### Title of the event:
### Location of the event:
### Date of the event:

**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**
Name:
Telephone/email:

1. **Kind of event, participants and instruction**
   - Kind of event, e.g. lecture event, workshop...
   - Number and composition of participants, e.g. TUD staff/students, guests...
   - Instruction on rules of conduct, e.g. usually with the invitation, posters, announcements at the beginning of the event...

2. **Conditions of participation (publish relevant information in advance)**
   - e.g. no symptoms, no known contact with SARS-CoV-2 infected persons in the previous 14 days, documentation of presence, recording of contact details of the participants ...

3. **Measures to maintain the minimum distance of 1.5 m between persons**
   - e.g. limiting the number of participants according to the size of the room, regulating the influx of visitors...

4. **Hygiene measures**
   - e.g. wearing of mouth-nose covers, washing facilities, disinfection of hands and surfaces...

5. **Use of work equipment**
   - e.g. personal use, disinfection measures...

6. **Ventilation requirements**
   - e.g. regular ventilation before, during and after each session (after 20 minutes at the latest for at least 3 – 5 minutes)...

7. **Catering during breaks (snacks and drinks)**
   - e.g. no open food or drinks...

* see “Requirements for hygiene concepts at events during the corona pandemic”