Requirements for hygiene concepts at events during the corona pandemic

As of: 23rd September 2020

Objective:
These notes are intended to support the creation of a hygiene concept for events at TU Dresden during the corona pandemic.

Principles:
- Saxon Corona Protection Decree and Decree on Hygiene Requirements in the currently valid version
- Occupational health and safety standard of the Federal Ministry of Labour and Social Affairs with specifics of the Accidence Insurance Fund Unfallkasse Sachsen and the sector-specific German employer’s liability insurance association

Responsibility/event manager
The event managers are responsible for the preparation and implementation of the hygiene concept on their own. The event managers must be named in the concept with contact details including their telephone number (preferably mobile phone number for best possible reachability) - in case there are follow-up measures by the Public Health Department.

1. Kind of event, participants and instruction
Details of the type of event and the participants are requested in the hygiene concept. The instruction of the participants on rules of conduct (i.e. among other things no shaking hands, no hugging, observance of the coughing and sneezing etiquette, regular hand washing, observance of the distance rule or the obligation to wear a mouth-nose cover) must be carried out in advance and at the beginning of the respective event.

2. Conditions of participation (publish relevant information in advance)
Prerequisite for participation in the event:
- The participants do not show any symptoms of a respiratory disease and have had no contact with a person infected with SARS-CoV-2 in the last 14 days.
- The contact data of the participants (name, email or telephone number) are to be collected, protected from access by third parties, and kept for a period of one month after the end of the event and then destroyed in accordance with data protection regulations.

3. Measures to maintain the minimum distance of 1.5 m between persons
When planning the event, the currently valid legal requirements shall be respected. The room sizes must be selected so that the distance rule of at least 1.5 m between persons can be safely maintained. For activities with increased aerosol emissions (e.g. singing, playing wind instruments), greater distances are required (see details provided by the sector-specific professional associations).
- Limit the number of participants depending on the size of the room, if necessary adapt organisational measures by adding larger or more rooms, dividing up the courses, etc.
- Establish measures to regulate visitor traffic, avoid visitor crowding (where possible: separate entrances and exits, floor markings, etc.)
- Put up signs (e.g. pictogram) at the entrance to the event building/room indicating the minimum distance.
- Exhibitors/companies must be briefed.
- Ensuring a minimum distance of 1.5 m between participants in the event room, also during registration and when entering / leaving rooms.
- If the minimum distance cannot be safely maintained, all persons present in the room shall wear a mouth-nose cover.
- The general wearing of a mouth-nose cover (MNB) does not override the distance regulation.
4. Hygiene measures

- Participants must bring their mouth-nose cover and always wear it if the minimum distance of 1.5 m cannot be safely maintained.
- Washing facilities with liquid soap and disposable paper towels as well as disposal facilities for disposable towels must be available within easy reach. If possible, provide hand disinfectant.
- 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. Use of work equipment

- If possible, use work equipment on a personal basis.
- If this is not possible, strict hand hygiene and surface disinfection are necessary between changes.

6. Ventilation requirements

- Regular ventilation before, during and after each session (depending on number of persons in the room and season).

7. Catering during breaks (snacks and drinks)

- If catering during breaks is planned: Provision of packed lunches and unopened bottles per person by catering service with an approved hygiene concept, if necessary served by staff wearing mouth-nose covers.
- Strict compliance with a minimum distance of 1.5 m when eating.
- No open meals or open buffet in self-service.
- Waiting in queues only with a mouth-nose cover or floor markings to maintain distance.
- Periodical disinfection of tables, chairs etc.

Please contact the staff of Unit 4.6 Safety at Work und Unit 4.7 Occupational Health Services if you have any questions about details or particularities regarding the event that have not yet been taken into account.