

Circular of September 29, 2020, to all members of weißensee academy of art berlin.

## **SARS-CoV-2 –Occupational Safety and Infection Protection Standard – Hygiene Concept in accordance with § 2 sect. 1 SARS-CoV-2- Infection Protection Ordinance – Attachment to the Pandemic Plan**

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#### **Preamble**

weißensee academy of art berlin takes its responsibility very seriously on the one hand to enable all members of the school to participate in the academy’s operations, but on the other hand to continue our efforts to stem the Covid-19 pandemic. This circular is based on paragraph 2, section 1 of the current Berlin Sars-Cov 2 Infection Protection Ordinance. According to this, all institutions must draw up an individual protection and hygiene plan suitable to its specific requirements. The school is continuously working on creating a balance between the need of school members to use the campus, and the required infection protection. This means that starting in the winter semester 2020/21, the school is operating in a hybrid mode. For the time being, it will also be necessary to control access for members of the school, and to limit access for the general public. Possible exceptional permits will always be linked to observing all measures for health protection. This work safety standard will be revised continuously in coordination with the staff council and the school’s physician.

### **A. General Rules for Behavior and Hygiene**

#### **1. Principles:**

- Please observe the current SARS-CoV-2-Infection Protection Ordinance of the Berlin Senate

- At weißensee academy, the following always applies: **minimal stay, distance, hygiene, documenting stays** on campus, **mouth-nose-protection (mask), fresh air.**
- o A minimum distance of 1.5 meters to other people must be maintained at all times.
- o The well-known hygiene rules must be observed.
- o Inside, a mouth-nose protection/mask must be worn at all times.
- o Presence on campus must always be documented so that contacts can be traced.
- o All rooms must be frequently ventilated, windows must be opened frequently.
- o The use of the federal government's so-called Corona warning app is highly recommended.
- Starting on October 5, 2020, the main door will be open from 8 am to 8 pm. Students will only be able to enter the campus during that time.

Details:

## 2. Documenting presence on campus

- **Everybody** must register at the main door whenever they enter the building, and sign the documentation again when they leave. **Additionally**, such documentation is required **at all events** (such as classes, lectures, seminars, studios, meetings or work in departments and workshops). This documentation must contain the following information:
  - o date and space/room
  - o first and last name
  - o telephone number
  - o complete address or e-mail address
  - o attendance time, and if possible place or table.
- The documentation/record needs to be completely filled out every time, because in case of infections, it helps the public health department with contact tracing. Entries such as “known” are not permissible.
- The attendance documentation will only be used for contact tracing as prescribed by the infection protection ordinance; it will be stored in a secure location for about four weeks. After that period, it will be destroyed in accordance with data protection laws.
- On demand, it will be handed to the appropriate authorities.

## 3. Protective distance and hygiene measures

- **The protective distance of 1.5 meters** to other people must be maintained at all times.
- During attendance in work spaces/studios/ workshops/offices with movement involved, the principle of **10m<sup>2</sup> per person in the room** applies—in exceptional cases, deviations can be permitted (e.g., committee or crisis team meetings, very good ventilation available).
- This means that tables in seminar rooms need to be placed far apart to ensure the prescribed distance, and therefore significantly fewer students will be admitted per seminar room than during regular operations.
- This also applies to offices with more than one occupant.
- If necessary, asynchronous working hours should be established.
- Traffic routes (especially staircases, bathrooms) on the campus must be used in such a way that sufficient physical distance can be maintained.
- Protective distance at points of distribution (library, computer lab, loan desk, etc.) will be marked on the floor with adhesive tape. In cases of limited space, loans will be organized with the aid of a timetable to ensure that social distance can be maintained and waiting lines are avoided.
- The **information on infection protection** of the Federal Center for Health Education (Bundeszentrale für gesundheitliche Aufklärung) must be carefully observed at all times.
- In particular, it is necessary to **wash your hands with soap several times a day**, and the **coughing etiquette** (if you need to cough or sneeze, do so into the crook of your arm, even if you are wearing a mask) needs to be observed very strictly.
- **Ventilation:** all rooms must be cross-ventilated continuously. Whenever that is not possible, rooms need to be ventilated thoroughly every thirty minutes. Regular ventilation (in cold temperatures 5-10 minutes, in warmer temperatures 10-20 minutes) is an important infection protection measure, because in that way, the number of pathogens in enclosed spaces can be significantly lowered.
- Disinfectants/soap/paper towels will be provided by the school. If they run out, please inform the janitors (wiezorrek@kh-berlin.de) and facility management BauFM (jennrich@kh-berlin.de) immediately.
- The cleaners have been instructed to clean door handles, hand rails in bathrooms and staircases. All users of work spaces are asked to disinfect the rooms before leaving. Those responsible must ensure that surfaces are cleaned appropriately.

- Bathrooms and wash basins: for washing hands, gentle liquid soap and sometimes disinfectants are made available.
- Depending on the size of bathrooms, sometimes only one person may use the bathrooms/washroom at a time.

#### **4. Mouth-nose protection and personal protection equipment**

- At the school, in all traffic routes and communal areas (stairs, hallways, washrooms, kitchenettes etc.), whenever meeting or working with others, at teaching events, workshops etc., a mouth-nose protection (mask) must be worn. If this is not reasonable or possible in individual cases, instructors and supervisors can permit an exception.
- weißensee academy is making every effort to provide mouth-nose covers in sufficient quantities. Members of the school are asked to also make every effort to get sufficient protection for themselves.
- Whenever additional personal protection equipment (PPE) is required, the usual procurement procedures should be followed, with a note declaring the urgency of the matter.

#### **5. General set-up of workplaces**

- In cases of problems related to the set-up of their workplaces and work procedures, all members of the school are asked to get in contact with their supervisors and BauFM (jennrich@kh-berlin.de), or with the school's administration to find solutions that ensure physical safety as well as psychological well-being.
- In cases of unavoidable contact with other people where the prescribed protective distance cannot be maintained, additional protective measures (plexiglass partitions or similar) will be installed.
- Office work should, whenever possible and under the direction of supervisors, take place remotely from home. Where that is not possible, work should be organized and available space should be used for office working space in such a way that parallel use of rooms is avoided as far as possible, and otherwise dividers should be installed.

#### **6. Work equipment / tools in the workshops**

- Tools should, whenever possible, be for personal use. When that is not possible, tools must be disinfected regularly, or should be used with suitable protective gloves, as long as this does not mean any additional dangers (such as getting caught by rotating parts).

#### **7. Flexibilization of working hours**

In order to enable all employees to use public transportation in an anti-cyclical manner, core working time is suspended until further notice. The time-frame for the work day is expanded to 6:30 am to 8 pm. These flexible working hours, which will apply until further notice, ensure that employees can arrive when transportation is not crowded. Staff members should agree on working hours with colleagues and supervisors. Keys will, as always, be handed out at the main gate, and the general protective measures will of course be observed.

#### **8. How respiratory illness is being dealt with at weißensee academy of art**

When it comes to dealing with respiratory illness, please consider the following scenarios:

##### **A) No temperature (up to 37.5 degrees Celsius), but cough and a head cold:**

o Entering the campus is permissible if that is absolutely necessary. Hygiene and distancing rules need to be observed especially strictly.

##### **B) Raised temperature (over 37.5 degrees and under 38.5 degrees Celsius), cough and head cold:**

o Please leave the campus immediately and stay home for 24 hours. If your condition worsens, consult a doctor.

##### **C) Symptoms typical of Covid-19 (2 days with a temperature over 38.5 degrees Celsius and/or loss of sense of taste and/or smell, and/or muscle or joint pains, persistent cough/shortness of breath, and any symptoms after having been in contact with a suspected case of Covid-19, or after returning from a high-risk area:**

- o Please leave the campus immediately and consult doctor.
- o Stay home for 24 hours.
- o the next steps are explained here.

- In case of doubt, infection protection always has priority; you should work from home.

### **9. Measuring body temperature at the main entrance**

- We have installed a device for measuring body temperature at the main entrance. We emphatically ask everybody entering the campus to measure their temperature there (forehead or wrist)—though this is voluntary—and to leave the campus immediately if you have a temperature above 37.5 C (see above).

### **10. Procedure for dealing with suspected cases—the responsibility of management**

- Members of the school with symptoms of a cold will behave in accordance to the scenarios outlines above. In cases of doubt, they should work from home.
- Suspicious cases and confirmed cases of SarsCoV-2 should be reported immediately to the provost ([kanzler@kh-berlin.de](mailto:kanzler@kh-berlin.de)) and to Annette Mann ([ref@kh-berlin.de](mailto:ref@kh-berlin.de)). Students should also inform their department head.
- Members of the school with symptoms must leave the campus without delay and are required to stay at home until their case has been evaluated by a doctor. The appropriate procedures for staff reporting sick must be observed.
- Members of the school arriving in Berlin from abroad, who have spent any time within fourteen days prior to their arrival in Berlin in a high-risk area as defined by the Robert-Koch-Institut, are obliged to quarantine at home immediately, and to inform the school about this.
- The school's crisis team is being kept informed about the current state of affairs by the provost.

### **11. Procedures in case of an outbreak at the school**

Basically, three scenarios are possible:

#### **A) Occurrence of a case and unprotected contact to other students/staff**

- The school is informed about a student or member of staff by the responsible public health department. The health department requests the documentation of participants of the applicable events; contact tracing is done on the basis of this documentation exclusively by the health department.
- As a supportive measure, in in cases of doubt, instruction for those groups of students who had contact with the Covid-19 patient, will switch to the “digital mode.”
- In cases where no clear identification of groups is possible, further measures may be taken after consultation with the local health department, or staff, faculty, and student may be called upon to take additional measures (for example, a non-obligatory personal symptom diary, and contact diary). For the implementation of these measures, the president, provost, BauFM, and, if required, department heads will agree on concrete steps appropriate to the situation; these can range from home office for individual staff and faculty members to an entire department switching to digital mode.

#### **B) An outbreak has taken place, i.e., several students /staff members at the school fall ill with Covid-19, and this is linked to a shared time period or space.**

- The public health department will determine individual measures and is responsible for them.
- As a supporting measure, the school will, at its own discretion, take the measures described in variant A. For the implementation of the measures, the president, provost, BauFM and, if appropriate, department heads will agree on concrete steps appropriate to the situation; these can range from home office for individual staff and faculty members to an entire department switching to digital mode.

#### **C) Many students/staff members fall ill without a link to a common time period or space at the school (so-called environment), i.e., the school's endemic level is higher than that of Berlin as a whole.**

- The school will examine further measures such as, for example, limiting in-person teaching. Depending on the situation and extend of the number of sick people, operations will switch to emergency mode, the school will close for face-to-face operations.

### **12. Managing contact persons**

Regarding the question of how to deal with contacts to infected individuals (“source case”), we differentiate between **category I contact persons (CP I) with close contact** (“higher” risk of infection) and **category II contact persons (CP II, lower risk of infection)**.

**Category I contact persons (CP I) are:**

- People with at least 15-minute cumulative face-to-face contact with a source case, for example during a conversation, with or without a mask, and at a distance of less than 1.5 meters. That includes, for example, people from the same household.
- People with direct contact to secretions or body fluids, especially to respiratory secretions of a source case, such as, for example, kissing, directly being coughed or sneezed at, contact to vomit, mouth-to-mouth resuscitation, etc.
- People, who according to the risk assessment of the public health department are highly likely to have been exposed to a relevant concentration of aerosols, even if they kept a distance of more than 1.5 meters to the source case (for example at parties, joint singing, or athletic exercise), or when in addition, the source case spent a longer time period (more than 30 minutes) in the room.
- People in relatively confined spatial situations or in a contact situation with a Covid-19 case that is difficult to estimate (e.g., daycare group, school class), independently of the individual risk assessment.
- Category I contacts of a confirmed Covid-19 case in an airplane are:
  - o Passengers who had armrest contact with the source case, independently of flight duration. If the source case has an aisle seat, passengers in the same row at the other side of the aisle do not count as category I contacts, but as category II contacts.

**For management of category I contact, the following applies:**

- Immediate notification of the provost (kanzler@kh-berlin.de) and Annette Mann (ref@kh-berlin.de) as well as immediate supervisors (if applicable). Students will also inform their department head.
- The public health department will immediately be notified by Annette Mann, and will determine the necessary measures.
- Isolation at home for 14 days (**quarantine**).
- Notification of other members of the school with whom there was close contact (CP I).

**If a contact person develops symptoms within 14 days after the last contact with a source case**, and those symptoms point to a SARS-CoV-2 infection, that person is considered potentially ill, and needs to consult a doctor. The following procedure is recommended:

- o Get in touch immediately with a doctor and the public health department to consider possible diagnoses and determine the next steps.
- o **Isolation** according to the stipulation of the public health department. This may be isolation at home, with the observance of hygiene measures to prevent spreading the infection, or isolation in a hospital.
- o Depending on the recommendations of the public health department, consultation with a doctor, including a diagnosis with a suitable respiratory smear test in accordance with the recommendation of the Robert-Koch-Institut on laboratory diagnostics ([www.rki.de/covid-19-diagnostik](http://www.rki.de/covid-19-diagnostik)), and, if required, therapy.

**Category II contact persons (CP II, lower infection risk) are, for example:**

- people who spent time in the same room as a confirmed Covid-19 case, for example at the workplace, but who did not have a cumulative 15-minute face-to-face contact with the Covid-19 case, AND a situation that does not suggest that an aerosol transmission may have happened beyond the distance of 1.5 meters from the source case.
- Contacts of a confirmed Covid-19 case in an airplane:
  - o Passengers who sat in the same row as the source case, or in the two rows before or behind him/her, irrespective of flight duration, but who do not fall into category I

**For management of category II contacts, the following applies:**

- If according to the risk assessment of the public health department it is deemed necessary:
  - o Information on Covid-19, especially on reducing contacts if symptoms occur.

## **B. Area-specific rules for behavior and hygiene**

Beyond the measures outlined above, in all areas the following rules must also be observed. **Every area/sector** must submit a written **work safety concept** for the prevention of Covid-19, agreed with BauFM (Martin Jennrich), which addresses the special dangers due to the pandemic.

### **1. Library**

If precautions are taken to prevent the spread of Covid-19, the library can be used. Media may only be borrowed if they have been pre-ordered.

- The reading rooms can only be used if the 10m<sup>2</sup> per person in a room rule, or social distancing, and good ventilation can be ensured.
- Lending services must be contact-reduced. All media must be pre-ordered.
- Lending desk: 1.5 m distance, or alternative protective measures (transparent dividers).
- Lending services only by appointment during the opening hours.
- All returned media will be quarantined for 36 hours. After that time, the corona virus on a dry ground is no longer considered active, and thus no longer dangerous. The library staff works with disposable gloves.

### **2. Loan services**

- Loan desk situation: 1.5 m distance rule or alternative protective measures (transparent dividers for interactions with the public)
- Lending only by appointment during the main door's opening hours. From October 5, 2020 onwards, the main entrance is open from 8 am to 8 pm. Only then can students access the campus.
- Contact-reduced loan services.
- Disinfectants/soap/paper towels for hygiene are available.

### **3. Departments**

Practical formats are possible as long as the department and instructors have agreed on suitable plans with a view to the spatial conditions and group size. Details, such as lists of participants and a department-specific use concept must document the standards outlined here before instruction can start. Before being implemented, the concept must be submitted to BauFM ([jennrich@kh-berlin.de](mailto:jennrich@kh-berlin.de)) to be checked and approved.

### **4. Computer studio**

- Lending desk: 1.5 m distance rule
- Loan services only by appointment during the opening hours of the main gate.
- Contact-reduced loan services.
- Disinfectants/soap/paper towels to ensure hygiene are available.

### **5. Workshops**

- The use of workshops is possible, depending on the space available. Prior appointments with workshop staff are required.
- If possible, tools should only be used by one person. If that is not possible, suitable protective gloves should be used when using tools, unless this leads to additional potential danger (getting caught by rotating parts).

### **6. Administration**

- Work should take place mostly in single-occupancy offices. If there are two staff members per office, plexiglass dividers should be installed. Mobile work continues to be permitted.
- As far as possible, meetings will take place online or outside.

### **7. Official trips, committee meetings, other meetings**

- Official trips and things like meetings should be reduced to the absolute minimum; instead, alternatives such a telephone or video conferences should be used. If face-to-face meetings are planned, sufficient distance between the participants must be ensured, and a list of participants must be kept.
- Special rules apply to official trips, which will only be permitted in exceptional cases and for good reason. Permits will be cancelled if the destination country has been designated a high-risk area.
- Committee meetings are in principle allowed, but should take place digitally if that is technically possible and legally permitted.
- If face-to-face meetings like committee meetings are absolutely unavoidable, sufficient distance between participants must be ensured.

### **8. School minivan**

- A maximum of 6 people is allowed to use the school minivan at one time. Only the outer seats may be used. With the exception of the driver, all passengers must use a moth-nose-mask during the journey. Before and after the trip, the parts of the van that were touched must be cleaned with a disinfectant.

## **C. Berlin's Phased Plan for the Operation of Universities under Pandemic Conditions.**

In order to enable the institutions of higher education in Berlin to react quickly and

appropriately to changing pandemic conditions, and to enable as much face-to-face teaching as possible and as much online instruction as necessary, the Senate Chancellery – Higher Education and Research, in coordination with the Berlin Conference of Rectors and Presidents (LKR) has developed Berlin's phased plan for the operation of universities under pandemic conditions. The goal is to give institutions of higher education the greatest possible planning security for carrying out teaching and research, and at the same time ensure infection protection. The phased plan unites already existing measures and defines in three steps concrete measures that may become necessary depending on the pandemic situation. The three phases are oriented on the corona traffic light system of the state of Berlin. Each phase of the plan contains provisions and recommendations to the extent that in-person teaching can take place, whether access restrictions to campus are necessary, when and where wearing a mouth-nose-mask is mandatory, and how exams can be run.

**D. Perspectives** It is reasonable to assume that the pandemic will, over an extended period, pose social, individual, and also institutional challenges for all of us. We can meet these challenges better if we all adapt our everyday behavior with a sense of responsibility, solidarity, and discipline, and observe the rules outlined above. Every individual's health, and the cohesion of society, are the goals. With the restrictions outlined above, we can maintain face-to-face teaching if we all adhere to the rules responsibly.

For weißensee academy's administration  
*Leonie Baumann* President  
*Hinnerk Gölnitz* Provost