Updated Recommendations for Action for Heads or Organisational units

Act in a calm manner and according to the situation, and convey this attitude to your teams.

Make the attached information material provided by the Federal Centre for Health Education (BZgA) available in your area of responsibility. Talk to your team about hand hygiene, coughing and sneezing etiquette, and about temporarily refraining from shaking hands.

Please actively keep yourself up to date on the pages of the Robert Koch Institute (RKI) and follow the latest recommendations [https://www.rki.de/DE/Home/homepage_node.html](https://www.rki.de/DE/Home/homepage_node.html).

Minimise your contacts
- Reduce having visitors as much as possible.
- Communicate primarily via email and telephone.
- As a manager, decide on possible organisational measures to be implemented in your area of responsibility.

Business Trips
- All business trips (including continuing education) are now prohibited with immediate effect until further notice. The authorisations for previously granted business trips are rescinded.
- Exempted are business trips to places of work in Dresden and Zittau (previously called Dienstgänge), as well as participation in regular or extraordinary committee meetings (e.g. Personnel Representation Council) with fewer than 30 persons, if the meeting cannot be organised remotely.

Staff who need to take care of children, e.g. due to closure of school/day care centres
- If supervision or care for children is required and another suitable supervisor is not available, staff can be released from work up to three working days with continued payment of remuneration in accordance with the information provided by the Saxon Ministry of Social Affairs (SMS) published on 10th March 2020. The exemption from work is principally approved by the Rector and Chancellor without the need for a separate application. It only has to be agreed with your supervisor.
- After the (up to) three working days, supervisors should give preference to this group of people (especially with children under 12 years of age) with regard to home office. If home office is not possible, the possibilities of flexible working hours should be considered (reduction of accumulated overtime hours, moving the work to a later date) or taking holiday days or carried over holiday days from the previous year.

Staff who need to take care of close relatives
- If quarantine is imposed on a close relative in need of care (cf. § 7 para. 3 PflegeZG) who is classified or is expected to be classified in a degree of care according to SGB XI, staff members are entitled to unpaid leave of up to 10 working days per close relative in need of care.
- Depending on the person requiring care, an application for a care support...
allowance can be submitted to the care insurance fund of the person in need of care. After the (up to) three working days, supervisors should give preference to this group of people with regard to home office. If home office is not possible, the possibilities of flexible working hours should be considered (reduction of accumulated overtime hours, moving the work to a later date) or taking holiday days or carried over holiday days from the previous year.

Courses and examinations
- In coordination with the Saxon universities and higher education institutions, the start of courses which require students to attend has been postponed until at least 4th May.

Sports and arts groups cancelled
- All sports events and courses as well as all rehearsals and performances by arts groups at TU Dresden have been cancelled with immediate effect and until further notice.

Closure of teaching facilities
- All central teaching and learning facilities have been closed with immediate effect.

Other events (conferences, symposia)
- Beginning on 18th March 2020, all events not related to teaching with more than 100 persons attending are to be cancelled, until further notice. The respective organiser of the event is responsible for the cancellation. The term ‘event’ comprises all instances where people gather (e.g. conferences, congresses, training courses, board or committee meetings, cultural and sports events etc.).
- Beginning on 18th March 2020, organisers of events with 30 – 100 people have to fill in a risk assessment and send it to the crisis management team corona@tu-dresden.de for authorisation. The email should also contain the most important key data of the event. The crisis management team will decide whether the event is allowed to go ahead.
- If the event is taking place, cancel the participation of individuals arriving from risk areas (any claims for reimbursement of expenses or compensations will be legally examined in each individual case).
  https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html
- Ask for advice on risk assessment, recommendations for action, and legal issues:
  o Occupational Health Services: gesundheitsdienst@tu-dresden.de, -36199
  o Safety at Work: arbeitssicherheit@tu-dresden.de, -34470
  o Legal Office: justitiariat@tu-dresden.de, -32577

Staff returning or staff to be employed from risk areas
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html
- For individuals in your area of responsibility who return from or travel to areas identified by the RKI as being risk areas, the following guidelines apply. Please make it available to all individuals in your area of responsibility:

1. If you return from a high-risk area as defined by the Robert Koch Institute (RKI) and show symptoms, please report immediately to the städtisches Gesundheitsamt (municipal health department) (Tel.: +49 351 4888 206, gesundheitsamt-infektionsschutz@dresden.de).
Additionally, consult your GP or family doctor after giving prior notice by telephone. You are exempt from duty for at least 14 days.

2. If you return from one of the High-risk areas defined by the Robert Koch Institute (RKI) and have no symptoms, please still avoid contact with other people, do not go into work, and stay at home for 14 days (leave of absence or if possible flexible/mobile work, e.g. home office). You are treated as suspected infectious. Authorisation has been granted with reference to the information provided by the Free State of Saxony as employer for the employees of the State administration on the subject of coronavirus.
Additionally, inform the Directorate Personnel (dezernat2@tu-dresden.de) immediately, using the subject ‘Rückkehr aus Risikogebiet’. The use of this phrase in the subject line is mandatory. Do only come to the office if an infection has been excluded. The information provided by the Free State of Saxony can be found on the TUD-Website on Corona under the heading "Information from the Free State of Saxony".

3. If you had contact with a person proven to be ill, please report immediately to the städtisches Gesundheitsamt (Tel.: +49 351 4888 206, gesundheitsamt-infektionsschutz@dresden.de).

- Should staff not take action in this sense themselves, please actively and immediately request individuals with symptoms coming from a high-risk area as defined by the RKI to report to the public health department and follow the up-to-date instructions before starting work. Proof of contact with the public health department must be provided.
- For staff to be employed, please contact the Directorate Personnel (dezernat2@tu-dresden.de, 34062/-34318 in advance regarding the modalities of signing the contract.
- Information for students and applicants from risk areas will be provided separately by the University Executive Board.

**Preparation for a possible temporary closure of the University** As a precautionary measure in the event of a possible reduction or closure of University operations, various measures need to be prepared now. Based on the Memorandum des Mathematisch-Naturwissenschaftlichen Fakultätentags (memorandum emergency closure), the following steps should be taken:

- Define the group of people you need to inform and ensure appropriate communication channels.
- Appoint a competent representative for securing research objects and establishing safety in the laboratories (emergency plan with responsibilities; ensuring the care of animals, plants, etc.; overview of ongoing experiments including shutdown instructions; written instructions for safeguarding important or hazardous materials; scheduling of inspection tours).
- Check whether alternative teaching and learning models can be implemented.

Dresden, 17th March 2020

Prof. Dr.-Ing. habil. DEng/Auckland Hans Müller-Steinhagen  Rector

Dr. Andreas Handschuh  Chancellor