

Hygiene rules and measures at work in offices -, meetingrooms and laboratories

Changes to the last version are marked.

For all employees, mobile work is to be considered with priority over working in physical presence. The resumption of office and laboratory work at TU Bergakademie Freiberg is subject to strict hygiene requirements. In addition, the SARS-CoV-2 hygiene concept of the TU Bergakademie Freiberg is applicable. The aim of these regulations is to protect all employees and students from infections and to prevent the virus from spreading. As a supplement to the SARS-CoV-2 hygiene concept, individual hygiene rules and the corresponding responsibilities in office and meeting rooms as well as in laboratories are explained below.

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.¹

¹Verordnung des Sächsischen Staatsministeriums für Soziales und Gesellschaftlichen Zusammenhalt zum Schutz vor dem Coronavirus SARS-CoV-2 und COVID-19 (SächsCoronaSchVO), 26.01.2021; Allgemeinverfügung Vollzug des Infektionsschutzgesetzes - Maßnahmen anlässlich der Corona-Pandemie - Anordnung von Hygieneauflagen zur Verhinderung der Verbreitung des Corona-Virus, 08.01.2021, Az.: 21-0502/3/9-2021/2204; SARS-CoV-2-Arbeitsschutzstandard, 16.04.2020; SARS-CoV-2-Arbeitsschutzregel, 20.08.2020.

Technical and organizational hygiene protection measures

<i>Measure / regulation</i>	<i>Implementation by:</i>
<p>- Keeping a distance of at least 1,5 m (2 m are recommended) between persons. Every person is obliged to wear a correctly fitting face mask (FFP2 or special medical protective mask [surgery mask]) in all university buildings as well as outside of buildings on the university campus if a minimum distance of 1.5 meters cannot be maintained. The compulsory wearing of face masks applies to all rooms and general circulation areas.</p> <p>It is only allowed to remove the face mask in the following cases:</p> <p>A) A minimum distance of at least 1,5 m (2 m are recommended) outside of buildings is maintained between persons, B) Persons are alone in an indoor space that does not belong to circulation areas (elevators, staircases, etc.), C) Several persons stay in one room - which is regularly ventilated -, an area of at least 10 sqm is available per person and the minimum distance of 1,5 m (2 m are recommended) is maintained constantly.</p> <p>Employees who are obliged to wear face masks shall be given the opportunity to remove the mask regularly subject to the regulations as stated above.</p>	Employees
- In seminar rooms, the fixed seating and the appropriate choice of seats ensure that the 1,5 m (2 m are recommended) rule is met.	D1 house services / caretaker
<p>- The employees take care that during the use of seminar or office rooms they are regularly ventilated (Consider "5.4 shock ventilation" of ASR 3.6 if no ventilation system is available; see SARS-CoV-2 hygiene concept of TUBAF)</p> <p>- Rooms should be ventilated before they are used (especially if other people have been in the room before).</p> <p>- The building management controls air-conditioning and other air ventilation systems in buildings and rooms to provide a maximum supply of fresh air.</p>	Employees D1
- Timely information on the intended use of seminar rooms for unavoidable consultations (number of people, duration) for preparation (disinfection).	Employees D1 house services / caretaker

<ul style="list-style-type: none"> - The use of traffic routes is to be designed in such a way that a sufficient distance can be maintained. - If possible, elevators should not be used. Elevators must only be used individually and are signposted accordingly. 	<p>Employees</p> <p>D1 house services / caretaker</p>
<ul style="list-style-type: none"> - 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. 	<p>Employees</p> <p>D1 house services / caretaker</p>
<ul style="list-style-type: none"> - Compliance with the safety distances on toilets / washrooms if necessary by cordoning off and attaching signs. 	<p>D1 house services / caretaker</p>
<ul style="list-style-type: none"> - 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. 	<p>Employees</p> <p>D1 house services / caretaker</p>
<ul style="list-style-type: none"> - 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>
<ul style="list-style-type: none"> - 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>
<ul style="list-style-type: none"> - 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>
<ul style="list-style-type: none"> - 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</p>
<ul style="list-style-type: none"> - Any existing risk assessments shall be reviewed and, if necessary, updated with regard to additional measures that may be required for the protection against infection. A responsible person must be assigned as part of the risk assessment to check compliance with hygiene and infection protection requirements. 	<p>Employees, House directors</p>

The respective superior is the responsible on-site contact person. He is in authority for the verification if all regulations as set out in the hygiene concept are followed along with its implementation as such. He is also responsible for the observation of the current contact restrictions and distance rules, as well as for checking if medical protective masks (surgery face masks, FFP2 masks) are worn.

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 using a mouth nose protection (FFP2 mask or medical protective mask), and with a corresponding minimum distance of **1,5 m (2 m are recommended)**.
- Contacts with other people are to be reduced to an absolutely necessary minimum and the minimum distance (**1,5 m**) is to be kept wherever possible.
- 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.