



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 on the “Regulation for Protection against Coronavirus SARS-CoV-2 and COVID-19”, 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 and the general order(s) of the district of Central Saxony to contain the further spread of the coronavirus. 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 were put in place.

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

2 Basic Concept

Teaching during winter semester 21/22 shall take place in attendance as far as possible. The conditions will be adapted to the existing regulations and the development of the infection.

As from July 1st, 2021, all employees will return to their offices for normal operations with attendance at the workplace. According to Section 28b (4) IfSG, office work and comparable

¹ Regulation of the Sachsen Ministry for Social Affairs and Social Cohesion for protection against coronavirus SARS-CoV-2 and COVID-19 (SächsCoronaSchVO), 13.12.2021; ; Verordnung des Sächsischen Staatsministeriums für Soziales und Gesellschaftlichen Zusammenhalt zur Regelung von Notfallmaßnahmen zur Brechung der vierten Coronavirus SARS-CoV-2-Welle, SächsCoronaNotVO), 19.11.2021, Allgemeinverfügung Vollzug des Infektionsschutzgesetzes - Maßnahmen anlässlich der Corona-Pandemie - Anordnung von Hygieneauflagen zur Verhinderung der Verbreitung des Corona-Virus, 22.09.2021, Az.: 21-0502/3/26-2021/144279; Allgemeinverfügungen des Landkreises Mittelsachsen (abrufbar unter <https://www.landkreis-mittelsachsen.de/das-amt/behoerden/regelungen-des-landkreises.html>), SARS-CoV-2-Arbeitsschutzstandard, 22.02.2021; SARS-CoV-2-Arbeitsschutzregel, 07.05.2021; SARS-CoV-2-Arbeitsschutzverordnung (Corona-ArbSchV) des Bundesministeriums für Arbeit und Soziales vom 25.06.2021 i.V.m. der Ersten Verordnung zur Änderung der SARS-CoV-2-Arbeitsschutzverordnung, 06.09.2021.

activities are to be carried out remotely (mobile work) if no compelling reasons are opposed to this. If necessary, mobile work shall be performed on a time-sharing basis. Compelling, operational reasons that prevent mobile work include the processing of confidential documents in paper form and/or processes that cannot be handled exclusively in secure digital form, the performance of attendance-based teaching, work in laboratories, workshops, technical centre buildings, on facilities and the activities of industrial employees.

The requirement to wear a mask does not apply outdoors, unless the current Corona Protection Ordinance of the Free State of Saxony (<https://www.coronavirus.sachsen.de/amtliche-bekanntmachungen.html>) stipulates otherwise. In indoor areas, the regulations of 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>), in their respective current version, must also be observed (see also 2.1.).

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. According to Section 5 (4) of the Saxon Corona Emergency Ordinance, it is currently compulsory to wear an FFP2 mask in all buildings of the TU Bergakademie Freiberg, insofar as these are publicly accessible traffic areas (see ordinance for exceptions). 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 close contact with a person infected with the coronavirus up to 14 days before are not allowed to enter the campus. 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 three 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 attendance events. Visitors of the library must present an updated daily Corona test. More detailed regulations are available on our library's website.
- Visits of persons who are not members of the university and which are absolutely necessary 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 and subject to the 3G rule 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) or register using the pass4all app. The receiving staff is responsible for checking compliance with the hygiene rules and the 3G status. External persons who carry out work on equipment required for operational purposes are not considered as visitors, but must nonetheless fill out a visitor's form or register via the pass4all app.

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 issued by a test centre 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. 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 self-tests are available free of charge up to three times a week at the test centre in the Neue Mensa (canteen) on campus, at the IEC's institute secretariat (Reiche Zeche) and at the post office at Akademiestraße 6.
- According to Section 28 (1) IfSG, employees must be vaccinated, recovered or daily tested when entering university buildings and campuses if they work in attendance. An appropriate certificate must be on hand and presented to the supervisors.
- 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 mask) in all buildings of the TU Bergakademie Freiberg, insofar these are publicly accessible (please refer to the ordinance for exceptions). Also, a face mask shall 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).

- Students who wish to attend an approved attendance course are required to abide by the 3G rules (see point 6.1). 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 and closing 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.
- 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. If required, new masks may be requested from the employer.
- Employees and students are asked to reduce all personal contacts to a minimum within the scope of this hygiene concept.
- 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

Courses in which, due to the number of participants who have registered via OPAL, it is not possible to keep a distance of 1.50 m between the persons attending the course in the designated course room, are to be offered as online courses. They may be offered in partial attendance if it is ensured that online participation is made possible additionally ("hybrid format"). The conditions shall be adapted in each case to the existing regulations in Saxony and to the development of the infection.

All attendance events are to be carried out in accordance with the applicable rules (in particular distance, hygiene and ventilation rules). For the protection of students and teachers, and especially of persons who cannot be vaccinated, participation in all attendance events is also subject to the 3G rule. All participants confirm that they are either fully vaccinated, recovered or tested negative by attending events and when entering the buildings of the TU Bergakademie Freiberg. It must be possible to prove the fulfilment of one of the 3G requirements, i.e. the appropriate documents must be carried along. The tests must not be older than 24 hours (PCR tests 48 h). The tests may be taken at the test centre in the Neue Mensa (canteen) on campus. Only certificates issued or confirmed by a German authority, an officially approved test centre or a doctor practising in Germany will be recognised.

During attendance events it is mandatory to wear an FFP2 mask. An exception can be made by the lecturer or organiser for participants at their own places if the minimum distance of 1.50 m between the persons is observed.

The pass4all app is used to trace contacts at all events and for visitors. The appropriate QR codes are available in the rooms where attendance events take place. Participants who do not have the pass4all app must fill out a form.

If hygiene and distance rules cannot be observed, hybrid events are offered.

6.2 Exams

Exams must always be conducted in compliance with the Rector's orders on hygiene measures in order to control 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't 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.

6.4 Business Trips

Business travels to high-risk areas (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). Business trips are generally only approved/ordered under the condition that the traveller fulfils the 2G status

6.5 Other On-Site Events (with physical attendance)

On-site events that are not teaching events (e.g. faculty council meetings, senate meetings, other committee meetings, meetings of a casual nature, etc.) are prohibited until further notice pursuant to Section 6 (2) of the SächsCoronaNotVO dated November 19, 2021, with the exception of mandatory meetings required by law that cannot be held online for legal or actual reasons. For participation in admissible meetings pursuant to Sentence 1 and for business events as well as legal and business transactions of and with state authorities, the obligation to present proof of vaccination, recovery or testing and to have the respective proof controlled by the person in charge shall apply. All exceptionally permitted attendance events must be held in accordance with the applicable rules (in particular the rules on distance, hygiene and ventilation, see also hygiene concept: <https://tu-freiberg.de/en/corona>). During attendance events, there is an obligation to wear a face mask (FFP2 mask).

² Implementation of the SARS-CoV-2 occupational health and safety standard (BMAS) for laboratories: Guidance on risk assessment, last revised on 01.09.2020.