

English Version!

Rahmenkonzept des FB05-ATW für Hygiene und Schutzmaßnahmen

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1 Equipment of the environment

In the building/event area, there are a sufficient number of tips on personal hygiene, i.e. regular, correct hand washing and cough and sneeze labels (see The 10 most important hygiene tips of the Federal Centre for Health Education – BzgA).

For lecture halls and rooms with two entrances/exits, a one-way street control is provided. The students are guided through the one-way street system. Inputs and outlets are clearly marked. In rooms with only one entrance, the teaching staff must pay particular attention to the minimum distances.

2 Spaces

2.1 Lecture spaces / seminar rooms

In front of the lecture halls there are markings on the floor to help keep a minimum distance of more than 1.5 m in case of waiting times. If there are more than 50 persons, the teaching staff should monitor the adherence to the distances.

Hand disinfectant dispensers are installed in the rooms or in the entrance area of lecture halls, these should be used before taking a seat. Further hand disinfectant dispensers can be found in the toilets. Seats in the lecture halls/seminar rooms with fixed seating are marked with blue dots. Only these seats may be occupied.

The teaching staff must monitor compliance with the seating arrangements. In rooms with moveable furniture, only the furniture that is also designated as maximum utilization for the room is available.

The seats are marked with blue dots on the tables. Unusable furniture is stacked and/or cordoned off with tape. The arrangement of tables and chairs must not be changed. The teaching staff must monitor this.

2.2 Laboratories/internship rooms

Before the beginning of the internships it has to be clarified how many persons can have access to the respective laboratories/rooms at the same time, and a minimum distance of 1.5m has to be considered.

If there are two exits in laboratories/practice rooms, the one-way street system can also be set up here. In rooms with only one entrance, the teaching staff must pay particular attention to the minimum distances.

The workstations must be defined in advance and should be marked accordingly. In doing so, the minimum distance must be observed.

2.3 Room bookings

In Stud.IP, seats and current occupancy plans are stored for the lecture halls/rooms. In the spatial observation field (see Figure 1), the currently valid maximum loads during the pandemic period are documented.

Großer Chemischer Hörsaal, 7 (Großer Chemischer Hörsaal) ⓘ Raumdetails anzeigen	
Reduzierte Anzahl der Sitzplätze (Corona-Hygieneregeln): 86	Hörsaal 504 Sitzplätze
	Seme

Figure 1: Maximum number of persons in the lecture hall

For the planning of rooms you can access the file provided here: „[Nutzung der buchbaren Räume in der Pandemie](#)“. The column with the green background (column M) shows the maximum occupancy.

The occupancy plans are to be viewed before requesting an appointment. In addition to the usual preparation times, every time a student books for a course, half an hour must be scheduled and booked before the start of the course for admission and half an hour after the course for departure. This results in a booking extension of 60 minutes for each event compared to the actual situation. In this way, arrival and departure times are equalized and the encounter of different groups is prevented.

DO NOT FORGET

Please do not forget to enter changes or cancellations of room bookings in Stud.IP!

No more persons than the number indicated here may be present in the rooms. Teaching staff are excluded from this.

2.4 Building access

The JLU buildings are closed to the public. Only employees and authorized persons as well as students for face-to-face events have access. The teaching staff ensure that participants can enter the buildings for their respective events.

3 General protective measures

3.1 Risk assessment

The existing risk assessments are to be supplemented by the risk assessment for infection protection against the coronavirus SARS-CoV-2 (see [GBU - Infection Protection SARS-CoV-2](#)).

3.2 Work equipment / objects

Work equipment should be used in as personal a manner as possible. A regular cleaning with customary household cleaning agents, especially before the handover, takes place¹.

Disposable gloves are provided as contact protection against possibly contaminated surfaces. Limitations of wearing time, possible allergies and the correct use of protective gloves must be observed.

3.3 Duty of documentation

The presence of participants at the respective event is documented. Name, address and telephone number are recorded. The person responsible for the event is the person in charge of the event. Participation is recorded at each appointment and is archived for one month, protected from access by third parties. It must be possible to

¹ The responsible Federal Institute for Risk Assessment (BfR) as well as the Federal Institute for Occupational Medicine and Safety (BAUA) are not yet aware of any infections with SARS-CoV-2 via contact with surfaces. Therefore a subsequent surface disinfection after use is not necessary. It is sufficient if the surfaces of communally used places are cleaned afterwards with standard household cleaners. In order to protect against virus transmission via contaminated surfaces, the general rules of everyday hygiene, such as regular hand washing and keeping hands away from the face, must be observed as a preventive measure.

provide the documentation for tracing the infection paths. After the deadline has expired, the documentation will be deleted securely and in accordance with data protection regulations.

Note: It is also possible to enter contact data at the beginning of a series of events (see also [contact data form](#)). Further dates can be entered with an [attendance list](#).

3.4 Ventilation

If rooms are not connected to a technical ventilation system, care must be taken to ensure regular and adequate ventilation. As much outside air as possible should be brought into rooms in use. Optimal for this is cross-ventilation, in which room air is quickly exchanged for fresh air by means of a draught between at least two opposite, widely opened windows. But also a shock ventilation with a wide open window for a few minutes is effective (see also "[Natural ventilation of rooms](#)").

3.4.1 Office space

Offices must be ventilated at the start of the activity and at regular intervals thereafter. The ASR recommends a shock ventilation for 3 to 10 minutes every 60 minutes. This frequency should be increased to 2 times/h during the pandemic period if possible.

3.4.2 Meeting rooms

Meeting rooms must be ventilated before use. During use, the rooms should be ventilated at least once every 20 minutes for a ventilation period of 3 to 10 minutes. After the meeting, the rooms must be adequately ventilated again (at least 10 minutes).

3.5 Cleaning and disinfection

When booking the lecture halls/rooms, Dez E is automatically informed about the occupancy. The lecture halls/rooms are cleaned and disinfected daily. Cleaning is carried out by Department E, Department E3 (or, in the case of rented rooms, by the service providers commissioned by JLU).

Since no proof of transmission paths is known to date, there is no provision for cleaning several times a day 1. However, surface disinfectants are available in the lecture halls, which can be used by the users to disinfect the desks if necessary. An instruction for surface disinfection and an operating instruction of the disinfectant used will be laid out.

3.6 Sanitary rooms

There is a sufficient number of sanitary rooms available. The distances of at least 1.5 m during use must also be observed when wearing mouth-nose coverings.

4 Preliminary information

The expected group of participants will be informed of the following regulations by e-mail in good time before the classroom sessions (see the template [Information for Participants](#)):

- on how to deal with the corona virus ([personal protective measures](#)).
- Persons with cold/flu symptoms are not allowed to participate in classroom sessions. These persons should contact the family doctor – first by telephone.
- Persons who have stayed in an international risk area within 10 days prior to entry may only participate in a classroom session if a 10-day quarantine/separation period has been observed in advance. This does not apply to persons who have taken a test on the 5th or 6th day after entering the country and have a negative test result. The regulations of the German Foreign Office regarding travel abroad must be observed (<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762>).

- Persons who
 - o have received a positive test result for Sars-CoV-2, or
 - o are classified as contact person of category I with close contact ("higher" risk of infection), according to the RKI-definition, or
 - o have to stay in quarantine/separation, in particular due to the return from a foreign risk territory, or
 - o have received an order of a seclusion by a public health department,are not allowed to enter JLU buildings/facilities and are obligated to send e-mails to the following two addresses: to marion.elsbach@admin.uni-giessen.de (*Personaldezernat*), as well as to Sekretariat-B3@admin.uni-giessen.de (*Arbeitssicherheit*). The information must include first and last name, status group (students/employees), affiliation (organizational unit), and duration of the quarantine (start and end date).
- Protective and hygienic measures on site (entrances and exits, visiting toilets, hand disinfection, marking of places, offer of surface disinfection, etc.)
- On all traffic routes, in all premises with public traffic as well as in all events and event rooms, the continuous obligation to wear a mouth and nose cover (MNB) applies in principle.

5 Attendance events

5.1 Greeting

During the welcome speech, information is given about the regulations for personal hygiene. In addition, it is again urgently pointed out that participation is not possible in the event of cold/flu symptoms.

The safety distance of at least 1.5 m must be maintained in all areas (including the entrance, meeting room, break area, sanitary facilities).

5.2 Ending the events

At the end of the classroom sessions, those responsible for teaching ensure that the students leave the rooms/laboratories in an orderly manner. The rooms used are ventilated for at least 10 minutes.

The work equipment is used on a personal basis. Regular cleaning with commercially available household cleaning agents, in particular before handover, takes place.²

Disposable gloves are provided as contact protection against possibly contaminated surfaces. Wearing time limits, possible allergies and the correct use of protective gloves must be observed.

5.3 Scientific meetings and congresses

Scientific conferences and congresses are currently not allowed at JLU.

6. Additional special regulations for special events in teaching and research

(see on the following pages in German / English synoptic version)

² The responsible Federal Institute for Risk Assessment (BfR) as well as the Federal Institute for Occupational Medicine and Safety (BAUA) are not yet aware of any infections with SARS-CoV-2 via contact with surfaces. A surface disinfection after use is therefore not necessary. It is sufficient if the surfaces of communal areas are cleaned afterwards with standard household cleaners. In order to protect against virus transmission via contaminated surfaces, the general rules of everyday hygiene, such as regular hand washing and keeping hands away from the face, must be observed as a preventive measure.

Zusätzliche Maßnahmen für Präsenzveranstaltungen

Additional Measures for Face-to-Face Teaching

Die zusätzlichen Maßnahmen für Präsenzlehrveranstaltungen am Institut orientieren sich an den Hygieneregeln unseres Kooperationspartners Hochschule für Musik und Darstellende Kunst in Frankfurt am Main (HfMDK)¹ und an den Hygieneregeln des mit dem Gießener Institut vergleichbaren Hochschulübergreifenden Zentrum Tanz Berlin (HZT)² sowie an den geltenden Regeln für Sport bzw. künstlerisch-praktische Studiengänge des Landes Hessen entsprechend der Verordnung zur Beschränkung von sozialen Kontakten und des Betriebes von Einrichtungen und von Angeboten aufgrund der Corona-Pandemie (Corona-Kontakt- und Betriebsbeschränkungsverordnung) vom 7. Mai 2020 (Stand 02. November 2020).³ Dort wird unter § 2 Abs. 2 folgendes festgelegt: *Der Sportbetrieb ist gestattet zur Vorbereitung auf und die Abnahme von Einstellungstest, Leistungsfeststellungen sowie anderen Prüfungen in Ausbildungen und Studiengängen, bei denen Sport wesentlicher Bestandteil ist.* Darüber hinaus beziehen wir uns auf die ausdrückliche Priorisierung des Landes Hessen für die Durchführung von Präsenzveranstaltungen für Veranstaltungen mit hohem sportpraktischen und künstlerisch-musischen Anteilen.⁴

The additional measures for face-to-face teaching at the Institute are based on the hygiene regulations of our cooperation partner, the Hochschule für Musik und Darstellende Kunst in Frankfurt am Main (HfMDK) and the hygiene regulations of Hochschulübergreifendes Zentrum Tanz Berlin (HZT), which is comparable to the Giessen Institute, as well as on the current rules for sports and artistic-practical study programs of the State of Hessen in accordance with the Ordinance on the Restriction of Social Contacts and the Operation of Facilities and Offerings due to the Corona Pandemic (Corona-Kontakt- und Betriebsbeschränkungsverordnung) of May 7, 2020 (as of November 2, 2020). The following is stipulated there under § 2, Subsection 2: Sports activities are permitted for the preparation and acceptance of entrance tests, performance assessments and other examinations in training and study programs in which sport is an essential component. In addition, we refer to the explicit prioritization of the State of Hessen for the implementation of attendance events for events with a high proportion of practical sports and artistic-musical content.

¹ <https://www.hfmdk-frankfurt.info/aktuelles/neuigkeiten/news/corona-update-maskenpflicht-unterrichte-und-veranstaltungen/> (aufgerufen am 06.11.2020)

² <https://www.hzt-berlin.de/> (aufgerufen am 06.11.2020)

³ https://wirtschaft.hessen.de/sites/default/files/media/hmwvl/cokobev_stand_02.11.pdf (abgerufen am 06.11.2020)

⁴ <https://wissenschaft.hessen.de/presse/corona-centerpage/auswirkungen-der-corona-pandemie-auf-hochschulen-und-studium> (aufgerufen am 06.11.2020)

- Bei allen künstlerisch-praktischen Aktivitäten besteht eine grundsätzliche Maskenpflicht.
 - In all artistic-practical activities there is a basic obligation to wear masks.
- Nach max. 60 Minuten muss eine Lüftungspause von mind. 15 Minuten eingeplant werden. Dafür müssen ein Fenster und die Tür geöffnet werden.
 - After max. 60 minutes, a ventilation break of at least 15 minutes must be scheduled. For this purpose, a window and the door must be opened.
- Um die gründliche Desinfektion und Lüftung der Räume sicherzustellen, gibt es immer mindestens 60 Minuten Pause zwischen den Raumnutzungen. Alle Reinigungen und Teilnehmenden werden dokumentiert, die Dokumentationen werden täglich abgeheftet. Prioritär wird der Saal des Theaterlabors genutzt, da dieser Raum zusätzlich über eine moderne Abluftanlage verfügt.
 - To ensure thorough disinfection and ventilation of the rooms, there is always at least 60 minutes break between room uses. All cleanings and participants are documented, the documentation is filed daily. Priority is given to the Theaterlabor hall, as this room also has a modern exhaust air system.
- Für die Desinfektion technisch sensibler Flächen steht entsprechendes Desinfektionsmittel bereit.
 - Appropriate disinfectants are available for the disinfection of technically sensitive surfaces.
- Für die Lehrveranstaltung notwendige Raumnutzungen (Proben, Seminararbeiten) werden ausschließlich elektronisch vereinbart und halten sich an die selben Regeln wie das Seminar selbst.
 - Room usage necessary for the course (rehearsals, seminar works) will be arranged exclusively electronically and will follow the same rules as the seminar itself.
- Die Ausleihe der für das künstlerische Arbeiten notwendigen technischen Geräte erfolgt ausschließlich über individuelle Terminvergabe per Mail. Die Geräte werden nach Rückgabe desinfiziert und frühestens am Folgetag wieder vergeben. Die Dokumentation über Personenverkehr und Gerätedesinfektion erfolgt durch die technischen Hilfskräfte.
 - The loan of the technical equipment necessary for artistic work is only possible by individual appointment by e-mail. The equipment will be disinfected after return and will be returned the following day at the earliest. Documentation on the movement of people and disinfection of the equipment is carried out by the technical assistants.

- Die Obergrenze für Proben mit regulärer Tätigkeit (Sprechen oder Bewegung am Platz) liegt prinzipiell bei 15 Personen, bei exzessiven Tätigkeiten mit dem Körper und/oder der Stimme, wie Brüllen, Singen oder Bewegen durch den Raum bei 10 Personen, unabhängig von der maximal erlaubten Personenzahl im Raum. Es dürfen keine Sportgeräte oder Requisiten zwischen Teilnehmer*innen getauscht werden. Yoga-, Gymnastik- und Sportmatten müssen nach jeder Benutzung desinfiziert werden, abgelegte Kleidung der Teilnehmer*innen darf sich nicht berühren.
 - The upper limit for rehearsals with regular activity (speaking or moving around the room) is in principle 15 people, for excessive activity with the body and/or voice, such as roaring, singing or moving around the room, the upper limit is 10 people, regardless of the maximum number of people allowed in the room. No sports equipment or props may be exchanged between participants. Yoga, gymnastics and sports mats must be disinfected after each use.
- In begründeten Ausnahmefällen können bei den Aufführungen von Abschlussarbeiten in den beiden MA-Studiengängen Ausnahmen bezüglich der allgemein geltenden Maskenpflicht gemacht werden, jedoch ausschließlich nach Ergreifen zusätzlichen Sicherheitsmaßnahmen und gründlicher Prüfung durch das Lehrpersonal.
 - In well-founded exceptional cases, exceptions may be made to the generally applicable mask requirement for the performance of final theses in the two MA programs, but only after additional safety measures have been taken and thorough examination by the teaching staff.

Aktuell sind ohne besondere Schutzeinrichtungen folgende Abstandsregeln gültig:

- (1) Maskenpflicht bei allen künstlerisch-praktischen Tätigkeiten
- (2) alle Tätigkeiten: 1,5 m (alle Arbeitsräume)
- (3) exzessiv sprechende Personen: 6 m (ausschließlich alleine oder auf den großen Bühnen erlaubt)
- (4) singende Personen: 6 m (ausschließlich alleine oder auf den großen Bühnen erlaubt)
- (5) Tanz: 6 m (ausschließlich alleine oder auf den großen Bühnen erlaubt)
- (6) Musiker*innen: 3 m (ausschließlich alleine oder auf den großen Bühnen erlaubt)
- (7) Chor: 3 m (seitlicher Abstand) und 6 m (in Singrichtung) (ausschließlich alleine oder auf den großen Bühnen erlaubt)

Currently, the following distance rules are valid without special safety devices:

- (1) Duty to wear masks for all artistic and practical activities
- (2) all activities: 1.5 m (all working areas)
- (3) excessively speaking persons: 6 m (only allowed alone or on the big stages)
- (4) singing persons: 6 m (only allowed alone or on the big stages)
- (5) Dance: 6 m (only allowed alone or on the big stages)
- (6) Musicians*: 3 m (only allowed alone or on the big stages)
- (7) Choir: 3 m (lateral distance) and 6 m (in singing direction) (only allowed alone or on the big stages)

Raumübersicht / Room overview

Raum	Lehrveranstaltung normale Tätigkeit statisch / 1,5 m Abstand / Orientierung nach Bestuhlungsplan (Hygienekonzept FB05)	Proben und praktische Arbeit mit regulären Tätigkeiten	Proben und praktische Arbeit mit exzessiven Tätigkeiten
Theaterlabor Saal (293,41 m²)	48 Personen	15 Personen	10 Personen
Probephöhne 2 (170,4 m²)	15-18 Personen	15 Personen	10 Personen
Georg-Büchner-Saal (250,75 m²)	24 Personen	15 Personen	10 Personen
Probestudio, EG, Theaterlabor (30,34 m²)	4 Personen	3 Personen	1 Person
Studio Probephöhne 2 (47,59 m²)	5 Personen	4 Personen	1 Person
Foyer Theaterlabor (68,18 m²)	11 Personen	-	-
Small Atelier (22,23 m²)	2 Personen	1	-
Big Atelier (37,96 m²)	1-2 Personen	3	-
Atelier 3 (34,56 m²)	3 Personen	2	-
Werkstatt Theaterlabor (12 m²)	1-2 Personen	-	-
Medienstudio 1, 1. OG, Theaterlabor (14,64 m²)	max. 1 Person (+ max. 1 Person in der Tonkabine)	-	-
Medienstudio 2, 1. OG, Theaterlabor (21,93 m²)	max. 2 Personen	-	-
Tonstudio Gutenbergstraße (47,32 m²)	2 (+ max. 1 Person in der Tonkabine)	-	-