Additional Special Instructions for Conducting Courses on Site for Students

> The current version of the general hygiene guidelines at Chemnitz University of Technology must be observed. In addition, the instructions of the lecturers must be strictly followed. They also act as local contact persons 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 a mouth-nose cover (medical mask) or personal protective equipment.

> Every person at Chemnitz University of Technology is obliged to wear a surgical mask, FFP2 mask, or a mask of a comparable standard (e.g. KN95 or N95) in outdoor areas and open spaces as well as in all publicly accessible rooms with regular public traffic (mask mandate). In all on-site courses, a medical mask is mandatory in addition to maintaining the minimum distance of 1.5 metres. If students are not able to wear a surgical or FFP2 mask due to health restrictions, a corresponding certificate or a disability pass must be presented. If necessary, students will receive medical and FFP2 masks from the lecturer.

> The buildings at Chemnitz University of Technology are currently not open to the public. Students must assemble ten minutes prior to the beginning of an in-person course at the meeting point or in front of the building. They are required to keep to the distance markings at the meeting point in order to maintain 1.5 m distance from other people. If there are no markings, students must keep the minimum distance on their own initiative. Student entry to buildings for the purpose of in-person classes can only take place under the supervision of the course lecturer, who will pick students up at the meeting point or in front of the building and guide them to the classroom. After entering the building, hand disinfectant 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 computer pool rooms. These will be handed out by the lecturers on site.
Participation in approved in-person indoor courses (e.g. in gyms, laboratories, etc.) is only permitted with a daily negative Corona test result (testing requirement). Students receive self-tests from the lecturer. In order to validate the test and its result, students must truthfully fill out the provided form and present it to the instructor before entering the premises and taking part in the course (see supplementary data protection statement). Students are also in compliance with the testing requirement if they can show the lecturer a current negative test result from a rapid test that can be obtained, for example, at a pharmacy or at a doctor’s office. If the test result is invalid or positive, admission and participation are prohibited. For further information, please refer to the FAQ section on coronavirus.

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 will lay out the form for 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 required to fill in their contact details on this form 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 OPAL).

If students should have to leave the course room (e.g. to use the toilet) during the course, they 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.

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 authorized persons with householder’s rights can enforce them.
Additional Special Instructions for Conducting Courses on Site for Lecturers

> The general hygiene concept at Chemnitz University of Technology must be observed. The lecturer is responsible for monitoring compliance with the general and specific hygiene concept for courses. They are 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, such as at the beginning of the semester in the case of regular meetings) 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. They also act as local contact persons for compliance with and implementation of the hygiene concept, the applicable contact restrictions and distance regulations, and with regards to the wearing of a mouth-nose cover (medical mask) or personal protective equipment.

> Every person at Chemnitz University of Technology is obliged to wear a medical mask or a FFP2 mask or an equivalent mask (e.g. KN95 or N95) in outdoor areas and open spaces as well as in all publicly accessible rooms with regular public traffic (mask mandate). In addition to maintaining the minimum distance of 1.5 metres, a medical mask is mandatory during all on-site courses. If students are not able to wear a surgical mask or FFP2 mask due to health restrictions, a corresponding certificate or a disability pass must be presented. If necessary, students will receive surgical or FFP2 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 at Chemnitz University of Technology are currently not open to the public. Students must wait ten minutes before the start of an in-person class at the meeting point or in front of the building. They are required to keep to the distance marking at the meeting point in order to keep the minimum distance of 1.5 m to other people. If there are no distance markings, students must keep the distance on their own initiative. Lecturers will pick students up in front of the building, supervise student entry into the building (individual entry with use of hand disinfectant dispensers) and guide the students to the classroom while keeping to the distance and right-side walking rules.

> 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 computer 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.

Implementation of and participation in approved in-person indoor courses (e.g. in gyms, laboratories, etc.) is only permitted with a daily negative Corona test result from lecturers and students (testing requirement). Self-test will be centrally distributed to the lecturers from the university so that they can test themselves and distribute the test to students. In order to validate the test and its result, students must truthfully fill out the provided form and present it to the instructor before entering the premises and taking part in the course. Lecturers and students are also in compliance with the testing requirement if they can show the lecturer a current negative test result from a rapid test that can be obtained, for example, at a pharmacy or at a doctor's office. Teachers are required to check this access requirement before each course, taking into account data protection concerns (visual inspection of the certificate or completed form). If the test result is invalid or positive, admission and participation are prohibited. The truthful documentation of one’s own test data per sample form as well as the necessity to stay away in case of a positive or invalid test result applies to lecturers as well. For additional information, please refer to the FAQ section on coronavirus.

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, Facility Management will mark the maximum number of persons permitted at the entrance to each room, reduce the amount of mobile equipment (tables, chairs), and mark seats not to be occupied in lecture halls with fixed seating. These changes 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.

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 the students’ contact details to all course participants or leave the form at students’ seats to be filled in. In addition,
the form can also be provided digitally in advance of the course (e.g. via OPAL). It serves to facilitate the tracing of the contact chain in case of a (possible) infection with the corona-virus. **Students are required 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). Lecturers are required to work towards registration. It is prohibited, however, 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 Facility Management. 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 removed 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. students sitting closest to the entrance/exit leave first. **The lecturer is responsible for coordinating this exit.**

> **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.**

> **Returned forms for collecting the students’ contact data may only be handled with disposable gloves after the course if they have not alternatively been stored temporarily at room temperature for at least five days.**

> The completed forms for querying the students’ contact data must be treated as strictly confidential, kept for a period of four weeks after the date of the course and then destroyed in accordance with data protection regulations (e.g. using a shredder at least security level 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, 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 and for the transmission of contact data to the responsible authorities upon request. In this case, the person...
in charge (or the dean, head of the central institution, etc.) must ensure that the corresponding inspection can be carried out immediately (granting of availability, if necessary regulation of substitution). If a digital form is used to query the students' contact data, the procedure is to be analogous.