To all Members of the Hochschule für Künste Bremen

- via email -

18, March 2020

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

Dear colleagues and students,

In accordance with Senator Dr. Claudia Schilling, **business and general operations at Hochschule für Künste Bremen will continue as announced.** Regarding cancelling all and any courses requiring physical attendance, including one-to-one classes (Einzelunterricht), please refer back to my announcement from March, 14 2020. The following measures still apply:

**All general courses, including one-to-one classes, are cancelled until and up to April, 17 2020.**

- The **Federal Ministry of Education and Research (BMBF)** states that student grants and support received under the federal law concerning the promotion of education and training (BaföG) will be continued to be paid during the closing of universities/schools and entry bans due to the COVID-19 pandemic.

- Students in financial need and under financial duress due to the pandemic can contact the International Office (for international students // international-office@hfk-bremen.de) and Dezernat 1 (for German students // dezernat1@hfk-bremen.de) for assistance.

- General operations regarding teaching faculty and administration will continue as announced, therefore all members of teaching faculty and administration can be contacted and should be able to be reached.
  - General office hours of all administrative units are suspended. Please contact respective administration members by email and/or phone. Appointments for meetings in person are only to be scheduled in exceptional cases.
Examinations in the Art and Design Department that are scheduled for March and April 2020 will be conducted under precautionary measures.

- If you would like to postpone your exams or have further questions, please contact your respective study program:
  - Integrated Design: Campus Office KuD [campus-office-kud@hfk-bremen.de](mailto:campus-office-kud@hfk-bremen.de)
  - Digital Media: Your respective examiner(s)
  - Fine Arts: Dezernat 1 [Dezernat1@hfk-bremen.de](mailto:Dezernat1@hfk-bremen.de)

- Concerning questions regarding papers and written assignments, please contact the respective faculty member.

All examinations in the Department of Music are postponed until 30, April 2020.

- Options to conduct or postpone module-related and final exams respectively are currently reviewed and discussed. You will receive further information on this in due time.

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

General operations of faculty and administration members are to be continued. HfK itself has to comply with the guidelines set forth by the Senator of Finance (please see attachment).

- The cancellation of courses requiring physical attendance as well as barring the public from entering and accessing HfK does not rescind the obligation to uphold ones work functions and defined workload. Mobile work options can be granted after official agreement.

- All faculty members, 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.

- If you are concerned about your safety and health due to your commute and if you therefore would prefer not to be present at HfK, please request either paid annual leave or unpaid leave of absence, if mobile working is not possible.

- All directives regarding teaching assignments (Lehrauftrag) and student assistant that have been issued in my written statement on March, 14 20202 are still valid.

- All directives concerning sick leaves, special leave of absence due to the care of minor children and/or of persons with chronic medical conditions remain valid in accordance with my written statement from March, 14 2020. Persons with chronic medical conditions please contact HR (Dezernat 3) by sending an email to [d3corona@hfk-bremen.de](mailto:d3corona@hfk-bremen.de). Together with you, we will assess the situation to ensure your safety. Please note, however, you are not obligated to indicate any chronic medical conditions.

- If you have been granted paid special leave of absence, I appreciate you working from home in accordance with and within the means of your individual situation.
Please note, though, that these hours cannot be regarded as overtime or extra hours.

- All arrangements regarding core hours are suspended temporarily. Please coordinate your working hours with your superior if need be.

**Access to HfK and closing down of facilities**

- All faculty members, including members obtaining a teaching contract (Lehrauftrag), are allowed to access HfK.

- Third persons are barred from both campuses and facilities on both campuses. This also applies to prospective students who would like to practice for admission exams etc.

- The campus at Dechanatstraße will be open from Monday to Friday from 8am to 6pm (8.00 – 18.00 Uhr) starting now.

- The canteens and libraries at both campuses are closed down for the public until further notice.

- Directives and regulations issued in my written statement from March, 14 2020 and concerning the close down of facilities for students are still valid.

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

You will receive all latest information and current developments through your official HfK email account, on the website as well as through the portal. Please ensure that you can be contacted through 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 – once again – everybody who supports us all in implementing these precautionary measures.

With kind regards

Dr. Antje Stephan
Chancellor
The Federal Government
[Extract from the online notification, published 16 March 2020] //
Further information: official press release, published 16 March 2020 – No. 96

Facing the corona-epidemic in Germany, the federal government and state premiers reached an agreement. On Monday, they decided guidelines to further reduce social contacts in the public’s daily life. “We need drastic measures in order to slow down the further spread of the infection.,” declares chancellor Angela Merkel.

What will maintain open?
All health establishments will maintain open, implementing stricter hygiene requirements.

Grocery stores, pharmacies, drug stores, gas stations, banks, post offices, delivery services and others will maintain open.

Stricter hygiene requirements will be implemented, as well as controlling access to aforementioned establishments and avoiding long waiting lines.

What will be closed?
Bars, pubs, clubs, discotheques and the like will be closed to the public. Furthermore, theatres, operas, concert halls, museums, theatres, fairs, exhibitions, cinemas, amusement parks, sport facilities, fitness studios, providers of leisure activities (indoor/outdoor), swimming pools, playgrounds and retail stores should be closed for public access.

Further restrictions
Restaurants should be closed until 6 pm.

Accommodation for touristic reasons is no longer allowed.

Visits in hospitals and nursing homes should be restricted.

Gatherings in terms of sport, leisure, religion or education (private/public) happening in those institutions or clubs are prohibited.

Bus travel is prohibited.