



SARS-CoV-2 – Concept of measures during the coronavirus pandemic for the heads of TU Dresden's structural units

As of: June 28, 2021

Objective:

The concept of measures is intended to support the implementation of the legal requirements during the coronavirus pandemic. The listed items include stipulations by the legislator as well as regulations at TU Dresden. The concept of measures serves as a general hygiene concept. As a component of the risk assessments, it must be adapted to the respective premises and operating procedures and has to be documented. For documentation, please use Appendix 1. Please note that additional measures beyond Appendix 1 must be defined, particularly for research and teaching activities.

Basis:

- Saxon Corona Protection Ordinance in the currently valid version
- Decree on hygiene requirements in the currently valid version
- Occupational safety standard of the Federal Ministry of Labor and Social Affairs specified by the Saxon Accident Insurance Fund (*Unfallkasse Sachsen*) and the industry-specific employers' liability insurance associations

In order to minimize the risk of an infection transmission, the following stipulations shall apply:

- Make sure a minimum distance of 1.5m between two persons is maintained.
- Minimize personal contacts.
- Ensure good hand hygiene as well as coughing and sneezing etiquette. Refrain from shaking hands.
- If the minimum distance of 1.5 m cannot be maintained, it is mandatory to wear medical face masks or FFP2 masks (without exhalation valve). If the 7-day average indicates more than 10 new infections per 100,000 inhabitants, wearing a mask in TUD buildings is mandatory, if it indicates fewer infections, it is still strongly recommended.
- Self-tests shall be made available on a regular basis to all employees working on the premises of TUD. There is no obligation to get tested.
- Regularly air-out work and recreation rooms. Especially surfaces and objects that are used by more than one person (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 Center (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 staff on occupational health and safety, e.g. using the [instructional slides on the coronavirus SARS-CoV-2](#).

The following organizational measures are required to minimize contact:

- In principle, working remotely must be given priority.
- In particular, members of staff who belong to risk groups that might lead to a severe course of illness should work remotely (i.e. working from home) as far as is feasible.
- As before, you as the supervisor are responsible for the decision regarding the actual organization of on-site attendance or working remotely.
- The valid interests of individual members of staff (e.g. childcare requirements in the event of the closure of childcare facilities, cf. the detailed information pertaining to this topic on TU Dresden's coronavirus information website) should 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; make sure to air out/ventilate regularly. Staff should not sit or stand directly facing each other.
 - Check attendance 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, 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. The exclusive, personal use of the usual personal protective equipment (e.g. hearing protection) must be ensured and trained.
 - Stagger arrival times.
 - Elevators in buildings and official cars are to be used by one person at a time.
 - 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 organizational 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; when taking a business trip abroad, make sure to comply with potential quarantine requirements when returning. Business trips to areas with a high number of cases involving virus variants must be avoided at all costs.

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: **T**echnical then **O**rganizational then **P**ersonal measures). Examples:

1. **Technical** measures, e.g. installation of partition walls
2. **Organizational** measures, e.g. flexible work times, in case of contact with the public: organization of the appointment via telephone
3. **Personal protective** measures, e.g. medical face mask

You will receive advice

on 1. from the Unit Infrastructural building management (techn.dienste@tu-dresden.de),
on 2. and 3. from the Unit Safety at Work (arbeitssicherheit@tu-dresden.de) and from the Unit Occupational Health Services (gesundheitsdienst@tu-dresden.de).

We generally recommend to wear a medical face mask or FFP2 mask (without exhalation valve) on the campus and in all TU Dresden facilities except at one's own workplace. The Unit Safety at Work (arbeitssicherheit@tu-dresden.de) will assist with procurement, if required. Students are asked to bring their own masks.

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 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) 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 (see also "[Process procedures in case of an infection](#)")

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 instances must be notified immediately in order to decide on the necessary measures: you as a supervisor, the Directorate Personnel (dezernat2@tu-dresden.de), and the Unit Occupational Health Services (gesundheitsdienst@tu-dresden.de). In the event of an infection, work surfaces at the workplace may need to be specially cleaned. This is initiated by the Unit Infrastructural Facility Management (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/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.htm

Annex 1: Checklist for the concept of measures - general hygiene concept

It is the responsibility of the Heads of the Structural Units to apply and implement the legal regulations during the coronavirus pandemic in their own area of responsibility. These regulations were adapted in TU Dresden's concept of measures. This checklist primarily serves to support administrative activities. As a component of the operational risk assessments according to the Occupational Health and Safety Act (ArbSchG), it must be documented.

Structural unit:	
Building:	
Confirmation by the responsible body	

Seq. no.	Protective measures	Measure implemented?			Comments/notes on the implementation of the protective measures
		yes	no	n / a	
1. General information					
1.1	Are employees aware of the University Executive Board's guidelines, which are based on the current Saxon Corona Protection Ordinance, the corresponding hygiene regulations and the legal requirements of the occupational health and safety authorities (Federal Ministry of Labor and Social Affairs, Saxon Accident Insurance Fund)?				<ul style="list-style-type: none"> – Website of TUD (coronavirus information website) – Circular mails by the University Executive Board – Concept of measure with instruction slides
1.2	Are the basic regulations being implemented? <ul style="list-style-type: none"> – Ensure distance – Minimize contacts – Follow hygiene rules – Air out/ventilate regularly – Protect others – Wear mask, when necessary 				<ul style="list-style-type: none"> – Keep a distance of at least 1.5m – Online activities are given priority over on-site ones – Minimize contact to the public – In case of a suspected COVID-19 infection (typical symptoms, contact to infected individual) stay at home! – Good hand hygiene, observe cough and sneeze etiquette, do not shake hands – Display posters with hygiene measures – Short and thorough airing out of rooms, increased cleaning of surfaces and items that

					are jointly used – Check special protective measures in cases of health risks
Seq. no	Protective measures	Measures implemented?			Comments/notes on the implementation of the protective measures
		y e s	n o	n / a	Protective measures
2. Organizational measures					
2.1	Do employees work remotely when possible?				– In order to minimize contact, it should be regularly checked which tasks can be performed remotely.
2.2	Have rules for attendance in work rooms/areas (offices, labs, workshops) been established?				<ul style="list-style-type: none"> – Aim for individual use of work spaces – Check compliance with distancing rules in case of multiple occupancy (people should not sit or stand directly opposite each other) – Check distribution of employees according to periods of on-site presence – Give preference to individual use of workstations; do not share work equipment – Ensure that personal protective equipment is not shared – Stagger arrival times – Elevators in buildings are to be used by one person at a time
2.3	Is preference given to online meetings?				<ul style="list-style-type: none"> – See ZIH tools (video conference) – If on-site attendance is required, ensure sufficient distance between the participants (sufficiently large rooms) – Air out regularly – Keep a record of attendance
2.4	Are the distancing regulations also observed during breaks?				<p>Provided that they are on their own premises (e.g. tea kitchens):</p> <ul style="list-style-type: none"> – Affix markings/posters – Single use – Additional measures, e.g. separate dishes, washing towels more often
2.5	If, during work, the distance rule cannot be observed, e.g. in case of unavoidable contact to the public: Have protective measures according to the TOP principle				<ul style="list-style-type: none"> – Technical: e.g. Plexiglas walls – Organizational: e.g. preparation of an appointment by telephone in case of visitors, online consultations – Personal protective equipment: e.g. medical face mask

	(technical - organizational - personal protective equipment) been implemented?				
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2.6	Is the need for special protective measures in case of health risks being considered (e.g. chronic diseases, pregnancy)?				<ul style="list-style-type: none"> - Do not ask for diagnoses! - If possible, no activities involving visitors when lack of compliance with distancing rules - constructive search for individual solutions (use the advice of the University Health Service)
2.7	Are FFPs or masks provided if the minimum distance between individuals cannot be guaranteed?				<ul style="list-style-type: none"> - Check in which areas/for which activities this is necessary - Instruction for usage (concept of measures)
2.8	Has it been checked whether business trips are absolutely necessary or whether there are alternatives such as video or telephone conferences?				<ul style="list-style-type: none"> - Adhere to the regulations by the Foreign Office and the Free State of Saxony - Business trips abroad are only possible if there are neither a travel warning from the Foreign Office nor quarantine requirements for the respective destination - Aim for individual use of official cars - Observe distance rules when using minibuses
2.9	Do the employees know about the TUD internal contact persons for occupational health and safety?				<ul style="list-style-type: none"> - Unit 4.5 – Safety at Work (✉) - Unit 9.4 Occupational Health Services (✉) - Unit 4.4 Infrastructural Facility Management (✉) - Personnel Representation Council (✉)
2.10	Do the employees know about the advisory services on health issues (e.g. special health risks, mental stress)?				<ul style="list-style-type: none"> - Unit 9.4 Occupational Health Services (✉)
2.11	Are all employees instructed about the special measures and is this documented in writing?				<ul style="list-style-type: none"> - Instructional slides
Additional protective measures (please add)					
3. Organization of First Aid					

3.1	Is the organization of first aid adapted to this particular staffing situation?				<ul style="list-style-type: none"> - Sufficient first aiders during limited on-site operations - Ensure notification/rescue chains - Avoid working alone when carrying out high-risk activities - Emergency calls 112 and 110 as well as the internal ext. 20000
3.2	Are special protective measures for first aid defined?				<ul style="list-style-type: none"> - Provide first aiders with masks - Equip first aid boxes with masks - Inform about adapted first aid measures (see news article "Reanimation in times of the coronavirus")
Additional protective measures (please add)					