

# COVID 19 (Coronavirus SARS-CoV-2)

**Concept of measures during the corona pandemic for the heads of structural units based on the [safety at work standards of the German Federal Ministry of Labour and Social Affairs](#), substantiated by the [SARS-CoV-2 Occupational Safety Ordinance](#), and the framework stipulations of the Saxon State Ministry for Higher Education, Research, Culture and Tourism, valid from 4<sup>th</sup> May 2020**

**As of: 05<sup>th</sup> November 2020**

**In order to minimise the risk of a transmission of the infection, the following stipulations shall continue to apply:**

- Make sure a minimum distance of 1.5 m between two persons is maintained.
- Minimise personal contacts.
- Ensure good hand hygiene as well as coughing and sneezing etiquette. Refrain from shaking hands.
- Regularly ventilate work and recreation rooms. Especially surfaces and objects that are used by many people (door handles, office kitchens, copiers, etc.) should be cleaned more often using a common cleaning agent.
- The use of devices with air circulation (e.g. fans, circulation coolers or heating fans) is only permitted if the work spaces or laboratories are not used by more than one person. If this cannot be guaranteed, the devices must be switched off. If switching them off is not possible on site, you can request this from the Technical Control Centre ([techn.leitzentrale@tu-dresden.de](mailto:techn.leitzentrale@tu-dresden.de)).
- Members of staff and students with health risks, as well as pregnant staff members, need special protection (see below).
- Instruct your members of staff on occupational health and safety using the [instructional slides](#) on the coronavirus SARS-CoV-2.

**The following organisational measures are required to minimise contact:**

- If the distancing regulation cannot be observed between employees in their respective work areas, priority shall be given to working remotely to the extent necessary.
- In particular, employees who belong to the risk groups that are threatened by a serious progression of the illness should remotely (i.e. usually from home) as far as possible.
- In addition, working on site within the scope of this restricted on-site operation must be arranged in such a way that the tasks of ongoing operations in the respective structural unit are impaired as little as possible. As before, the decision on the concrete staffing in on-site operations or on the carrying out of work tasks in remotely is the responsibility of the respective supervisors.
- Justified interests of the employees (e.g. childcare needs when childcare facilities are closed, cf. the detailed information on this on the Coronavirus website of TU Dresden) must be taken into account appropriately.
- Attendance regulations for working spaces/areas (offices, laboratories, workshops etc.)
  - Individual use of working spaces, if possible. If several members of staff are working in the same room, ensure that the distance rules are observed. Staff should not sit or stand directly facing each other.
  - Check attendance times of staff members as far as possible ensuring continuous attendance times, to reduce commuting to and from work, e.g. Mon/Wed/Fri and Tue/Thu., in order to prevent the entire team from being affected by quarantine measures in case of an infection.
  - Individual use of work spaces should be preferred; work equipment should not

be shared. Ensure and instruct that the usual personal protective equipment (e.g. hearing protection) is used exclusively on a personal basis.

- Stagger arrival times.
  - Lifts in buildings and official cars are preferably to be used by one person at a time. In case of shared use, the minimum distance must be maintained.
  - Individual use of office kitchens, recreation rooms, bathrooms, showers and changing rooms.
  - Ensure notification/rescue chains are provided for (avoid working alone in high-risk activities; always refer to emergency calls 112 and 110 as well as the internal ext. 20000).
- Reduce contact with the public to an absolute minimum by taking organisational measures. Staff at these workplaces must be particularly protected (see below).
  - Preferably conduct meetings/consultations digitally (<https://tu-dresden.de/zih/dienste/videokonferenz>). If unavoidable, ensure that there is sufficient distance between the participants; keep a record of attendance.
  - Business trips should be reduced to an absolute minimum or only be carried out if absolutely necessary and in compliance with hygienic (distance) regulations; business trips abroad are only possible if there are neither a travel warning from the [Foreign Office](#) nor quarantine requirements for the respective destination

**If a distance of at least 1.5 m cannot be maintained during work, e.g. in case of unavoidable contact with the public, protective measures are to be taken and documented according to the 'TOP' principle** (order of priority: Technical then Organisational then Personal measures). Examples:

1. Technical measures, e.g. installation of partition walls
2. Organisational measures, e.g. flexible work times, in case of contact with the public: organisation of the appointment via telephone
3. Personal protective measures, e.g. individual cover for mouth and nose

You will receive advice

**on 1.** from the Unit Central Technical Services ([techn.dienste@tu-dresden.de](mailto:techn.dienste@tu-dresden.de)),

**on 2. and 3.** from the Unit Safety at Work ([arbeitssicherheit@tu-dresden.de](mailto:arbeitssicherheit@tu-dresden.de)) and from the Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de)).

If required due to your job (see Appendix 1), you can obtain **cover for mouth and nose** from the Unit Safety at Work ([arbeitssicherheit@tu-dresden.de](mailto:arbeitssicherheit@tu-dresden.de)). Since there is currently a shortage of protective visors for medical and nursing purposes, and with regard to sustainability, TU Dresden will mainly provide textile masks to cover mouth and nose. You need to provide information on the use and care of these so-called community masks (see Appendix 2). We recommend that all members of staff and students with possible contact to other persons wear an individual cover for mouth and nose. The heads of the structural units open to the public may impose mandatory mouth-and-nose covering for visitors if required by the local circumstances. Students are strongly advised to wear a community mask when coming to courses and events on the premises of TU Dresden. Due to the current shortage of protective equipment, students are asked to bring their own community mask.

**Wearing a community mask does not exempt from observing the distancing and hygiene regulations.**

### **Special protective measures for individuals with health risks**

Members of staff and students with health risks, as well as pregnant staff members, should not be instructed to work in public areas where the distancing regulation cannot be properly observed. Encourage the individuals concerned to not hesitate to contact you in order to jointly find individual solutions. Members of staff only need to report that they have health risks; you shall not ask them to provide a diagnosis or a medical certificate. For consultations on health issues (e.g. special health risks, occupational health provisions, mental stress), the Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de)) will be delighted to assist

you and your team.

**Measures in case of cold/symptoms of illness**

Ask staff members with cold/symptoms of illness (e.g. fever, cough) to stay at home and, if necessary, contact their GP or family doctor by telephone.

**Measures in case of an infection with the coronavirus SARS-CoV-2**

Communicate the urgent request to your employees that, in the event of an infection with the coronavirus or contact with an infected person, the following must be notified immediately in order to decide on the necessary measures: you as a supervisor, the Directorate Personnel ([dezernat2@tu-dresden.de](mailto:dezernat2@tu-dresden.de)), and the Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de)). In the event of an infection, work surfaces at the workplace may need to be specially cleaned. Commissioning is effected via the Unit Central Technical Services ([techn.dienste@tu-dresden.de](mailto:techn.dienste@tu-dresden.de)).

**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)**