Sicherheits- und Schutzmaßnahmen an der TU Wien

In connection with the current decisions of the Federal Government regarding COVID-19, the Rectorate of the TU Wien has reorganized access to and stay in the buildings of the TU Wien. This is intended to ensure the health of all members of the TU Wien and to enable a safe and as continuous as possible university operation.

The already known safety and protective measures, in particular the observance of the minimum safety distance, the correct wearing of an MNP mask in the public areas of the TU Wien and the general hygiene regulations, must be observed in any case by all members of the TU Wien. The regulated entrances and exits to the buildings will continue to be maintained.

In order to be able to guarantee effective contact person management at the TU Wien, it is planned to record the access to the buildings of the TU Wien by a central electronic system. Members of the TU Wien will be informed in good time about the date of implementation (probably the end of September).

Details on contact person management at the TU Wien are in preparation.

These regulations apply at all locations of the TU Wien. Since the work situations at the institutes and central departments are very different, an all-fitting guideline is not possible. Therefore, everyone is requested and encouraged to act in accordance with these precautionary measures, even if this means a change from conventional habits. We rely on the solidary agreement between all members of the TU Wien to give top priority to the protection of the health of all members of the TU Wien.

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Binding Specifications

Keep a safe distance

The most important protective measure against COVID-19 infections is a safety distance of at least 1 m. The minimum distance between workplaces in offices, laboratories and workshops is 1.5 m.

This regulation applies to all general premises, such as entrance areas, courtyards and open spaces, staircases, lifts, corridors, meeting, social and sanitary rooms, as well as to all institute-specific work areas and rooms, such as offices, warehouses, laboratories and workshops, and other workplaces.

An essential measure for maintaining a safe distance can be the reduction of physical contact by

- adjustment of the working time of employees (daily shift operation, staggered entry and exit, ...), and
- the formation of groups (teams) with alternating attendance. This opens up possibilities for substitution in case of illness.

Regulations for the physical presence of employees can be found on the website of the TU Wien at https://www.tuwien.at/en/tu-wien/corona/employees/.

Protective Masks

Wearing mouth and nose protection masks (MNP masks) is mandatory when entering a building of the TU Wien, in corridors, elevators and areas with customer contact. Masks will be provided at the designated entrances if required. With a view to sustainability, it is recommended to bring and use your own MNP mask. In general premises - for example in social rooms - the wearing of an MNP mask is mandatory if contact with other persons is very likely and it cannot be ensured that the necessary safety distance is maintained.

The MNS mask should be worn so that the mouth and nose are covered.
Wearing MNP masks in work rooms is mandatory if there is more than one person in the room and the 1.5 m distance cannot be maintained continuously in offices, laboratories and workshops etc.

In special working conditions where the obligatory safety distance cannot be guaranteed and no other measures are possible, such as when laboratory experiments are carried out together, a workplace-specific evaluation by the employees of the GUT’s occupational safety unit is required (contact: gut@gut.tuwien.ac.at). If necessary, additional personal protective equipment such as protective visors or FFP2 masks are provided.

Further information:
- Info sheet MNP mask (in German)
- Info sheet FFP2 mask (in German)
- Info sheet FFP3 mask (in German)
- Info sheet protective visor TU Wien (in German)
- Info sheet protective visor Zapfster_Economy (in German)

**Prevention and Hygiene Measures**

Regular, thorough washing of hands with soap is one of the basic hygiene measures.

The regular cleaning or disinfection of door handles, railings, lift buttons, intercom systems and surfaces is ensured by employees of the GUT cleaning service unit. For an individual need of disinfection measures at institutes or in service departments (door buckles, telephone receivers, keyboards, folders, displays or operating elements of devices, printers and copiers, ...) both surface and hand disinfectants are made available to the individual research unit or research groups and service units or groups.

Premises or areas with special cleaning requirements are evaluated for specific areas and included in the cleaning plan. These are continuously adjusted according to the current number of employees and the room utilisation for the respective operating phase.

Regular ventilation is necessary wherever appropriate technical equipment does not provide for it.

If possible, always design your working environment in such a way that situations with an increased risk of infection are avoided right from the start. If you have any open questions, please contact your immediate supervisor and inform him/her immediately if there is a risk of infection.

Persons with acute symptoms of illness, such as fever, coughing, shortness of breath, etc., as well as persons with any suspicion of COVID-19, must never visit your workplace.

Further information:
- Handwashing info sheet (in German)
- Info sheet disinfectant dispenser (in German)

**Concrete implementation of measures**

**Offices and Office-like Workplaces**

If the safety distance is given or if work is carried out alone, it is not necessary to wear an MNP mask. In special room or work situations, a protective visor or a Plexiglas partition between workstations can be an alternative to wearing an MNP mask. This requires an evaluation by GUT’s occupational safety unit.

Regular ventilation is necessary wherever appropriate technical equipment does not provide for it.

**Secretary’s Offices**
In case of increased personal contact, the wearing of protective visors is recommended, e.g. during customer contact. Plexiglas visors can be made available after an evaluation by the GUT occupational safety unit.

**Social Rooms**

A temporal staggering of the use is to be observed (no meetings) in order to keep the minimum distance of 1 m. Free meeting rooms can be used as additional social rooms. Regular cleaning is particularly important here. This is carried out daily by GUT's cleaning service unit. Furthermore, employees are asked to clean or disinfect the surfaces used when leaving the social rooms. The wearing of MNP is recommended.

**Laboratories, Workshops and Preparation Rooms**

The central laboratory and workshop regulations of the TU Wien remain valid and the workplace-specific personal protective equipment (PPE) must be used. A safety distance of 1,5 m must be maintained. If this is not possible, MNP masks and/or protective visors must be worn. The individual procedures are to be re-evaluated and adapted by the person responsible for the laboratory.

Working situations in which the safety distance cannot be maintained require an evaluation by the GUT's occupational safety unit.


**Teaching Rooms**

All premises where examinations, distance learning activities, internships or lectures take place are thoroughly cleaned several times a day and frequent contact points are disinfected. A safety distance of 1 m must be observed.

The teaching and examination activities should be spread over several rooms and floors in order to keep personal encounters to a minimum. A seating plan must be defined in advance so that the required safety distance between students is available. Likewise, a concept for the entrance and exit as well as for the stay in the building has to be created according to the safety regulations.

After each examination the table surfaces are cleaned and disinfected as required by the GUT cleaning service unit. Hand disinfectants are provided in all examination rooms.

**Sanitary Facilities**

All sanitary facilities are regularly cleaned and disinfected by the GUT cleaning service unit.

**General Rules of Conduct to Minimise Risk**

Presence meetings are permitted in appropriately large rooms, with a safety distance of at least 1 m.

TU external people must ensure that they behave in accordance with these guidelines and wear an MNP mask if necessary.

These guidelines are intended to help you successfully manage this extraordinary time. We would like to thank you all for your solidarity and are pleased to be able to make the operation of the TU Wien as safe as possible through your contribution.