

## Hygiene and Infection Control Policy of HGB Academy of Fine Arts Leipzig

### Introduction

The information and rules set out below make up the Hygiene and Infection Control Policy of HGB Hochschule für Grafik und Buchkunst / Academy of Fine Arts Leipzig required under the Saxon Corona Quarantine Ordinance as amended. The aims include avoiding unnecessary contact, observing hygiene rules, and minimizing the risk of infection from necessary interpersonal contact by means of special hygiene and prevention measures.

### Regulations in force in Saxony to combat Covid-19

HGB as an institution and its members are obliged to take note of and observe the regulations introduced by the government of Saxony. In addition, they must also comply with the uniform overall guidelines imposed by the regional government on public authorities and agencies, and which have been posted in full on the Academy intranet.

### Hygiene measures

#### 1. Cleaning and sanitization

Highly frequented rooms (e.g. toilets) are cleaned each working day.

Fixtures which are used by many different people such as door handles, lift buttons, etc. are cleaned regularly.

Hand sanitizer dispensers are available for use at the entrance and other suitable places inside the main building.

#### 2. Hygiene in the workplace

- When using shared items (e.g. computer keyboards, mice, etc.), sanitize your hands before and after use. These items must also be wiped clean before and after use.
- Maintain social distancing of at least 1.50 metres (5 feet). Use the sanitization items provided.
- Do not share personal utensils, especially crockery and cutlery, etc., with other people.
- Meals/breaks should preferably be taken alone (e.g. in your office).
- Ensure cleanliness in shared areas. Use disposable cloths (paper towels, kitchen roll) for cleaning and washing up.
- If possible, don't use public transport to get to work. Instead, either walk, cycle or drive.

#### 3. Social distancing

- The World Health Organization recommends keeping a distance of at least 1.50 metres from other people.
- Avoid any physical contact. Don't shake hands or hug each other when saying hello or goodbye to anyone.
- Don't talk directly to people. Instead, try and talk 'past' each other.

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- If this isn't possible, wash your hands after each physical contact. In particular, make sure you don't touch your eyes, nose or mouth with unwashed hands.
- Meetings (one-to-one, groups) are possible if the above rules are observed, especially social distancing.
- However, there are now no regular office hours in the administration or the computer centre.
- You may only enter offices and work rooms in any department by making an appointment beforehand with the person concerned by telephone or email.
- If possible, arrange to hold meetings by telephone or video conference. If this isn't possible, meet in well-ventilated rooms. Keep meetings as short as possible (spending longer with someone considerably increases the risk of infection) and maintain social distancing.
- If possible, work in separate offices and studios, or use desks that are as far apart as possible (at least 1.50 metres).
- Facilities may only be used if the rules set out above are strictly observed and the maximum number of people allowed in at any one time as decided by those in charge is not exceeded. Prior booking of facilities by telephone or email is essential.
- The porter's office ('Zentrale') should only be entered individually ('one out, one in').

#### 4. Washing your hands

Regarding hand hygiene, the Academy follows the recommendations of the Robert Koch Institute and the Federal Centre for Health Education. It's vital that you regularly wash your hands thoroughly, i.e. for at least 20 seconds using plenty of soap.

The soap dispensers in the academy buildings are frequently refilled. If the dispensers are empty, employees should contact the Organization/Internal Services Department at [sg\\_organisation@hgb-leipzig.de](mailto:sg_organisation@hgb-leipzig.de).

When should I always wash my hands?

- Whenever you enter the building or arrive at your place of work
- After going to the toilet
- Every time you blow your nose, cough or sneeze
- After touching waste
- Before meals as well as before and after preparing food (e.g. during your break)
- Before handling medicines or cosmetics (e.g. creams, lip balm, etc.)
- Before and after any unavoidable physical contact with colleagues

How should I wash my hands properly?

- Wash your hands under running water. The water doesn't need to be hot to remove germs.
- Lather and rub soap all over your hands for about 20–30 seconds (palms, backs of your hands, fingertips, between your fingers, thumbs and fingernails). If possible, use plenty of liquid soap.
- Rinse your hands under running water. Use a disposable towel or your elbow to turn off the tap.
- Dry your hands carefully, ideally with disposable towels – and don't forget the spaces between your fingers.

#### 5. Hygiene when coughing and sneezing

How should I protect other people from infection?

- Cough or sneeze as far away from other people as possible and turn away.
- Always use disposable tissues. Use them just once, then dispose of them and wash your hands.

- If you don't have a paper tissue on you, cough or sneeze in the crook of your arm, not in your hand.

## 6. Ventilation

Rooms must be regularly ventilated (at least every two hours for about 5–10 minutes).

## Organizational measures

### Track and trace

To ensure that the chain of infection can be traced if someone is infected with Covid-19, a list of those attending events in central facilities and indoor classes must be compiled. The list must include the place, date and time, and must comply with data protection regulations. The check-in feature of the Corona-Warn-App must be used.

If there are guests among the participants, and the data is being collected in analogue form contact, details such as their telephone number and email address must also be recorded. Lists must be permanently destroyed after four weeks.

### What to do if you show symptoms

Members of the Academy with Covid-19 symptoms and respiratory symptoms (e.g. signs of a cold, flu symptoms, acute loss of sense of smell and taste) may not enter Academy buildings. Those affected should report to their local health authority depending on where they live. Students should also notify the Office for Student Affairs ('Studienangelegenheiten') by writing to [sg\\_studium@hgb-leipzig.de](mailto:sg_studium@hgb-leipzig.de), while members of staff should contact Human Resources ('Personal') at [sg\\_personal@hgb-leipzig.de](mailto:sg_personal@hgb-leipzig.de).

Staff members who have been found to be infected with Covid-19 must phone Human Resources (+49 (0)341 2135 143 or 256 or 175) without delay (pursuant to the memo dated 21 April 2020, Annex 2). You'll be asked which staff member(s) you've been in close contact with over the past 14 days (i.e. personal meetings lasting at least 15 minutes less than 1.50 metres apart, leading to a high risk of infection) and also which staff member(s) you've been in the same room as in the last 14 days while maintaining social distancing (low risk of infection).

If you've been told to self-isolate – either by a health department or because you've arrived in Germany from abroad – you must notify Human Resources if you're an employee ([sg\\_personal@hgb-leipzig.de](mailto:sg_personal@hgb-leipzig.de)) or the Office for Student Affairs if you're a student ([sg\\_studium@hgb-leipzig.de](mailto:sg_studium@hgb-leipzig.de)).

The Hygiene and Infection Control Policy will come into force on 04 October 2021. It replaces the policy dated 10 May 2021.