

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

## Additional Special Instructions for Conducting Courses on Site for Students



- > **The current version of the general hygiene concept of Chemnitz University of Technology must be observed. In addition, the instructions of the lecturers must be strictly followed.**
- > **Every person at the Chemnitz University of Technology is obliged to wear a mouth-nose cover (mouth-nose mask) in the buildings (but not in open spaces) in case of possible personal contact, i.e. on all stairs, corridors, and in jointly used rooms etc. Students must therefore put on their mouth-nose cover before entering the buildings. However, the mouth-nose cover can be taken off for the duration of the course, provided the minimum distance is observed (e.g. after reaching one's seat). When leaving the seat in the teaching room, the mouth-nose cover must be put on again.** If students are not able to wear a mouth-nose cover due to health restrictions, a corresponding certificate or a severely disabled pass must be presented. If necessary, students will receive disposable masks from the lecturer.
- > The buildings of Chemnitz University of Technology are currently not open to the public. Access is only possible in the context of participation in courses (on site). The **buildings listed below** will be opened for the purpose of holding courses during the lecture period in the winter semester 2020/2021 (10/12/2020–02/05/2021) during the fixed (reduced) [opening hours](#):
  - > Zentrales Hörsaal- und Seminargebäude
  - > Rühlmann-Bau (access via portal B-Bau)
  - > Weinholdbau
  - > Straße der Nationen 62
  - > Erfenschlager Straße, House A and B
  - > Wilhelm-Raabe-Straße
- > **Students attending a course in the buildings explicitly mentioned above must enter the buildings quickly and within a time window of 10 minutes before the start of the course, keeping a minimum distance of 1.5 meters to other persons, and must go to the respective room of the on-site course without delay, observing the right-hand walking rule (one-way) and any markings. After entering the building, the hand disinfectant dispensers must be used.**



# Hygiene Concept of Chemnitz University of Technology

## regarding the corona virus (SARS-CoV-2)

Version 1.0 (September 17, 2020)

- > **For all other buildings the meeting point principle applies**, i.e. students who attend a course in other buildings than those explicitly mentioned in the lecture period in the winter semester 2020/2021 will **wait punctually 10 minutes before the start of the course at the designated meeting points or in front of the buildings**. They are required to observe the distance markings at the meeting points and thus maintain a minimum distance of 1.5 m to other persons. If no distance markings are provided, they shall act accordingly on their own responsibility. **Admission** of students to the building for the purpose of attending an on-site course **is exclusively carried out by the teaching staff**, who will pick up the students at the designated meeting points or in front of the building and guide them to the teaching rooms. After entering the building, the hand disinfectant dispensers must be used.
- > **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 of the tables and desks used by lecturers and students.
- > **In addition, disinfection of contact surfaces, objects, and work equipment must be carried out independently by the lecturers and students before use**. Necessary disinfectants are provided.
- > **Students and lecturers must wear disposable gloves when using pool rooms**. These will be handed out by the lecturers on site.
- > In the teaching room, the rows of seats are systematically filled in such a way that the seats available according to the signs are filled starting with the seats furthest away from the entrance. The instructions of the lecturer must be followed.
- > The lecturer has laid out the **form for querying the students' contact details** on the seats so that possible chains of contact can be traced in the event of an infection with the corona virus. **Students are encouraged to fill in their contact details on this form in their own interest and hand it in when leaving the room. In addition, the forms can also be provided digitally in advance of the event** (e.g. via an OPAL course).
- > If students should (have to) leave the course room (e.g. due to a toilet visit) during the course, they have to put on their mouth-nose cover first and should make sure that the required distance of at least 1.5 m to other persons is kept as much as possible when getting up/leaving the seat and the room and when re-entering the room.
- > **Eating and drinking during the course is to be kept to a minimum.**
- > **Students who do not follow the applicable hygiene rules** and the instructions of the lecturer **may be excluded from the course.**
- > After the end of the course, the room must be left in the reverse order to the order in which the seats were taken, i.e. the seat closest to the entrance/exit or the closest row of seats begins. The instructions of the lecturer must be followed. The mask requirement, distance rules etc. must also be observed when leaving the room.



# Hygiene Concept of Chemnitz University of Technology regarding the corona virus (SARS-CoV-2)

Version 1.0 (September 17, 2020)

- > **The building is then to be left directly.** The teaching staff may escort the students out to ensure that the building is locked if necessary. **Accumulations of persons on the campus and in the buildings are prohibited also after the course.** If it is not possible to leave the buildings (e.g. due to successive courses), general common areas and unoccupied teaching rooms may be used as an exception, provided that existing hygiene rules, designated markings and seating (in case of mobile equipment) are observed.
- > All members of Chemnitz University of Technology are required to notify each other about the observance of the existing hygiene rules. **In case of violations, the authorised persons with householder's rights can enforce them.**

## Additional Special Instructions for Conducting Courses on Site for Lecturers



- > **The general hygiene concept of Chemnitz University of Technology must be observed.** The lecturer is responsible for monitoring compliance with the general and specific hygiene concept for courses. He/she is required to inform the participants of the applicable regulations before the start of each individual course (at best, this information is also provided digitally before the courses, e.g. in the case of regular dates at the beginning of the semester) and to document this in the [form for tracking contact chains](#). The lecturer must inform the students that they may be excluded from the course if they violate the applicable hygiene rules or the instructions of the lecturer.
  
- > **Every person at the Chemnitz University of Technology is obliged to wear a mouth-nose cover** (mouth-nose mask) **in the buildings** (but not in open spaces) in case of possible personal contact, i.e. on all stairs, corridors, and in jointly used rooms etc. **Lecturers and students must therefore put on their mouth-nose cover before entering the buildings. However, the mouth-nose cover can be taken off for the duration of the course, provided the minimum distance is observed** (e.g. after reaching one's seat). **When leaving the seat in the teaching room, the mouth-nose cover must be put on again.** If students are not able to wear a mouth-nose cover due to health restrictions, a corresponding certificate or a severely disabled pass must be presented to the lecturer. If necessary, students will receive disposable masks from the lecturer. Disposable gloves are to be worn and the greatest possible distance is to be maintained when the lecturer hands them out.
  
- > The buildings of Chemnitz University of Technology are currently not open to the public. Access is only possible in the context of conducting courses (on site). The **buildings listed below** will be opened for the purpose of holding courses during the lecture period in the winter semester 2020/2021 (10/12/2020–02/05/2021) during the fixed (reduced) [opening hours](#):
  - > Zentrales Hörsaal- und Seminargebäude
  - > Rühlmann-Bau (access via portal B-Bau)
  - > Weinholdbau
  - > Straße der Nationen 62
  - > Erfenschlager Straße, House A and B
  - > Wilhelm-Raabe-Straße



# Hygiene Concept of Chemnitz University of Technology

## regarding the corona virus (SARS-CoV-2)

Version 1.0 (September 17, 2020)

- > **Students attending a course in the buildings explicitly mentioned above must enter the buildings quickly and within a time window of 10 minutes before the start of the course**, keeping a minimum distance of 1.5 meters to other persons, and **must go to the respective room of the on-site course without delay**, observing the right-hand walking rule (one-way) and any markings.
- > **Lecturers must therefore also have arrived at the room in question at least 10 minutes before the start of the course.**
- > **For all other buildings the meeting point principle applies**, i.e. students who attend a course in other buildings than those explicitly mentioned in the lecture period in the winter semester 2020/2021 will wait punctually 10 minutes before the start of the course at the designated meeting points or in front of the buildings. They are required to observe the distance markings at the meeting points and thus maintain a minimum distance of 1.5 m to other persons. If no distance markings are provided, they shall act accordingly on their own responsibility. **The teaching staff picks up the students in front of the building, regulates the entrance of the students into the building** (individual entry and subsequent use of the hand disinfectant dispenser) and guides the students to the teaching rooms in compliance with the distance rules and the right-hand rule of walking.
- > **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 of the tables and desks used by lecturers and students.
- > **In addition, disinfection of contact surfaces, objects, and work equipment must be carried out independently by the lecturers and students before use. Teachers must explicitly inform the students of this.** Necessary disinfectants are provided.
- > **Students and lecturers must wear disposable gloves when using pool rooms.** The URZ provides disposable gloves in the pool rooms, which are centrally assigned by schedule management. In individually used pool rooms the teachers have to carry disposable gloves and hand them out to the students.
- > **Courses can only be carried out in large rooms with sufficient distance.** In order to maintain the distance regulations in centrally managed seminar and lecture halls, the Department of Building and Technology will mark the maximum number of persons permitted at the entrance to the respective room, reduce the number of mobile equipment (tables, chairs), and mark seats not to be occupied in lecture halls with fixed seating, which must be observed.
- > In the teaching room, the rows of seats and their available seats according to the signs will be systematically filled in such a way that the seats are filled starting from those furthest away from the entrance. **Instructions to this end are the responsibility of the lecturer.**



# Hygiene Concept of Chemnitz University of Technology

## regarding the corona virus (SARS-CoV-2)

Version 1.0 (September 17, 2020)

- > **The teaching room must be ventilated frequently and thoroughly** by the lecturer (every 20 minutes, or more frequently 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.
- > Prior to the start of the course, the lecturer must issue a **form for querying the students' contact details** to the participants of the respective course or deposit the form at the places to be filled. **In addition, the form can also be provided digitally in advance of the course** (e.g. via an OPAL course). It serves to facilitate the tracing of the contact chain in case of a (possible) infection with the corona virus. **In their own interest, students are encouraged to enter their contact details in this form and to hand it in when leaving the room** (or, in the case of digital transmission, to send it to the lecturer in good time before the start of the course). There is no obligation to register, just as there is no obligation or right of the lecturer to work towards registration. It is prohibited to use the forms for attendance or behavioural monitoring of the participants of an on-site course.
- > The issuing and support of audio-visual presentation technology in centrally managed rooms is carried out following established procedures (ticket system, issuing of keys for media cabinets through security personnel) via the Department of Building and Technology. Issued presentation technology, especially components with physical contact such as microphones and presenters, must be disinfected before use. Disinfectants and disposable wipes are available in the media cabinets.
- > **Students who do not follow the applicable hygiene rules** and the instructions of the lecturer **may be excluded from the course.**
- > After the end of the course, the room must be left in the reverse order to the order in which the seats were taken, i.e. the seat closest to the entrance/exit or the closest row of seats begins. **The lecturer is responsible for the instruction.**
- > **The building is then to be left directly by the students (and the teaching staff).** The teaching staff may escort the students out to ensure that the building is locked if necessary. If it is not possible for students to leave the buildings (e.g. due to successive courses), general common areas and unoccupied teaching rooms may be used as an exception, provided that existing hygiene rules, designated markings and seating (in case of mobile equipment) are observed.
- > All members of Chemnitz University of Technology are required to notify each other about the observance of the existing hygiene rules. **In case of violations, the authorised persons with householder's rights can enforce them.**



# Hygiene Concept of Chemnitz University of Technology

## regarding the corona virus (SARS-CoV-2)

Version 1.0 (September 17, 2020)

- > **Returned forms for querying the students' contact data may only be handled with disposable gloves** after the course **or must alternatively be stored temporarily at room temperature for at least five days.**
- > The completed forms for querying the students' contact data are to be treated in strict confidence and destroyed three weeks after the course date in accordance with data protection regulations (e.g. using a shredder with security level P-4 or higher). 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, etc.) until they are destroyed.** Access or inspection is only permitted in case of (possible) infection with the corona virus and only by explicitly authorised persons of the university management. In this case, the lecturer (or the dean, head of the central institution, etc.) must ensure that such access or inspection can be made possible immediately (granting of availability, if necessary substitution regulation). If a digital form is used to retrieve the students' contact data, the procedure shall be analogous.