examination. Examinees are only provided with a workplace in the carrel and internet access via WLAN according to prior reservation. Hardware/technology such as laptop and headset as well as paper, writing utensils, calculator etc. must be brought by the candidates themselves. **Participation in oral online examinations is not permitted in the rooms of the university library.**