Additional Special Instructions for Conducting Courses on Site for Students

> The general hygiene guidelines of Chemnitz University of Technology must be observed. In addition, the instructions of the teaching staff must be followed. At the same time, they act as contact persons on site for compliance with and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations as well as with regard to the wearing of personal protective equipment and masks.

> At Chemnitz University of Technology there is currently a test obligation, i.e. the necessity of presenting or credibly demonstrating an up to date\(^1\) negative Corona quick test, for lecturers and students to conduct and participate in approved face-to-face teaching and examinations. Tests carried out and documented by a service provider or medically trained of a test site are accepted. To substantiate the performance and the corresponding result of a test under supervision, a form provided must be used and signed off by the respective supervising lecturer.

> Vaccinated\(^2\) und recovered persons\(^3\) are exempt from the above testing obligation. Appropriate proof (test, vaccination or convalescence certificates) must be provided in writing or digitally, if necessary in combination with an official identification document or the TUC card.

> There is a mask obligation at Chemnitz University of Technology:

- Every person at Chemnitz University of Technology is obligated to wear a FFP2 mask, or a mask with comparable protection (e.g. KN95 or N95) in the outdoor area and in open spaces, if the minimum distance of 1.5 m cannot be maintained, as well as in all publicly

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\(^1\) 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 teaching event, examination respective etc.

\(^2\) Definition according to § 2 No. 2 COVID-19 Protection Measures Exemption Ordinance (SchAusnahmeV) of 8 May 2021 (BAnz AT 08.05.2021 V1), as last amended by Article 1 of the Ordinance of 14 January 2022 (BAnz AT 14.01.2022 V1), in conjunction with § 22a para. 1 Infection Protection Act (IfSG) of 20 July 2000 (BGBl. I p. 1045), as last amended by Article 4 of the Act of 18 March 2022 (BGBl. I p. 471).

\(^3\) Definition according to § 2 No. 4 SchAusnahmeV in conjunction with § 22a Abs. 2 IfSG
accessible rooms with regular public traffic.\textsuperscript{4} Consequently, such a mask is mandatory in all in-person lectures and examinations.

- If workplace safety regulations conflict with the wearing of an FFP2 mask (e.g. with regard to the maximum wearing time), there is an obligation to wear a medical mouth/nose protection (surgical mask).

The mask mandate 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.
- for individual workplaces in separate rooms or in laboratories and halls, provided that the minimum distance of 1.5 m and the minimum area of 10 sq. m for each person in the room can be maintained at all times and cross-ventilation is carried out every 20 minutes or an air-conditioning system (RLT) is in operation permanently.\textsuperscript{5}

Attention must be paid to the proper handling of the mask (putting on and taking off, no shifting while wearing). Students receive masks from lecturers.

> The buildings of Chemnitz University of Technology are currently accessible to its members and staff. When entering the buildings, students are requested to keep a minimum distance of 1.5 m from other persons and to pay attention to any distance markings and the right-hand traffic rule. After entering the buildings, the hand disinfectant dispensers are to be used.

> In all teaching rooms (lecture halls, seminar rooms, laboratories, etc.) there is centrally organized, regular maintenance cleaning of door handles and handrails as well as 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 lecturers and students before use. Necessary disinfectants are provided.

> For use of pool rooms it is recommended to wear disposable gloves. These are issued by the lecturers and pool managers on site. Alternatively, disinfect or wash your hands regularly.

> In the lecture room, the rows of seats available according to the signage are systematically filled in such a way that the seats furthest away from the entrance are filled up. In principle, every second seat can be used, but between the rows, as far as practicable, an offset must be applied ("chessboard pattern"). The instructions of the lecturer must be followed.

\textsuperscript{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.

\textsuperscript{5} This exception does not apply if there is public traffic at the same time, e.g. in the context of classroom teaching and practical training in laboratories and research halls.
In laboratories, workshops, etc. a normal occupancy can take place in accordance with the workplace rule (one Person per 8 m² and each additional person 6 m²).

If students (have to) leave the course room during the course (e.g. because they have to go to the toilet), they should make sure that the required distance of at least 1.5 m to other people is maintained as far as possible when getting up/leaving the seat and the room and re-entering.

For digital contact tracking, the use of the Corona Warning app is recommended; for this purpose, the QR code must be scanned when entering the respective room.

Eating and drinking during the course must be kept to a minimum.

Students who do not comply with the applicable hygiene rules and the lecturer’s instructions may be excluded from the course.

After the end of the course, the room is to be left in the reverse order of the order in which the seats were taken, i.e. the seat closest to the entrance/exit or the row of seats closest to the entrance/exit begins. The lecturer’s instructions must be followed. Distance rules etc. must also be observed when leaving the room.

Accumulations of people on the campus and in the buildings should be avoided both before and after the course. Students who are unable to move from the university home, e.g. due to the rapid succession of classroom lectures and digital formats, are entitled to designated alternative rooms, unoccupied seminar rooms and lecture halls as well as general lounges, subject to pre-defined markings and seating, as well as compliance with the FFP2 mask requirement and the test or Use the obligation to provide proof during the opening hours of the building. Contact tracking via Corona Warning app is also recommended in this case.

All members and staff of Chemnitz University of Technology are required to remind each other to observe the existing hygiene rules. In the event of violations, the holders of the house rules may enforce them.
Additional Special Instructions for Conducting Courses on Site for Lecturers

> The general hygiene guidelines of Chemnitz University of Technology must be observed. The lecturer is responsible for monitoring compliance with the overarching hygiene concept and the specific hygiene concept for courses. He/she is required to inform the students of the applicable regulations before the start of each individual course (ideally, the information is also provided digitally before the courses, e.g. in the case of regular appointments at the beginning of the semester). The lecturer must inform the students that they may be excluded from the course if they violate the applicable hygiene rules or the lecturer’s instructions. At the same time, he/she acts as the contact person on site for compliance with and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations, as well as with regard to the wearing personal protective equipment and masks.

> At Chemnitz University of Technology there is currently a test obligation, i.e. the necessity of presenting or credibly demonstrating an up to date negative Corona quick test, for lecturers and students to conduct and participate in approved face-to-face teaching and examinations. Tests carried out and documented by a service provider or medically trained at a test site are accepted. To substantiate the performance and the corresponding result of a test under supervision, a form provided must be used and signed off by the respective supervising lecturer. A form made available and signed by the supervising person shall be used to document the performance and the corresponding result of a supervised test.

> Vaccinated and recovered persons are exempt from the above testing obligation. Appropriate proof (test, vaccination or convalescence certificates) must be provided in writing or digitally, if necessary in combination with an official identification document or the TUC card.

> There is a mask obligation at Chemnitz University of Technology:

- Every person at Chemnitz University of Technology is obligated to wear a FFP2 mask, or a mask with comparable protection (e.g. KN95 or N95) in the outdoor area and in open

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6 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 teaching event, examination respective etc.

7 Definition according to § 2 No. 2 COVID-19 Protection Measures Exemption Ordinance (SchAusnahmeV) of 8 May 2021 (BAnz AT 08.05.2021 V1), as last amended by Article 1 of the Ordinance of 14 January 2022 (BAnz AT 14.01.2022 V1), in conjunction with § 22a para. 1 Infection Protection Act (IfSG) of 20 July 2000 (BGBl. I p. 1045), as last amended by Article 4 of the Act of 18 March 2022 (BGBl. I p. 473).

8 Definition according to § 2 No. 4 SchAusnahmeV in conjunction with § 22a Abs. 2 IfSG
spaces, if the minimum distance of 1.5 m cannot be maintained, as well as in all publicly accessible rooms with regular public traffic. Consequently, such a mask is mandatory in all in-person lectures and examinations.

- If workplace safety regulations conflict with the wearing of an FFP2 mask (e.g. with regard to the maximum wearing time), there is an obligation to wear a medical mouth/nose protection (surgical mask).

The mask mandate 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.
- for individual workplaces in separate rooms or in laboratories and halls, provided that the minimum distance of 1.5 m and the minimum area of 10 sq. m for each person in the room can be maintained at all times and cross-ventilation is carried out every 20 minutes or an air-conditioning system (RLT) is in operation permanently.

Care must be taken to ensure proper handling of the mask (putting it on and taking it off, no shifting while wearing it). Students receive masks from lecturers.

> The buildings of Chemnitz University of Technology are currently accessible to its members and staff. When entering the buildings, students and lecturers are requested to keep a minimum distance of 1.5 m from other persons and to pay attention to any distance markings and the right-hand traffic rule. After entering the buildings, the hand disinfectant dispensers are to be used.

> In all teaching rooms (lecture halls, seminar rooms, laboratories, etc.) there is centrally organised, regular maintenance cleaning of door handles and handrails as well as the tables and desks used by lecturers and students.

> In addition, lecturers and students must independently disinfect touch surfaces, objects and work equipment before use. Lecturers must explicitly point this out to students. Necessary disinfectants are provided.

> For use of pool rooms it is recommended to wear disposable gloves. Alternatively, disinfect or wash your hands regularly. The URZ provides disposable gloves in the pool rooms assigned centrally by the lesson planning, while in individually used pool rooms the teachers have to carry disposable gloves and give them to the students.

> Courses can only be held in large rooms with sufficient distance. The maximum permissible

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9 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.

10 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.
occupancy of rooms for classroom courses is 50 percent of the normal capacity. In order to maintain the distance regulations in centrally managed seminar and lecture halls, the Department of Facility Management marks the maximum number of persons permitted at the entrance to the respective room, a reduction of mobile inventory (tables, chairs) as well as a marking of seats that cannot be occupied in lecture halls with fixed seating, which must be observed.

> In the lecture room, the rows of seats available according to the signage are systematically filled up from the seats furthest away from the entrance. In principle, every second seat can be used, but between the rows, as far as practicable, an offset must be applied ("chessboard pattern"). **The lecturer is responsible for instructing this.**

> In laboratories, workshops, etc. a normal occupancy can take place in accordance with the workplace rule (one Person per 8 m² and each additional person 6 m²).

> **The room in use has to be ventilated frequently and thoroughly** by the lecturer (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.

> **For digital contact tracking, the use of the Corona Warning app is recommended;** for this purpose, the QR code must be scanned when entering the respective room.

> Teachers are encouraged to use the learning platform OPAL to transmit organizational information and to provide students with timely information and to set up a course for each course.

> The issuing and support of audiovisual presentation technology in centrally managed rooms is carried out in accordance with the known procedure (ticket system, issue of keys for media cabinets to the security guard) via the Department of Facility Management. Issued presentation technology, in particular components with physical contact such as microphones and presenters, must be disinfected by the lecturer before use. Disinfectants and disposable wipes are available for this purpose in the media cupboards.

> **Students who do not comply with the applicable hygiene rules and the instructions of the lecturers may be excluded from the course.**

> After the end of the course, the room is to be left in the reverse order of the order in which the seats were taken, i.e. the seat closest to the entrance/exit or the row of seats closest to the entrance/exit begins. **The lecturer is responsible for instructing this.**
Accumulations of people on the campus and in the buildings should be avoided both before and after the course. Students who are unable to move from the university home, e.g. due to the rapid succession of classroom lectures and digital formats, are entitled to designated alternative rooms, unoccupied seminar rooms and lecture halls as well as general lounges, subject to pre-defined markings and seating, as well as compliance with the FFP2 mask requirement and the test or Use the obligation to provide proof during the opening hours of the building. Contact tracking via Corona Warning app is also recommended in this case.

All members and staff of Chemnitz University of Technology are required to remind each other to observe the existing hygiene rules. In the event of violations, the holders of the house rules may enforce them.