Requirements for health & safety plans for events during the Covid-19 pandemic
(as of February 14, 2022)

Objective: These guidelines are intended to support you in drawing up a health & safety plan for events at TU Dresden during the Covid-19 pandemic. This supplements the existing concept of measures, which can be found in the Corona-FAQ. The bullet points listed serve as a guide and you may need to supplement them. When you are planning an event, make sure to observe the legal stipulations that are currently in effect.

Responsibilities/Event manager: The event manager is personally responsible for drawing up and implementing the health & safety plan. The plan must include the event manager’s name and contact details including telephone number (preferably mobile phone number for best availability) in the event that the public health office has mandated contact-tracing measures.

1. Type of event, participants and instruction: The health & safety plan must contain information on the type of the event and the participants. The participants must be instructed on all measures specified in the health & safety plan 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:
   - Participants may not show any symptoms of respiratory disease and must be able to present proof of vaccination or recovery, or an up-to-date negative test pursuant to the legal stipulations or any regulations at TU Dresden extending beyond these.
   - The participants' contact details (name and email address or telephone number) will be kept in accordance with the applicable data protection rules for a period of one month after the end of the event. They will subsequently be destroyed in accordance with data protection requirements. We recommend using a digital registration method (e.g. Corona Warn App).
   - 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: Choose rooms large enough so that the distancing rule of at least 1.5 m between individuals can be guaranteed. Activities with increased aerosol emission (e.g. singing, playing wind instruments) require greater distances (see the 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, splitting up courses, etc.
   - Establish measures to regulate the movement of visitors, avoid crowding (where possible: separate entrances and exits, mark the floor to indicate the direction of travel, etc.).
   - Place signs at the entrance to the event building/room (e.g. pictogram) indicating the minimum distance.
   - Brief exhibitors/companies.
Ensure a minimum distance of 1.5 m between participants in the event location, including during registration and when entering/exiting the room.

- Wearing an FFP2 does not supersede the distancing rule.
- The use of a technical ventilation device or the adjustment of its settings does not legitimize a higher number of people in closed rooms. It can only be seen as a complementary measure.

4. Health & safety measures:
- FFP2 masks must be worn in all TU Dresden buildings.
- 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.
- If work surfaces, work equipment or other objects are generally accessible or used by multiple individuals (e.g. keyboard, mouse, microphone), they must be cleaned after use.

5. Using work equipment:
- If possible, do not share work equipment.
- If sharing is required, ensure strict hand hygiene and surface disinfection before changing users.

6. Ventilation requirement:
- Regular natural ventilation (e.g. short and thorough airing out of rooms) or technical ventilation (e.g. central ventilation system).
- Recommendation for natural ventilation: DGUV CO₂ timer app

7. Refreshments during breaks (snacks and drinks)
- Please comply with the current health & safety rules for indoor and outdoor dining.
- Additional information can be found here (in German): https://www.dehoga-corona.de/auflagen-praxishilfen/verordnungen-der-bundeslaender/sachsen/

Staff of Unit 4.5 Safety at Work and Unit 9.4 Occupational Health Services are available to respond to any questions that may arise.