Additional Special Instructions for Writing Theses in the University Library

> Chemnitz University of Technology’s overall hygiene guidelines must be followed. In addition, the library and security staff’s instructions must be followed at all times.

> Students who are currently working on a thesis and have registered using the reservation form may enter the University Library quickly and individually during opening hours while keeping the minimum distance of 1.5 m from other persons. Upon entering the Alte Aktienspinnerei, students must register with security personnel in the lobby by presenting written confirmation of their seat reservation. Students’ contact data as well as the times of entry and exit must be documented in order to allow for contact tracing. Students are required to enter their contact data in the form for on-site activities when entering the University Library (ideally these forms would be filled out before arrival in order to shorten the waiting time in the lobby). Students will receive their seat number and a medical or FFP2 mask after registering in the lobby. They are required to find their seat immediately after registration while keeping to the right-side walking (one-way street) regulations.

> The maximum number of people that have the opportunity to work in the University Library each day is limited to 46. 23 seats will be given out on a weekly basis; 23 seats will be given out on a daily basis. The signs marking the available rooms and seats per day or week must be heeded. In the marked rooms, only every second seat may be occupied. The assigned seat numbers may not be switched with another student. The building may only be accessed during the current opening hours of the University Library for borrowing and interlibrary loan.

> The University Library may only be used for writing a thesis. Entry for other reasons, except for picking up or returning preordered materials, is not allowed. Students will only be provided with a desk and Wi-Fi with a prior reservation. No hardware or technology (i.e. laptop, paper, writing utensils, etc.) must be brought by the students.
> After entering the building, the hand disinfectant dispensers must be used.

> Every person at Chemnitz University of Technology is required to wear a medical mask, FFP2 mask, or a mask of 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). While using the University Library to write a thesis as well as during the entire visit to the library, a medical mask is mandatory in addition to maintaining the minimum distance of 1.5 metres. The correct method of wearing a medical or FFP2 mask must be observed (Guidance on how to put on and take off the mask as well as the maximum length of time the mask may be safely work can be found in the FAQ section regarding corona). If students are not able to wear a medical or FFP2 mask due to health restrictions, a corresponding certificate or a disability pass must be presented to the security personnel in the building lobby.

> Ventilation in the rooms to be used will be carried out by a room ventilation system (RLT system).

> Eating and drinking should be kept to a minimum while in the University Library.

> Library holdings and research workstations as well as interactive actions that involve additional contact (keyboards, touch screens, etc.) may not be used with the exception of the use of a selected all-in-one machine (AIO). The AIO may only be used with disposable gloves, which will be available on site.

> The building must be vacated when the University Library closes at the latest. Students must register with security personnel in the building’s lobby to add the time of exit on their form for in-person activities. This requirement also applies when the building is left for a short period of time (break times). When re-entering the building, students must re-register with the security personnel in the lobby. The seat number will remain at the seat in this case.

> 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.
> After a library workstation has been used, it may not be reassigned for five days. Before the seat is reassigned, centrally organized cleaning will be carried out.

> University Library management is the on-site contact for keeping and implementing the hygiene guidelines, contact limitations, minimum distance, and mask mandate (medical mask) or the wearing of personal protective equipment.

> **Students who do not follow these hygiene guidelines may be expelled from the University Library by library and security personnel.**