

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 (see Annex 1). 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.

Access to Academy buildings

Academy buildings may only be entered by members of the Academy. They are closed to visitors.

Invited guests, tradespeople and service providers may also enter buildings if this is necessary to maintain the operation of the Academy and teaching. Prior registration is required with the Organization/Internal Services Department by writing to sg_organisation@hgb-leipzig.de.

If events are to be held to which visitors will also be admitted, a separate hygiene plan must be drawn up and submitted to the Academy administration for approval.

You may only enter Academy buildings if you can answer “No” to all the following questions:

- Do you need to self-isolate under the Saxon Corona Quarantine Ordinance?
- Have been in contact with people infected with SARS-CoV-2 (Coronavirus 2) in the last 14 days?
- Do you currently have respiratory symptoms such as a cold, cough, or shortness of breath?
- Do you have a fever?
- Have you lost your sense of taste or smell?
- Are you suffering from severe gastrointestinal problems such as diarrhoea?

If you answer “Yes” to one or more of these questions, you may not enter any of the Academy buildings. This is to avoid infecting other people.

Those permitted to enter Academy buildings must wear a mouth and nose covering in common areas (corridors, stairs, lifts and toilets).

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. If you do use public transport, you must observe the hygiene rules in place (such as wearing a mouth and nose covering, keeping your distance from other passengers, avoiding using door-openers, etc.).

3. Hygiene rules

In order to prevent infection with Covid-19 or any other infectious diseases, all members of the Academy are expressly advised to note the general rules of hygiene (see annex).

It's particularly important to wash your hands regularly and correctly, to maintain hygiene when coughing and sneezing, and to keep a safe distance (1.50 metres) from other people.

When possible, operate door handles and lift buttons etc. with your forearm or elbow.

4. 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.

5. 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.

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.

6. 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.
- 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').

7. Mouth and nose coverings

The Academy provides each employee with the personal protective equipment required to comply with these rules. Every employee is personally responsible for keeping their mouth and nose coverings (including homemade ones) in a hygienic condition. Each student is responsible for having their own mouth and nose covering (which may also be homemade) with them at all times and keeping it in a hygienic condition.

A mouth and nose covering must be worn:

- When in common areas of the buildings (including corridors, staircases, lifts and toilets)

- If social distancing of 1.50 metres is not possible
- If a work room is being used by more than one person and no other measures based on this Hygiene and Infection Control Policy can be carried out
- In all workshops and central facilities if social distancing of 1.50 metres cannot be maintained

When putting on a mouth and nose covering, care must be taken to ensure that the inside is not contaminated. Hands should be washed thoroughly with soap and water beforehand.

The mouth and nose covering must be placed properly over the mouth, nose and cheeks (so that the nose and mouth are completely covered) and be as tight as possible around the edges to minimize the air escaping at the sides.

The first time you use a new mouth and nose covering, check whether it allows enough air to pass to minimize the obstruction of normal breathing.

A moist mouth and nose covering should be taken off immediately and replaced.

The outside of a used mouth and nose covering may harbour germs. To prevent contaminating your hands, try not to touch it.

After taking off your mouth and nose covering, wash your hands thoroughly (for at least 20–30 seconds with soap) while observing the general rules of hygiene.

After removing your mouth and nose covering, keep it in an airtight bag or something similar, or wash it immediately. It should only be kept unwashed for as short a time as possible, above all to prevent the build-up of mould. After use, your mouth and nose covering should be washed at a temperature of at least 60°C (ideally 95°C) and then allowed to dry completely. It's also essential to iron it with a hot iron. Note the instructions from the manufacturer regarding the maximum number of cycles for which the mask can be worn without losing its stability or effectiveness. Please comply with any other instructions provided by the manufacturer.

8. 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. If there are guests among the participants, contact details such as their telephone number and email address must also be recorded. Lists must be permanently destroyed after four weeks.

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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, while members of staff should contact Human Resources ('Personal') at 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) or the Office for Student Affairs if you're a student (sg_studium@hgb-leipzig.de).

The Hygiene and Infection Control Policy will come into force on 5 October 2020. It replaces the policy dated 16 June 2020.

Thomas Locher
Rector

Leipzig, 2 September 2020