

Hygiene Policy – HFBK Hamburg

Last updated: 19.01.22

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 instructions

1. personal hygiene

- If there are signs of infection or contact with ill persons, do not enter the university.
- The following general hygiene rules must be observed:
 - regular and thorough hand washing (30 seconds), and
 - the cough and sneeze etiquette
 - Do not touch publicly accessible objects such as doorknobs, elevator buttons with your full hand or fingers if possible.
 - No touching, handshaking or hugging.
- Anyone who has tested positive for a rapid test will not be allowed to enter the college or must leave immediately.
- Corona-positive tested students please report immediately to the Registrar, Ms. Neubauer (anna.neubauer@hfbk.hamburg.de with CC ute.reiter@hfbk.hamburg.de) and are asked to notify all "relevant" contacts from the university environment.
- Corona-positive tested employees* please report immediately to Human Resources (personal@hfbk.hamburg.de) and their supervisor.
- Keeping Your Distance: A minimum distance of 1.5 meters must be maintained wherever possible.
- Wearing a medical mask is compulsory in the general circulation areas of the university (entrance area, auditorium, staircases, corridors) and during courses and examinations. (<https://www.hamburg.de/corona-maske/14847194/medizinische-masken/>)
- Medical masks must be worn whenever a distance of 1.5 meters cannot be maintained, including in studios and lecture rooms.

2. requirements for hygiene in rooms of the university.

- General infection control notices are posted in all buildings and entrances.
- Disinfectant dispensers are located in the entrance areas of the college.
- Event rooms as well as offices and restrooms are professionally cleaned. Disinfection is not considered necessary at this time.
- Shock ventilation or cross ventilation for several minutes is required every 20 minutes, including during events.

- Soap and paper towels are available in the sanitary facilities, as well as hygiene instructions for proper hand washing.
- Surface disinfectants can be picked up from housekeeping if needed.

3. 3G Proof and control

- Students and staff must show 3G proof when entering the HFBK main building Lerchenfeld 2.
- This is either:
 - A negative coronavirus test detection (PCR test valid for max. 48 hours, rapid test valid for max. 24 hours) or
 - A coronavirus vaccination proof (Only a vaccine approved in the EU such as BioNTech/Pfizer, Moderna, AstraZeneca, Johnson & Johnson/Janssen Pharmaceuticals is allowed as proof. If vaccination was done with another vaccine, a negative coronal test must be proven) from day 15 after the single or second vaccination, and from the day of the third vaccination or
 - A valid proof of recovery.
- The buildings may only be entered through the main entrances. The other entrances are locked.
- In the neighboring buildings Wartenau 15 and Finkenau 42 the control of the 3G proofs is done by the staff of the security service on the regular rounds in the studio and seminar rooms.
- Anyone who cannot present one of these 3G proofs will be expelled from the university.

4. public events (such as the annual exhibition 2022).

- The 2G-Plus certificate applies to all visitors.
- Contact details of visitors are collected and kept for four weeks.
- Wearing medical masks is mandatory in all HFBK buildings. People limits apply to events.

5. contact tracing

- Students sign in with the provided chip cards (available for pick-up at the gate), teachers with the key transponders via the service terminals in the buildings Lerchenfeld 2, Wartenau 15 and Finkenau 42 and sign out again when leaving the buildings.
- Employees are exempt from signing in and out because their contact information and attendance times are known.
- Outside individuals must record their contact information on the forms provided at the main entrances.

6. pregnant employees and students

- It must be possible to reliably maintain the applicable minimum distance from pregnant employees and students, as well as the hygiene measures.
- If this is not possible, organizational or technical protective measures (individual workplace, home office, employment ban, disadvantage compensation) must be taken to exclude hazards.

7. employees or students with pre-existing conditions or impairments.

- For employees or students with certified pre-existing conditions or impairments that are likely to cause a severe course of illness in the event of infection with COVID-19 virus or

that make it impossible to wear a medical mask, individual measures to increase safety shall be adopted.

Individual provisions

1. use of the studios/seminar rooms/workshops

- The limit on the number of people in studios, seminar rooms and workshops is lifted. Students must wear medical masks if the minimum distance of 1.5 m cannot be maintained.
- Work equipment is to be brought along by the students themselves if possible or to be used for specific persons. If this is not possible, they must be disinfected by the user at the end of use. Disinfectants can be picked up at the house service.

2. library

- Access is limited to a maximum of 22 people.
- Contact information and length of stay are recorded.
- Spacing rules must be followed and a medical mouth guard must be worn.
- Library staff* ventilate every 20 minutes.

3. exams

- All exam takers* must wear medical masks. The HFBK will provide FFP2 masks for this purpose.
- Before and after the examination, the respective room must be ventilated for several minutes with the window wide open. If possible, a window should also remain open during the examination.
- The university public is excluded from examinations during the pandemic. However, students may admit up to two other students or members of ASTA to their exam.

4. university administration

- The employees of the administration are required to work in their home offices as much as possible.
- Collaborative work in an office is to be avoided whenever possible. If working together cannot be avoided, either the minimum distance of 1.5 meters must be maintained or the spread of droplets must be prevented by technical protective measures or the wearing of masks. Meetings with several participants can take place on site if the distance and hygiene rules are observed.
- Employees of the administration receive 2 tests per week for their own use, provided that they work predominantly on site. Despite vaccination, self-testing is strongly recommended.
- In addition, the hygiene concepts of the individual departments apply.
- Business trips must be requested from the President or Chancellor. The quarantine and testing obligations applicable in each case must be observed.