Additional Special Instructions for Taking Written Online Exams at the University Library

> Students must adhere to the current university hygiene guidelines. In addition, instructions from library and security staff must be followed.

> Students who are taking part in an examination in the University Library must register using the reservation form. On arrival, they must enter the Alte Aktienspinnerei building quickly starting 30 minutes before the start of the examination, maintaining a minimum distance of 1.5 m from other persons, and report to the supervisory staff in the foyer, presenting the written confirmation of their seat reservation. Contact data as well as the times of building arrival and exit must be documented for the purpose of contact tracing. **Students are required to enter their contact data in the form for attendance events when entering the University Library** (ideally, this would be filled out beforehand to shorten the time spent in the foyer). Examinees will also receive their seat number and a medical mask or FFP2 mask upon registration in the foyer. They are requested to go to their seat immediately after registration, observing the right-hand traffic regulations (one-way traffic regulations) and any markings.

> The maximum number of people who can take a written online exam in the University Library per day is limited to 23. The signs marking the available rooms and seats per day must be strictly observed. **Only every second seat is to be filled** in the designated rooms. Furthermore, the issued seat number may not be exchanged with other examinees. Access to the building is guaranteed for the times indicated in the reservation form, even if these should lie outside the University Library’s current hours of operation for lending and interlibrary loan due to the scheduling of the examination.

> **The use of the University Library is exclusively for taking written online examinations.** Participation in oral online examinations is not permitted. Examinees are provided with a workstation and internet access via Wi-Fi with a prior reservation. No hardware or technology, such as laptops, headsets, papers, writing utensils, calculators, etc. are provided and are required to be brought by the examinees themselves.

> Hand sanitizer is to be used upon entering the building.
> Every person at Chemnitz University of Technology is obligated to wear a medical mask or FFP2 mask or mask with a comparable standard (e.g. KN95 or N95) in the outdoor area and in open spaces as well as in all publicly accessible rooms with regular public traffic (mask mandate). Consequently, such a mask and keeping the minimum distance of 1.5 m are also obligatory when taking part in online examinations in the University Library or for the duration of the stay there. Should the examination supervisor carry out an identity check, the examinee can briefly remove the mask upon request. If examinees are unable to wear a surgical mask or FFP2 mask due to health restrictions, a corresponding medical certificate or severely disabled person's ID must be presented to the supervisory staff in the foyer of the building.

> Ventilation and air exchange in the rooms used are provided by a ventilation system.

> Eating and drinking while taking an online exam should be kept to a minimum, bathroom breaks are to be avoided as much as possible.

> The use of library holdings, interactive actions that involve additional contact (key operation, touch screens, etc.), and the use of the research screen workstations are not allowed.

> The library must be left immediately after the end of the examination. The examinees must sign out with the supervisor in the foyer of the building, who then documents the time of leaving on contract tracing form and returns their place card.

> Returned forms may only be handled with disposable gloves, unless they have been temporarily stored at room temperature for at least five days. The completed forms must be treated in strict confidence, kept for a period of four weeks, and then destroyed in accordance with data protection regulations (e.g. using a shredder with a security level of at least P-4). Until then, the data must be stored protected from access by third parties or possible disclosure. The completed forms remain in the University Library until they are destroyed. Access or inspection is only permitted in the case of a (possible) infection with the coronavirus by explicitly authorized persons from university management for the purpose of rapid information of those involved as well as for the transmission of contact data to the responsible authorities upon request. In this case, University Library management has to ensure that a corresponding inspection can be carried out immediately (granting of availability, if necessary substitution arrangements). 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.

> Once used, University Library workstations may only be reassigned after a period of five days. Before reassignment, centrally organized cleaning is carried out on a regular basis.

> The management of the University Library is the contact person on site for compliance with and implementation of the hygiene guidelines, the applicable contact restrictions and distance regulations, and the wearing of mouth-nose protection (medical mask) or personal protective equipment.

> In the event of violations of the hygiene guidelines, the library and security service personnel are authorized to expel examinees from the University Library.