

Note: All references to persons, offices and functions refer equally to all genders.

General Information



- > **Access to the buildings** is permitted to all members of the university community.
- > At Chemnitz University of Technology there is currently a **compulsory test**, i.e. the necessity of presenting or credibly demonstrating an up to date¹ negative corona rapid test, for ...
 - Teachers and students to conduct and participate in approved face-to-face teaching and examinations,
 - Participants in meetings in buildings of at least two persons which last longer than ten minutes (e.g. persons present in the case of (partial) attendance at promotions, presentations at meetings of appeal committees, committee meetings, meetings, etc., job interviews as well as trial studies and surveys),
 - Employees and assistant staff who have not worked for at least five consecutive working days due to holidays and comparable leaves of absence from duty or work, on the first working day after the interruption of work before or at the start of work in the office or at other places of employment outside their own homes.

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. colleague).

Vaccinated² and recovered persons³ are exempt from the above testing requirement. Corresponding proof (test, vaccination or convalescence proof) must be provided in writing or digitally before the start of the relevant meeting etc., if necessary in combination with an official identification document or the TUC card. For more information, please refer to the FAQ section

¹ The wording "up to date" means that the test must not have been taken more than 24 hours before the start of the face-to-face course or examination, respective meeting, 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.

on coronavirus or the hygiene guidelines for conducting face-to-face teaching events, -examinations and meetings.

- > Employees and assistant staff who are present at their workplace are also offered **the opportunity to voluntarily take Corona self-tests twice a week** by Chemnitz University of Technology. The tests are distributed and issued (on order) via the faculties, central institutions and departments. There is no obligation to take the self-tests. It is also not permitted to check whether the self-tests offered have been carried out (except in the case of compulsory testing, e.g. in the case of meetings in buildings of at least two people that last longer than ten minutes, see above). It is recommended that the tests are carried out shortly before or immediately before the start of the attendance activity and - as far as possible - outside Chemnitz University of Technology. The use of the self-tests provided by the university outside of official business purposes is not permitted. If the test result is positive, admission to the university is prohibited. Further information can be found in the FAQ section on the coronavirus.
- > The **presence of employees and assistant staff is to be documented in the respective shift and staffing schedules**. The contact details of students who participate in face-to-face teaching events and -examinations must be recorded in the [form for face-to-face events](#) in order to track chains of contact. Alternatively, for teaching events, exams, and other gatherings in presence (e.g. meetings, sessions) 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.
- > Access for persons who are not members of Chemnitz University of Technology (employees of external companies, etc.) is also permitted - if justified. They are to be informed of the specific, currently valid hygiene measures. The contact details as well as the times of entry and exit are also to be documented in the [form for face-to-face events](#) for the purpose of tracing contact chains. 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 must be treated as strictly confidential, stored for a period of four weeks and then destroyed in accordance with data protection regulations (e.g. using a paper shredder with a minimum security level of 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. **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 rapid information of those involved and for the transmission of contact data to the authorities in charge 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 data 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.

- > **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 premises, buildings and rooms (including car parks and paths) of Chemnitz University of Technology immediately or not to enter and to contact a doctor by telephone.
- > **For each person at Chemnitz University of Technology it is compulsory ...**
 - **in outdoor areas 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 traffic⁴

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 face-to-face teaching events and examinations as well as all other face-to-face events (meetings, etc.) in addition to compliance with the minimum distance of 1.5 m.

The mask obligation does not apply for ...

- 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.
- for individual workplaces or at the workplace, provided that the minimum distance of 1.5 m and the minimum area of 10 square metres for each person in the room can be maintained at all times and no hazard due to increased aerosol exchange must be expected⁵.

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. Students are provided with medical masks and FFP2 masks by teaching staff and examination supervisors.

- > **When entering or leaving the buildings, the disinfectant racks in the entrance areas are to be used.** Alternatively, wash your hands thoroughly in the separately designated sanitary facilities.
- > **Always keep a sufficient distance (at least 1.5 m) from other persons.** Workplaces must 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 minimum distances at the workplace cannot be consistently maintained for a short time for compelling reasons, a mechanical barrier (e.g. made of acrylic glass) must be installed or a medical mask or FFP2 mask must be worn

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.

⁵ This exception does not apply if there is public traffic at the same time, e.g. in the context of face-to-face teaching and practical courses in laboratories and research halls or in the university library.

continuously. This transparent barrier must be disinfected every working day by the respective users of the workplace.

- > **Multiple occupancy of rooms with workplaces should be avoided as far as possible.** Instead, individual workplaces should be realised in separate rooms. If multiple occupancy is unavoidable (laboratories, workshops, etc.), the number of people should be kept as small as possible, the number of one person per 10 square metres must not be exceeded and only the same groups of people should be present at the same time. If necessary, a shift system should be introduced in which the same people are always present in a shift.
- > If face-to-face events are absolutely necessary and approved, there must be sufficient distance between the participants. The number of participants must be limited to the absolute minimum. Spacing must be ensured, e.g. by setting up/ reducing the number of chairs and tables.
- > Where people could gather (e.g. in front of lifts, counters), markings on the floor (e.g. with adhesive tape) should draw attention to the necessary distance.
- > Narrow lifts and stairways are not to be used at the same time as others, if possible. Irrespective of this, **a strict right-hand traffic rule** applies.
- > **Sneeze or cough into the crook of your arm or into a handkerchief**, which you then dispose of in a dustbin 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.
- > **Hand disinfection is recommended before entering and after leaving the toilet facilities.**
- > When used by several people, **regular disinfection of all contact surfaces (e.g. door handles)** must be carried out independently in the respective areas.
- > Routine cleaning of surfaces and objects and 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. 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.

- > 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.** If the equipment is used on a rotating basis, regular disinfection must be ensured and (disposable) gloves worn if necessary. Multiple use of equipment is only possible again after five days without disinfection.
- > **(Disposable) gloves are to be worn for processing mail etc.** These will be sent via the central post room, Straße der Nationen 62, if required.
- > **(Motor pool) vehicles** may be used by several persons at the same time, provided that all vehicle occupants have a negative test result for the day or are considered to be vaccinated or recovered. It should be noted that only the driver of the vehicle is exempt from the mask obligation. The same applies to the transport of persons. The vehicle interiors must be cleaned hygienically on a regular basis and the cleaning intervals shortened if necessary.
- > **The respective heads of the structural units** (faculties, central facilities, departments), **subject supervisors and persons in charge** (lecturers in lecture halls and seminar rooms, persons in charge of laboratories in laboratories, persons in charge 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 guidelines, the applicable contact restrictions and distance regulations, as well as with regard to wearing mouth-nose protection (medical mask) or personal protective equipment.