Sicherheits- und Schutzmaßnahmen an der TU Wien

The already known safety and protective measures, in particular the observance of the minimum safety distance of 2 meters, the correct wearing of an FFP2 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 obligatory to record the access to the buildings of the TU Wien by a central electronic system in TISS [https://tiss.tuwien.ac.at/events/scan.xhtml].

These regulations apply at all locations of the TU Wien.

You can find this information here:

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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 2 m. The minimum distance between workplaces in offices, laboratories and workshops is 2 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 are 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/](https://www.tuwien.at/en/tu-wien/corona/employees/).

### Protective FFP2 Masks

Wearing an FFP2 mask is mandatory in all public areas of the TU Vienna (in corridors, lifts, etc.) and in areas with customer contact.

Masks will be provided at the designated entrances if required. In general premises - for example in social rooms - the wearing of an FFP2 mask mask is mandatory if contact with other persons is very likely and it cannot be ensured that the necessary safety distance is maintained.

The FFP2 mask should be worn so that the mouth and nose are covered.

An FFP2 mask must be used in all public areas of the TUW.

The TU Wien provides five FFP2 masks per month per employee on site through the GUT Service Unit of Safety and Occupational Health. The heads of institutes and departments are asked to report the demand of their organisational unit to gut@gut.tuwien.ac.at. They will then be contacted by the responsible person. You will then be informed by the responsible staff member about the place and time of collection of the FFP2 masks.

Filtering FFP2 masks are reusable. Two methods are recommended for their reprocessing: Regular changing and reuse only after a storage period of at least 3 days or sterilisation with steam under pressure. Further information is available here:
Wearing FFP2 masks in work rooms is mandatory if there is more than one person in the room and the 2 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 are provided.

**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 their workplace.

Further information:
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 FFP2 mask. If the required safety distance cannot be maintained, an FFP2 mask must be worn at the workplace in any case.

A plexiglass screen can be requested for area with increased customer traffic and secretariats. This requires an evaluation by the Safety and Occupational health unit of GUT (contact: gut@gut.tuwien.ac.at). It should be noted that a plexiglass screen does not replace the wearing of an FFP2 mask.

Secretary's Offices

In case of increased personal contact, the wearing of FFP2 masks is recommended, e.g. during customer contact. Plexiglas partitions can be made available after an evaluation by the GUT occupational safety unit. It should be noted that a plexiglass screen does not replace the wearing of an FFP2 mask.

Social Rooms

A temporal staggering of the use is to be observed (no meetings) in order to keep the minimum distance of 2 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 an FFP2 mask 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 2 m must be maintained. If this is not possible, FFP2 masks 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.

The central laboratory and workshop regulations of the TU Wien can be found at: https://www.tuwien.at/en/tu-wien/organisation/service-providers/data-protection-and-document-management/directives-regulations/

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 2 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 2 m. The wearing of an FFP2 mask is recommended.

TU external people must ensure that they behave in accordance with these guidelines and wear an FFP2 mask.

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.