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

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

> **There is currently a testing obligation** at the University Library, i.e. the necessity of presenting or credibly demonstrating a daily\(^1\) negative corona rapid test, so that students can use the University Library to complete online written exams.

Acceptable are tests that are performed by medically trained personnel or under supervision at the university. To substantiate the performance of the test under supervision and its result, a form provided must be used and signed off by the respective supervising person.

**Vaccinated\(^2\) and convalescent\(^3\) persons** are exempt from the above test obligation. Appropriate proof (test, vaccination, or convalescent proof) must be provided in writing or digitally upon entering the university library, if necessary in combination with an official identification document or the TUC card (only a visual check is carried out, taking into account data protection concerns).

> **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**

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\(^1\) The wording "daily" means that the test must not have been taken more than 24 hours ago at the time of entering the university library.

\(^2\) Pursuant to Section 2(2) and (3) of the COVID-19 Protective Measures Exemption Ordinance · SchAusnahmV, dated May 8, 2021, a person is considered to have been vaccinated against SARS-CoV-2 coronavirus if he or she is asymptomatic and has in his or her possession a vaccination certificate issued to him or her in either embodied or digital form indicating that at least 14 days have elapsed since the last required single vaccination. The number of vaccine doses required for a complete 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.

\(^3\) According to § 2 No. 4 and 5 SchAusnahmV, a person is considered to have recovered from the coronavirus SARS-CoV-2 if he or she is asymptomatic and has a proof of recovery in embodied or digital form issued to him or her based on testing by laboratory diagnostics using nucleic acid detection (PCR or PoC-PCR testing), which dates back at least 28 days and a maximum of six months.
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). Alternatively, digital contact tracing is possible using the Corona-Warn-App, which requires scanning the appropriate QR code placed at the entrance to the University Library. 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 16. The signs marking the available rooms and seats per day must be strictly observed. 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. is provided and must 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 surgical mask, 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 accessible rooms with regular public traffic (mask mandate).4

Consequently, when completing written online exams in the University Library, such a mask is mandatory in addition to maintaining the minimum distance of 1.5m.

Attention must be paid to the proper handling of the medical mask or FFP2 mask (putting on and taking off, no shifting while wearing). Medical masks and FFP2 masks are provided to the users of the university library.

> 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.

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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, it also covers other rooms intended for public use, i.e. rooms intended for use by an unspecified number of unknown persons, but which are not freely accessible because an admission control or similar procedure is first carried out or only an invited group of participants (e.g. in the context of a meeting) is permitted.
> The use of library holdings, interactive actions that involve additional contact (key operation, touch screens, etc.), and the use of the research screen workstations is 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.**