# Checklist for the implementation of TU Dresden's concept of measures during the corona pandemic

**Basis:** Saxon Corona Protection Decree and General Decree of the Free State of Saxony on new hygiene requirements in the currently valid version, SARS-CoV2 occupational safety standards of the BMAS, specified by the Saxony Accident Insurance Fund with the model risk assessment for universities of the AGUM e. V. in cooperation with the of Universities and Research Institutes Department of the German Social Accident Insurance (DGUV)

**Author:** Unit 4.6 Safety at Work and Unit 4.7 University Health Service

**As of:** 11/06/2020

## Using the checklist

It is the responsibility of the Heads of the Structural Units to apply and implement the legal regulations during the corona pandemic to their own area of responsibility. These regulations were adapted in TU Dresden's concept of measures. This checklist serves as an aid for the implementation (print it out, fill it in, add it to the risk assessment of the structural unit).

### Scope of application

<table>
<thead>
<tr>
<th>Structural unit:</th>
<th>Building:</th>
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### Protective measures

<table>
<thead>
<tr>
<th>Consecutive number:</th>
<th>Protective measures</th>
<th>Measures implemented?</th>
<th>Comments/notes on the implementation of protective measures</th>
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<tr>
<td></td>
<td></td>
<td>yes</td>
<td>no</td>
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### 1. General Information

1.1 Are employees aware of the University Executive Board's guidelines, which are based on the current Saxon Corona Protection Decree, the corresponding hygiene regulations and the legal requirements of the occupational health and safety authorities (Federal Ministry of Labour and Social Affairs, Accident Fund Saxony)?

- Website of TUD ([Corona-Website](#))
- Circular mail by the University Executive Board
- [Concept of measure with instruction slides](#)

1.2 Are the basic regulations being implemented?

- Ensure distance
- Minimise contacts
- Follow hygiene rules
- Air out regularly
- Protect others
- Wear mouth-nose cover, when necessary

- Keep a distance of at least 1.5m
- **Online** rather than On-site
- Minimise 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 and thorough airing out of rooms, increased cleaning of surfaces and items that are jointly used.
## Checklist for the implementation of TU Dresden's concept of measures during the corona pandemic

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### 2. Organisational measures

#### 2.1 Do employees work remotely when possible?

- In order to minimise contact, it should be regularly checked which tasks can be performed remotely.

#### 2.2 Have rules for attendance in work rooms/areas (offices, labs, workshops) been established?

- 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 Are meetings primarily held online?

- 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?

- Provided that they are on their own premises (e.g. tea kitchens):
  - Affix markings
  - Single use
  - Additional measures e.g. Washing dishes, towels more often

#### 2.5 If, during work, the distance rule cannot be observed, e.g. in case of unavoidable visitors: Have protective measures according to the TOP principle (technical - organisational - personal protective equipment) been implemented?

- Technical: e.g. Plexiglas walls
- Organisational: e.g. preparation of an appointment by telephone in case of visitors, online consultations
- Personal protective equipment: e.g. individual FFPs (filtering facepiece)

#### 2.6 Is the need for special protective measures in case of health risks being considered (e.g. chronic diseases, pregnancy)?

- Do not ask for diagnoses!
- If possible, no activities involving visitors and lack of compliance with distancing rules on distance
- Constructive search for individual solutions (use the advice of the University Health Service)

#### 2.7 Are FFPs or masks provided if the minimum distance

- Check in which areas/for which activities this is necessary
## Checklist for the implementation of TU Dresden’s concept of measures during the corona pandemic

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<th>Between individuals cannot be guaranteed?</th>
<th>– Instruction for usage (see Appendix <a href="#">concept of measures</a>)</th>
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</table>
| 2.8 Has it been checked whether business trips are absolutely necessary or whether there are alternatives such as video or telephone conferences? | – Adhere to the regulations by the Foreign Office and the Free State of Saxony  
– Business trips abroad are only possible if there are neither a travel warning from the Foreign Office nor quarantine requirements for the respective destination  
– Aim for individual use of official cars  
– Observe distance rules when using minibuses |

| Do the employees know about the TUD internal contact persons for occupational health and safety? | – Unit 4.6 – Safety at Work ()  
– Unit 4.7 – Occupational Health Services ()  
– Unit 4.4 – Central Technical Services ()  
– Personnel Representation Council () |

| Do the employees know about the advisory services on health issues (e.g. special health risks, mental stress)? | – Unit 4.7 – Occupational Health Services () |

| Are all employees instructed about the special measures and is this documented in writing? | – [Instructional slides](#) |

### Additional protective measures (please add)

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### 3. Organisation of First Aid

| Is the organisation of first aid adapted to this particular personnel situation? | – Sufficient first aiders during limited on-site operations  
– Ensure notification/rescue chains  
– Avoid working alone when carrying out high-risk activities  
– Emergency calls 112 and 110 as well as the internal ext. 20000 |

| Are special protective measures for first aid defined? | – Provide first aiders with masks  
– Equip first aid boxes with masks  
– Inform about adapted first aid measures (see news article ‘Reanimation in times of the coronavirus’) |

### Additional protective measures (please add)

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### 4. Events

| Do events preferably take place online? | – See offers by the ZIH ([video conference](#)) |

| Are the regulations of the Free State of Saxony being observed? | – [Official Announcements](#) |

| Are safety and hygiene concepts in place for events? Are the contact persons who | – E.g. observance of distance rules, hygiene measures, necessity of wearing masks, path concepts  
– Booking of sufficiently large rooms |

### Additional protective measures (please add)

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| provide support known? | – Regular airing out rooms  
| – Contact persons, e.g. Directorate 8 (蔌), Unit 4.4 – Central Technical Services (蔌), Unit 4.6 – Safety at Work (蔌) |  

## Additional protective measures (please add)  

### 5. Teaching

5.1 Do courses preferably take place online?  
– See offers by the ZIH ([video conference](#))

5.2 Are safety and hygiene concepts in place for on-site events (e.g. internships, examinations)? Are the contact persons who provide support known?  
– E.g. observance of distance rules, hygiene measures, necessity of wearing masks, path concepts  
– Booking of sufficiently large rooms  
– Regular ventilation of rooms  
– Contact persons, e.g. Directorate 8 (蔌), Unit 4.4 – Central Technical Services (蔌), Unit 4.6 – Safety at Work (蔌)

5.3 Has it been checked whether field trips are absolutely necessary or whether there are alternatives?  
– Adhere to the regulations of the Free State of Saxony  
– Aim for individual use of official cars  
– Observe distance rules when using minibuses

### Additional protective measures (please add)  

### 6. Activities in laboratories and other experimental areas

6.1 If laboratories, research areas, technical facilities are temporarily not used or only used to a limited extent: Have additional protective measures been taken to safeguard the laboratories and facilities?  
– Establish specific protection measures for limited operations  
– Shut down apparatus/experiments/technical facilities and secure them in a way that no hazards can arise from them (especially apparatus with hazardous substances, fire hazard, hazard due to pressure, ...)  
– Storage of chemicals in safety cabinets / hazardous materials storages  
– Dispose of chemical waste as far as possible or label and store it properly  
– Avoid working alone in high-risk activities

6.2 If laboratories specialised in genetic engineering are temporarily not used or only used to a limited extent: Have additional protective measures been taken if necessary?  
– keep biological working materials (genetically modified organisms, pathogenic microorganisms) safe, autoclave and dispose of waste or correctly label and store it properly  
– the number of cultures which must be necessarily supplied on a regular basis must be limited to the minimum  
– work is only permitted in the presence/availability of the project manager  
– if necessary, report the genetic engineering facility as inactive  
– in the case of hazardous activities, avoid working alone
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| **6.3** | If laboratories that are subject to the Radiation Protection Regulation are not used or only used to a limited extent: Have additional protective measures been taken if necessary? | – provision of equipment with operating materials (e.g. liquid nitrogen) is guaranteed  
– shut down equipment / experiments and ensure that no hazards can arise from them (especially equipment with radioactive materials).  
– store radioactive materials and substances in appropriate cabinets and installations  
– check work surfaces to ensure they are free of contamination and document the process  
– work in the radionuclide laboratory only if the radiation protection commissioner is present / available  
– Contact: Unit 4.8 Radiation Protection Office (☎) |

### Student practical training and research

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<td><strong>6.4</strong></td>
<td>Are the protective measures against the spread of coronavirus SARS-CoV-2 (minimum standards) also observed when conducting practical training?</td>
<td>General protective measures against the spread of coronavirus SARS-CoV-2 are to be implemented in the laboratory.</td>
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| **6.5** | Will special protective measures be taken for the use of work equipment? | – if possible, assign to a particular person, otherwise regular cleaning, compulsory before passing on to other persons (disinfection not necessary)  
– regular hand washing in case of shared use (e.g. of laboratory equipment in research and practical training)  
– daily cleaning of the surfaces with cleaning agents; disinfection is not necessary |
## Checklist for the implementation of TU Dresden's concept of measures during the corona pandemic

### Activities **without** hazardous substances, bio substances, genetic engineering, radioactivity

| 6.6 | Are the protective measures defined in such a way that no additional hazards arise from the special protective measures against coronavirus SARS-CoV-2? | Eliminate hazards due to the modified route guidance in laboratories, workshops, technical schools, studios, etc. or due to organisational regulations (e.g. in the case of jointly used equipment such as machines, analysis devices, disposal stations, washbasins, etc.)

Keep to the correct operating instructions:
1. A distance of 1.5 m between individuals must be maintained (possibly reducing the number of persons present in the room at the same time), except for very brief periods when the air exchange rate is very low, e.g. in the case of interpersonal contact within laboratories with 8-fold air exchange.
2. If this is not possible, determine technical measures such as partition walls, provided that these do not cause other hazards, such as accidents resulting from accidental impact with inappropriately placed partition walls.
3. Wearing filtering facepiece (FFP) or other masks (FFP2 - FFP3, MNS) if technical and/or organisational measures to maintain the minimum distance are not possible or cannot be safely observed, e.g. when explaining something to students about a device or equipment.

### Activities **involving** hazardous substances, bio substances, genetic engineering, radioactivity

| 6.7 | Are the protective measures defined in such a way that no additional hazards arise from the special protective measures against coronavirus SARS-CoV-2? | Exclude hazards due to the modified route guidance in laboratories, workshops, technical schools, studios, etc. or due to organisational regulations (e.g. in the case of jointly used facilities such as machines, analysis devices, disposal stations, washbasins, etc.)

Keep to the correct operating instructions:
Steps 1 and 2: see section 6.6
3. Filtering facepieces (FFP) or other masks (FFP2-FFP3, MNS) for protection against SARS-CoV-2 must **not be worn** when working with chemicals, bio substances/genetically modified organisms and in radiation protection areas.
4. If, in exceptional cases (e.g. when explaining something to students using a device or equipment), the minimum distance may not be maintained, disposable FFPs must be worn (put them on, then remove and dispose of them after use).
5. When working with hazardous substances in laboratories for biological, chemical or genetic engineering, the following must be observed in compliance with the requirements of the information from section 4.4.1. of the German Social Act.
## Checklist for the implementation of TU Dresden's concept of measures during the corona pandemic

| 6.8 | Are additional regulations for work clothing and PPE being observed? | - Separate storage for street and work clothes  
- Personal storage  
- Regular cleaning of work clothing and PPE  
- If necessary, put on and take off work clothing at home if this does not result in an increased risk of infection and/or hygiene deficiencies. Important: always consult the specialists for occupational safety |
| 6.9 | Further measures are required: |  |
| 7. Work involving animal keeping and plant cultivation |
| 7.1 | Are animals and plants being tended to in such a way that there is no danger to members of staff? | - Define special protective measures for reduced operation  
- Avoidance of animal-human transmission  
- Consider avoiding working alone when carrying out dangerous work |
| 7.2 | Have special measures been taken for tools and work equipment? | - If possible, assign persons to do so, otherwise clean equipment regularly, especially before passing it on to others  
- If necessary (NOT to protect against SARS-CoV-2 infection) and permitted, protective gloves must be worn; consult specialists for occupational safety |
| 7.3 | Are additional regulations for work clothing and PPE being observed? | - Separate storage for street and work clothes  
- Personal storage  
- Regular cleaning of work clothing and PPE  
- If necessary, put on and take off work clothing at home if this does not result in an increased risk of infection and/or hygiene deficiencies  
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