

Distancing and hygiene concept to protect against infections caused by SARS-CoV-2 of the University of Music and Performing Arts Frankfurt am Main

(Updated: 04.03.2021)

The distancing and hygiene concept of the Frankfurt University of Music and Performing Arts (HfMDK) is based in particular on

- of the Ordinance of the Government of the State of Hesse on the **Restriction of Social Contacts and the Operation of Facilities and of Offers** due to the Corona Pandemic (**Corona Contact and Operation Restriction Ordinance**) of May 7, 2020, as currently amended;
- the **SARS-CoV-2 occupational health and safety rule** issued by the Federal Ministry of Labor and Social Affairs on Aug. 20, 2020;
- the industry-specific guidance **SARS-CoV-2 Occupational Health and Safety Standard - Recommendations for the Stage and Studio Industry for: Rehearsal Operations of the German Social Accident Insurance** of 27.04.2020;
- **of risk assessments of coronavirus infection in the field of music** (recommendations of Prof. Dr. med. Claudia Spahn and Prof. Dr. med. Bernhard Richter of the Freiburg Institute of Musicians' Medicine, University Hospital and Freiburg University of Music, dated May 19, 2020);
- the joint **statement on the operation of the orchestras during the COVID-19 pandemic of the** Charité Universitätsmedizin Berlin and the boards of Berlin orchestras of 07.05.2020;

The distance and hygiene concept of the HfMDK is continuously adapted to new scientific findings and legal requirements and is valid until the end of the pandemic.

The current version is published on the homepage.

The following occupational health and safety measures pursue the goal of safeguarding the health of members and guests of the university members, relatives and guests of the university, to protect the population by interrupting infection chains and, at the same time, to establish a state of flat infection curves in the medium term.

Contact person:

Corona Team

- Prof. Axel Gremmelspacher, Vice President(axel.gremmelspacher@hfmdk-frankfurt.de)
- Mrs. Daniela Kabs, Head of Department KBB (daniela.kabs@hfmdk-frankfurt.de)
- Ms. Kerstin Hort-Schelm, Chancellor (m.d.w.d.G.b.) (kerstin.hort-schelm@hfmdk-frankfurt.de)

I. General, university-wide regulations

<p>Distance</p>	<p>In all locations and premises of the HfMDK, a distance of at least 1.5 m from other persons is to be maintained as far as possible. Further distancing regulations in practice and teaching rooms must be observed.</p>
<p>Message in case of infection or contact 1</p>	<p>If you are infected with Covid-19 or are classified as Contact 1, please report immediately to the Corona team by email or by calling 0170 6885129.</p>
<p>Mask obligation (Obligation to wear a medical mouth-nose covering).</p>	<ul style="list-style-type: none"> • in all meetings, lessons, rehearsals, events, as soon as more than one person is in the room • in all rooms of the university, including the inner courtyard, foyer, library, toilets and corridors, as well as in classrooms and meeting rooms, also in external rooms (Finkenhof, Haus der Chöre, FrankfurtLAB) • the mask obligation is binding and always applies. It cannot be waived by mutual agreement of those present. • Masking is also mandatory in all ensemble classes in music, acting, singing, dancing. <p>Exceptions:</p> <ul style="list-style-type: none"> • Exceptions: Wind players, singers in individual lessons, solo actors at the moment of playing/singing/speaking - for meetings, evaluations the mask is worn! <p>In principle, students, faculty and staff should wear their own MNB. However, replacement MNB are available free of charge at the reception.</p> <p>A link to a guide on how to use MNB can be found at the end of the document.</p>
<p>Hygiene rules</p>	<p>The recommendations of the Robert Koch Institute and the Federal Center for Health Education on hygiene must be observed. This includes in particular: Regular hand washing, adherence to cough and sneeze etiquette, disinfection of hands with dispensers provided. A link to the hygiene rules can be found at the end of the document.</p>
<p>Ventilation</p>	<p>Regular ventilation serves hygiene and promotes air quality, as the number of pathogens in indoor air can increase in</p>

	<p>closed rooms. All offices, meeting rooms and classrooms should therefore be ventilated regularly.</p> <p>Recommended is intermittent airing every 20 minutes for 3-5 minutes, and at least 10 minutes of airing after each meeting, practice or class session.</p> <p>Table fans may only be used in the single room and are to be turned off when someone enters the room. Fans will be used in classrooms as available to assist with ventilation during ventilation breaks.</p>
Prohibition of access in case of symptoms of illness	<p>Persons with Covid-19 symptoms (especially fever, dry cough or disturbance of the sense of taste and smell) are not allowed to enter the buildings of the HfMDK or must leave them immediately. Affected students, faculty and staff should first contact a treating physician or the public health department by telephone.</p> <p>A slight cold without further signs of illness, as well as a slight or occasional cough or scratchy throat, does not justify a ban on entering. Reference is made to the action orientation of the HKM (see link at the end of the document).</p>
Mental stress	<p>If there is a need for counseling due to psychological stress, various counseling centers can be contacted. These are listed in the FAQs on the HfMDK homepage:</p> <p><u>Coronavirus: FAQ:HfMDKFrankfurt (hfmdk-frankfurt.info)</u></p> <p>Employees may also contact the Staff Council (if responsible) and the Human Resources Department.</p>
External persons	<p>Access by persons from outside the university is to be restricted to the minimum necessary. They are to be informed about the regulations of this concept.</p> <p>Contact details of external persons as well as the time of entering and leaving the HfMDK must be documented. The university employees who arrange the appointments with the external persons are responsible for this.</p>

II. Regulations for employees (teachers and staff) and students

Quarantine	<p>All employees, teachers and students are obliged to inform themselves about the respective applicable quarantine regulations (e.g. homepage of the Hessian Ministry of Social Affairs) and to comply with these regulations when entering the country from abroad.</p>
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Workplace design	<p>Wherever possible, office work is to be performed from home. Otherwise, free room capacities are to be used for office workplaces and work is to be organized in such a way that multiple occupancy of rooms can be avoided as far as possible.</p> <p>In offices with multiple occupancy, there must be sufficient protective distances (1.5 m) and, if this is not achieved, separation by means of Plexiglas partitions.</p>
Meetings, sessions	<p>Meetings of the committees and working groups are to be held by telephone or video conference if possible. If this is not possible, the minimum distance of 1.5 meters must be maintained at the face-to-face meeting; in addition, a medical mouth/nose covering must be worn.</p>
Office hours	<p>Open office hours in the administration and in the departments for students and teachers will not take place until further notice. Inquiries will be handled by mail and telephone.</p> <p>If personal interviews are required, this is only possible by prior appointment. Medical MNB must be worn during the interview.</p>
Risk groups	<p>Individual solutions are to be found for faculty and students with an increased risk of severe COVID-19 illness (determination is based on the Robert Koch Institute's guidelines) who do not wish to attend face-to-face classes. The same applies to administrative staff whose work cannot be done in the home office.</p>
Contact tracking	<p>So that contacts of infected persons can be informed, the data required for tracking (name, telephone number, place and time of the meeting/session) must be noted when several persons meet.</p> <p>The person who organizes the room for the meeting/rehearsal is responsible for the documentation.</p> <p>This regulation therefore also applies to all meetings and sessions in the administrative area and in the specialist departments.</p> <p>Instructors are required to document which students they have taught, when and where.</p> <p>For easier contact tracking, students and faculty are able to use an app that scans QR codes placed on the doors of rooms in use via smartphone starting January 15, 2021.</p> <p>Contact tracking forms are still available at the gate. KBB is responsible for the retention and destruction of these forms.</p> <p>Records must be kept for 4 weeks and then destroyed.</p>
Company cars	<p>Service vehicles are to be used by a maximum of two persons. When used by two people, medical MNB must be worn.</p>

	The vehicles are to be equipped with utensils for hand hygiene (disinfectant, paper towels, trash bags).
Business trips	Prior to official travel, the approval of the President or the Chancellor must be obtained by the official traveler. When granting approval, the currently valid requirements of the State of Hesse regarding business trips will be taken into account.
Work equipment/ Tools	Wherever possible, work equipment and tools are to be used in a person-specific manner. Where this is not possible, regular cleaning shall be provided, especially before handing over to other persons.
Consultation with company physician	Employees can obtain individual advice from the company physician, including advice on special hazards due to a previous illness or an individual disposition. The contact person is Ms. Stefanie Ulrich, Head of Human Resources (stefanie.ulrich@hfmdk-frankfurt.de).
Pregnant and breastfeeding women	Pregnant and breastfeeding employees should contact the human resources department (stefanie.ulrich@hfmdk-frankfurt.de) to clarify their risk. If necessary, the company physician will be consulted as part of the consultation process. Pregnant and breastfeeding students are asked to first seek advice from their physicians and, if necessary, to contact their instructors and / or the Student Services Department.
Spending time in the university	To avoid large gatherings of people, students should only be in the university outside of class or practice when absolutely necessary. This is only possible in the designated waiting areas, insofar as space is available here. Accordingly, staying in all other areas is not permitted. Only in front of the individual classrooms can a small amount of time be spent waiting, provided that the distance is observed. As a general rule, you may only enter the college just before practicing or teaching. In the designated waiting areas in the foyer and in the area of the round table (level 2 in the A-building), the mask may be removed briefly to take food or drinks. When doing so, it is essential to maintain a minimum distance of 1.5 m from other persons.

III. Regulations for classroom teaching

Priority of online teaching	Online teaching continues to take precedence over face-to-face teaching. The decision criterion, whether online or face-to-face, is whether a physical presence of students and instructors in the same room is actually required for teaching
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	<p>content, i.e., that all discursive instruction must take place online.</p> <p>As a general rule, if possible, no block classes or workshops will be held until the end of March 2021.</p>
Distance	<p>For all lessons, the minimum distance of 1.5 m or, depending on the instrument, more if necessary. Work should always take place next to each other and not opposite each other.</p>
Ventilation	<p>Recommended is frequent ventilation every 20 minutes for the duration of 3-5 minutes. Ventilate for at least 10 minutes after each class/rehearsal except in the rooms with ventilation system or air conditioning.</p>
Maximum occupancy	<p>Each room has a maximum occupancy, which is posted in each room. This may not be deviated from. The teachers are obliged to ensure compliance with this regulation. Until March 31, 2021, the maximum occupancy per subject is regulated separately (see below).</p>
External classrooms	<p>Courses on external premises that do not belong to the HfMDK must be discussed with the Corona team prior to booking so that compliance with distance and hygiene regulations can be checked.</p>
Piano, Strings, Guitar, Harp, Organ	<p>The general hygiene and spacing rules apply. Masks are compulsory during the entire lesson, even if the distances are observed. Disinfectants for the keyboard instruments are available at the gate.</p>
Wind instruments and vocals	<p>For wind instruments and vocals, protective walls or faceshields must be used (for teachers and répétiteurs). A sufficient minimum distance of at least 2 meters must be maintained.</p> <p>There is a mask requirement during the entire class, even if spacing is observed.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Wind instruments, individual singers, individual actors in the moment of playing/singing/speaking - for meetings, evaluations the mask is worn! <p>The classrooms may need to be larger for these lessons. It is important that the teachers never stand in front of the students, but next to them.</p> <p>For brass, an additional bucket with trash bag, newspaper or similar, and gloves for liquid disposal will be provided.</p>

	The floor of singing and wind rooms must be cleaned once a day.
Ensembles	<p>In group lessons that take place in presence, the groups are reduced in size or halved. Target numbers incl. teachers are:</p> <ul style="list-style-type: none"> • Music, singing, IEMA: 5 persons (exceptions only in case of relevance to the exam, with a justified request to the Corona team) • Singing with scene: 7 people (exception scene project: plus 1 more teacher = 8) • Dance, MACoDE: 7 people (Exception 3rd year. = 8). • Acting, direction: 5 persons (exception 1st year = 6) <p>The following minimum distances must be observed: 1.5 m for strings piano, harp, percussion, piano, 2 m for wind instruments (for choir see below). Protective walls must be erected between the wind players and the strings or, alternatively, a distance of 3 m must be maintained in the direction of the wind. In scenic classes, each student must have an area of 20 square meters in the room.</p>
Orchestra	<p>Masks are compulsory, exceptions are only allowed for wind instruments and soloists while they are playing. Otherwise, masks must be worn (also during longer pauses in the performance). The number is limited to 30 persons including the conductor.</p> <p>Orchestra line-up and instrument recommendations according to Charité statement:</p> <ul style="list-style-type: none"> • Strings chair spacing 1.5 m. • Wind players chair distance 2 m, liquid removal and instrument cleaning with disposable wipes (to be disposed of) or cloths (to be cleaned), brass players with additional plexiglass protection. • Protective walls must be erected between the wind players and the strings or, alternatively, a distance of 3 m must be maintained in the direction of the wind. • Drummers with chair spacing 1.5 m, avoid sharing instruments and accessories. • Harps and keyboard instruments Chair spacing 1.5 m. • Conductor Distance to orchestra musicians at least 2 m during rehearsal and 1.5 m during concert.
Choir/Ensemble Singing	In principle, no choir singing can take place in the period until 31.03.

	If courses are absolutely necessary during this period due to examination relevance, a justified request must be sent to the Corona Team.
Drama, direction, opera and dance	<p>Scenic group classes currently require 20 square feet of space in the room per person.</p> <p>Overall, regardless of the size of the room, only the following ensemble sizes may assemble:</p> <ul style="list-style-type: none"> • Singing with scene: 7 people (exception scene project: plus 1 more teacher = 8). • Dance, MACoDE: 7 people (exception 3rd year. = 8) • Acting, direction: 5 persons (exception 1. Year = 6) <p>The minimum distance of 1.5 m and the distance of 2 m applicable to singing must be observed. The minimum distance to the front is 6 m. Masks are compulsory. The floor must be damp mopped after each class. Participants must change stockings after each class session. Work equipment must be disinfected after each use. The use of the showers is not allowed. Faceshields and FFP-2 masks are available to teachers.</p>

IV. Regulations for the buildings

All buildings:	
Signage	<p>Entrance areas on each floor: notices requiring distance and masks will be posted.</p> <p>A sign with the most important hygiene rules (hand washing, sneezing etiquette, ventilation, spacing, routing, mask requirement) is posted in each room.</p>
Sanitary rooms	Liquid soap and towel dispensers shall be provided to clean hands. Instructions for proper hand washing will be posted.
Disinfectant	<p>Disinfectant dispensers will be placed at all neuralgic points: on all floors of House A, at the entrance to House A, in the dance department, in front of the Small Hall, in front of the Large Hall/ entrance to House B, entrance to House C, Leimenrode (toilets on each floor), Sophienstraße (in the rooms), Schmidtstraße (in all studios), Schwedlerstraße, MaCoDE, library, foyer Gervinusstraße.</p> <p>Additionally, employees, faculty and students can pick up a small spray bottle for surface disinfection and paper towels at the gate for a deposit. A video on how to use this will be sent to all students and is available on social media.</p>

	Instructions on how to properly disinfect hands are posted at the disinfection dispensers.
Individual buildings:	
Main building Eschersheimer Landstraße	<p>The routing in Eschersheimer Landstrasse is based on a one-way system. The five stairwells in buildings A and C are largely used for one direction only.</p> <p>The staircases are: 0 = House C 1 = left staircase (house A) 2 = middle staircase 3 = right staircase (parking lot) 4 = Stairs at room A 202</p> <p>In order to get to the respective floors, buildings, staircases 1 and 2 are always used upwards, and 3 and 4 and 0 are always used downwards.</p> <p>With the help of the individual floor plans, which hang on each floor, the paths can be identified.</p> <p>Green arrows for the walking direction are glued on the floor and red no-passage signs are glued on the corresponding doors.</p> <p>In House B, a one-way system is also introduced for the most part, with both directions possible for particularly wide staircases. The exit is via the courtyard.</p> <p>In building C, administrative staff can move around the ground floor, 1st floor and 2nd floor without a one-way system, as masks are compulsory.</p> <p>The regulations on routing do not apply to housekeeping and cleaning staff during the hours of 7:00 am to 9:00 am.</p>
Waiting areas house A	<p>There will be 20 designated student waiting spaces in the foyer (for before/between classes).</p> <p>At the traffic circle on the 2nd floor 4 waiting places are designated.</p>
Elevator house A	The elevator may only be used by a maximum of two people at a time. A queue is marked on the floor.
Gate house A	Distance markings are placed on the floor.
Library	<p>A maximum of one person per started area of 10 sqm (maximum 24).</p> <p>There is a masking requirement. In the library, visitors are required to fill out the contact tracking forms provided.</p> <p>The hygiene measures are pointed out by clearly visible notices.</p>

	<p>Special regulation 11.01.2021 until initially 31.03.2021: Admission to the loan/return only individually, use of the workstations, the copy machine, the scanner and the fixed-line computers only after prior registration, please via ausleihe.bibliothek@hfmdk-frankfurt.de</p>
Mensa	The Studentenwerk is responsible for operating the dining hall.
Gervinusstrasse	<p>Since only very few people can be in the seminar rooms at the same time in Gervinusstrasse, there is no separate routing.</p> <p>Again, appointments with the administration are by appointment only.</p> <p>The elevator in Gervinusstrasse may only be used by one person.</p>
Schwedlerstrasse	<p>The general hygiene rules apply in the Schwedlerstraße. One may enter the room only after prior registration. The Electronic Studio staff member coordinates registrations and, for groups of people, documents contacts for follow-up.</p>
Sophienstraße	<p>The general hygiene rules apply in the Sophienstraße. One may enter the room only after prior registration. Registration and documentation of contacts for follow-up is done by the person booking the room.</p>
Schmidtstrasse	<p>All students and teachers receive a briefing, which they must confirm in writing, with the hygiene rules and measures that must be observed.</p> <p>Each room has its own staircase, which are to be used separately accordingly. Crossing other rooms is to be refrained from.</p>
Eschersheimer MACoDE	<p>General hygiene rules apply in the Eschersheimer MACoDE rooms.</p> <p>One may enter the room only after prior registration. The study program assistant coordinates registration and, in the case of groups of people, documents the contacts for follow-up.</p>

V. Regulations on public events: initially no events with external audiences until 31.01.

Capacity halls	<p>Great Hall: Capacity: 30 household places parquet 10 household places gallery</p>
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	<p>Small room: Capacity: 23 household places</p>
Routing	<p>The entrance to the building is via the main entrance. For events that are expected to be heavily attended, the route via the parking lot can also be used. Exit is through the parking lot and through the courtyard via the glass doors in the foyer.</p> <p>The artists come from the back of the Great Hall and thus do not cross the public traffic. After the concert, they also have to return to the back and can leave the university via the courtyard, or when the audience has left the building.</p> <p>Small room: Admission via the two doors in front of the Small Hall. Both staircases can be used. The entrance is through the main entrance. Outlet also through these two doors. The artists go from the backstage to the stage and this way back again.</p>
Hygiene regulations	<p>The general hygiene rules of the university apply. Sufficient signage will be posted specifically for guests.</p> <p>Furthermore, every visitor must disinfect his or her hands when entering the university or the hall. In addition to the dispenser at the main entrance, there will also be separate dispensers at the entrances to the halls.</p> <p>Before each event, the door handles and all chair backs, as well as the music stands to be used and the keyboards of the keyboard instruments are disinfected.</p>
Time staggering	<p>If events take place in both halls at the same time, care must be taken to ensure that the start and end times are staggered. For this, it is essential that exact times for the concert length are available and that these are also adhered to.</p>
Duration & Pause	<p>It is important to ensure that the events last no more than 90 minutes and that there are no breaks.</p>
Admission	<p>To avoid larger queues, the duration of the admission will be extended to 30 minutes.</p>
Mask obligation (Obligation to wear a medical mouth-nose covering).	<p>During the time at the university, guests are required to wear masks at all times, including during the event. KBB staff members wear a mask (or faceshields) at all times. The mask obligation also applies to the artists, except for soloists, wind players and solo singers and solo actors. If needed, the university will provide masks.</p>

Stage conversions	Stage conversions are performed by a maximum of two people. For smaller conversions, artists should do it on their own.
Occupational health and safety for employees:	KBB employees, the evening service and the technicians are provided with FFP2 masks. The radios are disinfected before and after each use, as well as the clickers for audience counting

VI. Related links:

1. <https://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Mund-Nasen-Bedeckung.pdf>
 2. <https://www.infektionsschutz.de/hygienetipps.html>
 3. https://www.rki.de/DE/Home/homepage_node.html
 4. <https://soziales.hessen.de/gesundheit/infektionsschutz/aktuelle-informationen-corona>
 5. https://kultusministerium.hessen.de/sites/default/files/media/hkm/hygieneplan_6.0_anlage_4_umgang_mit_krankheits_und_erkaeltungssymptomen_bei_kindern_und_jugendlichen.pdf
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