

General decree

Enforcement of the Infection Protection Act

On account of the corona pandemic

Regulation of hygiene requirements to prevent the spread of the corona virus

Announcement from the Saxon State Ministry for Social Affairs and Social Cohesion

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(consolidated version valid as of 13 June 2020)

The Saxon State Ministry for Social Affairs and Social Cohesion issues on the basis of § 28 Section 1 Article 1 of the Infection Protection Act (IfSG) of 20 July 2000 (BGBl. I p. 1045), which was last amended by Art. 2 of the Law of May 19, 2020 (BGBl. I p. 1018) has been amended, the following

General decree

To prevent the spread of the corona virus in the gradual relaxation of the measures adopted on the occasion of the corona pandemic, the following regulations are in place:

I. General

1. Principles

- All commandments and rules that currently apply in public spaces must, as far as possible, also be implemented within institutions. Reference is made to the regulation of the Saxon State Ministry of Social Affairs and Social Cohesion for protection against the corona virus SARS-CoV-2 and COVID-19 (Corona Protection Regulation - SächsCoronaSchVO) in the version of 3 June 2020.
- Only persons not suspected of COVID-19 may visit or use establishments, facilities or services. Controls by fever measurements or similar are not recommended.
- The coughing and sneezing instructions must be observed and complied with.
- If the minimum distance of 1.5 metres cannot be maintained, it is strongly recommended to wear a mouth-nose cover.
- For orchestras, choirs and joint singing, larger minimum distances are required.
- Signs/posters should clearly and concisely present all hygiene requirements applicable at the respective location, if necessary using pictograms.
- Measures must be taken to ensure that all persons can wash or disinfect their hands after entering the places referred to in Section II.
- Opportunities for voluntary guest and visitor registration should be provided to facilitate contact tracking.
- Distance markers on the floor can be helpful as orientation. If necessary, the distance regulations must also be pointed out in front of the building.
- Narrow areas should be avoided and if necessary redesigned. Measures to direct visitors should be taken.

- Cashless payment is recommended; further interactive actions with additional contacts (key operation, touch screens etc.) should be avoided.
- Used rooms must frequently be thoroughly ventilated.
- Preference should be given to stays and activities outdoors over confined spaces.
- A responsible person for compliance with the hygiene and infection control requirements must be appointed.
- Employers must implement special occupational safety measures on the basis of an updated risk assessment. The SARS-CoV-2 occupational safety standard published by the Federal Ministry of Labour and Social Affairs and, if available, its industry-specific adaptation by the responsible accident insurance institution or supervisory authority must be taken into account.
- In the concepts to be drawn up pursuant to § 4 Section 2 of the Saxon CoronaSchVO, existing current industry-specific concepts or concepts of professional associations must be taken into account.
- Facilities and operators of services under § 4 Section 4 CoronaSchVO must have their concepts approved by the competent local authorities.

2. air conditioning systems, room ventilation systems; ventilation in areas with special medical requirements

For ventilation systems in areas with special medical requirements, e.g. patients under intensive care, the flow requirements according to the applicable standards or recommendations (e.g. of the German Society for Hospital Hygiene) for ventilation systems in medical facilities must be observed

3. air conditioning systems, room ventilation systems; ventilation in areas without special medical requirements

For other premises in the medical and care sector, no additional requirements for ventilation measures in connection with the pandemic will be imposed. COVID-19 patients do not have to be accommodated in rooms with forced ventilation; existing ventilation does not have to be switched off.

Since experts (e.g. VDI Clean Air Commission) currently estimate the probability of transmission of SARS-CoV-2 via air conditioning systems (HVAC) in restaurants, shops, etc. to be very low, air conditioning systems should not be switched off. The requirements of guideline VDI 6022 apply; Maintenance must be carried out regularly. For air handling units with outside air, the outside air volume should be increased in order to achieve a corresponding air change. In rooms with HVAC without outside air supply and in rooms without mechanical ventilation, cross ventilation should be used as often as possible during use, since fresh air contributes to the rapid dilution of possible viral loads.

Since the use of the rooms cannot overflow and swirl the air, distance rules and hygiene measures remain unaffected by the ventilation concept of a room.

II. Special regulations

The following special regulations are made:

1. hygiene rules for the distribution of food for direct consumption and catering, for hotels and accommodations

- A hygiene and infection protection concept must be drawn up and implemented for all facilities. It is mandatory to include the provisions of this general decree. Any additional or deviating provisions in the general decree governing the operation of day care facilities and schools must be observed by the respective facilities. For gastronomy businesses, current industry concepts and standards also apply.

- The hygiene concepts of the facilities must include provisions for the covering of the mouths and noses of staff with customer contact. Wearing a mouth-nose cover is strongly recommended in direct customer contact if no other protective measures are possible.

- Catering businesses, hotels and accommodation facilities must inform visitors in the entrance area with information boards or pictograms about the hygiene rules according to the hygiene and infection protection concept.

- A distance of at least 1.5 metres must be maintained between the occupied tables. Table sizes are to be reduced if possible, seating and standing places are to be arranged in such a way that a distance of at least 1.5 metres between guests is guaranteed. Persons who are allowed to contact each other according to § 2 paragraph 2 and 4 of the SächsCoronaSchVO are allowed to sit together in the restaurant without a minimum distance.

- Particular care must be taken to ensure that hygienic criteria are observed when cleaning and rinsing dishes, glasses and cutlery. Dishes, glasses and cutlery must be completely dry before reuse.

The following applies to self-service: Cutlery must be handed out individually by the service staff. Tray and tableware removal points as well as food offered in buffet form must be protected from sneezing and coughing by customers. Tongs or similar aids must be used for self-service food handling. Tongs or similar aids must be cleaned and disinfected regularly. Compliance with the hygiene rules for buffets must be monitored by service personnel. The formation of queues should be avoided.

- Bar operation is permitted provided that the requirements pursuant to § 2 Sections 2 and 4 of the SächsCoronaSchVO are met. Personnel must be shielded by suitable equipment (e.g. acrylic glass panes) or obliged to wear a mouth-nose cover.

- Shisha smoking in gastronomic and similar establishments is permitted, provided that it is ensured that one shisha/water pipe per person is used (except for persons belonging to the same household), disposable hoses and disposable mouthpieces are used, the shisha is prepared with gloves and mouthguards, and each shisha is thoroughly cleaned and disinfected after use. This also includes cleaning the glass body with a disinfectant detergent. After cleaning, the glass body must be completely dried. Only immediately before the next use the glass body may be filled with water again.

- For hygienic reasons, cashless payment is recommended.

- In playrooms or play areas for children in catering establishments, attention should be paid to the minimum distance between children of different households. Hands should be washed after use. Only toys that are easy to clean should be available.

- When handling food in these businesses, the general rules of food hygiene in the preparation, delivery and transport of food and the hygiene of everyday life must be observed. Regular hand washing must be ensured.

- Frequent hand washing and, if necessary, disinfection should be given preference over the wearing of disposable gloves.

- Disinfectant dispensers must be set up in the entrance area to the guest room, in outdoor areas used for catering purposes and in the toilets.
- Persons suspected of having COVID-19 or a positive coronavirus detection are prohibited from working in the above-mentioned facilities. Following positive detection of coronavirus, a minimum of 14 days quarantine and no symptoms for at least 48 hours must be demonstrated before resuming work. Other activity and employment restrictions according to IfSG remain unaffected.
- Personnel must be trained and instructed on record regarding compliance with hygiene rules during the corona pandemic.
- Occupancy of bedrooms is only permissible within the meaning of § 2 paragraph 2 SächsCoronaSchVO of 3 June 2020.
- If areas in the accommodation must nevertheless be used by different persons, e.g. common areas, sanitary rooms and kitchens, organisational measures must be taken to avoid contact between the individual persons if the minimum distance of 1.5 metres cannot be guaranteed. For example, different times-of-use that are determined in advance are suitable. In addition, time breaks must be provided between the respective uses in order to consistently exclude contacts. Furthermore, the spaces between the uses must be adequately ventilated.
- Catering establishments, hotels and accommodation facilities are not allowed to hold dance events.

2. Hygiene rules for shops and stores of all kinds

- According to § 2 Section 5 clause 1 No. 2 and clause 2 of the Saxon CoronaSchV, staff in contact with customers must wear a mouth-and-nose cover if no other protective measures (e.g. acrylic glass panes) have been taken, and customers must wear a mouth-and-nose cover when staying in the shop.
- Entrance and exit doors that do not open and close automatically should always be kept open during opening hours. In special situations, e.g. cold or other unfavourable weather conditions, for reasons of food hygiene (in particular protection against the penetration of pests) and in principle to prevent the intrusion of insects, the doors may exceptionally be kept closed. The door handles must then be disinfected regularly.
- In the entrance area, disinfectants are to be made available for customers to use and signs are to be used to indicate their use. Customers must be informed by means of a notice that entering the shop with suspected COVID-19 is not permitted. Cash registers with employee operation are to be shielded by devices (e.g. acrylic glass panes). Markings on the floor must ensure that the minimum distances in the checkout area are observed. As far as technically possible, cashless payment is to be offered and recommended. Surfaces and objects frequently touched by customers, including handles of shopping baskets and trolleys, must be cleaned and disinfected regularly - at least twice a working day, but if possible after each use by a customer. For this purpose, the stores develop hygiene plans taking into account the individual conditions as well as the current industry standards, which must be presented to customers and authorities for inspection upon request.
- Depending on the size of the shop or store and the spatial conditions, the responsible persons determine upper limits for the number of customers that can be tolerated in the store at the same time, which enable the minimum distance to be safely maintained. When this number of

customers is reached, access regulations must ensure that the permitted number is not exceeded ("one in - one out").

- The introduction of a "one-way traffic system" should be considered.
- Frequent hand washing and, if necessary, disinfection should be given preference over the wearing of disposable gloves.
- Persons suspected of having COVID-19 or a positive coronavirus detection are prohibited from working in the above-mentioned facilities. Following positive detection of coronavirus, a minimum of 14 days quarantine and no symptoms for at least 48 hours must be demonstrated before resuming work. Other activity and employment restrictions according to IfSG remain unaffected.
- Personnel must be trained and instructed on record regarding compliance with hygiene rules during the corona pandemic.

Additional special hygiene rules in **food retail trade**

- If self-service loose food is supplied which is not washed or peeled before consumption, tongs or similar aids or disposable gloves must be used by customers. Tongs or similar aids must be cleaned and disinfected regularly.

Additional special hygiene rules for the **sale of cosmetic products**

- Cosmetic items such as lipsticks or make-up may not be tried before purchase in such a way that they are used by several people. Creams from opened jars may only be dispensed with thoroughly washed hands and using a clean spatula.

3. hygiene rules for businesses, handicraft and service businesses, unless otherwise specified in Section II. 10, as well as facilities, offers for the public and collections in public spaces including trade fairs

- The owner must ensure through access restrictions and organisational regulations that the minimum distance can be maintained in all areas.
- Depending on the size of the facility and the spatial conditions, an upper limit for the number of guests present at the same time must be specified in the concept, which enables the minimum distance to be maintained.

Additional special hygiene rules for **playgrounds**

- An access limit for a maximum number of children depending on the size of the playground or number of playground equipment, sand play areas must be set so that the distance between families/groups can be maintained.
- The minimum distance must be maintained as far as possible.
- After using the playground, hands should be washed or alternatively disinfected on site.
- Picnics or similar activities are not permitted on the playground premises.
- Supervision duty for children under 8 years.

4. hygiene rules for schools, day-care centres and nurseries and educational institutions

- This applies unless the general ruling regulating the operation of day care facilities and schools contains provisions to the contrary.
- The generally valid distance rule is to be observed as far as possible, if necessary by small fixed groups with further distance between the persons. This also applies to the stay outdoors. When visiting day-care facilities for children, in schools and at school events, there is no minimum distance according to § 2 paragraph 4 CoronaSchVO of 3 June 2020.
- Tests shall be carried out in larger rooms with sufficient distance.
- If materials and technical equipment must be used by different persons, they must be cleaned between the respective users, or at least wiped clean.
- Sufficient suitable facilities for washing hands must be designated, equipped with liquid soap; ideally, disposable towels should be provided for drying. Electric hand dryers are less suitable, but can be left if they are already installed.

Additional special hygiene rules for music schools

- The lessons are to be organised in accordance with the minimum distance. Classes for orchestras and choirs are not permitted.
- Depending on the size of the facility and the spatial conditions, an upper limit for the number of students present at the same time must be specified in the concept, which allows the minimum distance to be maintained.
- Players of wind instruments and singers must keep a distance of 3 metres.
- For wind instruments the condensation water must be collected. Used disposable wipes are to be collected and disposed of in tear-proof garbage bags. Textile cloths must be washed accordingly after use.
- After the lesson unit, the room must be thoroughly ventilated.

5. hygiene rules for child and youth welfare services

- The providers of child and youth welfare services according to §§ 11 to 14, § 16, § 29 and § 32 SGB VIII must draw up concepts that contain measures for visitor guidance, spacing and basic hygiene measures and are based on the general hygiene rules of this general decree. The concepts must be communicated to the relevant local authority.
- The following hygiene rules must also be observed for **child and youth recreation** measures:

The number of participants including supervisors should take into account the local conditions and the delimitability of the groups. The measures are to be carried out in fixed groups; contact with other groups or individuals is to be avoided wherever possible. The organiser's hygiene concept shall be drawn up taking into account the hygiene concept of the accommodation facility.

6. hygiene rules for low-threshold / open offers (e.g. senior citizens' meeting places, family centres, services for people with disabilities, mentally ill or addicted people and self-help groups) with the exception of the regulatory area of children and youth.

- A hygiene and infection protection concept must be drawn up and implemented for all facilities. In doing so, the general provisions of this general decree must be included.
- Depending on the size of the facility and the spatial conditions, an upper limit for the number of persons present at the same time must be specified in the concept to enable the minimum distance to be maintained.
- The owner must ensure, in particular by means of access restrictions and organisational regulations, that the minimum distance can be maintained in all areas.

7. hygiene rules for integration assistance services for people with disabilities

- For semi-stationary services for children and adolescents with disabilities, such as all-day care/holiday care, in which integration assistance services are provided in accordance with SGB IX, the provisions of this general decree and the general decree regulating the operation of day care facilities and schools in connection with the fight against the SARS-CoV-2 pandemic apply accordingly.

- The management of a workshop for handicapped persons or the management of another service provider according to § 60 SGB IX has for residents of

a) facilities for adult persons with mental or psychological disorders,

b) facilities for adults with disabilities and

c) outpatient assisted living communities as well as residential groups with people with disabilities according to § 2 paragraph 2 and paragraph 3 of the Saxon Care and Quality of Living Act, as far as part 2 of the Saxon Care and Quality of Living Act applies to them,

to coordinate the hygiene concept according to § 4 paragraph 2 of the Corona Protection Ordinance with the respective management of the workshop employees' residential facility Arrangements are to be made in connection with the return to the institution, in particular regarding transportation and work organisation.

- Until the implementation of a hygiene concept pursuant to § 4 paragraph 2 of the Corona Protection Ordinance, which guarantees full operation, the management of a workshop for disabled persons or another service provider pursuant to § 60 of the SGB IX or another day-structuring offer for people with disabilities can restrict the employment or attendance of people with disabilities in the facility.

- In the case of regular transport services for the purpose of transporting people with disabilities between the place of residence/residence and facilities, a mouth and nose cover must be worn; § 1 paragraph 2 clauses 3 to 5 of the Corona Protection Ordinance applies accordingly. The hygiene concept of the transport service according to § 4 paragraph 2 of the Corona Protection Ordinance must be coordinated with the respective facilities.

8. hygiene rules for semi-stationary facilities in accordance with Book XI of the German Social Security Code (SGB XI)

The providers of day care facilities in accordance with § 71 paragraph 2 number 2 2. Alternative SGB XI are obliged to draw up a concept for entering and leaving the facilities for the care of day care guests as part of a hygiene plan in accordance with § 36 paragraph 1 clause 1 number 2 or § 23 paragraph 5 Infection Protection Act as part of a hygiene plan or an independent concept. In particular, the concept must contain regulations on hygiene measures, the number of guests cared for, the duration of the visits, transport to the facility and home and the traceability of any chains of infection. It is mandatory to include the provisions of this general decree.

9. hygiene rules for health and social care facilities

- The relevant recommendations of the Commission for Hospital Hygiene and Infection Prevention and the RKI must be observed.
- Hospitals, prevention or rehabilitation facilities in which medical care comparable to that provided by hospitals is provided, all other health care facilities, including practices of human medical health care professions, outpatient nursing services, full or partial inpatient facilities for the care and accommodation of the elderly, disabled or persons in need of care as well as homes for minors must, in accordance with §§ 23 or 36 of the Infection Protection Act, specify internal procedures for infection hygiene in hygiene plans. This also includes the corresponding regulations for the prevention of SARS-CoV-2 infection. For facilities in accordance with § 6 paragraph 1 number 1 and number 2 SächsCoronaSchVO, § 36 paragraph 1 sentence 1 number 2 Infection Protection Act and § 3 paragraph 2 number 10 and number 12 of the Saxon Care and Quality of Living Act apply.

10. hygiene rules for handicraft and service businesses such as hairdressers and related service providers (e.g. foot care, nail studios, beauty salons, but also piercing or tattoo studios or massages)

- Only customers not suspected of COVID-19 may visit the establishments. This should be indicated by the establishments. Checks by fever measurements or similar are not recommended.
- The distance rules of at least 1.5 metres must be observed for customers and staff among themselves and between workplaces. Distance markers on the floor can be helpful as orientation.
- During the treatment, the distance regulation between the client and the respective practitioner cannot be observed for obvious reasons. Therefore, at least one mouth-nose cover must be worn by staff and client during the entire treatment. Customers have to bring their own mouth and nose cover. The establishment must point out the proper handling of the mouth-nose-cover (putting it on and taking it off, no manipulation while wearing it).
- As it is not possible to wear a mouth-nose cover when treating the face, personnel in these cases must wear an FFP2 mask without an exhalation valve and must protect their eyes, e.g. with safety goggles.
- Organisational arrangements shall be made to ensure that all persons wash or disinfect their hands immediately after entering the facility. Sufficient suitable facilities must be available for washing hands (with an appropriate distance between them), equipped with liquid soap and with disposable towels for drying. Electric hand dryers are less suitable, but can be left if they are already installed.

- Routine cleaning of surfaces and objects and their frequency must be maintained. Used equipment (scissors, combs, hair clippers, capes, etc.) must be processed in the usual way after use by the customer. Surface disinfection beyond this is not recommended. There are no special cleaning obligations for the rooms used or obligations to provide disinfectants. All contamination, especially of work surfaces in connection with visitor traffic, must be removed immediately.
- In addition, reference is made to the relevant provisions of the Ordinance of the Saxon State Ministry of Social Affairs for the Prevention of Communicable Diseases (Saxon Hygiene Ordinance - SächsHygVO) of 7 April 2004, as amended on 28 December 2009.

11. hygiene rules for public toilets and sanitary facilities on camping sites

- In order to be able to comply with the distance regulations between the users, information must be provided as to the maximum number of persons permitted in the sanitary rooms. Information must be provided on the distance regulation in front of the sanitary rooms. Distance markers on the floor can be helpful as orientation.
- If the distance requirement cannot be maintained, it is strongly recommended that staff and users wear a mouth-nose cover. The mouth and nose cover must be brought by the users.
- There must be sufficient suitable facilities for washing hands (with adequate distance between each other), equipped with liquid soap. If users do not bring their own towels, disposable towels are ideal for drying. The containers for disposable towels must be lined with tear-proof garbage bags and emptied regularly.
- Electric hand dryers are less suitable, but can be left if they are already installed.
- Users shall be required to wash their hands after using the sanitary facilities.
- All contamination, especially of contact surfaces in connection with visitor traffic, must be removed immediately. This may require checks several times a day and cleaning in case of complaints.

12. Hygiene rules for sports facilities, fitness and sports studios and dance schools

- The number of athletes, dancers or dance couples permitted in each case depends on the sport in question, must enable the minimum distance of at least 1.5 metres to be maintained during training and must be reflected in the concept of the sports facility or institution.
- The minimum distance must be observed wherever possible.
- Team sports are permitted. Training sessions shall be designed so that physical contact is kept to a minimum. During practice games and competitions, additional physical contact (joint goal celebration, etc.) is to be avoided. Cross-state competitions are not permitted.
- For contact sports (sports that require or emphasise physical contact between players), a change of training partners during training shall be minimised. Cross-state competitions are not permitted.
- There is no obligation to wear mouth and nose covers in the sports facilities or facilities. During the training period the repeated putting on and taking off of the mouth-nose-coverings is to be avoided, as this creates a higher risk of infection.

- The opening of dance schools is allowed for private lessons and for fixed couples (i.e. no classes with changing partners) and solo dancers. Dance teachers and assistants may dance together. Extra classes for risk groups (e.g. senior dance) should not be offered.
- The minimum distance must also be maintained in the changing rooms and sanitary areas. Under these conditions it is also possible to open changing rooms and showers. Facilities for washing hands (with an appropriate distance between them) must be equipped with liquid soap and disposable towels for drying. Electric hand dryers are less suitable, but can be left if they are already installed.
- Training equipment must be cleaned after use.
- If possible, payment should be made by bank transfer and the counter should be equipped with protective devices (e.g. acrylic glass panels).
- Sports facilities, fitness and sports studios and dance schools may not be opened to the public (spectators, accompanying persons, etc.) Sports events with an audience are prohibited.

13. hygiene rules for sports facilities for sportsmen and sportswomen for whom an employment contract exists which obliges them to perform a sporting activity for a fee, the main purpose of which is to ensure their living costs

- Training and competitions are to be carried out according to the specifications of the federal professional associations.
- According to the Saxon Corona QuarVO, all persons who have entered the country from third countries or particularly affected European countries must be placed in domestic quarantine for 14 days. These persons are therefore prohibited from visiting the sports facilities.

14. hygiene rules for spas (also as part of hotels and accommodation facilities)

- The principles and contact restrictions in accordance with §§ 1 and 2 of the Saxon Corona Protection Ordinance of 3 June 2020 also apply within spas. In particular, the minimum distance of 1.5 metres to other people must be maintained.
- The operator must ensure through access restrictions and organisational regulations that the minimum distance can be maintained both in the water and in all areas outside the water, e.g. on sunbathing areas, in rest areas, in changing rooms, sanitary facilities and in the cash desk area.
- Depending on the size of the pool and the space available, an upper limit should be set for the number of bath-guests present at the same time, which will allow the minimum distance to be maintained.
- Rules of conduct and hygiene requirements must be communicated to the bath-guests and compliance must be ensured.
- An individual hygiene concept, including the use of slides, diving platforms, etc., must be drawn up for each pool, based on the recommendations of the relevant professional associations, e.g. the Pool Pandemic Plan of the German Pool Association.

15. hygiene rules for saunas (also as part of hotels and accommodation facilities)

- Only dry saunas with a temperature of at least 80°C may be operated; infusions are not permitted.
- Steam baths and steam saunas must not be operated.
- The principles and contact restrictions according to §§ 1 and 2 of the Saxon Corona Protection Ordinance of 3 June 2020 also apply within saunas. In particular, the minimum distance of 1.5 metres to other people must be maintained.
- The operator must ensure through access restrictions and organisational regulations that the minimum distance can be maintained within the sweat rooms and in all other areas, e.g. in rest areas, cooling areas, changing rooms, sanitary rooms and the cash desk area.
- Depending on the size of the sauna and the spatial conditions, an upper limit must be set for the number of people present at the same time to ensure that the minimum distance is maintained.
- Rules of conduct and hygiene regulations must be communicated to the sauna guests and compliance must be ensured.
- An individual hygiene concept must be drawn up for each facility, based on the recommendations of the relevant professional associations, e.g. the infection protection concept for public sauna facilities of the German Sauna Federation.

16. hygiene rules for coach travel

- A hygiene and infection protection concept must be drawn up and implemented. It is mandatory to include the general provisions of this general decree.
- Precautions must be taken to ensure that all persons disinfect their hands every time they enter the bus.
- The wearing of a mouth-nose cover is mandatory according to § 2 paragraph 5 number 1 SächsCoronaSchVO, but not for the staff, if other protective measures have been taken or if there is no direct customer contact.
- Coaches must be ventilated frequently and thoroughly or permanently.
- Especially for the personnel, frequent hand washing and, if necessary, disinfection should be given preference over the wearing of disposable gloves.

III. for church services and corresponding events, reference is made to the measures for health and infection protection when conducting church services and religious acts during the Corona pandemic (agreement between the Federal Chancellor with the heads of the Länder governments on 30 April 2020 with the churches and religious communities).

IV. Further hygiene protection measures are reserved.

V. This general decree comes into force on 6 June 2020. It shall apply until 29 June 2020 inclusive.

Legal appeal

An action against this general order can be filed within one month of its notification at the locally responsible Saxon Administrative Court in writing, for the minutes of the clerk of the court's office or electronically in a form approved for the replacement of the written form.

The Saxon Administrative Court in whose district the plaintiff has his seat or residence is locally responsible:

- Chemnitz Administrative Court, Zwickauer Straße 56, 09112 Chemnitz,
- Dresden Administrative Court, Special Court Centre, Hans-Oster-Strasse 4, 01099 Dresden,
- Administrative Court Leipzig, Rathenaustraße 40, 04179 Leipzig.

For plaintiffs without domicile or residence in the Free State of Saxony, the administrative court of Dresden, Fachgerichtszentrum, Hans-Oster-Straße 4, 01099 Dresden, is locally responsible.

The lawsuit must identify the plaintiff, the defendant (Free State of Saxony) and the subject of the claim, and should contain a specific request. The facts and evidence in support should be stated and a copy of the contested decision of general application should be attached. The application and all pleadings shall be accompanied by copies for the other parties.

Notes on the right of appeal

- An objection procedure is not provided for against administrative acts of the Saxon State Ministry of Social Affairs and Social Cohesion. By filing an appeal the time limit for bringing an action is not observed.
- The filing of an appeal by simple e-mail is not permitted and has no legal effect.
- If the appeal is filed in electronic form, the electronic document must either be provided with a qualified electronic signature of the person responsible or be signed by the person responsible and submitted via a secure transmission channel in accordance with § 55a paragraph 4 of the Administrative Court Rules (VwGO). Further requirements for the transmission of the electronic document are set out in Chapter 2 of the Ordinance on the technical framework for electronic legal transactions and on the special electronic mailbox for public authorities (Electronic Legal Transactions Ordinance - ERVV).
- By virtue of federal law, a procedural fee is payable in proceedings before the administrative courts as a result of the filing of an action.

Dresden, June 4, 2020

Uwe Gaul

Secretary of State
Saxon State Ministry
for social affairs and social cohesion