

## Application for Entry Permit to TU Berlin

Title, first name, last name of applicant:

Chair/institute/faculty:

Research project:

Relevant buildings/labs and rooms:

Is the research related to the coronavirus?
Yes/no
What is the object of the research? How does the research qualify for an exception to essential-only presence?
Which work packages are to be performed on TU Berlin premises? Which will be performed working from home?
If applicable: What is the period of the project for which you are requesting access to premises? Which third-party funding organization finances the project? Does the third-party funding organization allow an extension to the project? Please provide the PEP element for third-party funded projects.

Which members of staff require an entry permit? Which staff categories do they belong to (research associates, technical staff, administrative staff, student assistants)? How are their positions financed? Have the staff provided their consent to working on the premises of TU Berlin?

Details to be provided: Last name, first name, staff category, funded by University budget/third-party funding, consent

Have measures been taken so that staff can work alone in rooms to ensure that the regulations regarding distancing can be observed (unless other occupational safety conditions apply such as when working in labs or workshops)? (Examples: Individual offices or shift work or presence on different days.) Please provide details such as the number of rooms available, their size in square meters or plans for rotating shift patterns. Is the necessary protective equipment provided (disinfectant or protective gloves and mouth and nose protection)?

Is it necessary to carry out work, such as in labs or workshops, which will make it impossible to observe the recommended distance of 1.5 meters between staff or other hygiene measures? Please provide details as necessary.

Time spent on the premises should be kept to a minimum: Is the essential research you wish to conduct at TU Berlin restricted in terms of the time period? If yes, from when until when?



By submitting this application, you confirm that you are responsible for ensuring that the persons for whom you are applying for an entry permit observe the hygiene regulations. At this point, we wish to make absolutely clear that supervisors are obligated to adapt the existing hygiene regulations to the circumstances and conditions in their units and to inform staff of all relevant points (this must be documented pursuant to Section 12 of the Occupational Safety and Health Act).

Applicant signature

Berlin (date)

**Confirmed by**

Title first name last name:

Function:

I confirm that the arrangements for observing hygiene regulations are plausible  
(in particular the regulations regarding distancing in buildings to ensure that not too many people are working in close proximity to one another)

Signature of the MD of the institute or faculty

Berlin (date)