

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** is permitted to all members and relatives of TU Chemnitz as well as external persons
- > **Access is only permitted to persons in good general health and without suspicious symptoms** (e. g. “signs of a cold”, fever, cough and shortness of breath). Persons with such symptoms are requested to leave the buildings and rooms of Chemnitz University of Technology immediately or not to enter and to contact a doctor by telephone.
- > **At Chemnitz University of Technology, all members and relatives as well as visitors are strongly recommended to be tested regularly for the presence of a COVID-19 infection.**
- > Employees and assistant staff who are present at their workplace are offered **the opportunity to voluntarily take Corona self-tests** by the TU Chemnitz. The tests are distributed and handed out (on order) via the faculties, central institutions and departments. Students receive self-tests from teachers. There is no obligation to use the self-tests. It is also not permitted to monitor the performance of the self-tests offered. For the purpose of voluntary regular monitoring, it is recommended that the tests are carried out shortly before or immediately before commencing of attendance and—as far as possible—outside the TU Chemnitz. The use of the self-tests provided by the university outside of official or aforementioned purposes is not permitted. If the test result is positive, access to the university is prohibited.
- > 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 traffic¹. Masks are provided to employees. Students are provided with masks by teaching staff and examination invigilators.
- > **It is strongly recommended to keep sufficient distance (at least 1.5 m) from other persons, especially indoors. Touching of any kind (e.g. shaking hands or hugging) should be avoided.**
- > **Multiple occupancy of rooms with workplaces should be avoided as far as possible.** Instead, individual workplaces should be realised in separate rooms. If multiple occupancies are unavoidable (laboratories, workshops, etc.), the number of persons should be kept as small as possible, the number of one person per 10 square metres should not be exceeded, a minimum distance of

¹ 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, it also covers other rooms intended for public use, i.e. such rooms that are intended for use by an undetermined number of unknown persons, 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 permitted.

1.5 m between desks/workplaces opposite or next to each other should be maintained, regular, intensive ventilation should be provided and only the same groups of persons should be present at any one time. If necessary, a shift system should be introduced in which the same persons are always present in a shift.

- > When participating in on-site courses, **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.
- > **The respective rooms can be occupied/used at normal capacity, i.e. 100 percent, for the purpose of holding on-site courses.** Overcrowding is not permitted. If fewer people are present than the maximum number of seats available, the best possible use must be made of the seating capacity to maintain distances between each other.
- > **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**, which you then dispose of in a waste bin with a lid.
- > **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.
- > When used by several people, **regular disinfection of all contact surfaces (e.g. door handles, light switches, tables in use)** should be ensured independently in the respective areas.
- > Routine cleaning of surfaces and objects as well as their frequency shall be maintained.
- > **Rooms should 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. Air conditioning 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 air handling units are not operated permanently, their operating times should be extended before and after the time the rooms are used.
- > All activities (including showering, washing, changing etc.) are to be separated in such a way that as few people as possible come into contact with each other.
- > **Work, break and meal times are to be staggered** to limit the accumulation of people and to ensure that the minimum distance (1.5 m) is maintained.
- > **Tools and work equipment (e.g. keyboards) must be used for specific persons.** In case of changing use, regular disinfection must be ensured and (disposable) gloves must be worn if necessary.
- > **Wearing (disposable) gloves is recommended for handling mail etc.** These will be sent via the post office, Straße der Nationen 62, if required.

- > **(Service) vehicles** may be used by several persons at the same time, provided that all vehicle occupants can present a negative test result (rapid or self-test) updated on the same day. It should be noted that only the driver is exempt from the mask requirement. The same applies to the transport of persons. The vehicle interiors must be hygienically cleaned regularly and the cleaning intervals shortened if necessary.
- > **The respective heads of the structural units** (faculties, central institutions, departments), **subject supervisors and persons in charge** (lecturers in lecture halls and seminar rooms, persons in charge of laboratories in laboratories, persons in charge of structures in offices) **are responsible for monitoring compliance with the specific hygiene measures in their respective areas.** At the same time, they act as on-site contact persons for compliance with and implementation of the hygiene concept, the applicable contact restrictions and distance regulations as well as with regard to the wearing of personal protective equipment and possibly masks.

Additional special instructions for conducting meetings etc. in presence

- > **Meetings, sessions**, etc. can be held **indoors** up to a **maximum of 100 participants** in (partial) presence without a separate application to the crisis management team or the Rectorate. However, no one may be forced to attend in person, so participation in hybrid form should be made possible if necessary. If there are more than 100 people indoors, permission must be obtained from the Rectorate or the crisis management team. In addition, a specific hygiene concept must be submitted to the Office for Occupational Safety and Environmental Protection (BfAU) and, if applicable, to the company medical service for review as part of the application.
- > Events can be held in outdoor areas without any restrictions on the number of people, provided that the hygiene regulations of Chemnitz University of Technology are observed. If the number of persons exceeds 100, a specific hygiene concept must be submitted to the Office for Occupational Safety and Environmental Protection (BfAU) and, if applicable, to the company medical service for review before the start.
- > **External participants** are to be made aware of the applicable general hygiene concept and the additional special instructions for holding meetings etc. in the presence of the Chemnitz University of Technology in advance of the meeting, etc.
- > Open serving of **snacks, such as biscuits, is discouraged.** As an alternative, packaged individual portions can be offered directly by a participant in the meeting. Disposable gloves should be worn when doing so. 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.
- > **We recommend wearing disposable gloves when using pool rooms.** Disposable gloves are provided by the URZ in pool rooms that are centrally assigned by the timetable; in individually used pool rooms, teachers should carry disposable gloves and hand them out to students.
- > In laboratories, workshops, etc., normal occupancy can take place in accordance with the workplace regulations (one person on 8 m² or 6 m² for each additional person).
- > 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.
- > The issue and support of audiovisual presentation technology in centrally managed rooms is carried out according to the known procedure (ticket system, key issue for media cabinets at the guard) via the Department of Facility Management. Issued presentation technology, especially components with physical contact such as microphones and presenters, should be disinfected before use by the lecturer. Disinfectants and disposable wipes are available for this purpose in the media cupboards.

Additional special instructions for the use of the University Library

- > **Users can independently seek out free workstations and use them during the building's opening hours.** After prior reservation, the carrels on the 4th floor of the university library can also be used by TU members.
- > Users have access to the research screen workstations and multifunctional devices (MFG) as well as the media return machine. We recommend that you wear disposable gloves, which are provided in the foyer. Alternatively, disinfect or wash your hands regularly. Hand disinfectant dispensers and disinfectant wipes are available for this purpose. The same applies to the use of the open hand supplies.

- > **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. 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. **After completion of the examination, the carrel must be left immediately.** 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.**