To the
Members of the
Hochschule für Künste Bremen

- by E-Mail -

12. März 2020
Precautionary measures at the Hochschule für Künste Bremen concerning the coronavirus outbreak

Dear colleagues and students,

The coronavirus has spread further in Europe and the HfK Bremen is adjusting its precautionary measures accordingly and in consultation with the responsible authorities.

The Senator has instructed all state universities to discontinue classroom-based teaching with immediate effect until and including 17 April 2020. Research and administrative units will continue to operate. Thus, all staff members and professors must continue working. I will provide the latter with further information, soon.

Events with more than 1,000 participants must be canceled. Please report all other planned events as soon as possible to Ms. Runkler elke.runkler@hfk-bremen.de for the music department or to Ms. Burghard sburghard@hfk-bremen.de for the art and design department.

The rectorate has instructed with immediate effect and until further notice that no business trips and no excursions will be approved for staff members, professors and students. Business trips and excursions that have already been approved must be canceled. The rector [regarding the academic sector] and the chancellor [regarding the administration] will decide on exceptions if necessary. If you return from a business trip or a private trip, please note the information below and attached.

Please use communication services such as video conference, email, phone services etc. in order to reach your contacts.

In case schools or day care centers are closed, please contact the Personalabteilung for further information regarding special leave.

I ask for your understanding that staff members, students as well as participants of congresses and conferences etc. travelling/returning to Bremen from risk areas or other affected areas, must still adhere to an isolation period and are thus not allowed to be present at the HfK for 14 days after the time of departure from risk areas.
The salary of staff members who are unable to come to the HfK due to isolation measures, will remain unaffected, as I assume that tasks defined contractually, will still be carried out within the limits applied.

The period of isolation for students will be considered as sick leave. Please inform your examination office if necessary.

In addition, we encourage all of our member to carefully assess leisure travels and coming into contact with many people for putting you at an increased risk of coming into contact with the coronavirus.

**You are also obliged to report to the HfK, if you**

- have travelled for private reasons to risk areas as defined by the Robert Koch Institute, or to areas for which the Federal Foreign Office issued a travel warning,
- you have been in a country or area that shows an increased number of infections,
- you have a confirmed case of infection with the novel coronavirus (COVID-19) in your immediate, personal environment.

Should you (during the isolation period) develop symptoms, contact your doctor – initially only via telephone – in order to clarify the further steps. In Germany, you are free to choose any family doctor of your choice. Outside of your doctor’s office hours, you can contact the after-hours service of the Association of Statutory Health Insurance Physicians of the City of Bremen.

Please distribute this letter within your area of responsibility and/or inform your colleagues and/or fellow students accordingly.

I kindly ask for your understanding regarding the precautionary measures. I will keep you informed about the issue and current development on our website, the intranet and by E-Mail. If you have any questions regarding the coronavirus, please send us an e-mail to corona@hfk-bremen.de. Please find further addresses in the document attached.

I hope that these measures can be lifted as soon as possible and I am very confident that we will able to meet the challenges successfully.

Best regards

- digital letter without signature -

Dr. Antje Stephan
Chancellor
You are at an increased risk of becoming ill with the new corona virus (2019-nCoV), if

- you have been in a risk area.
- you have been in a country or area that shows an increased number of infections.
- you have a confirmed case of infection with the novel coronavirus in your immediate, personal environment.

In order to assess your own health and to minimize the risk of further spreading of the infection, you must take precautionary measures.

These apply to you if the above mentioned conditions apply and you display no symptoms.

1. **Remain in your home for 14 days after departure from the risk area.**
2. Do not go to work, school, university etc.
3. Do not leave your home – do not go grocery shopping. Arrange for food to be delivered to you.
4. Do not socialize. Try to avoid intensive body contact. Keep a minimum distance of 1–3 meters. If contact with third parties within your home environment (shared flats etc.) cannot be avoided, try to ensure the best possible hygiene (mouth-nose protection, hand hygiene, etc.).
5. **Should you (during the isolation period) develop symptoms, contact your doctor – initially only via telephone – in order to clarify the further steps.** In Germany, you are free to choose any family doctor of your choice.
FAQ by the World Health Organization (English)
The WHO provides information and guidance regarding the current outbreak of coronavirus
https://www.who.int/emergencies/diseases/novel-coronavirus-2019
https://www.who.int/news-room/q-a-detail/q-a-coronaviruses

Risk areas and further information
The Robert Koch Institute informs about international risk areas and particularly affected areas in Germany and provides further information regarding the current outbreak of coronavirus (partially only in German):
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html?nn=13490888

Travel and safety information, travel warnings
The Federal Foreign Office provides travel and safety information and publishes current travel warnings (German only):
https://www.auswaertiges-amt.de/de/ReiseUndSicherheit

Family Doctor (Hausarzt, Allgemeinmediziner)
In Germany, you are free to choose any family doctor of your choice. If you display symptoms or need medical advice contact your doctor initially only via telephone, in order to clarify the further steps. In acute medical emergency, you should immediately dial 112, the emergency telephone number.

Medical after-hours service
Outside of your doctor’s office hours, you can contact the after-hours service of the Association of Statutory Health Insurance Physicians of the City of Bremen:
Phone 116 117
https://www.kvhb.de/bereitschaftsdienst (German only)

HFK Mail (German, English, Spanish)
If you have any questions regarding the coronavirus, please send us an e-mail to corona@hfk-bremen.de. If you seek medical care or advice, please contact your doctor or the medical after-hours service initially only via telephone.