

# Rules of behaviour and hygiene for conducting exams at TU Bergakademie Freiberg

Tests and exams are conducted under strict rules for hygiene. These rules aim to protect students, teachers/instructors and all other staff from infection and to prevent the spreading of the virus as far as possible.

## 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>

Decisions must be taken prior to the examination in cases when students or supervisory staff are particularly at risk of infection or when they cannot participate in an examination due to hygiene rules. An alternative examination is to be agreed upon in mutual consent.

Before the examination can start the examiner specifies the location and the names of the supervisory staff. He/she allocates the available work places to the students taking into account the distance requirement of 1.5 metre minimum. (As an example: Auditorium Maximum has some 50 work places).

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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>
- Students are instructed as to that on registration they confirm by signature automatically that within 14 days prior to the test date they have not shown symptoms of influenza such as elevated temperature, cough, body ache, cold, chills, diarrhoea, sore throat, cold, impaired smelling and/or tasting. Controls such as measurement of body temperature are not recommended.	Employees, Students
- 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, Students
- In oral examinations both examiners and students have to obey the distance requirement. In order not to exacerbate the test situation by wearing a face mask it is recommended to increase the distance.	Examiners, examinees
- In examination 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). - Mark the seats/work places available for users. - Make sure seats are occupied in one-way direction and all seats in one row are occupied before moving on to the next row. In between seats marked as work place no seats must be left empty.	D1 house services / caretaker  Employees, Students
- Both students and supervisors must wear a mouth-nose protection (a facemask) for the entire duration of the examination, except for the time when seated at the workplace. For discussing questions arising during the examination the distance rule (1,5 metres) has to be obeyed and a face mask must be worn. No face mask is required for students while seated at their work place.	Employees, Students
- The examiners take care that before, during and after the examination the rooms used are regularly ventilated (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.	Examiner, Supervisory Staff  D1 house services / caretaker
Timely information on the intended use of seminar rooms for unavoidable consultations (number of people, duration) for preparation (disinfection).	D 2

- In case several examinations are held successively in the same room allow sufficient time between examinations for disinfection and room ventilation.	
- 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, Students, D1 house services / caretaker
- Care should be taken to ensure cleanliness and hygiene in communal areas. - Disinfection of handrails, banisters and building access doors several times a day.	Employees, Students, 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 used regularly. However, skin-friendly and very effective hand washing with soap and water is recommended. - Regular inspection and filling of the disinfection dispenser in the houses.	Employees, Students,  D1 house services / caretaker
- All additional hygiene requirements that apply in the facility should be presented concisely and clearly on information signs / posters, if necessary using pictograms. Based on a risk assessment the house director may rule to lay out one-way tracks.	House directors, caretakers

Compliance with the hygiene rules in the house/building is checked by the respective house manager.

Personal and behavior-related hygiene protection measures that must be observed by **all** employees and students.

- In general, the examination rooms 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. Buildings and premises are only to be used in the context of the examination.

- Hand hygiene must be strictly observed, i.e. 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.

### **Exam-related legal issues**

- Examinees turning up for the examination showing obvious symptoms of illness may be rejected.
- Examinees having concerns as to whether they are able to take the examination can still withdraw before the examination begins.
- A withdrawal after the examination has started is only possible under the usual conditions.