



SARS-CoV-2 - Concept of measures during the Covid pandemic for the heads of TU Dresden's organizational units
As of: May 24, 2022

Objective:

The concept of measures is intended to support the implementation of the legal requirements during the Covid pandemic. The listed items include stipulations by the legislator as well as regulations at TU Dresden. The concept of measures serves as a general health & safety plan. 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 Annex 1. Please note that additional measures beyond Annex 1 must be defined, particularly for research and teaching activities.

Basis:

- Infection Protection Act
- Saxon Corona Protection Ordinance in the currently valid version

In order to minimize the risk of spreading the virus, the following stipulations shall apply:

- Try to ensure a minimum distance of 1.5 m between individuals.
- Ensure good hand hygiene as well as coughing and sneezing etiquette. Refrain from shaking hands.
- We strongly recommend wearing an FFP-2/KN95 mask or a medical face mask in publicly accessible buildings of TUD, especially if the minimum distance cannot be maintained.
- At least 1 self-test per week shall be made available to all employees working on the premises of TUD. We recommend that you make use of this option even if you have been vaccinated or have recovered from the virus.
- 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.
- Use working spaces individually, if possible. If several members of staff are working in the same room, keep in mind the distancing rules.
- 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, require special protection. You will receive advice from the Unit Occupational Health Services (gesundheitsdienst@tu-dresden.de) and the Unit Safety at Work (arbeitssicherheit@tu-dresden.de).
- Instruct your staff on occupational health and safety, e.g. using the [instructional slides on the coronavirus SARS-CoV-2](#).

Feel free to contact the Unit Occupational Health Services (gesundheitsdienst@tu-dresden.de) or the Unit Safety at Work (arbeitssicherheit@tu-dresden.de) should you need any advice.

Special protective measures for individuals with health risks

Members of staff and students with health risks as well as pregnant staff members working in public areas where the minimum distance cannot be properly observed require special protection. 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; they do not need 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 "[What to do in case of 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).

Please actively keep yourself up to date on the pages of the Robert Koch Institute and follow the latest recommendations: [Homepage RKI](#)

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

It is the responsibility of the Heads of the Organizational Units to apply and implement the legal regulations during the Covid 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.

Organizational unit:	
Building:	
Confirmation by the responsible body:	

Seq. no.	Protective measures	Measures 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 health and safety 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 (Covid-19 information website) - Circular emails by the University Executive Board - Concept of measures with instruction slides
1.2	Are the basic regulations being implemented? <ul style="list-style-type: none"> - Ensure distance - Minimize contacts - Follow health and safety rules - Air out/ventilate regularly - Protect others - Wear a mask, when necessary 				<ul style="list-style-type: none"> - Keep a distance of at least 1.5m - 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 but thorough airing out of rooms, increased cleaning of surfaces and items that are used by more than one person - Check special protective measures in cases of health risks

Seq. no.	Protective measures	Measures implemented?			Comments/notes on the implementation of the protective measures
		yes	no	n/a	
2. Organizational measures					
2.1	Is the option of working remotely being considered?				<ul style="list-style-type: none"> – In order to minimize contact, it should be regularly checked which tasks can be performed remotely.
2.2	Have attendance rules 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 the facilities are in the same building (e.g. tea kitchens):</p> <ul style="list-style-type: none"> – Affix markings/posters – Additional measures, e.g. separate dishes, washing towels more often
2.5	If, during work, the distancing rules cannot be observed, e.g. in case of unavoidable contact with the public: Have protective measures according to the TOP principle (Technical - Organizational - Personal protective equipment) been implemented?				<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 / FFP2 mask

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 or with a lack of compliance with distancing rules - Constructive search for individual solutions (use the advice of the Occupational Health Services)
2.7	Are face 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 - If you need support regarding face masks, consult the Unit Safety at Work - 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 - When going on a business trip abroad, follow the instructions of the German Foreign Office and the quarantine requirements - Aim for individual use of official cars - Observe distancing rules when using minibuses and wear FFP2 masks
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 (arbeitssicherheit@tu-dresden.de) - Unit 9.4 Occupational Health Services (gesundheitsdienst@tu-dresden.de) - Unit 4.4 Infrastructural Facility Management (igm@tu-dresden.de) - Personnel Representation Council (personalrat@tu-dresden.de)
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 (gesundheitsdienst@tu-dresden.de)
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"> - Are there enough first aiders present? - Ensure notification procedure / procedure in an emergency - 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 defined for first aid?				<ul style="list-style-type: none"> - Provide first aiders with masks - Equip first aid boxes with medical face masks - Inform about adapted first aid measures (see news article "Reanimation in times of the coronavirus")
Additional protective measures (please add)					