

Hygiene Policy – HFBK Hamburg

Last updated: 17.09.21

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.
- Wearing a medical mask is compulsory in the general circulation areas of the university (entrance area, auditorium, staircases, corridors). (<https://www.hamburg.de/corona-maske/14847194/medizinische-masken/>)
- Whenever a distance of 1.5 meters cannot be maintained, medical masks must be worn, even in studios and lecture rooms.

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 sanitizer can be obtained from the Facilities team ('Hausservice') if needed.

3. 3G Proof

- Starting **Monday, August 30, 2021**, all persons entering the HFBK main buildings Lerchenfeld 2 must show **3G proof** (Means: Vaccinated, Recovered, Tested). This is either:
 - A **negative coronavirus test proof** (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 shown) or
 - A valid **proof of recovery**
- Gate staff will check **3G proofs in Wartenau 15 and Finkenau 42** in the studio spaces during their regular inspection.
- Anyone who cannot provide one of these 3G proofs **will be referred to the university.**

4. Public events

- Public events can take place again at the HFBK Hamburg.
- The 3G proof also applies to all visitors.
- If the minimum distance of 1.5 meters cannot be maintained, medical masks must be worn.

5. Track and Trace policy

- Students sign in and out using the provided smart cards (available for pickup at the gate) when coming and leaving the Lerchenfeld 2, Wartenau 15 or Finkenau 42 buildings via the service terminals.
- 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.

6. 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/Seminar rooms/Workshops

- The limit on the number of people in studio rooms, seminar rooms and in the workshops has been lifted. Students must wear medical masks if the minimum distance of 1.5 meters cannot be maintained.
- 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. The Library

- Access is limited to a maximum of 22 people.
- Contact details, length of stay and workplace are recorded.
- The distance rules must be observed and a medical mouth guard must be worn.
- The library staff ventilates every 20 minutes.

3. 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.

4. Administrative Offices

- Administrative staff can work together again without masks in an office room if they have been vaccinated or have recovered, if the minimum distance of 1.5 meters can be maintained or if technical protective measures, such as partition walls, are installed in such a way that they can reliably prevent the spread of droplets. Meetings with several participants can take place on site again if the distance and hygiene rules are observed.
- Administrative staff can receive 2 tests per week for their own use, provided they work mainly on site. They can also use the tests offered at the Antares pharmacy.
- In addition, the hygiene concepts of the individual departments apply.
- Business trips be requested from the President or the chancellor. The quarantine and testing obligations applicable in each case must be observed.