

## Hygiene rules and measures at work in offices and laboratories

The resumption of office and laboratory work at TU Bergakademie Freiberg is subject to strict hygiene requirements. The aim of these regulations is to protect all employees and students from infections and to prevent the virus from spreading.

### Obligation to provide information

In order to prevent the further spread of the new coronavirus (SARS-CoV2), students and employees must be informed and sensitized about the risk of infection and act accordingly. The recommendations of the health authorities are continuously adapted to the current situation.

If an infection with the corona virus is suspected, the persons concerned are not to remain on the campus until their case is medically clarified (the basic exception is the accommodation of the students if the quarantine regulations are complied with). Coronavirus infection should be reported to supervisors or be communicated to the university management immediately.<sup>1</sup>

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<sup>1</sup>Ordinance of the Saxon State Ministry for Social Affairs and Social Cohesion to protect against the coronavirus SARS-CoV-2 and COVID-19 (SächsCoronaSchVO), 04.05.2020; General decree enforcement of the infection protection law - measures on the occasion of the corona pandemic - order of hygiene requirements to prevent the spread of the corona virus, 04.05.2020, Az. : 15-5422 / 13.

## Technical and organizational hygiene protection measures

<b><i>Measure / regulation</i></b>	<b><i>Implementation by:</i></b>
- Compliance with the distance rules of at least 1.5 m to each other. If the distance requirement cannot be met, mouth-nose protection (a facemask) must be worn. This applies across the entire campus (especially meeting areas such as changing rooms, entrance areas, etc.).	Employees
- In seminar rooms, the fixed seating and the appropriate choice of seats ensure that the 1.5 m rule is met (conversion and disinfection of the tables and chairs after assembly and before each event).	D1 house services / caretaker
- The employees take care that during the use of seminar or office rooms they are regularly ventilated (regular ventilation of a minimum. every half hour at least 5 minutes, depending on the outside temperature and the size of the ventilation openings), provided that no ventilation technology is available. Attention: avoid drafts!) - Regular ventilation of public areas (toilets, lecture halls, seminar rooms), especially before upcoming events.	Employees  D1 house services / caretaker
- Timely information on the intended use of seminar rooms for unavoidable consultations (number of people, duration) for preparation (disinfection).	Employees D1 house services / caretaker
- The use of traffic routes is to be designed in such a way that a sufficient distance can be maintained. - The lifts are only used individually and are marked accordingly.	Employees  D1 house services / caretaker
- Care should be taken to ensure cleanliness and hygiene in communal areas. The routine cleaning of surfaces and objects and their frequency must be maintained. Surface disinfection beyond this is not necessary. - Disinfection of handrails, banisters and building access doors several times a day.	Employees  D1 house services / caretaker
- Compliance with the safety distances on toilets / washrooms if necessary by cordoning off and attaching signs.	D1 house services / caretaker
- In the buildings of TU Bergakademie Freiberg there are dispensers with disinfectants and sufficient hand cleaning agents that are to be	Employees

<p>used regularly. However, skin-friendly and very effective hand washing with soap and water is recommended.</p> <p>- Regular inspection and filling of the disinfection dispenser in the houses.</p>	D1 house services / caretaker
<p>- All additional hygiene requirements that apply in the facility should be presented concisely and clearly on information signs / posters, if necessary using pictograms.</p>	House directors, caretakers
<p>- In laboratories, taking into account the distance rule, occupational safety (regarding Sole work) and the specified minimum number of employees in laboratories with hazardous substances.</p>	Employees
<p>- If possible, tools and work equipment are only used for personal purposes. When using shared objects / devices (e.g. microscope, keyboards, mouse, etc.) wash the hands before and after, as well as clean the objects used.</p>	Employees
<p>- Care must be taken to ensure that personal protective equipment and work clothing are only used for personal purposes. If this is not possible, it must be cleaned before being used by others.</p>	Employees

- Compliance with the hygiene rules in the house/building is checked by the respective house manager and, in the case of office and laboratory work, by the institute heads.

Personal and behavior-related hygiene protection measures that must be observed by every employee

- In general, the offices in the teaching, laboratory and administration buildings are only allowed to be entered individually or with a corresponding minimum distance of 1.5 m.
- Contacts with other people are to be reduced to an absolutely necessary minimum and the minimum distance is to be kept wherever possible.
- Hand hygiene must be strictly observed, ie regular and thorough hand washing with soap for at least 20 seconds - at least before starting work, at the end and generally after every toilet visit and in the event of contamination. Disposable towels should be used after hand washing.
- Avoid direct physical contact, such as shaking hands or hugs.
- If coughing or sneezing, turn away as far as possible and use the elbow or disposable tissues.
- Everyone is responsible for ensuring that the body is properly hydrated.