Chemnitz University of Technology
Hygiene Guidelines
regarding the corona virus (SARS-CoV-2)
Version 1.9 (September 22, 2021)

Note: For reasons of better readability, the generic masculine is generally used in the following. All designations of persons, offices and functions apply equally to all genders.

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 a mouth-nose protection (medical mask) or personal protective equipment.

> For each person at Chemnitz University of Technology it is compulsory, ...
  - in the outdoor area 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 traffic¹
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 obligatory in all face-to-face teaching events and examinations in addition to maintaining the minimum distance of 1.5m.

The mask obligation 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.
  - individual workplaces or at the workplace, provided that the minimum distance of 1.5 m and the minimum area of 10 sqm for each person in the room can be maintained at all times and no hazard due to increased aerosol exchange must be expected².

Care must be taken to ensure proper handling of the medical mask or FFP2 mask (putting it on and taking it off, no shifting while wearing it). Students receive medical masks and FFP2 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

¹ 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.

² 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.
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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, disinfection of contact surfaces, objects and work equipment must be carried out independently by lecturers and students before use.** Necessary disinfectants are provided.

> **Students and lecturers must wear disposable gloves when using pool rooms.** These are issued by the lecturers on site.

> **At Chemnitz University of Technology there is currently a test obligation**, i.e. the necessity of presenting or credibly demonstrating an up to date\(^3\) negative Corona quick test, for lecturers and students to conduct and participate in approved face-to-face teaching and examinations.

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 must be used and signed off by the respective supervising lecturer.

Vaccinated\(^4\) and recovered persons\(^5\) are exempt from the above testing obligation. Appropriate proof (test, vaccination or convalescence certificates) must be provided in writing or digitally before the start of the face-to-face course or examination, if necessary in combination with an official identification document or the TUC card (lecturers are required to visually check this access requirement before each approved face-to-face course, taking into account **data protection concerns**).

> **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.** The instructions of the lecturer must be followed.

> **The lecturer has laid out the form for requesting students’ contact details** on the seats so that possible chains of contact can be traced in the event of infection with the coronavirus. **Students are required to enter 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 an OPAL

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\(^3\) 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.

\(^4\) 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.

\(^5\) 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.
course). 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.

> 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.

> **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.

> **The building is then to be left directly.** If necessary, the teaching staff will accompany the students out to ensure that the building is locked, if required. **Gathering of persons on the campus grounds and in the buildings is prohibited both before and after the course.** If it is not possible to leave the buildings (e.g. due to consecutive courses), students may use designated alternative rooms after reserving a seat in advance while maintaining specified markings and seating (in the case of mobile equipment), adhering to the mask requirement and testing or verification requirement, and providing contact tracing information via the Corona-Warn-App or form.

> 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) and to document this in the form for tracking chains of contact. 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 of a mouth-nose protection (medical mask) or personal protective equipment.

> For each person at Chemnitz University of Technology it is compulsory, …
- in the outdoor area 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 traffic²
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 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 expected⁷.

Care must be taken to ensure proper handling of the medical mask or FFP2 mask (putting it on

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² 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.

⁷ 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.
and taking it off, no shifting while wearing it). Students receive medical masks and FFP2 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.

> Students and lecturers must wear disposable gloves when using pool rooms. Disposable gloves are provided by the URZ in the pool rooms that are centrally assigned by the central timetable unit; in pool rooms that are used individually, the lecturers must carry disposable gloves and hand them out to the students.

> At Chemnitz University of Technology there is currently a test obligation, i.e. the necessity of presenting or credibly demonstrating an up to date\(^8\) negative Corona quick test, for lecturers and students to conduct and participate in approved face-to-face teaching and examinations.

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 must be used and signed off by the respective supervising lecturer.

Vaccinated\(^9\) and recovered persons\(^10\) are exempt from the above testing obligation. Appropriate proof (test, vaccination or convalescence certificates) must be provided in writing or digitally before the start of the face-to-face course or examination, if necessary in combination with an official identification document or the TUC card (lecturers are required to visually check this access requirement before each approved face-to-face course, taking into account data protection concerns).

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\(^8\) 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.

\(^9\) 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.

\(^10\) 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.
> Courses can only be held in large rooms with sufficient distance. 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. **The lecturer is responsible for instructing this.**

> **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.

> Before the start of the course, the lecturer must hand out a **form for requesting the contact details of the students** to the participants of the respective course or deposit it on 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 contact chain tracing in the event of a (possible) infection with the coronavirus. **Students are required to enter their contact details on this form and hand it in when they leave the room** (or, in the case of digital transmission, send it to the lecturer in good time before the start of the course). The lecturer is obliged to work towards an entry. However, the use of the forms for attendance or behavioural control of the participants of a face-to-face course is prohibited. 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.

> 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.**
> **Afterwards, the students (and the lecturer) must leave the building directly.** If necessary, the lecturer accompanies the students out to ensure that the building is locked, if required. If it is not possible to leave the buildings (e.g. due to consecutive courses), students may use designated alternative rooms after reserving a seat in advance while maintaining specified markings and seating (in the case of mobile equipment), adhering to the mask requirement and testing or verification requirement, and providing contact tracing information via the Corona-Warn-App or form.

> 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.**

> **Returned forms for recording student contact details may only be handled with disposable gloves** after the course, unless they have alternatively been stored temporarily at room temperature for at least five days.

> The completed forms for requesting students’ contact details must be treated as strictly confidential, kept for a period of four weeks after the course date and then destroyed in accordance with data protection regulations (e.g. using a shredder with at least security level P-4). Until then, the data must be stored in such a way that it is protected from access by third parties or from being passed on to third parties. **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 case of a (possible) infection with the coronavirus by explicitly authorised persons of the university management for the purpose of quickly informing those involved as well as for the transmission of contact data to the competent authorities upon request. In this case, the person in charge (or the dean, head of the central institution, etc.) must ensure that it is possible to inspect the data without delay (granting accessibility, if necessary, substitution arrangements). If a digital form is used to retrieve the students' contact data, the same procedure must be followed. Teachers are also encouraged to use the OPAL learning platform to communicate organizational information and to quickly inform students, and to set up a course on it for each class.