



Reopening plan for the Academy of Fine Arts Munich

Access regulations for students in compliance with current health and safety measures

(Last update 23 Sep 2020)

Changes to the plan dated 23 July 2020 have been highlighted

Face-to-face instruction will resume at the Academy with the start of the winter semester. **Face-to-face classroom situations** are therefore possible to the extent the size of the room and the trend in infection rates permit. **Compliance with the maximum number of permitted persons is mandatory in all of the rooms.**

If dictated by changes to the general hygiene measures and infection rate, **classes may be conducted online**. The decision regarding the scope of online instruction will be up to the instructors.

The purpose of the measures outlined below is to protect the members of the Academy, guarantee the health of our students and employees during face-to-face instruction and contribute to reducing the impact of the pandemic by stopping the chain of infection.

The mandatory regulations and measures are based on the following:

- General hygiene concept for art academies dated 21 September 2020

- Hygiene concept of the Academy of Fine Arts Munich to prevent infection and spread of SARS-CoV-2 based on the health and safety standards issued by the Federal Ministry of Labour and Social Affairs
- Mask concept for officials issued by the Bavarian State Ministry of Health and Care (developed in collaboration with the Bavarian State Ministry of Labour, Social and Family Affairs)

General regulations:

The Academy is **closed** to anyone not affiliated with the Academy (except for contractors, maintenance and post and parcel services, **people using the archive**).

The following people may not enter the Academy under any circumstances:

- people who are **aware** that they have been in contact with a COVID-19 patient in the last 14 days or
- people with symptoms that could indicate a COVID-19 infection, including any respiratory symptoms regardless of severity, non-specific, general symptoms or impairments to their sense of smell or taste
- **people who have been placed under the obligation to quarantine at home for 14 days in compliance with the current version of the quarantine ordinance regarding travel (Einreise-Quarantäneverordnung, EQV) (<https://www.gesetze-bayern.de/Content/Document/BayEQV/true>).**

Not classified under categories 2 and 3 above are people who have a doctor's note in either German or English confirming that there is no reason to suspect infection with the SARS-CoV-2 coronavirus and present this note to the Academy. The doctor's note must be based on molecular testing for infection with the SARS-CoV-2 coronavirus and have been conducted by a member country of the European



Union or another country included by the RKI in a list of countries with access to a sufficient quality standards to be able to conduct such tests. The test must have been conducted not longer than 48 hours before submitting the doctor's note to the Academy administration. Please note that an "antibody test" is not sufficient.

If you develop symptoms while attending class at the Academy, you must leave the Academy immediately and inform the Academy administration.

You must maintain a distance of at least 1.5 meters from other people in all rooms and premises of the Academy at all times.

In addition to this social distancing policy, other important measures to effectively prevent infection with SARS-CoV-2 include **good hand hygiene** (washing your hands with soap for 20-30 seconds) and complying with **coughing and sneezing etiquette** (only coughing or sneezing into the crook your arm or a tissue).

It is mandatory that you wear a face mask covering your nose and mouth at all times in circulation and common areas inside the buildings (e.g. in the entrance area, hallways, stairwells, WCs). **A mask must also be worn in any other situation where it may not be possible to maintain minimum distance.**

Students and staff members must provide their own masks. We have posted signs in the Academy on how to use masks correctly. We urgently recommend you also wear your mask in shared workshop spaces and in the student atelier workshops, even in situations where it is possible to maintain a minimum distance of 1.5 meters.

Long conversations with other people should be avoided in order to minimize the risk of infection.

Time spent at the Academy should be limited to the time necessary to attend class only.

Responsibility

All members of the Academy are responsible for making sure that regulations to prevent infection are actually complied with in their area of responsibility. This particularly applies to teaching staff, meeting organizers, examiners and supervisors. This also includes effectively informing those people active in your area of responsibility (e.g. participants in exams and face-to-face classes) about the rules in place to prevent infection. We will be conducting random controls of compliance with these safety measures to prevent infection.

Access

Students **may only enter** the Academy via the **main entrance to the main building** and in accordance with the current **occupancy plans**. **The main building will be open Monday through Saturday from 10 am to 7 pm. The new building will be open while classes are being held.**

Students who wish to work at the Academy must sign up with the access staff at the main entrance of the **main building**, hand in their student ID card and, if it is their first visit, submit their signed commitment form (compliance with health and safety regulations).

We have equipped the waiting area with social distancing floor markers. **Directory systems to regulate the flow of traffic in and out of the area have also been set up in areas that tend to be highly frequented (e.g. the entrance), and these must be followed.**



Classes and conferences

Classes may be held face-to-face in rooms of sufficient size and in compliance with the minimum distance of 1.5 meters. This minimum distance must be maintained, even when wearing a mask. **The maximum number of people permitted to be in the room at the same time has been specified for each room.**

The maximum number of people in one class is 75 (maximum number of people in the auditorium).

The decision regarding whether to hold class in person and who may attend shall be up to the instructor in each individual case. The following student groups will have priority:

- a) New students**
- b) Students getting ready to complete their studies**
- c) Students strongly in need of face-to-face instruction**

The instructors shall, at the latest on the day of the class, submit a list to the access staff indicating the place, time and participants so that these will be granted access. This serves to ensure that the maximum number of students is not exceeded and that potential chains of infection can be traced (who was together with whom, when and in which rooms). A list must also be submitted to the access staff for any classes held in the new building.

Rooms must be aired regularly after each class session and at least every 60 minutes (intensive inrush airing for at least 5 minutes) if you are unable work with the doors and windows open. The instructors shall be responsible for compliance with these measures.

Artistic work in classrooms

Students may use the classrooms for artistic work according to an occupancy plan created by their instructor. Students who have their final exams in 2020 or 2021 have priority here.

The occupancy plans serve to ensure that the maximum number of students is not exceeded and that potential chains of infection can be traced (who worked together with whom, when and in which rooms).

The maximum number of students per room is based on the floor plans and the results of an inspection.

It is mandatory that you wash your hands with soap for 20-30 seconds **before using the classrooms.**

Classrooms must be aired regularly after each class session and at least every 60 minutes (intensive inrush airing for at least 5 minutes) if you are unable work with the doors and windows open. The person responsible for each room must make sure that these standards are complied with. Signs will be posted in the relevant classrooms and the classrooms will be subject to random checks.

We assume that students will be using their own materials and tools. Shared equipment like keyboards and tools must be cleaned by a third party (not the user) with cleaning agent after each use. Instructors are responsible for organizational issues.

Instructors must effectively **inform** their students of the occupancy plans. Signs with information on proper conduct will be posted in the rooms.

Working in the student atelier workshops

The heads of the student atelier workshop will determine the number of students and type of work permitted on the basis of individual circumstances (updates of risk assessments).



Students may only use the open workshops after signing up on the written occupancy plan. A list of participants at the new building must also be submitted to the access staff at the latest after locking up the workshop.

It is mandatory that you wash your hands with soap for 20-30 seconds **before using a student atelier workshop.**

The heads of the student atelier workshops will inform the students of the required rules of conduct and hygiene and make sure that these rules are followed. Students will be instructed regarding cleaning the surfaces of shared workspaces and objects (machines, tools, countertops).

Rooms must be aired regularly after each work unit and at least every 60 minutes if you are unable work with the doors and windows open.

Surfaces of shared workspaces (machines, tools, countertops) must be cleaned with standard household cleaner by the person who used them once they are done. The next user must also clean the space before using it.

Those in charge of the atelier workshops will also regularly clean the surfaces at sensible intervals.

Wearing a mask is heavily recommended.

Exams

Participation in exams is only permitted if participants maintain a minimum distance of 1.5 meters between each other at all times. Visitors who are not participating in the exam are not permitted to attend.

Library

The library will be open for limited use as of 1 September 2020. Please refer to the attachment for the library's hours.

Archive

You must sign up before you can use the archive. To use the archive, you must first fill out a form providing your contact information and information on your research project.

Only one person will be admitted to the Academy's archive at a time due to spatial limitations. The person using the archive can view the requested documents/items at the office in room A.02_45 or, if the item is in larger format, in the storage rooms (A.ZG2_10,12,13). An archive employee will be on site. The required distance of 1.5 meters must be complied with. You may only enter the archive rooms if you are wearing a mask. The area will be disinfected after each use of the archive.

StuBistro

The StuBistro will open on **16 June 2020** with limited hours and a reduced menu. Service has returned to self-service as usual. The prescribed protection measures (gloves) must be complied with.

The bistro's **hours** are Monday - Friday from **11:00 am – 2:00 pm.**

You must wear a mask when entering the bistro.



You may eat your food there. The number of seats available are limited due to hygiene policy. Guests will be seated by the bistro staff. Guests must provide their contact information pursuant to the current Bavarian infection prevention ordinance. The purpose of this is to be able to trace contact in case of infection. Please refer to the sign posted at the bistro for more information regarding data privacy.

Food can also be packed for take-out.

Collecting contact information and data privacy

The teaching staff shall make sure that the place, time and people who spent time at the Academy for instructional purposes or at their classes can be traced. This information shall be documented in the form of an occupancy plan or list of participants. These must be written out on a piece of paper and submitted to the access staff. This documentation will be destroyed at the latest 4 weeks after the event or class is held. Files must be deleted.

Failure to comply with infection prevention policy

If you who fail to comply with these measures to prevent infection, you will be requested to leave the premises immediately. Should you repeat the offense, you will be banned from the premises.

Instructors shall have the right to request anyone who fails to comply with social distancing and hygiene policies in their classrooms and anyone who refuses to wear a mask or provide their contact information to leave the premises.

Executive Board
Academy of Fine Arts Munich

Attachment:
Maximum room occupancy