



COVID-19 Hygiene Concept

COVID-19-Hygiene concept at Macromedia

Concept of measures for temporary additional measures for protection against infection from COVID-19

The hygiene concept will be regularly adapted to the new provisions and recommendations of the authorities as well as the corresponding developments in Corona measures at Macromedia and their impacts will be adapted to the restrictions of Macromedia.

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Preamble

The Corona (COVID-19) pandemic affects the daily life of employees and participants (secondary and higher education students) of Macromedia equally. The state of the pandemic is a danger to the health of an unspecified number of people and also to public safety and order. It has significant impacts on the life of every individual.

The goal of the special occupational safety and hygiene measures is to protect the public by interrupting the chains of infection, to ensure the health of employees and participants and to continue operations at Macromedia under these restrictions and limitations. In doing so the order of priority from technical to organisational to personal safety measures must be observed.

The hygiene concept should be understood as a minimum standard for all locations. Should applicable local guidelines provide for more relaxed hygiene measures these differences must be listed in a separate document and must be expressly approved by the central crisis unit.

1. Employee's and participant's obligation to report

- a) Participants who test positive for Corona, or had direct contact with infected individuals must immediately inform campus administration.
- b) Employees and freelance workers of Macromedia who test positive for Corona, or had direct contact with infected individuals, must immediately inform their supervisor.

Procedure upon entering Germany¹

ALL individuals who enter Germany from high-risk, virus variant regions must comply with the currently applicable [Coronavirus-Einreiseverordnung](#) (Coronavirus Entry Regulation). In addition the country-specific entry and quarantine regulation which is referenced on the information sheet from the respective campus, must be observed.

2. Bans on entry

The following people may not enter the grounds and campus of Macromedia:

- a) People who are verifiably infected with Coronavirus SARS-CoV-2 ("Coronavirus"),
- b) People who exhibit symptoms which could indicate infection with Coronavirus, in accordance with the RKI, e.g. fever, coughing, trouble breathing, loss of taste/smell, sore throat, body aches, runny nose and do not have a negative test result (e.g.: quick test on campus under supervision).
- c) People who are subject to a obligation to isolate in accordance with the Coronavirus entry regulation.

3. Access arrangements

If not otherwise regulated in the specific campus leaflets, the 3G obligation will cease to apply on April 3, 2022, and with it the control of the corresponding compliance. This applies to study, school and examination activities as well as to employees, visitors and guests of Macromedia.

Deviating regulations at the individual locations can be found in the campus-specific leaflet.

¹ Overview of the high-risk regions according to the Robert-Koch-Institute:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html



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4. Distancing and mask regulations

In all Macromedia buildings and spaces a minimum distance of 1.5 m between individuals must be maintained and the urgent recommendation to wear a medical mask or FFP2 mask applies if the minimum distance of 1.5 m cannot be maintained. This recommendation does not apply at a fixed sitting, standing or workstation, insofar as a minimum distance of 1.5 m to other persons is reliably maintained.

5. Hygiene regulations

In all Macromedia entrances information is displayed containing the General Coronavirus Protective Measures which must be complied with by all individuals on the Macromedia premises.

Upon entering the Macromedia premises the closest possible opportunity to wash your hands, or disinfect your hands using a hand sanitizer station must be taken. For this purpose, hand sanitizer stations are available at the entrances to all buildings and liquid soap and one-time use paper towels are available in the sanitary facilities.

6. Cleaning

DIN 77400 (Cleaning Services School Building - Cleaning requirements) must be observed. It also applies to universities and defines principles for a contractual, environmentally conscious and hygienic university/school cleaning taking into consideration current developments with regard to technology and methods of building cleaning and legal requirements of the Infection Protection Act.

In addition the following applies: Generally the infectiousness of coronaviruses on inanimate surfaces decreases quickly depending on material and environmental conditions such as temperature and humidity. Proof of transmission through surfaces in public spaces does not yet exist. However, the cleaning of surfaces in rooms at Macromedia is still a priority.

7. Work equipment

For a corresponding work organisation, it should generally be ensured that work equipment is used only by one person, when possible, e.g. by providing additional work equipment in order to reduced the risk of smear infections.

Work equipment should always be used by one and the same person when possible. Where this is not possible advance hand hygiene must be ensured as well as regular cleaning, in particular, prior to transfer to another person.

8. Ventilation

Regular ventilation must be ensured in all spaces.

All ventilation systems are allowed for the ventilation of the spaces. If ventilation is not ensured by technical ventilation, a continuous CO₂ measurement should be carried out in the room. From a CO₂ value of 1000ppm it is recommended to ventilate the room for at least 15 minutes.

Ventilation must be ensured by the teacher in the lecture spaces, by the meeting director/chairperson in consultation/meeting rooms and by the employees in the office for office spaces.

9. Learning spaces

Staying in the lecture spaces or on campus for any other purpose other than attending the lecture (e.g. for independent study) is allowed without registration.



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10. Campus events

Campus events, or informational events are to be organized in accordance with the current infection protection regulations of the respective state, or the respective community for events, assemblies and gatherings as well as conferences, conventions and sports.

11. Householder's rights

Campus administration shall exercise householder's rights. Householder rights representatives of campus administration are all full-time employees of the Hochschule Macromedia GmbH, Macromedia Akademie GmbH and Galileo Global Education Germany GmbH. The holder of household rights and those individuals entrusted with exercising the household rights are authorised to take measures necessary to eliminate any disruptions to the hygiene regulations; in particular they have the right, in the event of any violations, to expel these individuals from the house after the first warning.

12. Self tests

Macromedia shall provide two self tests per week to all in person employees free of charge. The details can be found in the nationwide Macromedia rapid test concept.

13. Acute case of Corona and duty to report

Should participants or employees experience relevant Corona symptoms while present (see Item 1.) they are asked to leave the Macromedia premises. Minors should be taken to a separate room until they can be picked up by their parents.

Due to the Coronavirus duty to report regulation in conjunction with § 8 and § 36 of the Infection Protection Act both the suspicion of an infection as well as the occurrence of COVID-19 cases in schools must be reported to the relevant district health department as well as the Ministry of Schools and Vocational training. After confirmation of a Corona infection the corresponding steps must be introduced in coordination with the relevant health department.



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14. Attendance recording

For the purposes of contact person tracing in the event of an established infection with Coronavirus SARS-CoV-2 contact information is recorded on campus.

- a) Participation in class will be documented by the respective lecturer using electronic attendance recording.
- b) For employees and freelance workers of Macromedia as well as visitors and all other individuals the local campus-specific rules apply.
- c) For special events registration and participant lists will be created. Surname and first names, secure contact information (telephone number, e-mail address) as well as the time of stay should be recorded.

This hygiene concept is also an instruction for all employees of Macromedia and replaces the hygiene concept from 08.04.2022

Munich, 30/05/2022

A handwritten signature in blue ink, appearing to be 'Dr. Reimar Müller-Thum', written over a faint blue line.

Dr. Reimar Müller-Thum
Managing director | Vice President University Management