Objectives and directives for the access to and use of HfK Bremen on-campus premises and facilities during the first period of summer semester 2020 from May 4, 2020 to May 15, 2020

Objectives

- Classes will be held remotely and online learning will be offered at HfK Bremen during the summer semester 2020.
- Exemptions to this can be arranged, provided the respective regulations given below will be complied with.
- Access to on-campus facilities and venues is still restricted.
- Gatherings and meetings of people on both campuses should be avoided.
- The number of people working on campus and at on-campus facilities is to be reduced to the necessary minimum.
- Public events taking place at HfK are cancelled until at least May 31, 2020.
- It is still not permitted to hold classes in private venues such as private apartments etc.
- It is not a general requirement to wear a face mask on campus premises or while using HfK facilities.

Below, the rectorate will inform you about the framework and the guidelines for using spaces, venues, and facilities during the time period of Monday, May 4, 2020, until Friday, May 15, 2020.

During this time, we will collect and assess both the experiences with this regulatory measures as well as the type of demand there is for the following time period. Information on what regulations for the time period of May 16, 2020 to May 29, 2020 will look like will be forwarded to you by May 13, 2020 the latest.

Feedback about experiences with these regulations should be forwarded to the rectorate via the respective departments (Dekanate), please.
1. **Guidelines for using facilities and equipment at campus Dechanatstraße**
   
   During the first phase, priority to practice is given to students who currently are not able and/or have not been able to practice in the last couple of weeks. From Monday, May 4, 2020, to Friday, May 15, 2020, facilities can only be used to practice. During this time period, it will be assessed whether or not and under which conditions one-to-one-classes can take place in facilities at Dechanatstraße and possibly at Speicher XI from May 17, 2020 onward.

   Facilities and rooms designated to practice can be booked during the time of 8am (8.00 Uhr) to 11pm (23.00 Uhr), provided that these regulatory principles will be adhered to:

   - Each room can be occupied five times per day by a maximum number of 2 people respectively and for 2 hours at a time.
   - Each room needs to be aired out thoroughly for 60 minutes in-between two occupancies respectively by leaving the windows open tilted.
   - Before starting to use the room, it needs to be aired out for 10 minutes rigorously by opening all windows as wide as possible, ideally while opening the door simultaneously.
   - During the use of the room, it needs to be aired out every 15 minutes for 5 minutes respectively.
   - After finishing practice, leave the room with the windows tilted.

**Room bookings at the Music Department campus:**

Starting on May 4 2020, if you would like to book a room, please send an inquiry via email to the following address.

   raum_musik@hfk-bremen.de

The decision about who will be able to make use of a reserved room lies ultimately with the Music Department (Dekanat Musik) on a case-by-case basis.

In addition to contacting KBB via email, you will have to download this form¹ and complete it. The form then needs to be handed in at the time of your scheduled appointment upon entering the building at the reception desk at campus Dechanatstraße.

In order to use the reserved room, students have to deposit their student or personal ID card at the reception desk. After returning the key, the form will be checked by reception desk staff and, if applicable, be updated.

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¹ The form and additional information regarding the booking of rooms are available from May, 2 2020 at HFK Portal (Dokumente > Allgemeine Formulare > Formular Corona Zugang): [https://portal.hfk-bremen.de/startseite/docs/formulare/Formulare/Formular%20Corona%20Zugang.pdf](https://portal.hfk-bremen.de/startseite/docs/formulare/Formulare/Formular%20Corona%20Zugang.pdf)
By using the rooms students declare that they agree with their data being collected to trace back potential chains of infection should one occur.

Since we expect longer waits at certain times due to high volume, there will be designated waiting areas in front of the main entrance. Please keep a distance to other people of at least 1.5 meters at all times.

Scheduled occupancy times are binding and have to be adhered to in order to prevent unplanned meetings and therefore gatherings of too many people during the use of rooms and facilities.

**Which rooms can be used and under which conditions on campus**

**Dechanatstraße:**
Only rehearsal rooms, which can be aired out sufficiently, can be used. Since we cannot ensure adequate ventilation nor proper disinfection due to the specific ventilation system and acoustic measurements put in place there, the upstairs rehearsal wing and all upstairs rehearsal cells will unfortunately remain closed and are off-limits.

The two organ rooms and four percussion rooms can be booked to practice in by individual students and for individually arranged periods of time.

Individual students will be able to make use of the Electroacoustic Music Studio by coordinating individual arrangements with either Prof. Kilian Schwoon or Matthias Nordhorn. In addition, access to campus and consequently to the studio must be scheduled by sending an inquiry to raum_musik@hfk-bremen.de

All other rooms designated for practice can be used by a maximum number of 2 people with string, percussion and/or keyboard instruments, provided that the mandated distance of more than 2 meters (> 2 meters) can be adhered to and sufficient ventilation (complying with all regulations mentioned above) is ensured.

The concert hall, the chamber music hall as well as room 122/132 can be used by a maximum number of 3 people with string, percussion and/or keyboard instruments.

Wind instrument students and vocal students can only practice in these rooms alone.

Until further notice, vocal correpotition or correpotition with wind instruments are not allowed.

By mid-May, we expect to have evaluated if appropriate safety barriers will provide such hygienic standards and conditions that wind instrument and vocal students may also practice with other people in one room.
Offices and rehearsal facilities of teaching faculty on campus

Dechanatstraße

Teaching faculty will follow the same application and booking process as students. The form can be downloaded from May 2, 2020 onward and needs to be completed. The form then needs to be handed in at the reception desk of campus Dechanatstraße upon entering the campus building. Personal ID has to serve as a deposit. When returning the key and before exiting the building, the form will be updated.

Guidelines for instrument rental / lending

All instrument and equipment rentals and appointments for pick-ups and/or returns must be arranged beforehand by sending an email, stating the specific need, to Veronika Greuel, v.greuel@hfk-bremen.de

In addition to this and in order to access the campus building for pick-up or instrument returns, you also need to register by sending an email to: raum_musik@hfk-bremen.de

2. Guidelines for using facilities at the campus Speicher XI

During the first phase from Monday, May 4, 2020, to Friday, May 15, 2020, students preparing to take exams will be granted access to on-campus facilities and venues.

In case of high volume demand, access to facilities can be restricted and priority can be given to certain students. Students with imminently upcoming exams, e.g. postponed ID or DM final exams/presentations from winter semester, will be given priority over students who are planning on taking exams in the summer semester. Diploma examinations in the Fine Arts program will be given priority over students who will take Meisterschüler*innen exams or exams for their first diploma.

All authorized facilities and venues can be made use of during the time period of 12am to 12pm (00:00 Uhr to 24:00 Uhr), provided that these regulatory measures are being adhered to:

- Spaces with a range of 25 to 50 square meters can be occupied four times per day by a maximum number of 2 people for a time period of 4 hours respectively. Cumulative use of spaces for e.g. 24 hours (6 x 4 hours) is possible if this is coordinate with the department beforehand.

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2 The form and additional information regarding the booking of rooms are available from May 2, 2020 at HFK Portal (Dokumente > Allgemeine Formulare > Formular Corona Zugang): https://portal.hfk-bremen.de/startseite/docs/formulare/Formular%20Corona%20Zugang.pdf

4/8
Regelungen für die Nutzung der Räume und der Ausstattung – 24. April 2020
• Spaces with a range of less than 90 square meters can be occupied 4 times per day by a maximum number of 2 people for a time period of 4 hours respectively.

• Spaces with a range of more than 90 square meters can be occupied 4 times per day by a maximum number of 3 people for a time period of 4 hours respectively.

• In-between occupancies, spaces need to be aired out for 60 minutes thoroughly.

• Before starting to use the room, it needs to be aired out for 10 minutes rigorously.

• During the use of the room, it needs to be aired out every 15 minutes for 5 minutes respectively.

• After finishing work and preparations, please leave the room with the windows tilted.

At campus Speicher XI, segment 4, segment 6 and segment 7 have to remain closed.

Room bookings at the Arts and Design Department:
Starting on May 4, 2020, if you would like to book a room, please send an inquiry via email to the following address.

raum_kud@hfk-bremen.de

In addition to scheduling a booking, you will have to download and complete this form beforehand. The form then needs to be handed in at the time of your scheduled appointment at the reception desk of campus Speicher XI upon entering the building.

Before being able to use reserved spaces, students have to deposit their student or personal ID card at the reception desk. After returning the key, the form will be checked and, if applicable, be updated by reception staff.

By using the rooms, students declare that they agree with their data being collected to trace back potential chains of infection should one occur.

Only those rooms/spaces can be used that can guarantee proper ventilation.

The decisions about who will be able to use reserved spaces and facilities lies ultimately with the Arts and Design Department [Dekanat KuD] on a case-by-case basis.

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3 The form and additional information regarding the booking of rooms are available from May 2, 2020 at HfK Portal (Dokumente > Allgemeine Formulare > Formular Corona Zugang): https://portal.hfk-bremen.de/startseite/docs/formulare/Formular%20 Corona%20Zugang.pdf
Since we expect longer waits at certain times due to high volume demand, there will be designated waiting areas in front of the main entrance. Please make sure to keep a distance to other people of at least 1,5 meters at all times.

Scheduled occupancy times are binding and have to be adhered to in order to prevent unplanned meetings and therefore gatherings of too many people during the use of rooms and facilities.

**Office spaces of teaching faculty at campus Speicher XI**

Members of teaching faculty will have to follow the same application and booking process as students. The necessary form\(^4\) can be downloaded from May 2, 2020 onward and has to be completed. Said form needs to be handed in at the reception desk upon entering the campus building at Speicher XI. Personal ID will serve as a deposit. When exiting the building, the form will be updated.

**Terms of use for workshops at campus Speicher XI:**

Students who need to do work in one of the workshops need to coordinate with the respective workshop director. When sending an inquiry, students need to state what will be the specific work project and need of use as well as what kind of supervision and support is needed.

To be granted access to campus Speicher XI in order to then use the workshops, students need to also send an inquiry to raum_kud@hfk-bremen.de.

In terms of capacities, the same ratios as for all other rooms (please see above) apply to workshops and the Digital Media studio (atelier). Exempt from this policy are the following three workshops: fashion workshop, wood workshop and metal workshop. In case of those workshops, decisions about appropriate capacities, about the duration of use as well as about operation hours lie with the respective workshop directors.

**Central rental / lending services at campus Speicher XI:**

To lend equipment, devices, and tools, students have to follow a process that is similar to the process for requesting the usage of workshops: Appointments and specific needs have to be coordinated by sending an email to Christian Meyer christian.meyer@hfk-bremen.de beforehand.

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\(^4\) The form and additional information regarding the booking of rooms are available from May, 2 2020 at HFK Portal ([Dokumente > Allgemeine Formulare > Formular Corona Zugang]: https://portal.hfk-bremen.de/startseite/docs/formulare/Formulare/Formular%20 Corona%20Zugang.pdf)
In order to be able to access on-campus facilities to pick up or return equipment etc., students need to also send an inquiry to raum_kud@hfk-bremen.de

3. **Regarding facilities at/of both campuses:**

**Elevators**
The use of the elevators is not permitted. Exempt from this are persons with disabilities or impairments. Elevators may be used for the transport of materials as well.

**Stairwells**
Mind the distance to other persons when using the stairs and corridors and walk on the right hand side.

**Library**
State and University Library (SuUB) is responsible for all library services and operations. Plans of how to proceed have been announced to be forwarded soon. As soon as these plans become concrete, an update on those will be sent out. In order to monitor capacities and to sufficiently coordinate the number of people being on campus at the same time, appointments to visit the library at either campus will also need to be scheduled by sending an email to either raum_musik@hfk-bremen.de or raum_kud@hfk-bremen.de respectively. In addition, library visits have to be coordinate with respective staff of SuUB.

**Cafeteria / Dining hall / canteen**
Based on regulatory directives issued by authorities and due to the limited number of students, teaching faculty, and staff being on campus, the cafeteria/canteen will be closed during this planning period until May 15, 2020. After this date, demand and conditions will be assessed again and discussed for the next time period.

**In general**
Please practice basic hygiene measure which entail:

- Washing your hands thoroughly and on a regular basis
- Practice respiratory hygiene and cough etiquette
- Keep a distance of at least 1,5 meters to all people at all times
All HfK buildings, facilities, and premises are smoke-free areas.

Preparation of food and beverages at HfK facilities and in HfK spaces by students and teaching faculty alike is not allowed.

Until further notice, the provision of disinfectants is not required:
The transmission of the coronavirus is different from other viruses, such as e.g. the norovirus. As of now, there is no evidence that the virus is being transmitted by touching surfaces or on inanimate objects (e.g. mail packages). While the coronavirus was still detectable on surfaces and inanimate objects for up to 2-3 days under experimental laboratory conditions and hence a smear infection by coming in contact with such surfaces is theoretically possible, the coronavirus shows a relatively high instability in natural environments. Therefore, to be infected by touching surfaces, that have been contaminated immediately before coming in contact, is realistically only possible during a short period of time. Moreover, to be transmitted, the virus would need to enter the body by immediately touching the oral mucous membrane or the mucous membrane of throat or the eye.

Therefore, neither the Robert Koch Institute (RKI) nor the German Federal Institute for Risk Assessment (BFR) have issued recommendations to disinfect surface areas or to wear gloves. Washing hands thoroughly and on a regular basis is the most important measure of practicing personal hygiene and can prevent the contracting and spreading of many other infectious diseases in general.

If you have any further questions, please contact our occupational health physician Yvonne Delle:
yvonne.delle@performanord.bremen.de // 0421 361-6922