

On behalf of the University Executive Board

Health and Safety at Work Instructions: Coronavirus SARS-CoV-2

April 2020

General Information on SARS-CoV-2 and the illness (COVID-19)

- Transmission primarily via droplet infection (if infected person coughs and sneezes, absorption through mucous membranes)
- Incubation Period (time from infection to onset of the illness): 1 - 14 days (on average 5 - 6 days)
- Symptoms can include:
 - Cough and Fever
 - less common: sore throat
 - Impaired sense of smell and taste
 - in severe cases: shortness of breath

□ Latest information available at:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/nCoV_node.html

Measures in cases of suspected infection or illness

- **If you experience symptoms, you must stay at home!**
- Inform your supervisors
- Contact your GP or family doctor **by telephone**, at night and on weekends call the health insurance hotline: (Tel. 116 117)
- **If you have tested positive or had contact to infected persons STAY HOME!**
 - Contact the Health Authority (Corona hotline: 0351 4885322, gesundheitsamt-corona@dresden.de)
 - Follow the instruction given by the Health Authority
 - Inform: your supervisor, dezernat2@tu-dresden.de and gesundheitsdienst@tu-dresden.de
 - 14 days of quarantine or self-isolation, before returning to work inform your supervisors

Measures to prevent infection

- Please keep a distance of at least 1.5 meters from other persons.
- Do not shake hands or hug.
- Minimise personal contacts: After consulting your supervisors, work from home as much as possible.
- Maintain a good hand hygiene and follow the cough and sneeze etiquette. <https://www.infektionsschutz.de/coronavirus/schutz-durch-hygiene.html>
- Please note that wearing a face mask does not exempt you from observing the distance and hygiene rules.

At work

- Use work areas alone, if possible.
- Depending on the size of the work area, having two or more persons working together is only possible after consultation with the supervisor, provided that the distance regulations can be observed.
- Use digital means of communication, e.g. video conferences
<https://tu-dresden.de/zih/dienste/videokonferenz>
- Reduce contacts with the public as much as possible, e.g. By arranging individual meetings.
- Regularly air out offices and rooms.
- In your team, agree on staggered working and arrival times.
- Use tea kitchens, break rooms, shower and changing rooms only individually.
- Clean shared items and work surfaces regularly (e.g. door handles, kitchens, copiers) with conventional cleaning products.
- Only use lifts and service vehicles individually.

At work

If a distance of at least 1.50 m cannot be maintained at work, please speak to your supervisor to determine technical, organisational and/or personal measures.

Measures could include:

- Putting up partition walls
- Flexible working hours
- Wear Face-Nose masks / covers or similar

Special protection in cases of health risk

Employees with health risks as well as pregnant women and nursing mothers should not work in places open to the public or environments where maintaining the minimum distance is not possible.

Please discuss special protection requirements with your supervisor in order to find individual solutions together.

We provide advice:

- Unit Safety at Work (arbeitssicherheit@tu-dresden.de)
- Unit University Health Services (gesundheitsdienst@tu-dresden.de)
- Directorate Personnel (dezernat2@tu-dresden.de)
- Personnel Representation Council (personalrat@tu-dresden.de)