



Rector

SARS-CoV-2 Hygiene Concept

Last revised: 15.03.2021

Contact:

Stabsstelle Arbeitssicherheit
Nonnengasse 22, 09599 Freiberg
arbeitssicherheit@zuv.tu-freiberg.de

Changes to the last version are marked.

Table of contents

1	Objective of the Concept and Responsibilities	3
2	Basic Concept	3
2.1	Requirements	4
2.2	Restriction on Access and Participation	4
3	Technical Protection Measures	5
3.1	Access Control	5
3.2	Use of Buildings	5
3.3	Workplace	6
3.4	Sanitary Rooms, Kitchen and Recreation Rooms	6
3.5	Lecture Halls and Seminar/Meeting Rooms	6
3.6	Room Ventilation.....	7
4	Organisational Protective Measures	7
4.1	Distance to other Persons	7
4.2	Work Equipment and Tools	7
4.3	Work Clothes and personal Protective Equipment	7
5	Personal Protective Measures.....	8
5.1	Instruction and intensive Communication	8
5.2	Personal and behaviour-related Hygiene Protective Measures	8
6	Measures and Rules for Special Areas and Events as well as Business Trips	9
6.1	Face-to-Face Teaching.....	9

6.2	Exams.....	9
6.3	Laboratories and Practical Training Rooms	10
6.4	Business Trips.....	11
6.5	Other On-Site Events (with physical attendance).....	11



1 Objective of the Concept and Responsibilities

The aim of the hygiene concept is to prevent the further spread of the SARS-CoV-2 virus and in particular to ensure the possibility to trace contacts within this context. It is intended to regulate university operations and the procedure for on-site events (physical attendance). Thus, it shall protect students, employees and guests. It is crucial that students and employees are informed about the risk of infection and act accordingly.

The regulations are based both on the “Regulation for Protection against Coronavirus SARS-CoV-2 and COVID-19” and the “General Decree on Measures to be adopted in the Event of a Corona Pandemic” issued by the Sachsen Ministry for Social Affairs and Social Cohesion. It is further based on the “SARS-CoV-2 occupational safety and health standard” as well as the “SARS-CoV-2 occupational safety rule”.¹

The Rectorate takes any decisions that are required in connection with the SARS-CoV-2 pandemic.

The rectorate can assign responsibilities to subordinate bodies. In addition, a crisis committee was set up, consisting of the members of the rectorate, the deans and heads of the central facilities (UB, Grafa, URZ, FLB, IUZ, Uni-Sportzentrum, Terra Mineralia) and the chairman of the staff council. The committee meets as required.

- All decisions will be published on our corona-related website: <https://tu-freiberg.de/corona>).

2 Basic Concept

Teaching in the summer semester 2021 - starting on April 6, 2021 - must be available online using a digital format. Classroom teaching is intended only to a limited extent for first-year students in the summer semester (Bachelor and Diploma) and for laboratory internships and practical courses in the technical center. Large-scale events of the university with external participants and guests are not allowed and will not take place until further notice. University sports events as well as cultural events (both indoor and outdoor) are suspended until further notice. For all employees, mobile work is to be considered with priority over working in physical presence. The University Library is closed as a venue for learning, although lending will remain possible as before.

¹ Regulation of the Sachsen Ministry for Social Affairs and Social Cohesion for protection against coronavirus SARS-CoV-2 and COVID-19 (SächsCoronaSchVO), 05.03.2021; 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.

2.1 Requirements

- The hygiene measures apply to all on-site events (physical attendance) and to all works in presence. These cover technical, organisational and individual protective measures (see points 3-5).
- If it is necessary to adopt special adjustments or compensatory measures, they are to be defined in a risk assessment, initiated by the respective executive. The specialists for occupational safety are available for assistance and advice. A responsible person must be assigned as part of the risk assessment to check compliance with hygiene and infection protection requirements.
- It must be indicated in advance, if students or employees belong to risk groups. In this case, an alternative solution shall be found by mutual agreement.
- In general, it is required to keep a minimum distance of at least 1,5 m (recommended are 2 m) and to wear a mask covering mouth and nose (FFP2 mask or medical protective mask). Appropriate breaks for recovery must be scheduled when wearing the mask all day.
- 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.

The verification of compliance and implementation of all regulations as set out in the hygiene concept, the observation of the current contact restrictions and distance rules, as well as the checking if FFP2 masks are worn during the examination lies within the responsibility of the examiner or the person in charge of invigilating the examination. Besides the conduction of the examination, this also includes the organised and orderly entry and exit of persons to the examination room. The examiner or the person in charge of invigilating the examination is the responsible on-site contact person.

2.2 Restriction on Access and Participation

- Employees, students and guests of TU Bergakademie Freiberg are 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.

It is only allowed to remove the face mask in the following cases:

- A minimum distance of at least 1,5 meters (2 meters are recommended) is maintained between persons in the outdoor areas,
- Persons are alone in an indoor space that does not belong to circulation areas (elevators, staircases, etc.),

- 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.
- 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. Persons that were in contact with a person infected with the coronavirus up to 14 days before are not allowed to enter the university buildings.
- If there is a suspicion of infection with the coronavirus, the respective persons are not permitted to stay on campus until a medical assessment has been performed (student dormitories are excluded from this regulation provided the quarantine regulations are followed).
- The occurrence of an infection with the coronavirus must be reported immediately to the responsible authorities (students have to contact the Student Services Office studierendenbuero@zuv.tu-freiberg.de and employees **have to contact** the Human Resources Department personaleinzel@zuv.tu-freiberg.de).

3 Technical Protection Measures

3.1 Access Control

- The buildings of the TU Bergakademie Freiberg are closed to the public during the non-lecture period. Access rules for specific buildings will be arranged for students or guests.
- Visits of people who are not members of the university are to be limited to a minimum and to the absolute essentials. Furthermore, it is mandatory to strictly observe the hygiene regulations of TU BAF during the visits. Visitors are required to complete a visitor's pass, which must be forwarded to the Rector's office (e-mail to referent@zuv.tu-freiberg.de). It is only allowed to receive more than two persons in the rooms of the university after prior approval by the Dean/Vice Dean. It is only allowed to receive more than 4 (four) persons in the rooms of TU BAF upon the approval by the Rektor/Chancellor.
- **The buildings remain closed during the lecture period. Access to the limited number of attendance courses (courses held in physical presence) for first-year students in the summer semester 2021 (Bachelor's and Diploma degree courses) and for laboratory internships as well as practical courses in the Technical Centre will be made possible. This requires an appropriate agreement with the House Managers. Please consider the respective current notes/regulations.**

3.2 Use of Buildings

- In the entrance areas of university buildings, all hygiene regulations that apply in the facility are displayed on signs in a clear and understandable way, if necessary using pictograms.
- The buildings are equipped with disinfectant dispensers at the entrance.
- Upon entering a building, each person shall wash their hands thoroughly using soap or by sanitising with the provided disinfectants.
- The Department 1 / Housekeeping Services carries out the control and replenishment of the disinfectant dispensers.

- Handrails, banisters and building access doors are regularly sanitised by the building services.
- The use of footpaths is to be arranged so that a social distance can be maintained. The building director may define a one-way street after a risk assessment.
- If possible, elevators should not be used in order to prevent additional, possibly infectious, air turbulence in the elevators. This rule does not apply to disabled persons.
- Elevators must only be used individually. The minimum distance of 1.50 m between persons waiting in front of the elevators must be maintained at all times.

3.3 Workplace

- Employees of the university must maintain a minimum distance of **1,5 m (2 m are recommended)** to each other.
- Workplaces are to be used and organised in a way that multiple occupancy of rooms is avoided or sufficient safety distances are provided.
- If a minimum distance between persons of at least **1,5 m (2 m are recommended)** can be ensured and if persons are alone in an indoor room (not traffic areas) or if, in the case several persons are in one room – a room which is regularly ventilated – and an area of at least 10 sqm per person is available while maintaining the distance of **1,5 m (2 m are recommended)**, it is not necessary to wear a face mask.
- Attention must be paid to occupational safety (with regard to working alone) in laboratories and practical training rooms by following the rule of distance. The specified minimum number of employees in laboratories with dangerous substances must also be respected (see also point 6).

3.4 Sanitary Rooms, Kitchen and Recreation Rooms

- Barriers and the installation of warning signs ensure the maintenance of safety distances on toilets.
- In recreation rooms and kitchens, sufficient distance must be ensured by special seating arrangements for example.
- Attention must be paid to the cleanness and hygiene of places used by everyone.
- Rooms, surfaces and objects must be cleaned frequently; if necessary, the cleaning intervals are to be shortened.
- To wash your hands, a skin-friendly liquid soap and towel dispensers are provided in the sanitary rooms.

3.5 Lecture Halls and Seminar/Meeting Rooms

- Measurements for distance regulations of at least **1,5 m (2 m are recommended)** per person in all directions are applied. The building management determines a maximum occupancy/seating in rooms accordingly. The workplaces, which can be used, are marked in the lecture halls; seats that cannot be used are marked and blocked.
- Pedestrian traffic with close encounters can be avoided by installing clear guidance regulations (e.g. one-way guidance). If necessary, self-explanatory distance markings such as barrier tape or floor markings are to be installed.
- Rooms are regularly sanitised (at the beginning of each day).

3.6 Room Ventilation

- The simplest way to keep sufficient healthy respiratory air in all room is opening windows. Room users are responsible themselves for opening the windows.
- Rooms must be aired better than before by e.g. increasing the frequency or by extending the airing times. The regulations of “ASR A3.6” must be followed (<https://www.baua.de/DE/Angebote/Rechtstexte-und-Technische-Regeln/Regelwerk/ASR/ASR-A3-6.html>). Offices should be thoroughly ventilated at least every hour, and seminar as well as meeting rooms every 20 minutes.
- The building management controls air-conditioning and other air ventilation systems in buildings and rooms to provide a maximum supply of fresh air.
- If the supply of fresh and healthy air cannot be ensured through room ventilation, organisational measures must be taken by means of a risk assessment to exclude any risk.

4 Organisational Protective Measures

4.1 Distance to other Persons

- The distance rules of at least **1,5 m (2 m are recommended)** to each other are applicable on the entire campus of the TU Bergakademie Freiberg.
- In particular, the distance rules apply in meeting areas (changing rooms, sanitary facilities, entrance areas ...).
- Crowds of people inside and in front of buildings must be avoided.
- Making appointments is recommended to avoid queues.
- Separate entrances and exits are to be used for event rooms if possible.
- Work processes are to be organised in a way ensuring that there is few direct personal contact.
- If possible, work is to be carried out alone or in small groups (e.g. by offset working).
- An alternative workplace must be created for employees belonging to the risk group due to previous illnesses or their age (or mobile work).

4.2 Work Equipment and Tools

- If possible, tools and work equipment are to be used for personal use only.
- If several persons use the same equipment, it has to be sanitised frequently set by internal regulations of the institutes or facilities, especially before handing the equipment over to other persons. This also applies to the use of multimedia devices in lecture and seminar rooms.

4.3 Work Clothes and personal Protective Equipment

- Protective equipment and work clothes are to be used individually only.
- Storing of work clothes and PSA has to be secured apart from the private clothes.

5 Personal Protective Measures

5.1 Instruction and intensive Communication

- To ensure that university staff and students are able to work safely, they must be informed about the preventive and occupational safety measures that have been put in place. The instruction must also include information about hygienic behaviour and awareness of own symptoms.
- The rectorate publishes all applicable rules and hygiene protection measures on the Internet (<https://tu-freiberg.de/corona>).
- The immediate superiors have to explain the protective measures in the respective departments to their employees in an understandable manner.

5.2 Personal and behaviour-related Hygiene Protective Measures

- A face mask (FFP2 or medical protective mask) must be worn in all buildings **and outside of buildings on the university campus if a minimum distance of 1.5 meters cannot be maintained**. It must be positioned correctly over mouth and nose. **If there is a need for new masks, please request them from the employer.**
- Employees and students are asked to reduce all personal contacts to a minimum. The minimum distance has to be maintained at any time.
- Direct contact to other people like e.g. shaking hands or hugs are to be avoided.
- Hands shall be washed thoroughly with soap for at least 20 seconds. In particular, they are to be cleaned:
 - After entering a building or upon arrival at the workplace as well as before and after lectures,
 - after going to the toilet,
 - after blowing the nose, coughing or sneezing,
 - before taking meals as well as before and after the preparation of meals,
 - after meetings that were held in attendance or contact with further persons,
 - after contact with waste.
- Use disposable towels after washing your hands.
- If you cough or sneeze, turn away and use your elbow or disposable towels.
- A sick person must report the occurrence of an infection with the corona virus immediately to the responsible authorities (student services office for students, human resources department for employees).
- The return of students or first-year students from risk areas must comply with the applicable state regulations, such as corona tests and quarantine. The Public Offices for Health and Order monitor whether the regulations are followed by the individuals.

6 Measures and Rules for Special Areas and Events as well as Business Trips

6.1 Face-to-Face Teaching

Teaching in the summer semester 2021 - starting on April 6, 2021 - must be available online using a digital format. Classroom teaching is intended only to a limited extent for first-year students in the summer semester (Bachelor and Diploma) and for laboratory internships and practical courses in the technical center. These offers are to be carried out in compliance with the applicable hygiene protection measures for combating the COVID-19 pandemic. They require an application from the professor who is responsible for the teaching course, an information of the Dean's offices and an approval by the Rector, if applicable represented by the Vice-Rector for Education.

In the event of a 7-day incidence rate (published by the RKI) throughout Germany and for Saxony below 35, the Rector may also approve additional classroom teaching in addition to the respective and obligatory online teaching.

6.2 Exams

The examination period for the winter semester 2020/21 has been extended until April 10, 2021. Nevertheless, lectures (online) of the summer semester will start on April 6, 2021.

During the period of the prolongation (March 22, 2021 to April 10, 2021) only examinations that meet the following criteria may be scheduled:

- a. Examinations that were originally planned as attendance examinations and that were published in the central examination schedule, provided that they were not approved by the Rector due to high incidence rates for the initially planned date.
- b. Upon request and in consultation with the affected students, an examination that was cancelled or previously published as rescheduled examination may be approved by the Rector for the extended examination period. The new examination date (within the extended examination period) should be reported to the student office at least 2 weeks in advance. The students are to be informed about the new examination date immediately by the examiners. The request must be made by the professor who is responsible for the examination.
- c. The students are to be informed about the rescheduled examination date preferably 3 days before the published examination date.
- d. If examinations cannot be replaced by digital formats and are essential for the further course of studies, they may take place as attendance examinations until April 10, 2021 provided that students take a guided and supervised self-test on COVID-19 on the day of the examination, which results negatively. The attendance examination is subject to the following conditions:
 - i. Special hygiene conditions according to the hygiene concept are observed and the number of persons (including examiners and supervisors) in the same room does not exceed 8 (eight) persons during the entire examination or

- ii. special hygiene conditions according to the hygiene concept are observed and the weekly incidence rate in Saxony three days before the time of the examination is ≤ 50 .
 - iii. The examination requires approval by the Dean of the Faculty, if the incidence rate for Saxony (published by the Robert Koch Institute) reaches a value of > 50 three days before the examination date.
 - iv. The examination requires the approval of the Rector, if the incidence rate for Saxony (published by the Robert Koch Institute) reaches a value of > 60 three days before the examination date.
 - v. In case the examination is not approved as an attendance examination, it must be rescheduled unless the examiners and examinees agree on another approved examination format.
- e. If written examinations are realised by means of digital formats using the examination platform "OPAL Exam" and the examination monitoring and/or assessment tool is used for this purpose, the regulation of the Rector's Circular Letter PB/03/2011 on anonymity for written examinations will be suspended for the winter semester 2020/21 and the summer semester 2021. The same applies for oral examinations.
- f. Replacement examinations are defined by the responsible examination board upon request of the module coordinator. The approval of the Rectorate is required. The Rectorate has authorized the Vice-Rector for Education to issue the appropriate approvals.
- g. Reference is made to the regulations for examination deadlines, examination credits and classroom teaching as resolved by the Senate on January 26, 2021/March 3, 2021 (Examinations).

6.3 Laboratories and Practical Training Rooms

The following rules apply for work in laboratories and practical training rooms:²

- For all activities in laboratories and practical training rooms, the risk assessment team checks whether wearing a mask can lead to an increased risk (carry-over of contaminants, accidents, danger of fire or reaction of the material of the mask with substances). Alternatively, visors may be considered. The faculty will assess which measures are adequate in accordance with occupational safety.
- If a face mask should lead to an increased risk according to the risk assessment, it is not mandatory to wear the mask. In this case, the safety distance of **1,5 m (2 m are recommended)** must be secured by organisational measures permanently. The occupational safety department is available to advise on the development of respective measures.
- If a cover protecting mouth and nose can be worn, it is recommended for the course of the practical training (especially for group works) to be regulated in a way that the

² Implementation of the SARS-CoV-2 occupational health and safety standard (BMAS) for laboratories: Guidance on risk assessment, last revised on 01.07.2020.

minimum distance of 1,5 m (2 m are recommended) is secured, i.e. the persons involved only fall short of the minimum distance for a short time.

6.4 Business Trips

Business trips are to be limited to what is absolutely necessary. During business trips, the hygiene rules of TU Bergakademie Freiberg must be followed during the entire mission, i.e. also after the arrival at the destination of the trip. Business trips to foreign countries require the approval and order of the Rector or the Chancellor. All business trips within Germany require the approval and order of the Dean/Vice Dean/Head of the structural unit. Unauthorised business trips are not accountable as such (i.e. the actual costs cannot be claimed) and are at your own risk.

6.5 Other On-Site Events (with physical attendance)

With immediate effect, no more in-person events are permitted at TU Bergakademie Freiberg. Exceptions are meetings of the bodies and commissions of TU Bergakademie Freiberg, for which a vote or decision among present members is required according to the rules of procedure.