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## **SARS-CoV-2 – Concept of measures during the pandemic for the heads of TU Dresden's organizational units**

**As of: March 29, 2022**

### **Objective:**

The concept of measures is intended to support the implementation of the legal requirements during the pandemic. The listed items include stipulations by the legislator as well as regulations at TU Dresden. The concept of measures serves as a framework hygiene concept. It must be adapted to the respective facilities and operating procedures as part of the risk assessments and documented. As a component of the risk assessments, it must be adapted to the respective premises and operating procedures and has to be documented. For documentation, please use Annex 1. Please note that additional measures beyond Annex 1 must be defined, particularly for research and teaching activities.

### **Basis:**

- Infection Protection Act
- SARS-CoV-2 Occupational Health and Safety Ordinance
- Saxon Corona Protection Ordinance in the currently valid version
- Decree on hygiene requirements in the currently valid version

### **In order to minimize the risk of an infection transmission, the following stipulations shall apply:**

- Make sure a minimum distance of 1.5 m between two persons is maintained.
- Minimize personal contacts.
- Ensure good hand hygiene as well as coughing and sneezing etiquette. Refrain from shaking hands.
- The wearing of FFP-2/KN95 face masks (without exhalation valve) is strongly recommended in indoor areas accessible to the public at TUD, especially if the minimum distance cannot be maintained.
- At least 1 self-test per week shall be made available to all employees working on the premises of TUD. We recommend that you make use of this option even if you have been vaccinated or recovered.
- Regularly air-out and ventilate work and recreation rooms. Especially surfaces and objects that are used by more than one person (door handles, office kitchens, copiers, etc.) should be cleaned more often using a common cleaning agent.
- The use of devices with air circulation (e.g. fans, circulation coolers or heating fans) is only permitted if the work spaces or laboratories are not used by more than one person. If this cannot be guaranteed, the devices must be switched off. If switching them off is not possible on site, you can request this from the Technical Control Center ([techn.leitzentrale@tu-dresden.de](mailto:techn.leitzentrale@tu-dresden.de)).
- Members of staff and students with health risks, as well as pregnant staff members, need special protection (see below).
- Instruct your staff on occupational health and safety, e.g. using the [instructional slides on the coronavirus SARS-CoV-2](#).

**The following organizational measures are required to minimize contact:**

- Mobile working should be generously granted and used in accordance with the service regulation if the activities are appropriate for it. This applies in particular to employees who belong to the risk groups for a severe course as well as pregnant women.
- As before, you as the supervisor are responsible for the decision regarding the actual organization of on-site attendance or working remotely. Be sure to stay in regular communication with your team.
- The valid interests of individual members of staff (e.g. childcare requirements in the event of the closure of childcare facilities, cf. the detailed information pertaining to this topic on TU Dresden's coronavirus information website) should be taken into account appropriately.
- 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; make sure to air out/ventilate regularly. Staff should not sit or stand directly facing each other.
  - Individual use of work spaces should be preferred; work equipment should not be shared. The exclusive, personal use of the usual personal protective equipment (e.g. hearing protection) must be ensured and trained.
  - Elevators in buildings and official cars are to be used by one person at a time.
  - 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 to the public by taking organizational measures. Staff at these workplaces must be particularly protected (see below).
- Preferably conduct meetings/consultations digitally (<https://tu-dresden.de/zih/dienste/videokonferenz>). In case of on-site events, ensure that there is sufficient distance between the participants; keep a record of attendance.
- Business trips are possible, but their necessity should be critically questioned. When booking, be sure to have generous cancellation policies.

**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: **T**echnical then **O**rganizational then **P**ersonal measures). Examples:

1. **T**echnical measures, e.g. installation of partition walls
2. **O**rganizational measures, e.g. flexible work times, in case of contact with the public: organization of the appointment via telephone
3. **P**ersonal protective measures, e.g. medical face mask

You will receive advice

**on 1.** from the Unit Infrastructural Building Management ([igm@tu-dresden.de](mailto:igm@tu-dresden.de)),  
**on 2. and 3.** from the Unit Safety at Work ([arbeitssicherheit@tu-dresden.de](mailto:arbeitssicherheit@tu-dresden.de)) and from the Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de)).

### **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 minimum distance cannot be properly observed. Encourage the individuals concerned 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](mailto: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** (see also "[Process procedures in case of an infection](#)")

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 instances must be notified immediately in order to decide on the necessary measures: you as a supervisor, the Directorate Personnel ([dezernat2@tu-dresden.de](mailto:dezernat2@tu-dresden.de)), and the Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de)). In the event of an infection, work surfaces at the workplace may need to be specially cleaned. The commissioning takes place via the Unit Infrastructural Facility Management ([techn.dienste@tu-dresden.de](mailto: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](https://www.rki.de/DE/Home/homepage_node.html)

## Annex 1: Checklist for the concept of measures - general hygiene concept

It is the responsibility of the Heads of the Structural Units to apply and implement the legal regulations during the coronavirus pandemic in their own area of responsibility. These regulations were adapted in TU Dresden's concept of measures. This checklist primarily serves to support administrative activities. As a component of the operational risk assessments according to the Occupational Health and Safety Act (ArbSchG), it must be documented.

Structural unit:	
Building:	
Confirmation by the responsible body	

Seq. no.	Protective measures	Measures implemented?			Comments/notes on the implementation of the protective measures
		yes	no	not applicable	
<b>1. General information</b>					
1.1	Are employees aware of the University Executive Board's guidelines, which are based on the current Saxon Corona Protection Ordinance, the corresponding hygiene regulations and the legal requirements of the occupational health and safety authorities (Federal Ministry of Labor and Social Affairs, Saxon Accident Insurance Fund)?				<ul style="list-style-type: none"> <li>- Website of TUD (coronavirus information website)</li> <li>- Circular letters by the University Executive Board</li> <li>- Concept of measure with instruction slides</li> </ul>
1.2	Are the basic regulations being implemented? <ul style="list-style-type: none"> <li>- Ensure distance</li> <li>- Minimize contacts</li> <li>- Follow hygiene rules</li> <li>- Air out/ventilate regularly</li> <li>- Protect others</li> <li>- Wear mask, when necessary</li> </ul>				<ul style="list-style-type: none"> <li>- Keep a distance of at least 1.5m</li> <li>- Online activities are given priority over on-site ones</li> <li>- Minimize contact to the public</li> <li>- In case of a suspected COVID-19 infection (typical symptoms, contact to infected individual) stay at home!</li> <li>- Good hand hygiene, observe cough and sneeze etiquette, do not shake hands</li> <li>- Display posters with hygiene measures</li> <li>- Short and thorough airing out of rooms, increased cleaning of surfaces and items that are jointly used</li> <li>- Check special protective measures in the event of health risks</li> </ul>

Seq. no.	Protective measures	Measures implemented?			Comments/notes on the implementation of the protective measures
		yes	no	not applicable	
<b>2. Organizational measures</b>					
2.1	Is the possibility of mobile working being considered?				<ul style="list-style-type: none"> <li>– In order to minimize contact, it should be regularly checked which tasks can be performed remotely.</li> </ul>
2.2	Are there any attendance rules for work rooms/areas (offices, laboratories, workshops)?				<ul style="list-style-type: none"> <li>– Aim for individual use of work spaces</li> <li>– Check compliance with distancing rules in case of multiple occupancy (people should not sit or stand directly opposite each other)</li> <li>– Check distribution of employees according to periods of on-site presence</li> <li>– Give preference to individual use of workstations; do not share work equipment</li> <li>– Ensure that personal protective equipment is not shared</li> <li>– Stagger arrival times</li> <li>– Elevators in buildings are to be used by one person at a time</li> </ul>
2.3	Is preference given to online meetings?				<ul style="list-style-type: none"> <li>– See ZIH tools (video conference)</li> <li>– If on-site attendance is required, ensure sufficient distance between the participants (from large rooms)</li> <li>– Air out regularly</li> <li>– Keep a record of attendance</li> </ul>
2.4	Are the distancing regulations also observed during breaks?				<p>Provided that they are on their own premises (e.g. tea kitchens):</p> <ul style="list-style-type: none"> <li>– Affix markings/posters</li> <li>– Additional measures, e.g. separate dishes, washing towels more often</li> </ul>
2.5	If, during work, the distance rule cannot be observed, e.g. in case of unavoidable contact to the public: Have protective measures according to the TOP principle (technical - organizational - personal protective equipment) been implemented?				<ul style="list-style-type: none"> <li>– Technical: e.g. Plexiglas walls</li> <li>– Organizational: e.g. preparation of an appointment by telephone in case of visitors, online consultations</li> <li>– Personal protective equipment: e.g. medical face mask/ FFP2</li> </ul>

2.6	Is the need for special protective measures in case of health risks (e.g. chronic diseases, pregnancy) examined?				<ul style="list-style-type: none"> <li>– Do not ask for diagnoses!</li> <li>– If possible, no activities involving visitors when lack of compliance with distancing rules</li> <li>– Constructive search for individual solutions (use the advice of the University Health Service)</li> </ul>
2.7	Are mouth-nose masks or protective masks provided if the minimum distance between persons cannot be safely maintained?				<ul style="list-style-type: none"> <li>– Check in which areas/for which activities this is necessary</li> <li>– Instruction for usage (concept of measures)</li> </ul>
2.8	Is it checked whether business trips/work travel is absolutely necessary or whether alternatives such as video/teleconferencing are possible?				<ul style="list-style-type: none"> <li>– Adhere to the regulations by the Foreign Office and the Free State of Saxony</li> <li>– When going on a business trip abroad, follow the instructions of the German Foreign Office and the quarantine requirements.</li> <li>– Aim for individual use of official cars</li> <li>– When traveling abroad, follow the instructions of the German Foreign Office and quarantine requirements.</li> </ul>
2.9	Are employees aware of the TUD's internal contacts for occupational health and safety?				<ul style="list-style-type: none"> <li>– Unit 4.5 Safety at Work_ <a href="mailto:arbeitssicherheit@tu-dresden.de">arbeitssicherheit@tu-dresden.de</a></li> <li>– Unit 9.4 Occupational Health Services (<a href="mailto:gesundheitsdienst@tu-dresden.de">gesundheitsdienst@tu-dresden.de</a>)</li> <li>– Unit 4.4 Infrastructural Facility Management (<a href="mailto:igm@tu-dresden.de">igm@tu-dresden.de</a>)</li> <li>– Personnel Representation Council (<a href="mailto:personalrat@tu-dresden.de">personalrat@tu-dresden.de</a>)</li> </ul>
2.10	Do the employees know about the advisory services on health issues (e.g. special healthy risks, mental stress)?				<ul style="list-style-type: none"> <li>– Unit 9.4 Occupational Health Services (<a href="mailto:gesundheitsdienst@tu-dresden.de">gesundheitsdienst@tu-dresden.de</a>)</li> </ul>
2.11	Are all employees instructed about the special participated and is this documented in writing?				<ul style="list-style-type: none"> <li>– <a href="#">Instructional slides</a></li> </ul>
Additional protective measures (please add)					

3. Organization of First Aid					
3.1	Is the organization of first aid adapted for this particular personnel situation?				<ul style="list-style-type: none"> <li>- Are there enough first aiders present?</li> <li>- Ensure notification/rescue chains</li> <li>- Avoid working alone when carrying out high-risk activities</li> <li>- Emergency calls 112 and 110 as well as the internal ext. 20000</li> </ul>
3.2	Are special protective measures defined for first aid?				<ul style="list-style-type: none"> <li>- Equip first aiders with surgical mouth-nose masks or FFP2 masks</li> <li>- Equip first aid kits with surgical mouth-nose masks or FFP2 masks</li> <li>- Inform about adapted first aid measures (see news article "Reanimation in times of the corona pandemic")</li> </ul>
Additional protective measures (please add)					