Workplace Hygiene Policy - HFBK Hamburg

Last updated: 25/01/2021

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. Presence operation is only possible to a very limited extent until further notice.

The HFBK is putting various measures in place to ensure that students receive as much support as possible during this difficult time. For this to be possible, it is essential that all staff and students comply with the following guidelines.

General Guidelines

1. Personal hygiene
   - Corona-positive tested students are to report immediately to the Registrar, Ms. Neubauer (anna.neubauer@hfbk.hamburg.de with CC ute.reiter@hfbk.hamburg.de), indicating all "relevant" contacts from the university environment.
   - Employees tested positive for Corona must report immediately to the Human Resources Department (personal@hfbk.hamburg.de).
   - Keep your distance. Wherever possible, a minimum of 1.5 metres distance must be maintained between individuals.
   - A medical mouth-and-nose cover must be worn on the general circulation areas of the University (entrance area, auditorium, staircases, corridors). (https://www.hamburg.de/corona-maske/14847194/medizinische-masken/)
   - Medical masks must also be worn in the workshops if the minimum distance cannot be maintained.
   - This is also recommended for seminars/lectures in hybrid form.
   - Students working in the studios (taking into account the permitted number of people per room) can remove the medical masks if they remain at their workstation and can maintain sufficient distance from other students.
   - The HFBK Hamburg provides medical masks (FFP2) to teachers, workshop managers, administrative staff.
   - Students who work in the workshops or take exams also receive FFP2 masks free of charge.
   - All other students can obtain surgical masks at the gate.
2. **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 every 20 minutes for several minutes, ideally through cross-ventilation (opening windows on each side of the room) before and after each use.
   - Surface sanitiser can be obtained from the Facilities team ('Hausservice') if needed.

3. **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.

4. **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.
   - The administration is to be contacted preferably by e-mail or telephone. Regular office hours are not currently offered.
   - 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 ('Hausservice').
   - 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.

5. **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.
6. **Examinations**
   - The minimum distance of 1.5 metres between individuals must be maintained at all times during examinations.
   - All test participants must wear medical masks. The HFBK provides FFP2 masks for this purpose.
   - 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.

7. **Track and Trace policy**
   - Only the main entrance to the University is open. All other entrances will remain closed.
   - Students sign in and out using the provided smart cards (available for pickup at the gate) when coming and leaving the building via the service terminals.
   - All persons with a legitimate interest, except employees, who enter the main building of Lerchenfeld 2, sign in at the gate and give their name, mobile number and the premises where they will be staying. Before leaving the HFBK, they will report again to the gate to sign out.
   - 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.

**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.  
- If this is not possible, medical masks are to be used by students and workshop managers. The HFBK Hamburg provides FFP2 masks for working in the workshops.  
- All other regulations are governed by the individual hygiene concepts of the workshops.

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. Kowalewski and must not be used until Ms. Kowalewski 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.  
- The minimum distance of 1.5 metres between individuals must be maintained at all times.

4. **The Library**  
- The library is open for lending only. Borrowing and returning media is possible during regular opening hours.

5. **Administrative Offices**  
- The employees of the administration mainly work in their home offices. If work takes place on site, the administrative offices are only used by one employee at a time.  
- Employees maintain a minimum distance of 1.5 meters from each other in the administration rooms.  
- Where this is not possible, alternative protective measures, such as partitions, must be set up, or free room capacities must be used in such a way, or work must be organized in such a way that offices are only occupied individually. Otherwise, medical masks must be worn.  
- In addition, the hygiene concepts of the individual departments apply.