Workplace Hygiene Policy - HFBK Hamburg
Last updated: 12/04/2021

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 meters between individuals and the consistent wearing of medical masks. 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

- Do not enter the HFBK if there are signs of infection or contact with ill persons.
- 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 meters distance must be maintained between individuals.
- A medical mouth-and-nose cover must be worn in all buildings of the University. (https://www.hamburg.de/corona-maske/14847194/medizinische-masken/)
- As soon as and as long as more than one person is in a room, medical masks must be worn permanently, regardless of the size of the room and the distance maintained.
- The mask requirement applies to work in the studios, participation in seminars and courses as well as work in the offices.
- The HFBK Hamburg provides medical masks (FFP2) and Corona tests 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.
- The event rooms as well as the offices and sanitary facilities are professionally cleaned. Disinfection is not currently considered necessary.
- However, rooms should be aired every 20 minutes for several minutes also during events, ideally through cross-ventilation (opening windows on each side of the room) before and after each use.
- Soap and paper towels are available in the sanitary facilities, as well as hygiene instructions for proper hand washing.
- Surface sanitiser can be obtained from the Facilities team (‘Hausservice’) if needed.

3. **organizational measures to avoid crows**
   - The minimum distance of 1.5 meters 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.
   - 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.

4. **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.
   - Panel meetings requiring masks are only held as face-to-face meetings if compliance with hygiene rules and, in particular, the distance of 1.5 meters can be ensured. Otherwise, online formats are to be preferred.
   - Business trips are only approved in exceptional cases. They must be requested from the President or the chancellor. The quarantine and testing obligations applicable in each case must be observed.

5. **Examinations**
   - The minimum distance of 1.5 meters 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 or ASTA members to their examination.

6. **Track and Trace policy**
   - Der Haupteingang des Lerchenfeld-Gebäudes ist tagsüber geöffnet, die Nebeneingänge bleiben geschlossen.
   - Students sign in and out using the provided smart cards (available for pickup at the gate) when coming and leaving the Lerchenfeld building via the service terminals.
- 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.
- Employees are exempt from registration and deregistration because their contact details and attendance times are known.
- External persons who have an arranged appointment at the university sign in at the gate of the main building Lerchenfeld and give their name, mobile number and the premises where they will be staying. Before leaving the university, they report to the gate again to sign out.

7. **Pregnant employees and students**
- It must be possible to reliably maintain the applicable minimum distance and hygiene measures from pregnant employees and students.
- If this is not possible, organizational or technical protective measures must be taken to exclude hazards.

### Guidelines for individual areas

1. **Using the studios**
   - The minimum distance of 1.5 metres between individuals must be maintained while using the studios.
   - Students must wear medical masks when more than one person is present in the room.
   - 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. Even then, masks are mandatory.
   - 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 meters between individuals must be maintained while using the workshops.
   - The HFBK Hamburg provides FFP2 masks for working in the workshops.
   - Participation in workshop courses is only possible with a negative test result.
   - Self-tests and corresponding certificates will be available at the HFBK testing center on Mondays and Wednesdays beginning 04/14/2021.
- Test results from external test centers (for example at the pharmacy in Hammonia-Bad, Lerchenfeld 14) are also recognized if they are not older than 12 hours.
- All other provisions are regulated by the individual hygiene concepts of the workshops.

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

4. **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.
- These rooms must be pre-booked with Ms. Kowalewski and must not be used until Ms. Kowalewski has confirmed the booking (laura.kowalewski@hfbk.hamburg.de).
- 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 meters between individuals must be maintained at all times.

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.
- Where this is not possible, alternative protective measures, such as partitions, must be set up.
- Administrative staff receive 2 tests per week for their own use, provided they work mainly on site.
- In addition, the hygiene concepts of the individual departments apply.

6. **Test center**
- Starting Wednesday, April 14, 2021, there will be a dedicated testing center in the courtyard of the HFBK Hamburg that will issue tests and issue certificates for workshop course participants.
- Access to the test center is only through the courtyard (access from the Uferstraße).
- Twice a week, on Mondays and Wednesdays, all participants of workshop courses must be tested there between 8:00 and 11:00 am.
- Wearing a medical protective mask is mandatory in the entire test center area.
- ID card/passport and student ID card are required to record personal details and for identification purposes.
- The self-test must be performed at the test center under the observation of trained staff.
- The waiting time for the test result is to be spent in the outdoor area avoiding crowds.
- The negative test certificate entitles the holder to attend the workshop course for which there is an enrollment.
- Should the test have a positive result, an FFP 2 mask must be put on immediately and the next opportunity to take a PCR test must be used. Then go directly to your own home and wait for the test result there.