



Rector

SARS-CoV-2 Hygiene Concept

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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. A Corona Protection Coordinator was appointed. After consulting the Senate, the Deans of the faculties, the Staff Council, as well as competent parties, and after discussion in the Rectorate, the following regulations are expected to be in place for the period until October 31st, 2021.

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

2 Basic Concept

Teaching is carried out in digital mode. This does not apply to practical courses, laboratory and technical work and field trips with a seven-day incidence rate of < 10 in the district of Central Saxony. They can be carried out in attendance. The Vice-Rectorate of Education must be notified of the relevant event stating compelling reasons. Explicit approval is not required.

As from July 1st, 2021, all employees will return to their offices for normal operations with attendance at the workplace. The priority of mobile work is revoked at the same time. The "Works Agreement on Mobile Work" dated January 10th, 2020 ("Dienstvereinbarung zur Mobilen Arbeit"), remains in effect and allows for mobile work under certain conditions in individual cases. From July 1st, 2021, all professors are required to perform their regular duties

¹ Regulation of the Sachsen Ministry for Social Affairs and Social Cohesion for protection against coronavirus SARS-CoV-2 and COVID-19 (SächsCoronaSchVO), 24.08.2021; 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.

in their premises at the university and to make up for/ resume their consultation hours and counselling meetings offered to students on-site.

The requirement to wear face masks no longer applies outdoors unless the current Corona Protection Ordinance of the Free State of Saxony (<https://www.coronavirus.sachsen.de/amtliche-bekanntmachungen.html>) stipulates otherwise. In enclosed spaces, the regulations of the Corona Protection Ordinance of the Free State of Saxony (<https://www.coronavirus.sachsen.de/amtliche-bekanntmachungen.html>) as well as the SARS-CoV-2 Occupational Health and Safety Ordinance of the Federal Government (<https://www.gesetze-im-internet.de/corona-arbschv/Corona-ArbSchV.pdf>), as amended, must also be observed (see also 2.1).

This information will be updated in case the 7-day incidence (on five consecutive business days) rises above the incidence threshold value of 10.

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.
- The requirement to wear face masks indoors is subject to the regulations stipulated in the Corona Protection Ordinance of the Free State of Saxony as well as the SARS-CoV-2 Occupational Health and Safety Ordinance of the Federal Government (<https://www.bmas.de/DE/Service/Gesetze-und-Gesetzesvorhaben/sars-cov-2-arbeitsschutzverordnung.html>) as amended. Thus, in the current version, according to Section 6 (2) of the Saxon Corona Protection Ordinance, there is an obligation to wear a face mask (FFP2 or medical mask) in all buildings of the TU Bergakademie Freiberg. (For exceptions, please refer to the ordinance) A face mask should be worn when people meet in outdoor areas and cannot maintain the recommended minimum distance of 1.5 metres. Employees who are required to wear face masks shall be given the opportunity to remove the mask regularly under the conditions as stated above.
- 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.

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 approved exam in attendance 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

- 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. There are exceptions for contact persons with proof of vaccination or a previous SARS-CoV-2 infection through a PCR test result provided that they are symptom-free and have been exempted from isolation by the public health department. The public health department exempts a) persons who have been fully vaccinated against COVID-19 at the time of contact with a person who has tested positive from the 15th day after the last vaccination, (b) persons who are immunologically healthy and who have had a SARS-CoV-2 infection confirmed with a PCR test ('recovered persons') and who have been vaccinated with one vaccine dose after their infection, (c) persons in good immunological health and who had a SARS-CoV-2 infection confirmed with a PCR test no more than six months ago ('recovered persons'). Contact persons who are exempt from isolation and who start work at the workplace are given a daily self-test within 14 days by the department for all working days. The tests should be carried out voluntarily.
- 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

- All university buildings, the university library included, will be open for normal operations again as from **June 28th, 2021**. Visitors of the library must present an updated daily Corona test and wear a medical face mask while not sitting at the reading desk in the library. Employees of TU BAF are exempted from this regulation. More detailed regulations are available on our library's website.
- The terra mineralia collections at Freudenstein Castle and Krügerhaus will reopen to the public on July 15th, 2021.

- Visits of persons who are not members of the university are to be carried out with strict compliance to the hygiene regulations of TU BAF. 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 (see <https://tu-freiberg.de/corona/dokumente>), which must be forwarded to the Rector's office (e-mail to referent@zuv.tu-freiberg.de).

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.
- Immediately after entering a building, there is an opportunity to wash hands thoroughly with soap or to sanitise hands with the provided items.
- 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

- Meetings of multiple people are to be carried out in accordance with the applicable rules (hygiene concept). In particular, the rules for keeping distance, hygiene and ventilation as well as the requirement for a daily COVID-19 test remain unchanged. Fully vaccinated persons or those who have recovered from a COVID-19 infection may replace the mandatory COVID-19 test by a proof of vaccination or recovery. Employees of TU BAF are exempt from the requirement of COVID-19 testing. The departments will provide employees with test kits for self-performed tests, as far as they are required according to the hygiene regulations of TU BAF and the legal or regulatory requirements. If a documentation of COVID-19 self-test shall be required by superior law, the test results must be kept by the employees and submitted to the office upon request.
- The test kits for self-performed tests are distributed to the institutes through the Dean's Offices of the Faculties. In the administration and the central facilities, the tests are available from the respective supervisors.
- Employees must provide proof of a negative test taken in a testing centre on their first day of work from 26 July 2021 if they have not previously worked for five consecutive working days or longer because of holidays or similar time off. Only in exceptional cases, they may take a documented test under supervision during the first day of work. If work is taken up in the home office after the time off, the test must be proven or taken

as soon as work is taken up outside the home again for the first time. This regulation does not apply to fully vaccinated and recovered persons.

- All stays of visiting scientists according to the circular letter (D3/14/2013) must be reported to the Rectorate.
- Employees of the university must keep a minimum distance of 1.5 m from other people and wear a face mask (FFP2 or medical mask) in all buildings of the TU Bergakademie Freiberg. (For exceptions, please refer to the ordinance) Also, a face mask must be worn when people meet in outdoor areas and cannot keep the recommended minimum distance of 1.5 metres.
- In laboratories and practical training rooms, attention must be paid to occupational safety (with regard to working alone), while considering the rules of distance, and the specified minimum number of employees in laboratories with dangerous material must be observed (for more information, see point 6).
- A testing centre run is operated by the Studentenwerk in the rooms of the canteen of the Studentenwerk.
- Students who wish to attend an approved attendance course are required to take a self-test before each attendance course. Employees holding an attendance course are obliged to supervise students during the test. Employees cannot be obliged to participate in attendance courses; they perform these tasks voluntarily.

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 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.
- 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 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.
- 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.

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

- About wearing face masks, see point 2 above. Bei Bedarf können neue Masken beim Arbeitgeber angefordert werden. Further face masks will be made available upon request.
- Employees and students are asked to reduce all personal contacts to a minimum.
- 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.
- 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 studierendenbuero@zuv.tu-freiberg.de, human resources department for employees personaleinzel@zuv.tu-freiberg.de).
- The University still makes every effort to arrange vaccination offers for all members (employees and students). Please refer to the publications on the University's website (<https://tu-freiberg.de/en/corona>).
- 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

Regulations for teaching and exams remain in effect. Both teaching and exams are still carried out digitally. This does not apply to internships, laboratory and technical work as well as field trips which can be carried out in physical presence. The Vice-Rectorate of Education must be notified of the relevant event stating compelling reasons. Explicit approval is no longer required. With its resolutions of March 4th, 2021 and April 27th, 2021, the University Senate intended to ensure planning certainty for both teachers and students.

All events with attendance must be carried out in accordance with the applicable rules (hygiene concept). In particular, the distance, hygiene and ventilation rules as well as the testing requirement remain in place for everyone. Fully vaccinated or recovered persons may replace the test proof with a proof of vaccination or recovery.

Employees holding an attendance course are obliged to supervise students during the test. Employees cannot be obliged to participate in attendance courses; they perform these tasks voluntarily.

Students who wish to attend an approved attendance course are required to take a self-test before each attendance course and to complete the testing form. The same applies to students who carry out activities in the rooms of TU BAF for their theses and dissertations. The self-tests are provided by the university (contact: Julia Runge, Julia.Runge@zuv.tu-freiberg.de, Tel. 39-3820).

Without a negative self-test result, students are not permitted to participate in attendance courses. If there are several attendance courses on one single day, it is recommended to take a rapid test at one of the test centres (Städtischer Festsaal am Obermarkt, DRK, Student Canteen). The certificate issued by the test centre is valid for the entire day.

If the test result is positive, the instructions printed on the reverse page of the certificate apply (see <https://tu-freiberg.de/corona/dokumente>).

6.2 Exams

During the summer semester 2021, the exams (oral exams (§ 8 PO) and written exams (§ 9 PO) will generally be carried out digitally. Exceptions where exams cannot be carried out online may be approved by the Rector on request no later than 2 months before the planned exam date subject to the approval of the Dean and in compliance with the respective valid legal situation. The examinations are always to be carried out in compliance with the respective applicable Rector's orders on hygiene measures to combat the COVID-19 pandemic.

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 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.

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.

6.4 Business Trips

Business travels to areas of variants of concern (according to the information provided on the designation of international risk areas by the German Foreign Office, BMG, and BMI) still require the Rector's order/approval. All other business travels must be ordered and approved as under normal condition (https://intranet.tu-freiberg.de/intranet/faq-dienstreise.html#frage_25).

6.5 Other On-Site Events (with physical attendance)

Public events and meetings or conferences in the rooms of the TU Bergakademie Freiberg are to be held in accordance with the applicable rules; in particular, distance, hygiene and ventilation rules and, as a basic principle, with the obligation of daily testing for the participants. Those who have been fully vaccinated or have recovered may replace the test with proof of vaccination or recovery. Employees are exempt from this testing requirement.