To all
Members of the
Hochschule für Künste Bremen

- by E-Mail -

14 March 2020
UPDATE: Precautionary measures at the Hochschule für Künste Bremen concerning the coronavirus outbreak

Dear colleagues and students,

The decision to suspend classroom-based teaching up until and including 17 April 2020 is affecting many areas and sectors. In accordance with departments, deans as well as with staff and student councils, I would like to inform you about the most urgent matters.

All courses requiring physical attendance are cancelled, including one-to-one classes.

Examinations scheduled in March and April 2020 in the Art and Design department will be conducted under precautionary measures.

- **Examiners must be present.** The use of digital communication services will only be permitted in case of and under exceptional circumstances (e.g. mandated and required quarantine).
- The public as well as the university community is barred from attending examinations, events and social gatherings etc. on both campuses.
- Preparatory work, e.g. assembly, construction etc., must be limited, fellow students are not allowed to participate or support.
- Examinations in the Fine Arts program are postponed until 23 April 2020.
- If you are studying in the Fine Arts program and have planned to take the examination in March or April, do not wait until the registration/enrollment deadline but do contact immediately Dezernat 1: derzernat1@hfk-bremen.de.
- If you are studying in the Digital Media program and have planned to take the examination in March or April, contact immediately Dezernat 1: derzernat1@hfk-bremen.de.
- Students in the Integrated Design program do not need to act now, because all necessary information has been provided and have been forwarded.
All examinations in the Department of Music are postponed until 30 April 2020.

- The university is working hard to reschedule your examinations. To this point, we cannot give you more details. Please contact the Campus Office Music if you have any questions: campus-office-musik@hfk-bremen.de.

With immediate effect and until further notice, all workshops, studios, classrooms, music practicing rooms, recreational rooms, central lending and other installations (e.g. Studio Bismarckstrasse 106) are closed. Exceptions apply to students of the Arts and Design Department who are scheduled to take exams in March and April 2020. A list with the names of these respective students will be forwarded to the reception desk at Speicher XI to ensure you are granted access to the building in order conduct all work necessary for taking the exam.

Of course, all faculty, administration and staff members of HfK are still available to contact. Please reach out to them by phone or email.

We will work together with you to ensure that you will be able to retrieve all personal belongings, music instruments, work projects etc. from aforementioned spaces, locations, and rooms.

- We would like to avoid larger gatherings of people. Therefore, we ask you to schedule a fixed appointment for retrieving your belongings by sending an email and stating your name, your study program and the room that you need to access until Monday, March 16 2020, before you would like to enter the respective building.

The pick-up of your belongings is supposed to be completed by Wednesday, March 18 2020, the latest.

Appointments for this can be scheduled by contacting the respective Campus Offices
Arts and Design Department: campus-office-kud@hfk-bremen.de
Music Department: campus-office-musik@hfk-bremen.de.

All form of events, i.e. concerts, workshops, exhibitions, presentations etc., are to be cancelled until and including April 30 2020.

- Contractually agreed cancellation fees for official HfK events will be assumed and reimbursed after consultation. In case you need to cancel events in cooperation with external partners, please contact KBB at the Music Department by sending an email to: KBB-Musik@hfk-bremen.de. I politely asked all teaching faculty of the Arts and Design Department to contact and inform your respective cooperation partners yourself.

Enrollment and registration for classes at both the Arts and Design Department and the Music Department will start on April 20 2020.

We will decide whether or not – and to what extent - to take classroom-based teaching online and integrate E-Learning formats next week.
General operations of teaching faculty and administration will be continued and carried out as usual.

- All employees in administration and general services as well as in teaching and research are required to uphold their work functions and defined workload. This means that, for example, important committee, council and scheduled meetings are still taking place at HfK.

- All work commitments and work duties in respect to teaching assignments (Lehrauftrag) have to be made up for after April 17 2020. Contracts that have been already signed are valid as defined.

- Students assistants who support general operations at HfK (e.g. Druckerpool) and have questions regarding their work tasks, please contact at Arts and Design Department Imke Bahr: imke.bahr@hfk-bremen, and at Music Department Elke Runkler: elke.runkler@hfk-bremen.de.

- If you have to request special leave of absence due to the officially mandated closing of schools and daycares during the period of March 16 until March 27 2020, please contact HR/Dezernat 3 by sending an email to d3corona@hfk-bremen.de and add a brief explanation (please see attachment).

- I kindly ask all members of HfK with chronic medical conditions to contact HR/Dezernat 3 by sending an email to d3corona@hfk-bremen.de, including a brief outline of your medical condition. To ensure your safety, we will jointly assess whether or not you can still assume your work duties given the specific circumstances. The same applies if you share a common household with a person with chronic medical condition whose health might be otherwise compromised.

- Please send your sick notes to d3corona@hfk-bremen.de and state whether or not you are suffering from flu-like symptoms (please see attachment).

Please share this letter within your department or inform your colleagues and fellow students respectively.

You will receive the latest information and current developments on this topic in your HfK email account as well as on the website and on the portal. Please ensure that you can be reached via your official HfK email address.

If you have any inquiries or notifications regarding aforementioned issues, please reach out to the stated contact persons. If you have further questions, please contact: corona@hfk-bremen.de.

I thank everybody who supports us all in implementing these precautionary measures.

Best regards

- digital letter without signature -

Dr. Antje Stephan
Chancellor
Please contact d3corona@hfk-bremen.de if you need to take a leave of absence due to or in consequence of the coronavirus. All provided information will be handled with the utmost confidentiality and can only be viewed by members of HR.

Please state and specify:

- I have a chronic medical condition [please disclose type/diagnosis] and request a leave of absence from [date] to [date]. I have taken note of the recommendations made by the Robert Koch Institute.

- I will be unable to work starting on [date] due to flu-like symptoms. I will hand in a medical certificate as of the 6th day after falling ill.

- I am requesting a special leave of absence from [date] to [date], since I need to provide care for the following minor child/children [name/s] due to the officially mandated closing of schools/daycares. Care cannot be provide by life partners/significant others or third persons.

- I was tested positive for the coronavirus and have been put in quarantine by the public health department from [date] to [date].

- There is a suspected case of coronavirus in my immediate and personal surroundings.

- In my immediate and personal surroundings, there is a confirmed case of the coronavirus.