

Workplace Hygiene Policy - HFBK Hamburg

Last updated: 12/08/2020

Preamble

The HFBK Hamburg's hygiene policy is designed to help keep all members of the University as safe and healthy as possible and to help prevent the further spread of the COVID-19 virus.

The most effective way of preventing the spread of the virus is to avoid group gatherings and maintain the recommended distance of 1.5 metres between individuals. Working on-site at the University will only be possible in very limited circumstances for the foreseeable future.

The HFBK is putting various measures in place to ensure that students receive as much support as possible during this difficult time, and to allow teaching and practice to take place in small groups in the workshops and studios from 1 June 2020. For this to be possible, it is essential that all staff and students comply with the following guidelines.

General Guidelines

1. Mouth and nose covers

- A mouth-and-nose cover must be worn on the general circulation areas of the University (entrance area, auditorium, staircases, corridors).
- Persons in charge of the rooms, such as workshop leaders or administrative staff, can set special requirements for the wearing of mouth-nose covers in their rooms.
- Students are asked to bring their own masks.

2. Personal hygiene

- Anyone who thinks that they may have symptoms of infection or who has been in contact with an infected person must not enter the University site. Members of staff must inform the HR department if there is any possibility that they may have been infected, and students must inform the student administration office.
- Keep your distance. Wherever possible, a minimum of 1.5 metres distance must be maintained between individuals.
- Hand hygiene: To ensure correct hand hygiene, you should wash your hands carefully and regularly for at least 20 seconds following the technique shown at <https://www.infektionsschutz.de/haendewaschen.html>.
- Avoid touching shared surfaces such as door handles or lift buttons with your whole hand and/or fingers as far as possible.
- If you have to cough or sneeze, do this into your bent elbow and as far as possible away from other people.

3. Hygiene measures on University sites

- General guidelines on infection prevention are displayed in all buildings and at the entrances.
- Hand disinfectants are provided in the entrance areas of the University.
- Lecture halls and seminar rooms, offices, toilets and wash-rooms are regularly cleaned by a professional cleaning company. At present, the HFBK does not deem it necessary to disinfect the rooms.
- However, rooms should be aired thoroughly for several minutes, ideally through cross-ventilation (opening windows on each side of the room) before and after each use.
- Guidelines on good hand hygiene practices (how to wash your hands correctly) are displayed in the toilets and wash-rooms, which are also supplied with soap and paper towels.
- Kitchenettes, photocopying rooms and comparable rooms in which the distance of 1.5 meters cannot be maintained can only be used by one person at a time.
- Surface sanitiser can be obtained from the Facilities team ('Hauservice') if needed.

4. Pregnant employees and students

- The applicable minimum distance and hygiene measures must be reliably maintained towards pregnant employees and students.
- If this is not possible, organizational or technical protective measures must be taken to eliminate hazards.

5. Measures to be put in place to avoid group gatherings

- The minimum distance of 1.5 metres between individuals must be maintained at all times.
- To help with social distancing in waiting areas, posters with information about distancing and/or floor markings can be put in place by the Facilities team ('Hauservice').
- If it is impossible to maintain the 1.5 metres rule, a screen can be placed between University staff and the waiting area on request.
- If a lecture or seminar is taking place, precautions must be taken before and after the event to ensure that groups of people do not gather.
- The canteen dining room ('Mensa') remains closed until further notice.
- Lifts may only be used by one person at a time. The Facilities team will display notices on the lift doors with this information.

6. Public events, committee meetings and business travel

- No public events will take place at the HFBK until further notice.
- The University is closed to the public.
- Visits from people who are not members of the University should be kept to the absolute minimum, and their contact details should be recorded along with the time they entered and left the University site. Visitors must be informed of the University's hygiene policy.
- Staff may only attend committee meetings in person if all hygiene requirements, especially the minimum 1.5 metres distance between individuals, can definitely be met. If there is any doubt as to whether the requirements can be met, then the meeting must take place online.
- Requests for business trips are checked by the respective superior for necessity under Corona aspects.

7. Examinations

- The minimum distance of 1.5 metres between individuals must be maintained at all times during examinations.
- If there is any doubt as to whether this is possible, then a face mask which covers the nose and mouth must be worn by all participants of the examination.
- The examination venue must be aired for several minutes before and after each examination by opening all the windows in the examination halls to their full extent. If possible, a window should remain open during the examination itself.
- Members of the University who are not directly involved in the examination must not enter the examination venues until further notice. However, students may admit up to two further students to their examination.

8. Track and Trace policy

- Only the main entrance to the University is open. All other entrances will remain closed.
- With the exception of University employees, anyone wishing to enter the central University building at Lerchenfeld 2 must sign in at the reception and provide their name, mobile phone number and the names/numbers of the rooms which they will be using during their visit. They must sign out again at the reception when leaving the University.
- Students wishing to enter the seminar rooms and other work areas at Wartenau 15 and Finkenau 42 must sign the lists that are laid out in each room for this purpose. They must do this every day that they attend, not just on the first day that they use the room.
- Each list will be kept for four weeks for tracking and tracing purposes.
- The library remains open and may still be used by members of the public provided that there is enough space. The contact details of anyone using the library must be recorded.

Guidelines for individual areas

1. Using the studios

- The minimum distance of 1.5 metres between individuals must be maintained while using the studios.
- The University will stipulate the maximum number of people allowed to work in each studio at any one time, and this information will be displayed on the door of each studio.
- Teaching staff are responsible for organising the layout of the spaces where they teach.
- Signing-in lists for the studios at Wartenau 15 and Finkenau 42 will be organised by the Facilities team. Any student attending in person must sign the relevant list(s) on each day that they attend. The lists must be kept for four weeks.
- Students currently preparing for examinations will be given priority use of the studios.
- Group feedback sessions can still take place, as long as the number of people attending does not exceed the maximum number allowed for the room.
- Students and staff should bring their own working materials as far as possible, or set aside certain materials in the studios for their personal use. If this is not possible, then the user must ensure that the materials are disinfected when he or she has finished using them. Disinfecting cleansers can be obtained from the Facilities team.

2. Workshops

- The minimum distance of 1.5 metres between individuals must be maintained while using the workshops.
- Where this is not possible, students and workshop leaders must wear face masks or visors covering the nose and mouth.
- Workshops must be booked or their use pre-agreed in advance.
- It is still possible to teach courses in small groups provided that the general hygiene requirements can be met.
- The workshop leader is responsible for recording the times and dates when the workshop is used along with the names and telephone numbers of the people attending in person. This list must be kept for four weeks.
- Students currently preparing for examinations will be given priority use of the workshops.
- Additionally, each workshop leader must design a hygiene policy to cover the use of their own workshop. This policy must state:
 - o The maximum number of students who may take part in courses held in the workshop
 - o The maximum number of people who can work in the room at any one time
 - o How the workshop can be booked by those wishing to use it
 - o What steps will be taken to clean the tools and equipment in the workshop
 - o Whether there is a lone working option
 - o Ventilation intervals

The policy must be approved by the University Executive Board.

- The agreed policy will then be circulated as required and displayed in the relevant workshop.
- The workshop leader is responsible for ensuring that anyone using the workshop is made aware of the policy.

3. Lecture halls and seminar rooms (Aula, Hörsaal, 11, 213 a/b, 213, Aula Wartenau, Seminarraum Wartenau)

- The Executive Board is responsible for stipulating the maximum number of users for each room.
- The approved room layout and maximum permitted number of users will be displayed in each room.
- The layout must not be altered.
- The professors are responsible for ensuring that the usage figures and the specified distances are observed during their course.
- These rooms must be pre-booked with Ms. Sommer and must not be used until Ms. Sommer has confirmed the booking.
- Each room must be aired before and after each use through opening the windows to their full extent. Opening the windows just at the top ('Kippen') is not sufficient for this purpose.
- During an event, a ventilation break must be performed after max. 45 minutes.
- The minimum distance of 1.5 metres between individuals must be maintained at all times.
- When entering and leaving the respective room, the distance rule must be observed and a mouth-nose cover must be worn. This can be removed during the event.

- If a room is used several times in one day by different groups of people, the surfaces (e.g. light switches, door/window handles, tables, chairs) must be cleaned.

4. The Library

- The library is still open to a limited number of visitors for loans, research and on-site study purposes.
- Library staff are responsible for ensuring that no more than the stipulated number of visitors use the library at any one time. They will also record the date and time of use, name and contact details for each visitor in a list, which must be kept for four weeks.
- The staff of the library are also responsible for designing a hygiene policy for the library setting out
 - o The maximum number of visitors
 - o How tools and equipment will be kept clean (especially keyboards, e.g. through disinfecting them or using transparent plastic film)
 - o Practical measures such as how the doors will be kept open, how the counter will be screened off, the use of markings if needed to prevent groups of people gathering.

The policy must be approved by the Executive Board of the University.

- The agreed policy will then be circulated and displayed as required.
- Library staff, including student assistants ('SHKs'), are to record their own presence in the library in a list that must be kept for four weeks.

5. Administrative Offices

- Staff working in the University administrative offices must ensure that they maintain the minimum distance of 1.5 metres at all times.
- Where this is impossible, alternative measures must be put in place, e.g. through providing screens or organising room use so that offices are only used by one person at a time.
- Each department is responsible for designing its own hygiene policy setting out
 - o The practical measures taken to ensure that minimum distancing can be maintained (e.g. floor markings, screens etc.) and if necessary, fixed routes within the office
 - o The maximum number of people that will be permitted in each area at any one time
 - o How to ensure that materials used by more than one person (including visitors), e.g. pens, can be used safely
 - o How to access the office for appointments (only pre-booked appointments/set hours)

The policy must be approved by the Executive Board of the University.

- The agreed policy will then be circulated and displayed as required.
- The name, date and time of visit of each visitor, along with the names of all other persons in the office that the visitor may have had contact with, are to be recorded in a list which must be kept for four weeks.