Hygiene concept requirements for events during the coronavirus pandemic

As of: August 12, 2021

Objective:
These guidelines are intended to support you in drawing up a hygiene concept for events at TU Dresden during the coronavirus pandemic. The bullet points listed serve as a guide and you may need to supplement them.

Basis:
- Saxon Corona Protection Ordinance and 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

Responsibilities/Event manager
The event manager is personally responsible for drawing up and implementing the hygiene concept. The event manager must be named in the concept with their contact details including their telephone number (preferably mobile phone number for contact) - in case there are tracing measures by the public health office.

1. Type of event, participants and instruction
The hygiene concept must contain information on the type of the event and the participants. The participants must be instructed on all measures specified in the hygiene concept in advance and at the beginning of the event.

2. Conditions of participation (publish relevant information before the event)
Requirements for taking part in the event:
- The participants have no symptoms of a respiratory disease and can present their vaccination status, proof of recovery, or an up-to-date negative test result.
- The participants' contact details (name, email or telephone number) will be kept in accordance with the applicable data protection rules and for a period of one month after the end of the event, and subsequently destroyed in accordance with data protection requirements.
- The current legally stipulated maximum number of participants must be observed.

3. Measures to ensure compliance with the minimum distance of 1.5 m between individuals
When you are planning an event, make sure to observe the legal stipulations that are currently in effect. Choose rooms large enough so that the distance rule of at least 1.5 m between individuals can be guaranteed. Activities with increased aerosol emission (e.g. singing, playing wind instruments) require wider distances (see specifications of the sector-specific professional associations).
- Limit the number of participants depending on the room size; if required, adjust organizational measures by using larger or more rooms, dividing courses, etc.
- Establish measures to regulate the movement of visitors, avoid crowding of visitors (where possible: separate entrances and exits, floor markings, etc.).
- Place signs at the entrance to the event building/room (e.g. pictogram) indicating the minimum distance.
- Brief exhibitors/companies.
o Ensure a minimum distance of 1.5 m between participants in the event location, including during registration and when entering/leaving the room.

o If the minimum distance cannot be guaranteed, all individuals present in the room must wear a medical face mask.

o Wearing a medical face masks does not waive the distance rule.

o The use or the adjustment of the parameters of a technical ventilation does not legitimize a higher number of people in closed rooms. It can only be seen as a complementary measure.

4. Hygiene measures

   o All participants must wear a medical face mask whenever the minimum distance of 1.5 m cannot be guaranteed or when there is a general obligation to do so.

   o Washing facilities with liquid soap and paper towels as well as a bin for the towels must be available in the vicinity. If possible, provide hand sanitizer.

   o If work surfaces, work equipment or objects are generally accessible or shared, e.g. technology (keyboard, mouse, microphone), they must be cleaned after use.

5. How to use work equipment

   o If possible, do not share work equipment.

   o If sharing is required, ensure strict hand hygiene and surface disinfection between changes.

6. Requirement of ventilation

   o Regular natural ventilation (e.g. short and thorough airing out of rooms) or technical ventilation (e.g. central ventilation system).

   o Recommendation for natural ventilation: DGUV Co2 App

7. Refreshments during breaks (snacks and drinks)

   o If refreshments are planned for breaks: Provision of packed lunches and unopened beverage bottles per person by a catering service with an approved hygiene concept, if necessary serving by staff wearing face masks.

   o Strict compliance with the minimum distance of 1.5 m while eating.

   o No open food or open buffet in self-service.

   o Queuing only with face masks and floor markings to maintain distance.

   o Regular disinfection of tables, chairs, etc.

If you have any questions about details or particularities of the event that have not yet been taken into account, the staff of Unit 4.5 Safety at Work and Unit 9.4 Occupational Health Services will be happy to assist you.