

COVID 19 (Coronavirus SARS-CoV-2)

Concept of measures during the corona pandemic for the heads of structural units based on the [safety at work standards of the German Federal Ministry of Labour and Social Affairs](#) and the framework stipulations of the Saxon State Ministry for Higher Education, Research, Culture and Tourism, valid from 4th May 2020

As of: 8th June 2020

In order to minimise the risk of a transmission of the infection, the following stipulations shall continue to apply:

- Make sure a minimum distance of 1.5 m between two persons is maintained.
- Minimise personal contacts.
- Ensure good hand hygiene as well as coughing and sneezing etiquette. Refrain from shaking hands.
- Regularly ventilate work and recreation rooms. Especially surfaces and objects that are used by many people (door handles, office kitchens, copiers, etc.) should be cleaned more often using a common cleaning agent.
- Members of staff and students with health risks, as well as pregnant staff members, need special protection (see below).
- Instruct your members of staff on occupational health and safety using the [instructional slides](#) on the coronavirus SARS-CoV-2.

The following organisational measures are required to minimise contact:

- Mobile work (working remotely from home) is still possible in agreement with the supervisors if this is required by the concept of measures.
- On-site work is possible again to a greater extent and as a rule should have priority, while maintaining the concept of measures.
- Attendance regulations for working spaces/areas (offices, laboratories, workshops etc.)
 - Individual use of working spaces, if possible. If several members of staff are working in the same room, ensure that the distance rules are observed. Staff should not sit or stand directly facing each other.
 - Check attendance times of staff members as far as possible ensuring continuous attendance times, to reduce commuting to and from work, e.g. Mon/Wed/Fri and Tue/Thu., to prevent the entire team from being affected by quarantine measures in case of an infection.
 - Individual use of work spaces should be preferred; work equipment should not be shared. Ensure and instruct that the usual personal protective equipment (e.g. hearing protection) is used exclusively on a personal basis.
 - Stagger arrival times.
 - Lifts in buildings are to be used by one person at a time.
 - Individual use of office kitchens, recreation rooms, bathrooms, showers and changing rooms.
 - Ensure notification/rescue chains are provided for (avoid working alone in high-risk activities; always refer to emergency calls 112 and 110 as well as the internal ext. 20000).
- Reduce contact with the public to an absolute minimum by taking organisational measures. Staff at these workplaces must be particularly protected (see below).
- Preferably conduct meetings/consultations digitally (<https://tu-dresden.de/zih/dienste/videokonferenz>). If unavoidable, ensure that there is sufficient distance between the participants; keep a record of attendance.
- Business trips should be reduced to an absolute minimum or only be carried out if absolutely necessary and in compliance with hygienic (distance) regulations; business trips abroad are only possible if there are neither a travel warning from the [Foreign](#)

[Office](#) nor quarantine requirements for the respective destination

If a distance of at least 1.5 m cannot be maintained during work, e.g. in case of unavoidable contact with the public, protective measures are to be taken and documented according to the 'TOP' principle (order of priority: Technical then Organisational then Personal measures). Examples:

1. Technical measures, e.g. installation of partition walls
2. Organisational measures, e.g. flexible work times, in case of contact with the public: organisation of the appointment via telephone
3. Personal protective measures, e.g. individual cover for mouth and nose

You will receive advice

on 1. from the Unit Central Technical Services (techn.dienste@tu-dresden.de),
on 2. and 3. from the Unit Safety at Work (arbeitssicherheit@tu-dresden.de) and from the Unit Occupational Health Services (gesundheitsdienst@tu-dresden.de).

If required due to your job (see Appendix 1), you can obtain **cover for mouth and nose** from the Unit Safety at Work (arbeitssicherheit@tu-dresden.de). Since there is currently a shortage of protective visors for medical and nursing purposes, and with regard to sustainability, TU Dresden will mainly provide textile masks to cover mouth and nose. You need to provide information on the use and care of these so-called community masks (see Appendix 2). We recommend that all members of staff and students with possible contact to other persons wear an individual cover for mouth and nose. The heads of the structural units open to the public may impose mandatory mouth-and-nose covering for visitors if required by the local circumstances. Students are strongly advised to wear a community mask when coming to courses and events on the premises of TU Dresden. Due to the current shortage of protective equipment, students are asked to bring their own community mask.

Wearing a community mask does not exempt from observing the distancing and hygiene regulations.

Special protective measures for individuals with health risks

Members of staff and students with health risks, as well as pregnant staff members, should not be instructed to work in public areas where the distancing regulation cannot be properly observed. Encourage the individuals concerned to not hesitate to contact you in order to jointly find individual solutions. Members of staff only need to report that they have health risks; you shall not ask them 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

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 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). In the event of an infection, work surfaces at the workplace may need to be specially cleaned. Commissioning is effected via the Unit Central Technical Services (techn.dienste@tu-dresden.de).

Please actively keep yourself up to date on the pages of the Robert Koch Institute (RKI) and follow the latest recommendations https://www.rki.de/DE/Home/homepage_node.html

Appendix 1: Protective measures in connection with SARS-CoV-2, as of 18th April 2020

Important: The use of community masks or medical face masks as well as of disinfectants must not lead to regular hand washing (at least 20s with soap and water) and the distancing regulations (at least 1.5m distance to other persons) being neglected. These measures only provide additional protection if the fundamental hygiene and distancing rules are being observed.

At TU Dresden, wearing particle-filtering protective masks (FFP) is normally not necessary with regard to the corona pandemic. Furthermore, due to the existing bottlenecks especially in medical areas, procurement in less critical areas is neither necessary nor acceptable to society as a whole.

Protective measures	Importance		Objective of protection/ recurring necessary measures	Individuals with personal contact			
	for wearers	for others		Distance of > 1.5m can be observed	Distance of > 1.5m cannot be permanently observed		
					Activities with body contact (e.g. health service, first aid)	Visitor traffic with frequently changing persons	Courses on TU premises (i.a. students)
Community masks (self-sewn face masks, makeshift masks, paper masks, etc.)	Reduction of droplet release; reduction of contact (smear infection) with mouth and nose (mucous membranes)	Lower virus concentration in the ambient air of a person transmitting the virus	Interruption of the infection paths, mainly protection of others If reusable, wash regularly (see Appendix 2)	Additionally	No	Yes**	Yes
Medical face masks	Reduction of droplet release; reduction of contact (smear infection) with mouth and nose (mucous membranes)	Lower virus concentration in the ambient air of a person transmitting the virus	Interruption of the infection paths, mainly protection of others For disposable masks, reuse is generally not intended or recommended	No	Yes*	No	No
Disinfectants (dispensers, dispenser bottles)	Reduction of the viral load on the hands, reduced risk of smear infection	-	Measure supporting existing hygiene rules (regular thorough hand washing)	Additionally	Yes*	Yes*	Additionally
Partition walls (structural, mobile)	Prevention of droplet spread		Interruption of the infection paths, mainly protection of others Regular cleaning	No	No	Yes	No

* also required for contact persons ** if no partition wall available / also required for contact person

Sources:

Bundesanstalt für Arbeitsschutz und Arbeitsmedizin: 'Empfehlungen der BAuA zum Einsatz von Schutzmasken im Zusammenhang mit SARS-CoV-2' (06th April 2020), <https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Biostoffe/FAQ-PSA/pdf/Schutzmasken.pdf> (as of 17th April 2020)

Bundesinstitut für Arzneimittel und Medizinprodukte: 'Hinweise des BfArM zur Verwendung von selbst hergestellten Masken (sog. „Community-Masken“), medizinischem Mund-Nasen-Schutz (MNS) sowie filtrierenden Halbmasken (FFP2 und FFP3) im Zusammenhang mit dem Coronavirus (SARS-CoV-2 / Covid-19)' (31st March 2020), <https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html> (as of: 17th April 2020)

Appendix 2:

Advice on the use and cleaning of textile community masks (MNB) as of: 19th April 2020

Simple covers for mouth and nose made of commercially available materials, so-called community masks, do not have any proven protective function. Nevertheless, they can contribute to preventing an infection by trapping droplets, e.g. when coughing (primarily protection of others), by forming a barrier between mouth/nose and potentially contaminated hands, and by sensitising people to attentive interaction.

When using reusable textile community masks, it is important to observe the following rules published by the German Federal Institute for Drugs and Medical Devices (BfArM).

Extract from the recommendations of the BfArM on the use of DIY masks¹:

- The usual hygiene regulations, in particular the current recommendations of the Robert Koch Institute (RKI, www.rki.de) and the German Federal Centre for Health Education (BZgA, www.infektionsschutz.de) must continue to be observed.
- Even when wearing a mask, the safety distance of at least 1.50m from other people recommended by the WHO should be maintained.
- When putting on a mask, make sure that the inside does not get contaminated. Wash your hands thoroughly with soap before.
- The mask must be placed correctly over your mouth, nose and cheeks, and must fit as tightly as possible around the edges in order to minimise air ingress at the sides.
- When using the mask for the first time, check that the mask allows enough air to pass through in order to make sure it hinders your normal breathing as little as possible.
- A soaked mask should be removed immediately and replaced if necessary.
- The outside of the used mask may potentially contain pathogens. To prevent contamination of your hands, try not to touch it.
- After taking off the mask, wash your hands thoroughly (at least 20-30 seconds with soap), following the general rules of hygiene.
- After use, the mask should be kept in an airtight bag or a similar container, or washed immediately. Keep it for as short a time as possible, especially to prevent the formation of mould.
- After every use, wash the mask ideally at 95 degrees, but at least at 60 degrees, and then let it dry completely. Observe the manufacturer's information on the maximum number of cycles after which the strength and functionality is still given.
- If available, all manufacturer's instructions should be observed.'

¹ Recommendations of the BfArM on the use of DIY masks ('community masks'), medical face masks (MNS) and filtering half masks (FFP2 and FFP3) regarding coronavirus (SARS-CoV-2 / Covid-19), as of: 31st March 2020

<https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html>, 19th April 2020