



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.

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

2 Basic Concept

In general, it is possible again to hold on-site events with physical presence subject to strict hygiene requirements. It is, however, recommended to switch from on-site events to digital events, if possible. On-site events for the first semester as well as courses (exercises and practical courses) that absolutely require physical attendance are exempt from the regulation. 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 during November 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).

¹ Regulation of the Sachsen Ministry for Social Affairs and Social Cohesion for protection against coronavirus SARS-CoV-2 and COVID-19 (SächsCoronaSchVO), 12.05.2020; Allgemeinverfügung Vollzug des Infektionsschutzgesetzes - Maßnahmen anlässlich der Corona-Pandemie - Anordnung von Hygieneauflagen zur Verhinderung der Verbreitung des Corona-Virus, 12.05.2020, Az.: 15-5422/22; SARS-CoV-2-Arbeitsschutzstandard, 16.04.2020; SARS-CoV-2-Arbeitsschutzregel, 10.08.2020.

- 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.
- 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 and to wear a mask covering mouth and nose..

2.2 Restriction on Access and Participation

- All buildings of the university may only be entered with a mask covering mouth and nose. The mask must be worn in all rooms (teaching rooms, offices, etc.) and in general areas (such as corridors, foyers, sanitary facilities, photocopying rooms, lifts). Exceptions are: 1) Teachers in lectures, seminars, etc., who can keep the minimum distance of 3 m or wear appropriate face protection with visor; 2) Individual offices or offices where the minimum distance can be maintained.
- 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 and employees have to make contact with the Human Resources Department).

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). More than two visitors may only be received in the rooms of the university subject to prior approval of the Dean/Vice Dean or the Rectorate.
- During the lecture period, all buildings except for the administrative and research buildings will be opened to allow for regular teaching.

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 1.50 m 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 the minimum distance can be maintained in the offices or if other technical protective measures (e.g. protective walls) are set up, it is not necessary to wear a mask covering mouth and nose.
- 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 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>).
- 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.
- 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

- It is mandatory to wear a mask covering mouth and nose in all university buildings. It must be positioned correctly over mouth and nose. 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.
- Everyone is responsible for the hygienic preparation of their own masks (reusable masks should be washed at 60°C).
- 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

The number of participants during mandatory on-site events must not exceed 40 students even if the rooms are sufficiently spacious and large enough. The number of infected people will thus be kept as low as possible in case of any infections. Please follow the rules hereafter for on-site events (face-to-face events):

- Teachers ensure that windows are opened at the end of the courses so that the rooms are aired during the break. If weather conditions are suitable, it is recommended that windows are also opened during the course.
- Students have to wear a mask covering mouth and nose during the lectures.
- Teachers who can keep a minimum distance of 3 m or those who wear a face protection with a visor do not have to wear a face mask. Visors can be requested from the respective Dean's Offices.
- The capacity limits must be respected in all lecture halls and meeting rooms upon planning of lectures and seminars. The permissible maximum limits are stated on the Internet (<http://www.tu-freiberg.de/~vover/Lehrraum-Platzzahl-Corona-reduziert.pdf>).
- In case of face-to-face teaching events (classroom teaching), all participants register for the event on the OPAL education portal. If it is not possible to display the event via OPAL, attendance lists are created and used in exceptional cases. The lists are stored in the Dean's office and sent to the staff unit Occupational Safety. There, they are to be kept locked up for four weeks to be able to trace potential chains of infection. Students of lectures with group sizes of 30 to 40 students shall (must) sign an attendance list by indicating their matriculation number (student number) in addition to the course registration on OPAL.
- In the case of single events, the users must indicate the intended use of lecture and seminar rooms (number of persons, duration) when booking a room so that the rooms can be prepared (sanitising).

6.2 Exams

For on-site exams (oral or written exams with physical presence), the following regulations must be followed in addition to the above-mentioned hygiene measures:

- The examiners must indicate the intended use of rooms for exams (number of persons, duration) when booking a room so that they can be prepared (disinfection).
- Before taking the exam, the form for the instruction of students has to be signed by the students and handed in. This is necessary for the students to confirm that they have not had any flu symptoms (e.g. fever, cough, aching limbs, sore throat, colds, chills, diarrhoea, or a disturbance of the sense of smell or taste) during the last 14 days before the exam. The forms are stored in the respective Dean's Office. There, they are to be kept locked for four weeks in order to be able to trace potential chains of infection.

- The requirement to wear a mask covering mouth and nose is also applicable to exams. If a distance of 3 m can be maintained during oral examinations, the mask can be taken off.

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 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 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 reduced to the absolute necessary. If business trips cannot be avoided, the hygiene regulations of TU BAF must be observed throughout the business trips, i.e. also at the destination. Business trips to foreign countries require the approval and order by the Rector or the Chancellor respectively. All business trips within Germany require the approval and order by the Dean/Vice Dean. Business trips without order are not billable and are conducted on own risk.

6.5 Other On-Site Events (with physical attendance)

- Meetings with attendance are no longer allowed at the TU Bergakademie Freiberg with immediate effect. Meetings of the bodies and commissions of TU Bergakademie Freiberg for which voting or decision-making among present members is specified are exempt in accordance with the procedural rules. ~~“Other on-site events” do not include events within the frame of student support, chair (professorship) operation and academic self-administration. These are regulated under point 2.~~
- ~~Events with up to 10 national participants do not have to be approved and are subject to the visitor regulations of the TU Bergakademie Freiberg.~~
- ~~The responsibility for approvals of on-site events (excluding classroom teaching) with more than 10 national participants are transferred to the respective Deans.~~
- ~~Events with visitors from abroad still require the approval of the respective dean and the approval of the rectorate.~~

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.

- ~~• Events organised by external institutions with a group of max. 25 participants will be permitted until further notice. These are subject to compliance with the hygiene and safety measures. The hygiene concept of the event must be submitted to the Chancellor of TU Bergakademie Freiberg in advance.~~