

# Hygiene Protocol

## Covid-19 - 20/21 1.0

The following document is based on the [SARS-CoV-2 Infection Protection Ordinance](#) From the Berlin Senate. Catalyst Institute for Creative Arts is committed to ensuring the safety of our students and team by following these directives. The following document outlines your responsibilities, our responsibilities, as well as some basic classroom procedures that must be followed.

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# Your Responsibilities

## Practice physical distancing

1. Maintain at least 1.5 meters from others.
2. Wear a mask anytime you are not at your seat and anytime you can not maintain 1.5 meters from others.
3. Sneeze and cough in the crook of your arm, even if you are wearing a mask.
4. Do not come to Catalyst if you have a fever, are coughing, or exhibiting other Symptoms of Covid-19.

## Sign-in

1. Sign in through attendance in class, checking in for your booking, or if neither apply check in at the music tech shop.
2. Ensure your visitors and guests have signed in.
3. All persons entering or exiting the facility must have signed in with.
  - a. First and last name
  - b. Phone number
  - c. Email
  - d. Time of arrival

## Keep things clean

1. Disinfect or wash your hands when you enter the facility.
2. Disinfect your hands before and after interacting with equipment, both in class and during bookings.
3. Disinfect mice keyboards and surfaces with the provided disinfectant wipes before you begin.
4. Ventilate rooms regularly (every 30-45 minutes) and extensively. This applies in particular to rooms in which several people are present such as recording studios.

# Our Responsibilities

## Increased availability of sanitary products

1. Soap is provided in the kitchens for proper handwashing.
2. Disinfectant is provided at all entrances, tech shops, and in each room.
3. Equipment will be cleaned when it is returned to the tech shop with disinfectant wipes where appropriate.
4. Door handles and other objects which are often interacted with are disinfected twice daily.
5. Disinfectant wipes are available in the music tech shop.

## Adjusted our facilities

1. All rooms are adjusted to accommodate the maximum number of persons considering 1.5 meters, ventilation possibility, and the type of work.
2. Placed markings on the floors as well as added queue managers for tech shops and the kitchen to manage queues.
3. Tutors are obliged to ensure compliance with these regulations, for example by dividing up students in the available premises if 1.5m can not be maintained and ensuring masks and sanitizer are used.
4. Kitchen spaces have been widened and there are more places to eat.
5. No cutlery or plates available. Students may bring their own.

## Implemented contact tracing

1. Tutors take attendance at the beginning of each class.
2. Booking system logs all studio bookings.
3. Visitors must sign in.
4. Catalyst team must sign in.
5. Anyone not attending a class or without a booking must sign in.

## Implemented health checks

1. Any student or team member returning from a risk area must be tested for corona and present a negative test result to our safety officer before attending. See resources for further information.
2. Anyone unable to present a corona test result may only attend after 14 days from their arrival in Berlin. Proof of entry / travel dates required.

3. All persons entering the facility may choose to have their temperature taken with a non-contact infrared thermometer.
4. In instances of suspected illness temperatures may be voluntarily taken, or the person must leave the premises.

## Resources

1. [Berlin State Measures](#) - up to date measures from the state of Berlin, testing facilities, hotlines, and more.
2. [German National Travel Restrictions and FAQ](#)
3. Corono Hotline - **030 90 28 28 28**
4. Catalyst Safety Coordinator - [nathaniel@catalyst-berlin.com](mailto:nathaniel@catalyst-berlin.com)
5. [Corona Warn App](#) for iPhone and Android

## Procedures

### School Start / Returning from Break Periods

1. In order to enter the facilities at the beginning of the school year or after break periods the students may choose one of the following options:
  - a. Allowing an infrared temperature check
  - b. Presenting documentation showing their return flight / rail / entry into the country was more than 14 days ago.
  - c. A negative corona test result.

### Classes

1. All participants have disinfected or washed their hands.
2. Attendance has been taken.
3. Desktops, mice, keyboards, and other contact points sanitized with disinfectant wipes before starting.
4. Students do not switch workspaces during class.
5. 1.5 meters are maintained from each person and masks are worn when this is not possible.
6. Windows open when possible and all the air is exchanged through open windows all 45 minutes.
7. Breaks are staggered to reduce traffic in the hallways (see notice in classroom for details).
8. Equipment is not shared unless it is disinfected after use by one person, this may not be possible in some situations, here it is important that all members disinfect their hands prior to using devices (mixing consoles etc). Ideally for the duration of classes,

productions, or sessions students have individual roles which do not require them to share equipment.

9. Singing or shouting performances may only take place alone or with masks on.

## Studio Recordings

1. All visiting artists and guests have been signed in at the music tech shop.
2. Everyone has disinfected their hands upon entering the room and interacting with equipment.
3. Keyboards, mics, etc have been disinfected with the disinfectant wipes from the tech shop.
4. Each recording artist has their own room when possible.
5. Singing performances must be recorded in a room with a window so that the air can be exchanged. No two persons may be in the same room while singing.
6. Wear a mask while interacting with your recording artists and fellow students in studios.

## Film Productions

1. All film crew members, artists, and guests have signed in at the music tech shop.
2. Equipment has been checked out by a single student.
3. During filming equipment is shared as little as possible.
4. Disinfect hands and equipment, and wear masks when sharing equipment.
5. See further on set procedures outlined by your tutors and programme leads.

## Meetings

1. Try to reduce all face to face meetings and use online tools such as google hangouts / zoom when possible.
2. Ensure max room capacities are not exceeded.
3. Wear masks.

## Tech Check-outs

1. Disinfectant cloths are handed out with all bookings.
2. Students and team are reminded of the 5 minute return rule and to exchange air all 45 minutes.

## Tech Check-ins

1. Assets are placed in the return area upon return.
2. Assets are disinfected.
3. Once step 1 and 2 are complete the assets are returned to their correct storage.
4. **Assets are not placed directly back to their original storage location without the above procedure.**

## Cleaning

1. Door handles are sanitized twice daily.
2. All table top surfaces and keyboards are sanitized daily.

## Signs of Illness

What happens when a team member, visitor, or student is exhibiting symptoms (coughing, fever, abnormal fatigue).

1. The person in question will be requested to leave the facility immediately, return home and contact the appropriate health authorities in order to get a test.
2. If it is a student the tutor or programme lead shall dismiss them from lessons, and report the display of symptoms to the Safety Coordinator ([nathaniel@catalyst-berlin.com](mailto:nathaniel@catalyst-berlin.com))
3. If it is a team member they should contact the Safety Coordinator and Team Admin to communicate any test results and the current situation. They should also contact their Programme Lead to ensure that classes are shifted, covered, or cancelled.
4. The Safety Coordinator will log all cases and contact the person in question in order to communicate any next steps.
5. The person in question may not return to work / study unless they present a valid document from a local health authority with a negative corona test result.
6. In case of dispute the Safety Coordinator or a designated representative will have the final discretion on all cases.

## Positive Corona Test Result

If a student or staff member tests positive for corona the following measures will be taken depending on the individual case.

1. Class group to be quarantined until test results have been received.
2. Project group participants to be quarantined until tests results are received.

3. Partnership with the Gesundheitsamt to track and trace all contacts and potential points of transmission.
  - a. Catalyst will analyze all attendance, sign-in, and bookings.

## Events

1. Starting on September 1, a maximum of 750 people will be allowed at single events. Catalyst will continue to minimise all risk of transmission by avoiding large gatherings.

## Maximum Room Capacity and Break Timing

| Room            | Max Capacity<br>(seated without<br>masks) | Break Timing                                  |
|-----------------|---|---|
| Music Tech Shop | 3   | N/A   |
| Fabrik 1        | 16  | At 35 minutes and every 45 minutes thereafter |
| Fabrik 2        | 16  | At 45 minutes and every 45 minutes thereafter |
| Fabrik 3        | 16  | At 55 minutes and every 45 minutes thereafter |
| EMP Lab         | 16  | At 65 minutes and every 45 minutes thereafter |
| Co-Lab 1        | 8   | At 35 minutes and every 45 minutes thereafter |
| Co-Lab 2        | 16  | At 45 minutes and every 45 minutes thereafter |
| Co-Lab 3        | 16  | At 55 minutes and every 45 minutes thereafter |
| Lightroom       | 16  | At 65 minutes and every 45 minutes thereafter |
| Co-Mingle       | 16  | N/A   |
| Hallway         |   | N/A   |
| Matrix          | 8   | At 45 minutes and every 45 minutes thereafter |
| Emp Suites 1-4  | 1   | At 65 minutes and every 45 minutes thereafter |
| Mix Suites 1-5  | 1   | N/A   |
| Central Suites  | 1   | N/A   |
| P1              | 8   | N/A   |
| P2              | 8   | N/A   |
| K13             | 8   | At 45 minutes and every 45 minutes thereafter |

|                 |    |   |
|-----------------|----|---|
| K3              | 8  | At 55 minutes and every 45 minutes thereafter |
| K4              | 8  | At 55 minutes and every 45 minutes thereafter |
| Film Tech       | 2  | N/A   |
| Film Studio     | 16 | At 35 minutes and every 45 minutes thereafter |
| Postboxes       | 1  | N/A   |
| Incubator       | 8  | N/A   |
| Ensemble        | 15 | At 45 minutes and every 45 minutes thereafter |
| Office Main     | 16 | At 55 minutes and every 45 minutes thereafter |
| Office Sideroom | 6  | N/A   |
| Office Meetup   | 6  | N/A   |

## Repercussions

1. Anyone who does not comply with the applicable rules of this protocol may be:
  - a. Asked to leave the premises
  - b. Subject to the misconduct procedure as outlined in the Code of Conduct.