

Health and safety concept to comply with the pandemic - precaution for the workshop „ceramic“ in the digital summer semester 2020

Plan of usage:

- The use of the workshop in the digital summer semester 2020 can only be allowed in exceptional cases and limited to a minimum of time.
- An exceptional case is given, when students still have to take their final exam or if they want to prepare their final exam.
- A confirmation of the exam relevance by a supervising professor is a prerequisite for this. In any case, the written proof of the supervising professors about the examination relevance must be presented. (Chancellor and workshop manager)
- In order to enable an asynchronous execution of a project, the work process has to be discussed in advance by video conference, telephone or email with the responsible head of the workshop. Options on how to carry the project out are planned and appointments made. Appointments are only possible on weekdays from 9 am to 4 pm.
- Only a stay in the approved rooms is permitted.

Single use:

- The students have to register and deregister at the main entrance and are here announced by the workshop staff the day before.
- The simultaneous presence of students and employees in the workshop should be avoided = asynchronous working.
- The principle of 1 person in the workshop applies.
- In accordance with the planned work process the workplace and the tools are prepared asynchronously by the employees and gloves are provided.

Distance control:

- If there is an unavoidable, simultaneous presence in a room, the protective distance of 1.5 m must always be maintained and a mouth-nose covering must be worn.

Hygiene regulations:

- During the stay in the ceramic workshop, the relevant hygiene recommendations of the Robert Koch Institute must be observed.
- Blocked areas are marked with floor adhesive tape / information tape.
- The workshop is ventilated after each use, tools and workplace are disinfected with alcohol.
- Every student and the workshop staff disinfect their hands when entering and leaving the workshop. Appropriate hand disinfectants as well as surface disinfectants and wipes are available. Just like disposable gloves.
- Contact surfaces as well as the surfaces (e.g. door handles, taps) are cleaned with surface disinfectant wipes.

Sabine Selmke 01791203481 Mail s.selmke@kh-berlin.de
Carolin Wachter 01639871775 Mail c.wachter@kh-berlin.de