



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

General information



- > **Access to the buildings** is only permitted to explicitly authorised persons (employees of according to the quota principle, students of approved classroom courses and exams). The presence of employees must be documented in the respective shift and occupancy schedules. The contact details of students who take part in classroom courses and exams must be entered in the form for on-site courses and events in order to track contact chains. Access for persons who are not members of Chemnitz University of Technology (employees of external companies, etc.) **is to be restricted to a minimum**. They are to be informed about the specific, currently valid hygiene measures. Their contact details as well as their times of entering and leaving have to be documented in the **form for on-site courses and events** to allow the tracking of contact chains.
- > **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 one month, 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. 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.
- > **Access is only permitted to persons in good general condition and without suspicious symptoms** (signs of a cold, fever, cough, and shortness of breath). Persons with such symptoms are required to immediately leave or not to enter the premises, buildings, and rooms (including parking spaces and walkways) of Chemnitz University of Technology and to contact a doctor by telephone.



Hygiene Concept of Chemnitz University of Technology

regarding the corona virus (SARS-CoV-2)

Version 1.4 (October 29, 2020)

- > **Every person is obliged to wear a mouth-nose cover** (mouth-nose mask) **in buildings** in case of possible contact with persons, i.e. on all stairs, corridors, and shared rooms, etc. In addition, a mouth-nose cover (mouth-nose mask) must also be worn outdoors and on open spaces in the event of contact with persons at a distance of less than 1.5 meters. Proper handling of the mouth-nose cover (putting it on and taking it off, no movement while wearing it) must be observed. Employees are provided with reusable mouth-nose masks. If (additional) demand arises, students will be provided with disposable masks by teachers and exam supervisors.
- > **A sufficient distance (at least 1.5 m) from other people must always be maintained.** Workplaces are to be used in such a way that the minimum distance can always be maintained. Touching of any kind (e.g. shaking hands or hugging) must be avoided. If for a short time minimum distances at the workplace cannot be consistently maintained for compelling reasons, a mechanical barrier (e.g. made of acrylic glass) must be installed or a mouth-nose cover must be worn continuously. These mechanical barrier must be disinfected every working day by the respective users of the workplace.
- > Where groups of people may gather (e.g. in front of lifts, editions, etc.), markings on the floor (e.g. with adhesive tape) must be used to indicate the necessary distance.
- > **When entering or leaving the buildings, the disinfectant stands in the entrance areas must be used.** Alternatively, wash your hands thoroughly in the separately designated sanitary facilities.
- > Narrow lifts and staircases should not be used at the same time as others if possible. Regardless of this, **a strict right-hand rule for walking applies.**
- > **Sneeze or cough into the crook of your arm or into a handkerchief**, which you then dispose of in a trash can with a lid.
- > **Keep your hands away from your face.** Avoid touching your mouth, eyes, or nose with your hands.
- > **Wash your hands regularly and for a sufficient duration (at least 30 seconds) with water and liquid soap** and use disposable towels to dry off - especially after blowing your nose, sneezing, or coughing. Instructions for proper hand washing can be found in the respective sanitary facilities.
- > **Hand disinfection is recommended before entering and after leaving the toilet rooms.**
- > When used by several persons, **regular disinfection of all touching surfaces (e.g. door handles)** must be carried out independently by the respective sections.



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- > Routine cleaning of surfaces and objects and their frequency is to be maintained.
- > If classroom teaching is absolutely necessary and approved, sufficient distance between the participants must be provided. The number of participants must be limited to the absolutely necessary minimum. Distances are to be ensured, e.g. by setting up/reducing chairs and tables accordingly.
- > **Parallel use of rooms with workstations is to be avoided as much as possible.** Instead, individual workstations should be set up in separate rooms. If parallel use is unavoidable (laboratories etc.), the number of persons must be kept as small as possible, the number of one person per 20 square metres must not be exceeded, and only the same groups of persons may be present at the same time. If necessary, a shift system must be introduced in which the same persons are always present in a shift.
- > **Rooms must be thoroughly ventilated at regular intervals** (every 20 minutes, or more frequently depending on the size of the windows). 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.
- > All activities (including showers, washing, changing rooms etc.) are to be arranged in such a way that as few people as possible meet.
- > Working, break, and meal times must be scheduled in such a way that the gathering of people is limited and the minimum distance (1.5 m) is maintained.
- > **Tools and work equipment (e.g. keyboards) are to be used on a personal basis.** If there is a user change, regular disinfection must be ensured and (disposable) gloves must be worn if necessary. User change of equipment without disinfection is only possible again after 5 days.
- > **(Disposable) gloves must be worn for mail handling etc.** If necessary, these will be sent to you via the post office, Straße der Nationen 62.
- > **(Official) vehicles are to be used individually where possible or in fixed teams.** The respective vehicles should always be assigned to the same persons/teams. Drives should be kept to a necessary minimum. Transportation of people is no longer possible. Vehicle interiors are to be cleaned hygienically at regular intervals and the cleaning intervals are to be shortened if necessary.



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- > **The respective heads of the sections** (faculties, central facilities, departments), **line managers, and responsible persons** (lecturers in lecture halls and seminar rooms, laboratory managers in laboratories, section managers in offices) **are responsible for monitoring compliance with the specific hygiene measures in their respective areas.** They also act as local 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 a mouth-nose cover (mouth-nose mask).