



Note: For improved readability, the generic masculine is used in the following. All references to persons, offices and functions refer equally to all genders.

Additional special constructions for conducting meetings etc. on site



- > **The current version of the general hygiene concept of Chemnitz University of Technology must be observed.**
- > **Meetings, sessions, etc.** can be held in (partial) presence up to a **maximum of five participants**, if they cannot be held online for good reasons, such as required local infrastructure or the scope of the topic.
- > **A responsible person** of the respective area where the meeting takes place or by which it is organised acts as a **contact person** on site for the observance and implementation of the hygiene concept, the applicable contact restrictions and distance regulations as well as with regard to the wearing of a mouth-nose cover (mouth-nose mask).
- > **External parties** must be informed in advance of the meeting of the current general hygiene concept and of the additional special instructions of Chemnitz University of Technology for conducting meetings etc. on site.
- > The persons responsible for the respective area in which the meeting takes place or by which it was organised are required to independently record the **contact details of all participants** in order to be able to trace contact chains if necessary. For this purpose, each person present receives a corresponding form for querying the contact data. Participants are required to enter their contact details in this form in their own interest. The responsible person is required to work towards registration.
- > **Returned forms may only be handled with disposable gloves, unless they have alternatively been temporarily stored at room temperature for at least five days.** The completed forms must be treated in strict confidence, kept for a period of four weeks, and then destroyed in accordance with data protection regulations (e.g. using a shredder with a security level of at least P-4). Until then, the data must be stored protected from access by third parties or possible disclosure. **The completed forms remain in the respective area (dean's office, office of the central institution, department, etc.) until they are destroyed.** Access or inspection is only permitted in the event of (possible) infection with the coronavirus by explicitly authorized persons of the university management for the purpose of rapid information of those involved as well as for the transmission of contact data to the responsible authorities upon request.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.3 (December 16, 2020)

In this case, the person responsible (or the dean, head of the central institution, head of department, etc.) must ensure that the corresponding inspection can be carried out immediately (granting of availability, if necessary substitution arrangements). **In addition to the paper form, the form can also be provided digitally.** In this case, the procedure is analogous to the one described above.

- > Meetings, sessions etc. can only be held in **sufficiently large rooms** with **sufficient distance** (at least 1.5 m from other participants).
- > **Every person at Chemnitz University of Technology is obliged to wear a mouth-nose cover** (mouth-nose mask) **in the outdoor area and in open spaces as well as in all publicly accessible rooms** with regular public traffic (mask obligation). Consequently, in all on-site events (meetings, etc.), with the exception of the person giving the lecture and in addition to maintaining the minimum distance of 1.5 m, a mouth-nose cover is mandatory. Should participants leave their seat in the meeting room or the meeting room itself, they should make sure that the required distance of at least 1.5 m to other people is maintained when getting up/leaving the seat and the room and re-entering the room.
- > The room used should be **ventilated frequently and thoroughly** (every 20 minutes, more often depending on the size of the window). Ventilation systems should continue to be operated if they have suitable filters or deliver a high proportion of fresh air, as the risk of virus transmission is considered low. Ventilation systems should not be switched off during operating or working hours, as this can lead to an increase in the virus concentration in the room air and thus increase the risk of infection. If ventilation systems are not operated continuously, their operating times must be extended before and after the rooms are in use.
- > An open presentation of **snacks, such as pastries, is currently not possible**. As an alternative, single packed portions can be offered directly by a meeting participant. Disposable gloves and a mouth-nose covers must be worn. This also applies to the serving of drinks, which should preferably be served directly by a participant of the meeting. Beverage bottles, cans, or similar means for self-service may not be provided.
- > When jointly using **presentation equipment**, especially components with physical contact surfaces such as a clip-on microphone or presenter, care must be taken **to disinfect the equipment before it is passed on**. Alternatively, the use of disposable gloves is possible.
- > Before starting the meeting, the **contact surfaces in and to the room** (door handles, light switches, tables used, etc.) **must be disinfected** independently by persons responsible for the respective area in which the meeting will take place or by which it is organised. This applies both to rooms assigned through Central Room Management and to rooms used individually.
- > **Used tableware** must be cleared using disposable gloves and may only be cleaned in a **dishwasher**. A minimum temperature of 60 °C must be set for the washing process.