To all members of
Hochschule für Künste Bremen

- via email -

30. April 2020
UPDATE: General instructions and directives / library

Dear colleagues and dear students

As Hochschule für Künste Bremen will resume its regular operations and activities gradually in certain areas, with very restricted capacities and while adhering to applicable safety requirements starting May 4, 2020, I would like to forward you the following information on general instructions and directives.

Hygiene practices
Please practice basic hygiene inside and outside of HfK. These entail, amongst others:

- Keep a distance to other people of at least 1,5m at all times.
- Wash your hands thoroughly and on a regular basis.
- Practice respiratory hygiene and cough etiquette.
- Stay at home if you are feeling ill or are showing flu-like symptoms respectively.

All HfK buildings, facilities, and premises are smoke-free areas.

Preparation of food and beverages at HfK facilities and in HfK spaces is allowed neither by students nor by teaching faculty.

In line with both our occupational health physician and recommendations of the Robert Koch Institute (RKI) and of the German Federal Institute for Risk Assessment, the provision of disinfectants is not required and you are not obligated to wear gloves or a face mask while being on campus¹. The most important safety precaution you can take for yourself as well as for others is to maintain a safe distance.

Please also keep in mind that specific hygiene measures might be put in place for certain areas. Regulations concerning those specific spaces or facilities will be displayed in and around respective areas.

¹ See also rectorate’s letter dated 24 April 2020
Access to HfK campuses
Starting on May 4, 2020, administrative members and members of department units (Dekanate) will have access to campus Dechanatstraße and campus Speicher XI.

HfK members, who are not able to fulfil their work obligations while working remotely, have to return to their respective workstation. HfK members, who are able to fulfil their work obligations without any severe restrictions while working remotely, should also continue to do so. Our main objective still is to limit the number of people being on campus as much as possible. If you would like to inquire about individual and practicable arrangements, please discuss this option with your supervisor.

Workshop directors (Werkstattleitung) are asked to update the risk assessment for their respective workshops in times of reduced teaching (assistance).

In order to fulfil any obligations regarding public offices or regarding Project Radio Angrezi, members of AStA, StuRa, and Radio Angrezi will be granted access to HfK campus starting on May 4, 2020. Please practice basic hygiene measures and adhere to regulations restricting the maximal number of people² who are in one room at the same time. If face-to-face meetings are absolutely necessary, larger rooms can be arranged by sending an inquiry to Christian Brill [cbrill@hfk-bremen.de].

To ensure that – in case of an infection – the chain of infection can be traced back, all members of administration, of department units (Dekanate) as well as of AStA, StuRa, and Radio Angrezi have to sign in and out at the reception desk upon arrival and leaving HfK campuses. Records will only show whether or not HfK facilities were entered and left in the morning or in the afternoon.

Students and teaching faculty, who would like to book rooms and be granted access to campus facilities, need to follow the procedure outlined in the rectorate’s letter from April 24, 2020. During the time period May, 4 until May, 15 2020 facilities at Dechanatstraße can only be made available for students who need to practice. Please note that, in order to be able to enter HfK campuses during your previously scheduled appointment, the printed and completed form³ will have to be handed in at the reception desk. Printouts of the form are available at the reception desk. Rooms and facilities need to be booked beforehand by sending an email to:

Dechanatstraße raum_musik@hfk-bremen.de
Speicher XI raum_kud@hfk-bremen.de

² See also rectorate’s letter dated 24 April 2020
³ The form will be 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
Library and library services

From May 4, 2020 onward, departmental libraries at Dechanatstraße and at Speicher XI will resume their services and operations to a limited extent and in compliance with precautionary measures. If you have further questions or need more information, please contact: https://www.suub.uni-bremen.de/standorte/tb-musik@suub.uni-bremen.de [Dechanatstraße] or tb-kunst@suub.uni-bremen.de [Speicher XI]

Library at campus Dechanatstraße

- Pick up and return of books etc. is possible after reserving them beforehand. All media can be borrowed for a period of 4 weeks during the summer semester 2020.
- Consultation by email and by phone (possibly after scheduling an appointment) is an option.
- You will only be able to pick up, check out, and return a book etc., after reserving it and scheduling an appointment by sending an email to tb-musik@suub.uni-bremen.de or by calling 9595-1509.

In addition and at the same time, you have to be granted access to campus Dechanatstraße by sending an inquiry to raum_musik@hfk-bremen.de and by handing in the completed form⁴ at the reception desk.

Library at campus Speicher XI

- You can borrow books etc. after reserving them beforehand. All media can be borrowed for a period of 4 weeks during the summer semester 2020.
- Consultation by email and by phone (possibly after scheduling an appointment) is an option.
- Media can only be checked out, picked up and returned if you have reserved them beforehand and have scheduled an appointment. Appointments are available on Tuesdays and Thursdays during 1pm (13.00h) and 4pm (16.00h) by sending an email to tb-kunst@suub.uni-bremen.de or get in contact by phone: 9595-1209 (Mo, Tue, Thu 10 – 12 am / 10.00h – 12.00h)

In addition and at the same time, you have to be granted access to campus Speicher XI by sending an inquiry to raum_kud@hfk-bremen.de and by handing in the completed form⁵ at the reception desk.
- Additional resources and assistance are available, but need to be arranged by sending an email or phoning in first (Mo, Tue, Thu 10 – 12 am / 10.00h – 12.00h)
  - Delivery of separate journal articles or book chapters via email.
  - Books, if necessary, can be sent to teachers.

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⁴ See also rectorate’s letter dated 24 April 2020
⁵ The form will be 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
Registering for and issuing of library cards (how this can be done through a contactless procedure is being evaluated right now)

Admission/entrance examination
Admission/entrance examination are planned to be held as online exams. Further information on this will be forwarded.

Entrance exams for all degree programs in the Music Department are postponed and will not take place in June 2020. Due to the current situation, no binding information on the dates can be given at this time. As soon as possible, you will find the latest information on our website.

Bulletin from the Senator of Finance
In line with the regulations for protection against new infections with coronavirus SARS-CoV-2, the Senate of the Free Hanseatic City Bremen has issued new directives. Please note these directives as well as the circular letter 5e of the Senator of Finance (see attachment). As a brief summary, I would like to state the main points below:

1. Regarding requirement to disclose information / Officially mandated self-quarantine (see page 3)
If you are in immediate contact with a person who was tested positive for an infection with the coronavirus by laboratory findings, you are prohibited to leave your home for 14 days unless you are given an explicit permission by the department of health. You are also forbidden to receive any visitors who are not part of your household.

People entering or who have entered the Free Hanseatic City Bremen within the last 14 days after staying abroad, are required to isolate themselves and to proceed directly to their own home, or other suitable accommodation, immediately after their arrival and to remain there exclusively for a period of 14 days after their entry into the city. Exemptions are granted only by the respective department of health. This regulation applies also if you are entering after a former arrival from another federal state. During this time, you are forbidden to receive visitors who are not part of your household.

Regarding traveling for tourism purposes, please comply with the travel and safety warnings and restrictions issued by the Ministry of Foreign Affairs. If you are travelling privately against the official recommendations, you are responsible for any delayed returns or any officially mandated quarantine.

Please also note the requirement to disclose information both to your respective department of health and to HfK Bremen, if the aforementioned circumstances apply to you.

I ask for your understanding that members of HfK as well as others to whom the aforementioned circumstances apply, must adhere to an isolation period and are thus not allowed to be present at the HfK during this period.
2. Special leave of absence due to childcare obligations (see page 8)

Please note that adjustments have been made regarding the requirements under which special leave of absence due to childcare obligations can be granted. Before special leave of absence can be granted, extra hours have to be taken. It is planned to gradually lift the officially ordered closure of schools and childcare centers and to extent emergency childcare arrangements. Please visit the respective websites of the Senator of Children and Education for the latest updates and information on this.

If you need to apply for special leave of absence amid the closure of schools and childcare centers/nurseries starting from May 4, 2020 onward, please send an email to Dezernat 3 d3corona@hfk-bremen.de, including a brief statement of your reasons.

3. Groups of higher risk (see page 4)

If you belong to a group of higher risk as defined by the RKI and seek further protective measures, please contact your supervisor and HR/Dezernat 3 by sending an email to d3corona@hfk-bremen.de – if you haven’t already done so. To ensure your safety, we will jointly assess how you can assume your work duties while working remotely or while returning to your work station if required (on certain days, e.g.) and implement new safety measures, if needed (individual office, e.g.).

Furthermore, all members and associates of HfK are urged to evaluate how their travels and contact with a number of people influence the risk to contract Covid-19 and, if necessary, to refrain from traveling and being in contact with many people.

Please submit sick notes through d3corona@hfk-bremen.de and please report if you are showing flu-like symptoms.

Please distribute this letter in your department and inform your colleagues and fellow students respectively.

You will receive latest information and recent developments through your official HfK email account and on the website. Please make sure that you can be contacted through your official HfK email address.

I sincerely thank you for your cooperation, patience, and understanding.

With kind regards

- digital version without signature -

Dr. Antje Stephan
Chancellor