

# Hygiene & Safety Protocol

Update 1.0 - 04.06.2020

In accordance with the Berlin Senate's "*SARS-CoV-2 Containment Measures Ordinance - SARS-CoV-2-EindmaßnV*" dBs will be partially reopening our equipment and studio facilities to students for bookable time on 04.05.2020 in order to allow for mandatory and required work to be completed. Classes will continue to be delivered online.

The health of our students and our employees is our top priority. For this reason a set of operating measures has been put in place. The purpose of these measures is to allow for access to equipment and rooms while minimizing the risk of transmitting Covid-19. The protocol is intended to protect our students, team, and the public by focusing on hygiene standards, adjusted booking rules, and the ability to contact trace. In general the intention may be summarized as "limiting interaction between persons".

During this period the office will remain closed. Core operations and team members required for the offering of bookable time, as well as those wishing to use office workstations will be on site.

We look forward to seeing you (with distance) and providing access to the facilities in a new and slightly different format!

## Hygiene Standards

### Physical distancing

1. 1.5m between persons at all times.
2. It is generally required to wear a mouth and nose cover (mask) in public areas within the building. In addition, it is strongly recommended that you wear a mouth-nose cover throughout your entire work area, specifically when you can not maintain 1.5m physical distance to others. It is not necessary to wear a mask if you are alone in an individual room.
3. Sneeze and cough in the crook of your arm, even if you are wearing a mouth-nose cover.

### Handwashing

1. Soap is provided in the kitchens for proper handwashing.
1. Wall mounted hand disinfectant is available outside the music and film tech shops and the 2nd floor entrance.
2. We request that all persons disinfect their hands upon entering the school and before interacting with equipment.

### Cleaning

1. After the use of any workspace we ask that you disinfect the table top and surfaces such as keyboards, mice, telephones. Disinfectant wipes are available in the tech shops.
2. Equipment will be cleaned when it is returned to the tech shop with disinfectant wipes where appropriate
  - a. Some sensitive equipment may be unavailable due to the inability to safely clean or disinfect it.
3. Door handles and other objects which are often interacted with are disinfected daily.

4. Soap for handwashing is supplied in the kitchens.

#### **Facility**

1. Co-Mingle - no access
2. Kitchen - reduced seating capacity
3. Classrooms and other social areas - no access
4. Lightroom - open, 1.5 meter distancing in place

#### **Ventilation**

1. Windows will remain open whenever possible to allow fresh air to circulate.
  - a. No access to rooms which can not be easily ventilated with fresh air.
  - b. Ventilate rooms every 45 minutes when sharing a space with anyone else.

#### **Adjusted Booking Rules**

1. Studios are limited to maximum 2 households at a time
2. Paused Ad Hoc Bookings
  - a. All studio and equipment bookings must be made through the booking system.
  - b. Technicians will only book studios on behalf of students if they have already used all their weekly hour booking hours.
3. Film productions may **only** take place in the film studio.
4. A turnaround (maintenance) time 30 min added to studios to allow ventilation after each booking.
5. 25% increase in weekly bookable allowance for all studio spaces.

#### **Contact Tracing**

1. All persons entering or exiting the facility must sign in with their contact info (email or phone number, name). This applies to students and the team. Anytime students book they are automatically signed in.
2. Public access will not be possible during this time, this includes visitors.

#### **Obligations as per SARS-CoV-2 Containment Measures Ordinance - SARS-CoV-2-EindmaßnV**

##### Part 1 - General rules of conduct

1. Basic obligations
  - a. Each person is required to reduce physical social contact with other people to an absolute minimum, maintaining a minimum distance of 1.5 m. This does not apply to spouses or life partners or members of their own household or to persons for whom there is a right of custody and access.
2. Compliance with hygiene rules
  - a. The relevant recommendations of the Robert Koch Institute for infection protection in their respective versions are to be taken into account in all of the companies, facilities and offers regulated in the following, and the specifications of the respective industrial safety authorities as well as effective protective regulations for personnel, visitors and customers regarding hygiene are to be observed. The objectives of the protective measures to be initiated are the reduction of contacts, the protection of personnel from infections and the avoidance of smear infections via surfaces and objects as far as possible. This is to be ensured in particular by maintaining a distance of at least 1.5 m from other persons as well as an increased cleaning and disinfection regime. If necessary, measures are also taken to control access, avoid queues and observe the distance requirement in the event of people gathering in waiting areas. The maintenance of a hygiene concept and compliance with the

hygiene regulations according to sentences 1 to 4 may be checked by the competent authority.

- b. The wearing of an oral hygiene cover is strongly recommended, particularly in retail outlets and when in contact with persons at risk, in order to reduce the risk of infection for oneself and others.
- c. Textile face masks shall be worn when using local public transport from 27 April 2020.

**Disclaimer:** The facilities team reserves the right to ask all persons not following the basic obligations and hygiene standards to leave the premises.