Additional special advice for conducting meetings on site

> The current version of the university’s general hygiene guidelines must be followed.

> Meetings, sessions, etc. can be held in (partial) presence up to a maximum of five participants. This only applies if they cannot be held online for a valid reason, such as required infrastructure or the scope of the topic.

> A responsible person for the area where the meeting takes place or by which the meeting is organized acts as a contact person on site for the observance and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations as well as the wearing of a mouth-nose cover (FFP2 or surgical mask) or personal protective equipment.

> External parties must be informed in advance of the meeting of the current general hygiene guidelines and of the university’s additional special instructions for conducting meetings on site.

> The persons responsible for each area in which the meeting takes place or by which the meeting 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 the contact data. Participants are required to enter their contact details in this form in their own interest. The responsible person is required to ask for this information.
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 from university management for the purpose of rapidly informing those involved as well as for the transmission of contact data to the responsible authorities upon request. 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 medical mask (FFP2 or surgical mask) or its equivalent (KN95 or N95) in the outdoor area and in open spaces as well as in all publicly accessible rooms with regular public traffic (mask requirement). Thus, wearing such a mask in addition to keeping the minimum distance of 1.5 m is required during all on-site activities (meetings, etc.). If participants leave their seat in the meeting room or leave the room itself, they must continue to keep the minimum distance of 1.5 meters to other people as they stand up, leave the room, or re-enter 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 refreshments, 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 surgical or FFP2 mask must be worn. This also applies to the serving of drinks, which should preferably be served directly by a meeting participant. 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 area in which the meeting will take place or by whom the meeting was organised. This applies both to rooms assigned through Central Room Management and to rooms used individually.

**Used dishes and silverware** must be cleared using disposable gloves and may only be cleaned in a [dishwasher](#). The dishwasher must be set to a minimum temperature of 60°C.