Additional special guidance for conducting meetings etc. on site

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

> Discussions, meetings, etc. can be held in (partial) presence up to a maximum of 20 participants if they cannot be held online due to valid reasons, such as required on-site infrastructure or the scope of the topic.

A testing obligation applies, i.e., the need to present or provide credible evidence of an up to date\(^1\) negative Corona rapid test, for conducting meetings, etc., in attendance.

Tests carried out by medically trained staff or under supervision at Chemnitz University of Technology are accepted. To substantiate the performance and the corresponding result of a test under supervision, a form provided is to be used and signed by the respective supervising person (e.g. the person responsible for the event).

Vaccinated\(^2\) and recovered persons\(^3\) are exempt from the above testing obligation. Corresponding proof (test, vaccination or convalescent proof) must be provided in writing or digitally before the start of the meeting etc., if necessary in combination with an official identification document or the TUC card. Only a visual check may be carried out, taking into account data protection concerns. For more information, please see the FAQ section on the coronavirus.

> A responsible person of the respective area in which the meeting takes place or by which it is organised acts as contact person on site for the compliance and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations as well as with regard to the wearing of a mouth-nose protection (medical mask) or personal protective equipment.

---

\(^1\) The wording “up to date” means that the test must not have been taken more than 24 hours before the start of the meeting, session, etc.

\(^2\) According to § 2 No. 2 and 3 of the COVID-19 Protective Measures Exemption Ordinance - SchAusnahmV of 8 May 2021, a person is considered to have been vaccinated against the SARS-CoV-2 coronavirus if he or she is asymptomatic and is in possession of a vaccination certificate issued to him or her in embodied or digital form showing that at least 14 days have passed since the last required individual vaccination. The number of vaccine doses required for a complete protective vaccination refers to the publication of the Paul Ehrlich Institute. For a recovered person, the required number of vaccinations consists of one administered vaccine dose.

\(^3\) According to § 2 No. 4 and 5 of the SchAusnahmV, a person is considered to have recovered from the SARS-CoV-2 coronavirus if he or she is asymptomatic and has proof of recovery issued to him or her in embodied or digital form, based on testing by laboratory diagnostics using nucleic acid detection (PCR or PoC-PCR testing) that dates back at least 28 days and a maximum of six months.
External participants are to be informed in advance of the meeting about the applicable general hygiene guidelines and the additional special instructions of Chemnitz University of Technology for holding meetings etc. in presence.

Those responsible for the respective area in which the meeting takes place or by which it was organised are required to independently record the contact data of all those present in order to be able to trace contact chains if necessary. For this purpose, each person present must be given an appropriate form for requesting contact details. Those present are obliged to enter their contact details on this form. The responsible person is obliged to work towards an entry. Alternatively, digital contact tracing is possible using the Corona-Warn-App, for which the corresponding QR code attached to the respective room must be scanned when accessing it.

Returned forms may only be handled with disposable gloves, unless they have been stored temporarily at room temperature for at least five days. The completed forms are to be treated as strictly confidential, kept for a period of four weeks and then destroyed in accordance with data protection regulations (e.g. by means of a shredder of at least security level P-4). Until then, the data must be stored in such a way as to protect them from access by third parties or from being passed on to third parties. 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 case of a (possible) infection with the coronavirus by explicitly authorised persons of the university management for the purpose of quickly informing those involved as well as for the transmission of contact data to the competent authorities upon request. In this case, the person in charge (or the dean, head of the central institution, head of department, etc.) must ensure that it is possible to inspect the information without delay (granting accessibility, substitution arrangements if necessary). 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.

Discussions, meetings, etc. can only be held in appropriately sized rooms with sufficient distance (at least 1.5 m from other people).

For each person at Chemnitz University of Technology it is compulsory, ...

- in the outdoor area and on open spaces, if the minimum distance of 1.5 m cannot be maintained, as well as
- in all publicly accessible premises with regular public traffic\(^4\)

to wear a medical mask or FFP2 mask as well as masks of comparable standard (e.g. KN95 or N95) (mask obligation). Consequently, such a mask is compulsory in all presence events (meetings, etc.) in addition to compliance with the minimum distance of 1.5 m.

---

\(^4\) On the one hand, the regulation covers rooms intended for the public, i.e. all indoor areas intended for use by the general public. On the other hand, this also includes other rooms intended for public use, i.e. such rooms which are intended for use by an undefined number of persons who are not known in detail, but which are not freely accessible because an admission control or similar is first carried out or only an invited group of participants (e.g. in the context of a meeting) is admitted.
The obligation to wear a mask does not apply to the person to whom the right to speak is granted, provided that the minimum distance of 1.5 m from others can be maintained at all times.

Attention must be paid to the proper handling of the medical mask or FFP2 mask (putting on and taking off, no shifting while wearing). Employees are provided with medical masks and FFP2 masks.

Should participants leave their seat in the meeting room or the meeting room itself, they must ensure that the required distance of at least 1.5 m to other persons is maintained when getting up/leaving the seat and the room and re-entering.

> **The room in use has to be ventilated regularly** (every 20 minutes, or more frequently depending on the size of the window). Ventilation systems (RLT) should continue to be operated if they have suitable filters or supply a high proportion of fresh air, as the risk of virus transmission is considered to be low. RLT systems should not be switched off during operating or working hours, as this can lead to an increase in the concentration of viruses in the room air and thus to an increase in the risk of infection. If RLT systems are not operated permanently, their operating times must be extended before and after the time the rooms are used.

> Openly serving **snacks, such as pastries, is currently not possible.** As an alternative, packaged individual portions can be offered directly by a meeting participant. In this case, disposable gloves and a medical mask or FFP2 mask must be worn. This also applies to the serving of drinks, which should preferably be served directly by a meeting participant. No beverage bottles, cans or the like may be provided for self-service.

> When using **presentation equipment** together, especially components with physical contact such as lapel microphones or presenters, care must be taken to **disinfect them before transferring** them. Alternatively, disposable gloves can be used.

> Before the meeting begins, the **contact surfaces in and to the room** (door handles, light switches, tables used, etc.) are **to be disinfected** independently by those responsible for the respective area in which the meeting takes place or by which it is organised. This applies both to rooms allocated by the central timetable unit and to rooms used individually.

> **Used crockery** 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 rinsing process.