

COVID-19: Guide to Safe University Operations at the Academy of Fine Arts Vienna

Vienna, September 2020
Revised edition, 1 October 2020

The present guide is based on the recommendations issued by the Federal Ministry of Education, Science and Research in August 2020 and has been revised in accordance with the specific requirements of the Academy of Fine Arts Vienna. It will enter into force on 4.9.2020, without prejudice to the legal provisions to be observed in each case.

CONTENTS

1	Stoplight system	3
	1.1 The general Corona stoplight system of the Ministry for Health *)	3
	1.2 Definition of the four types of university operations *)	3
2	Handling of suspected COVID-19-cases *)	4
3	General health protection and hygiene measures	5
4	Stoplight matrices	7
	4.1 General operations at the Academy	7
	4.2 Office premises	7
	4.3 Library, Archives, Paintings Gallery, Graphic Collection, Exhibition Rooms	8
	4.4 Staff recruitment	10
	4.5 Business travel	10
	4.6 Teaching and examinations	10
	4.7 Workshops, laboratories, studios, ateliers	12
	4.8 Department of studies and examinations	12
	4.9 International Office, Student Welcome Center	13
5	Contact Tracing	13
6	Risk groups and care responsibilities	15
7	International students, incoming and outgoing students	15
8	Events at the Academy	16
9	Signing regulations	17
	9.1 Leave of absence, applications and settlement of business travel, applications for compensation for vacation and time off	17
	9.2 Approval of invoices, reimbursement	17
	9.3 Cash register and VISA card accounting	18
10	Availability	18
11	Access regulations	18
12	Key employees	19
13	Contact persons	20
	 ATTACHMENT: Information on general health protection and hygiene measures	 21

*) Source: COVID-19: Guide for Secure University Operation, Recommendations for Universities, Universities of Applied Sciences, Universities of Teacher Education and Private Universities, Federal Ministry of Education, Science and Research, 2020.

1 Stoplight System

1.1 The General Stoplight System of the Ministry for Health

Since the Federal Ministry of Social Affairs, Health, Care and Consumer Protection is the topic leader in the current COVID-19 situation, it also defines the framework conditions on how authorities, organizations, institutions and companies in Austria are to proceed. The starting point is a four-section stoplight system modelled on the avalanche warning system for risk assessment at regional, local and national level. Four levels are distinguished based on four dimensions (number of new infections per time unit, hospital capacity utilization, source identification of new infections and extent of testing):

- **Level I: low risk (green)**
Level I corresponds to normal operation in compliance with general rules of conduct and prevention (minimum distance and general hygiene rules).
- **Level II: moderate risk (yellow)**
In Level II, increased attention is required. In sensitive public areas and additionally in certain indoor areas, protective masks (covering mouth and nose, MNS masks) must be worn (e.g. in supermarkets, churches)
- **Level III: high risk (orange)**
In Level III, increased safety precautions are taken. These include a greater reduction in group sizes; the obligation to wear mouth and nose protection will be extended to other areas.
- **Level IV: very high risk (red)**
Level IV corresponds to the situation in spring 2020, including the obligation to wear masks in all public areas.

Link to the Corona stoplight system of the Federal Ministry for Health: <https://corona-ampel.gv.at/>

1.2 Definition of the four types of university operations

The general Corona stoplight system of the Ministry of Health shows which risk level currently applies in a particular region. However, this does not yet allow any specific procedures to be derived for the colleges and universities concerned that would allow the level of protection to be maintained for the respective risk level at the universities and colleges. Here are the definitions of the four types of operation at the Academy of Fine Arts Vienna:

- **Presence mode**
Teaching, research and general operations take place at the Academy's locations, regardless of whether they are supplemented or enriched with digital elements and digital services. COVID-19-related requirements (such as distance rules, hygiene rules - see point 3) apply.
- **Dual mode**
Presence mode and parallel or simultaneous distance mode: Teaching and research as well as general operation are generally carried out at the university. Certain groups of people (e.g. risk groups, international students, etc.) who cannot be present on a regular basis due to COVID-19 prevention measures are offered distance mode.
- **Hybrid mode**
Parts of the university or college operation are carried out on site and parts are offered or carried out digitally. This mode of operation goes beyond the presence and dual operation in that it is not only enriched with digital elements, but its digital elements form an essential part of the operation and physical presence is further restricted or the security and protection aspects are significantly intensified.

■ **Distance mode**

Teaching and research as well as general operations have been converted to digital operation as far as possible. Only the critical infrastructure as well as activities and services will be maintained, the discontinuation of which would lead to major risks and/or major financial damage for the Academy and its members.

Which operating mode is used depends on the current status of the Corona stoplights. In principle, the same stoplight system colors apply to all Academy locations. Please note that location-specific exceptions can nevertheless be made (e.g. due to a suspicious case).

A change of the respective stoplight phase will be sent by e-mail to all members of the Academy and will also be visible on the homepage of the website. All employees and students are required to check the current stoplight status and the academy e-mail address regularly and to act accordingly. Please refer to the respective detailed tables (see point 4) for the corresponding instructions.

2 Handling of suspected COVID-19-cases

CURRENT DEFINITION OF A SUSPECTED COVID-19-CASE:

Any person meeting the clinical criteria = any form of acute respiratory infection (with or without fever) with at least one of the following symptoms for which there is no other plausible cause: cough, sore throat, shortness of breath, upper respiratory tract catarrh, sudden loss of sense of taste/smell.

In case of corresponding diagnostic findings (e.g. laboratory chemical parameters and/or radiological findings) and/or infection epidemiological indications (e.g. previous contact with a case of SARS-CoV-2, regional viral activity of those areas in which the affected person has been staying in the past 14 days), which in combination with the clinical symptoms lead to a strong medical suspicion of the presence of COVID-19, cases with clinical criteria and symptoms other than those mentioned (e.g. vomiting, diarrhoea) should also be classified as suspect cases.

CURRENT DEFINITION OF WHO IS TO BE CONSIDERED A CONTACT PERSON

Contact persons (i.e. persons suspected of being infected) are persons with a contact to a confirmed case from the beginning of the infectiousness (i.e. contagious contact) until the end of the isolation. Infectivity/contagiousness begins 48 hours prior to the onset of the disease (i.e., the onset of symptoms) or, in asymptomatic cases, 48 hours prior to the collection of the specimen that resulted in a positive test result. The end of the infectious period cannot be determined with certainty at this time.

A distinction is made between contact persons with high risk exposure and contact persons with low risk exposure:

a) Contact persons with high risk exposure:

- Persons who had direct physical contact with a confirmed case
- Persons who had face-to-face contact with a confirmed case for 15 minutes or more in a distance of ≤ 2 meters (in particular) household contacts
- Persons who have been caring for a confirmed case (including medical and nursing staff, family members or other caregivers)
- Persons who have been in the same room with a confirmed case at a distance ≤ 2 meters for 15 minutes or longer
- Persons who, regardless of distance, were most likely exposed to relevant concentrations of aerosols (e.g. at parties)

b) Contact persons with low risk exposure:

- Persons who have had face-to-face contact with a confirmed case for less than 15 minutes at a distance of ≤ 2 meters or persons who have been in the same room (e.g. classroom, meeting room, health care facility rooms) with a confirmed case at a distance >2 meters for 15 minutes or longer or at a distance of ≤ 2 meters for less than 15 minutes

PROCEDURE IN CASE OF SUSPECTED CASES

If a COVID-19 suspected case occurs among employees or students of the Academy:

Contact the emergency number 1450 → The hotline employees decide whether a test is to be initiated.

If no test is initiated, no further measures are required.

If a test is initiated:

- 1) The person concerned must switch to working from home/distance learning.
- 2) The person concerned must notify the VRFPP by e-mail (and cc the head of department or head of the institute) about the suspected case, stating the full name as well as the department/institute affiliation.
- 3) The person concerned (or a person of the respective organizational unit in his or her capacity as a representative) must submit to the VRFPP a complete list of names of all members of the Academy with whom he or she has had contact in the past 48 hours (persons with whom he or she has had face-to-face contact (without a mask) for 15 minutes or longer and at a distance of ≤ 2 meters, or persons with whom he/she has been in the same room (e.g. office, meeting room, seminar room, lecture hall) at a distance of ≤ 2 meters for more than 15 minutes):
 - employees of the Academy
 - fellow students with whom joint courses were attended and who were sitting within a radius of ≤ 2 meters from the person (to be determined by the respective course leaders using the attendance lists to be kept)
 - students of the Academy outside of courses

In case of suspected cases among students, the respective institute directors and managers, department heads and course directors are requested to work closely with the students in order to provide the data to the VRFPP as soon as possible!

- 4) The VRFPP will inform all indicated contact persons about the suspected case and instruct them to stay at home (home office or distance learning) until a negative test result of the person concerned is available.
- 5) The VRFPP will inform all contact persons about the test result. If the test result is negative, no further action is necessary. If the test result is positive, all the above-mentioned contact persons must stay at home for the time being and call the emergency number 1450. Further action will be taken in coordination with and at the instruction of the health authority.

Please also notify the VRFPP if your roommate or partner should contract Corona!

3 General health protection and hygiene measures

The following measures must be observed at all times and in all buildings of the Academy, even when the spotlight system indicates a green light:

- Maintain a minimum distance of 1.5 m from other people who do not live in the same household
- Hand hygiene
- Cough hygiene
- Mouth and nose protection (at least where the minimum distance cannot be maintained)
- Thinning out (= smaller group sizes)
- Regular airing
- Regular cleaning of workplace
- Abstaining from shaking hands and hugs (alternative forms of greeting required)
- Elevators to be used only alone or with persons of the same household
- In any form of acute respiratory infection - with at least one of the following symptoms for which there is no other plausible cause: coughing, sore throat, shortness of breath, catarrh of the upper respiratory tract, sudden loss of sense of taste/odor, with or without fever - please stay home and call the emergency number 1450

All locations of the academy will be equipped with disinfectant dispensers at the main entrances by the start of the semester at the beginning of October and will be regularly refilled by the GTB. Please note that disinfectant must be rubbed into the hands for at least 30 seconds and must be completely absorbed and dried in order to be effective!

All locations of the academy are cleaned regularly at every stoplight phase, with special attention paid to locations that are subject to critical use (restrooms, kitchens, door handles, photocopiers etc.).

Mouth and nose protection masks must be brought by all members of the Academy themselves. If you forgot your mask, extra masks are available from the doormen of the respective sites or the departments and institutes.

The GTB provides all departments and institutes with a basic supply of disposable gloves, disinfectants and extra masks. Should you run out of such material, please contact the GTB for reordering. Disinfectant dispensers that are not located at the main entrances must be refilled by the organizational units using them.

Any special requirements your department or institute may have (e.g. special protective equipment in the workshops) must be purchased from the department's or institute's own budget.

Rooms with public access must be equipped with Plexiglas panels (and floor markings if necessary) by the beginning of the semester. Please contact the GTB for implementation.

The academy appeals to the personal responsibility of all staff and students to adhere to all applicable rules in order to keep the risk of infection as low as possible and to ensure that classroom operations are maintained as far as possible!

4 Stoplight matrices

Please refer to the following tables for instructions for individual sub-areas of the Academy depending on the current stoplight status.

4.1 General operations at the Academy (except events – v. point 8)

	Presence mode	Dual mode	Hybrid mode	Distance mode
Building use in general (except events – v. point 8)	<p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>The general opening hours and the current house rules apply.</p>	<p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>In public areas of the buildings where situations of spontaneous encounters with other people may occur (such as corridors, kitchens, sanitary facilities, etc.), protective masks must be worn.</p>	<p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>Protective masks in public areas</p> <p>Access management is implemented: Please note the limitation of the number of persons present per room according to signage</p> <p>Admission of individuals not belonging to the Academy is to be limited to a minimum.</p>	<p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>Access management is implemented: Please note the limitation of the number of persons present per room according to the signage</p> <p>Strict access rules apply (see point 10). All persons present must be registered in advance and entered in attendance lists.</p> <p>Remote work operation in general</p> <p>Only key persons with appropriate authorization are allowed to enter the buildings of the academy.</p> <p>Restricted opening hours, access only via the main entrances</p> <p>Students have no access.</p>

4.2 Office premises

Office premises	<p>Office operation in the usual way (subject to applicable occupational health and safety regulations)</p>	<p>Office operation in the usual way (subject to applicable occupational health and safety regulations)</p> <p>All departments and institutes keep internal occupancy plan lists to enable contact tracing in case of illness.*</p>	<p>Restricted operation in office space based on departmental occupancy plans for on-site work.</p> <p>The same groups should always work together (shift operation).</p> <p>In areas with public access, appropriate protective equipment (e.g. plexiglass walls, floor markings) must be installed.</p> <p>Meetings in larger groups should be avoided and held digitally.</p>	<p>Strict access rules apply (see point 10). All attendees must be registered in advance and entered in attendance lists.</p> <p>Remote work operation in general</p> <p>Only key persons with appropriate authorization are allowed to enter the buildings of the academy.</p> <p>Accessibility of staff must be guaranteed.</p>
------------------------	-------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4.3 Library, Archives, Paintings Gallery, Graphic Collection, Exhibition rooms

<p>Library</p>	<p>The general opening hours apply.</p> <hr/> <p>Reading and study zones are opened in compliance with the general COVID-19 prevention measures (see point 3) (restricted). The current usage and house rules apply.</p> <hr/> <p>On-site use and borrowing of physical copies is possible as usual. Returned media will be quarantined. Interlibrary loan & document delivery are possible as usual.</p>	<p>The general opening hours apply, to be reduced as necessary.</p> <hr/> <p>Reading and study zones are opened in compliance with the general COVID-19 prevention measures (see point 3) (restricted).</p> <hr/> <p>On-site use and borrowing of physical copies is possible as usual. Returned media will be quarantined. Interlibrary loan & document delivery are possible as usual.</p>	<p>Limited opening hours apply.</p> <hr/> <p>Reading and study zones are closed, i.e. copying, printing, and research as well as the use of the semester handsets is not possible within the library.</p> <hr/> <p>On-site use is not possible, and borrowing of physical copies is only possible to a limited extent. Returned media will be quarantined. Interlibrary loan & document delivery are possible as usual. Semester handsets will be digitized as far as possible and made available online via Moodle. Returned media are quarantined and will be disinfected if necessary. Interlibrary loan & document delivery are possible with restrictions.</p>	<p>The library is closed.</p> <hr/> <p>Reading and study zones are closed, i.e. copying, printing, and research as well as the use of the semester handsets is not possible within the library.</p> <hr/> <p>Neither on-site use nor the borrowing of physical copies are possible. Semester handsets will be digitized as far as possible and made available online via Moodle. Returned media are quarantined and will be disinfected if necessary. Interlibrary loan is not possible, document delivery is only possible to a very limited extent.</p>
	<p>Events (Thursdays in the library, guided tours, training courses, etc.) are held in accordance with the respective official regulations.</p>	<p>Events (Thursdays in the library, guided tours, training courses, etc.) are held in accordance with the respective official regulations.</p>	<p>Events (Thursdays in the library, guided tours, training courses, etc.) will only be offered and held virtually, if necessary and feasible.</p>	<p>Events (Thursdays in the library, guided tours, training courses, etc.) will only be offered and held virtually, if necessary and feasible.</p>
<p>Archives</p>	<p>Archives operations as usual; general COVID-19 prevention measures (see point 3) as well as the current usage and house rules apply.</p>	<p>The archives are open, users have access only after prior registration (by phone or e-mail).</p> <p>Protective masks must be worn during the entire stay, disinfection of the workstations before and after use by the users themselves.</p>	<p>Restricted opening hours of the archives. The archives are occupied by one person at a time, employees alternately work from home.</p> <p>Requests of users are handled via e-mail. Users have access only in exceptional cases after prior notification and in compliance with hygiene measures.</p>	<p>The Archives are closed.</p> <p>Requests from users are handled by e-mail, material can be made available in digital form, if available.</p>

Paintings Gallery and Graphic Collection at the Theatermuseum	<p>The general terms and conditions for visitors of the KHM Museum Association apply, current COVID-19 protection measures see: www.khm.at</p>	<p>The general terms and conditions for visitors of the KHM Museum Association apply, current COVID-19 protection measures see: www.khm.at</p>	<p>The general terms and conditions for visitors of the KHM Museum Association apply, current COVID-19 protection measures see: www.khm.at</p>	<p>The general terms and conditions for visitors of the KHM Museum Association apply, current COVID-19 protection measures see: www.khm.at</p>
Study room Graphic Collection	<p>Study hall operations as usual (after advance notification: Mo-Fr, 9-16 h)</p> <p>The general COVID-19 prevention measures (see point 3) as well as the current usage and house rules apply.</p>	<p>Study hall operations as usual (after advance notification: Mo-Fr, 9-16 h)</p> <p>max. 5 study hall guests at the same time; obligatory protective masks in the study hall; disinfection of the workplaces before and after use by staff</p>	<p>The study hall is only open to a limited extent.</p> <p>Users have access to the study hall only in exceptional cases after prior registration; only individuals (or persons living in the same household); max. length of stay: 2 hours; obligatory protective masks in the study hall; disinfection of the workstations before and after use by the staff</p>	<p>The study hall is closed.</p>
Further exhibition rooms (Paintings Gallery and Graphic Collection above)	<p>Visitors are informed about hygiene measures and distance rules by means of posters.</p> <p>Minimum distance of 1.5 m</p> <p>Handling of visitor communication as contactless as possible</p> <p>Disinfectant for visitors is provided in the entrance area</p> <p>Avoid formation of queues and groups (supervisors are instructed accordingly)</p> <p>Headphones, etc. are equipped with protective covers. Protective covers must be changed after each use. Hands-on stations are only used with gloves or disinfected after each use.</p> <p>Guided tours through the exhibition take place in small groups of max. 10 persons (not counting the staff members performing the tours).</p> <p>Registration and attendance lists are mandatory for contact tracing*</p>	<p>Wearing protective masks is mandatory for employees and visitors</p> <p>The number of visitors allowed in the rooms at the same time is minimized</p> <p>Social program and events, in particular opening events, should be planned in such a way that they are scheduled over a longer period of time in order to avoid an accumulation of visitors; supporting program items will also be offered digitally if possible.</p> <p>Registration and attendance lists are mandatory for contact tracing*.</p>	<p>Wearing protective masks is mandatory for employees and visitors</p> <p>Visiting the exhibitions is only possible in small groups of max. 10 persons in defined time windows</p> <p>Registration and attendance lists are mandatory for contact tracing *</p> <p>Framework programs such as lectures, interviews, artist talks can still take place and be filmed in the exhibition space by the performers, provided that it is a small group of no more than 5 people; visitors can only participate via digital channels (livestream, video, etc.).</p>	<p>The exhibition rooms are closed.</p> <p>Framework programs such as lectures, interviews, artist talks are only produced via distance and shown via digital channels (video, etc.) .</p>

4.4 Recruitment of staff

<p>Hiring of staff</p>	<p>Staff recruitment is possible in the usual way. The applicable basic rules (distance regulations and hygiene measures) are pointed out during the application process.</p>	<p>Staff recruitment is possible in the usual way. The applicable basic rules (distance regulations and hygiene measures) are pointed out during the application process.</p>	<p>Staff recruitment is made possible in digital form in those areas where it is reasonable and possible. This applies in particular to training courses. An exception can only be made for activities that must be carried out on site. Attendance must be reduced to a minimum.</p> <p>The same groups should always work together (shift operation).</p>	<p>Staff recruitment takes place exclusively in digital form (by remote work). If this is not possible, the hiring should be postponed.</p>
-------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------

4.5 Business travel

<p>Business travel</p>	<p>Business trips are possible within Austria, depending on current stoplight phases, and, within the framework of the travel recommendations defined by the Foreign Ministry, also abroad.</p> <p>Business trips to countries with currently valid travel warning level 4 must be discussed in advance with the VRFPP.</p> <p>Business trips to countries with currently valid travel warning level 5 or 6 will not be approved.</p>	<p>Business trips are possible within Austria, depending on current stoplight phases, and, within the framework of the travel recommendations defined by the Foreign Ministry, also abroad.</p> <p>Business trips to countries with currently valid travel warning level 4 must be discussed in advance with the VRFPP.</p> <p>Business trips to countries with currently valid travel warning level 5 or 6 will not be approved.</p>	<p>Business trips that have already been approved must be discussed with the VRFPP before commencement, paying particular attention to current travel warnings.</p> <p>No business trips (domestic or international) will be approved during this phase.</p>	<p>No business trips (domestic or international) will be approved during this phase.</p> <p>Business trips (domestic and foreign) that have already been approved may not be taken.</p>
-------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

4.6 Teaching and examination

The following general rules apply:

- Compliance with the general COVID-19 health protection and hygiene measures (see point 3)
- Ensure accessibility via the academy e-mail address (check regularly, if necessary set up forwarding to private e-mail)
- At the beginning of the semester, students receive more detailed information on blended learning offers from the respective institutes.

Course modes	Presence operation Students are located in lecture hall / laboratory / workshop.	Dual operation Some of the students are on site, others (members of risk groups or international students who are unable to travel) take part in the course via synchronous (e.g. audio or video conference) or asynchronous means of communication (e.g. streaming, recording).	Hybrid operation Courses are held both in presence and distance mode.	Distance operation Courses are held exclusively in digital mode.
Preparation and execution of courses and exams Responsible person: Course instructor	Program, info, dates and registration as usual	Monitoring of whether students belong to risk groups or groups of international students affected by travel restrictions	Timely information to the students about the new mode of holding courses	Timely information to the students about the used method of distance learning or digital examination mode
	<p>Booking of rooms with regard to general COVID 19 security rules: if other (larger, better ventilated ...) rooms are required, please contact the respective room manager (contact persons according to AkademieOnline)</p> <hr/> <p>Preparation of lists for the comprehensible registration of all attendees (at least name and academy e-mail, if necessary tel. no.)*</p> <hr/> <p>Development of alternative plans for holding the course in case of a change of the stoplight color status</p> <p>Determination of the software and hardware required for the course</p>	<p>As in presence mode</p> <hr/> <p>As in presence mode</p>	<p>Mix of teaching in rooms on site (see presence mode) and digital formats</p> <hr/> <p>As in presence mode</p>	
Implementation	Execution of all courses in classroom teaching, observing the general COVID-19 safety rules and using attendance lists.	see presence mode; additionally: Implementation of alternative plans for risk groups and absent international students	Implementation of alternative plans with regard to reduction of the number of participants (e.g. smaller groups) and additional safety precautions (e.g. mouth and nose protection)	Holding of all courses in distance mode
Examinations	observing the general COVID-19 safety rules	see presence mode; additionally: adapted examination mode for risk groups and absent international students	adapted examination mode (if necessary e.g. in smaller groups)	Switch of all exams to digital format; (in absolutely exceptional cases postponement [or cancellation])
Students in risk groups/international students	Enabling digital access to teaching / information / student services etc. from any location.	Enabling digital access to teaching / information / student services etc. from any location.	Enabling digital access to teaching / information / student services etc. from any location.	Enabling digital access to teaching / information / student services etc. from any location.

4.7 Workshops, laboratories, studios, ateliers

<p>Workshops, laboratories, studios, ateliers</p>	<p>Operation in the usual manner; the general COVID-19 prevention measures (see point 3), the laboratory and workshop regulations and the current house rules apply.</p>	<p>Operation in the usual manner, preferably in small groups. The general COVID-19 prevention measures (see point 3), the laboratory and workshop regulations and the current house rules apply.</p>	<p>Internal shift schedules for the institute ensure that direct contact between students and teachers is reduced to the necessary minimum.</p> <p>Commonly used surfaces and equipment (working materials, tools, protective visors, helmets, etc.) must be disinfected by the students themselves after each use.</p> <p>For mutual protection and in order not to damage the students' own equipment through constant damp cleaning, students are required to bring their own computer mice and keyboards for work on university computers and to use them exclusively.</p>	<p>Workshops, laboratories, studios and ateliers are closed.</p>
----------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------

4.8. Department of studies and examinations

<p>General information on study law</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>By e-mail</p>	<p>The department of studies and examinations is closed</p> <p>Inquiries by e-mail</p>
<p>Enrollment / Continuations</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>Service for first-time enrollment only in separate rooms and observing applicable hygiene standards, for continuation of studies: by e-mail. Contact-Tracing*</p>	<p>The department of studies and examinations is closed</p> <p>Inquiries by e-mail</p>
<p>Submissions for the Diploma / Master / Rigorosum</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>Daily service Normal operations with protective masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing*</p>	<p>By e-mail</p>	<p>By e-mail</p>

Applications for accreditations	Daily service Normal operations with protective masks in separate rooms Distance marking in the waiting area, disinfection, Contact tracing*	Daily service Normal operations with protective masks in separate rooms Distance marking in the waiting area, disinfection, Contact tracing*	By e-mail	By e-mail
Applications for merit, support and work scholarships	By e-mail	By e-mail	By e-mail	By e-mail

4.9 International Office, Student Welcome Center

Student advisory service	Normal operations (in person, by telephone, Zoom-video conference) observing general health protection and hygiene measures (see point 3) Contact tracing*	Personal consultation with protective masks and observing general health protection and hygiene measures (see point 3) Contact tracing*	Personal consultation only by appointment and observing general health protection and hygiene measures (see point 3) Contact tracing*	No personal consultation, Consultation online by video conference and by e-mail
First-year students	On-site orientation day at the Academy	On-site orientation day at the Academy, registration by e-mail, list of participants	On-site orientation day by video conference, presentation with Q&A	Orientation program by video conference, presentation with Q&A

5 Contact Tracing

All employees and students are required to keep a "contact diary", i.e. to note down all persons with whom they have had face-to-face contact (without mask) cumulatively for 15 minutes or longer at a distance of ≤ 2 meters or persons with whom they have been in the same room (e.g. office, meeting room, seminar room, lecture hall) at a distance of ≤ 2 meters for more than 15 minutes. This is done on their own responsibility and on a voluntary basis. At no time will the academy require the presentation of the recordings. In case of suspicion, however, the recordings would be a valuable aid in compiling the lists of persons to be contacted.

In all seminar and lecture halls, the seats are numbered and attendance lists (name, seat number, academy email address) are kept by the respective course leaders in order to inform the respective seat neighbors.

For reasons of data protection, the attendance lists may not be kept openly. It is therefore recommended to use small ring binder blocks to turn the pages after each entry. Ring binder notebooks are available at the porter's offices in Engerthstraße and Lehargasse as well as at the institutes in Kurzbaugasse and KSG. They can also be picked up at the GTB (Mrs. Schandl or Mr. Forst) in Augasse and can be reordered at any time. Please use the blocks several times (not a new block for each course). The use of alternative systems is also possible, as long as they are data protection compliant, practicable and as sustainable as possible.

The attendance lists are to be kept centrally with the institute management or the institute managers,

who can access them quickly in case of suspicion or illness and who can transfer the data to the VRFPP and ensure that they are destroyed after every 28 days. The VRFPP must be informed of a contact person per institute.

6 Risk groups and childcare responsibilities

The **COVID-19 Risk Group Decree** (available in the Federal Legal Information System, see ris.bka.gv.at) lists the medical indications for a person's classification as COVID-19 risk group member. Based on these indications, a physician may issue a COVID-19 risk certificate. According to the current status, the decree is valid until 31.12.2020. After consultation with the supervisor and the VRFPP, these persons are authorized to work increasingly from home. Persons whose work from home is unreasonable/possible can be temporarily assigned to other activities.

Further information is also available under:

<https://www.sozialministerium.at/Informationen-zum-Coronavirus/Coronavirus---Haeufig-gestellte-Fragen/FAQ--Risikogruppen.html>

Should your child's school or kindergarten be closed or restricted and you need to look after your child, you can arrange for **special care time** for up to three weeks (weekly, daily or half-day) in consultation with the VRFPP. The federal government has decided to extend this measure until the end of February 2021. Regardless of whether you have used a special care period up to now or not, you can re-apply for up to three weeks of special care.

7 International students, incoming and outgoing students

Due to COVID-19, entry and exit regulations to and from Austria can change continuously. Therefore we can only refer to the current information of the Federal Ministry for European and International Affairs (BMEIA).

Due to the special situation in connection with COVID-19 the Austrian Settlement and Residence Act (*Niederlassungs- und Aufenthaltsgesetz*) was amended by Federal Law Gazette I No. 24/2020.

Information on the procedure and clear instructions for the persons concerned can be found on the FAQ page of the responsible Federal Ministry of the Interior.

Under § 19 paragraph 1a NAG25, applications for extension and change of purpose of a "Student Residence Permit" must not be submitted to the authorities in person, but by post or electronically.

In order to obtain a further "Residence Permit - Student", third-country nationals must prove that they have passed at least 16 ECTS credits or eight semester hours per week of examinations for the previous – completed – academic year. The academic year begins on October 1 and ends on September 30 of the following year. This means that the COVID-19-relevant problems regarding the success of studies will only be relevant for decisions made after October 1, 2020.

Incoming Students are considered regular students for the duration of their exchange studies at the Academy, so the same rules apply to them as to all students.

Exception: In case of suspected COVID-19 problems, the VRFPP and the International Office (IO) must be informed immediately. If the suspicion is confirmed, the IO will inform the personal emergency contact of the incoming student as well as the sending university and will take measures for the care of the incoming student in case of illness or quarantine.

In the booklet for Exchange Students distributed to all incoming students at the Welcome Meeting, the COVID-19 guidelines of the Ministry, the Austria-wide general stoplight system as well as the

information and communication systems and COVID-19 guidelines of the Academy are explained.

The **Student Welcome Center** offers advice for students in their individual situations (travel restrictions, visa and residence regulations, information on the legal regulations on the website "Visa and Residence Permit", in particular) and links to the relevant authorities.

Should **outgoing students** be considered a COVID-19 suspect, they should follow the guidelines of the partner university and inform the International Office of the Academy.

8 Events at the Academy

The following regulations apply to Academy events during green and yellow stoplight phases. During orange stoplight phases, events are only possible on a case-by-case basis and after consultation with the VRFPP as well as under strictest preventive measures. If the stoplight is red, all events are to be cancelled or can be relocated online.

REGISTRATION

Rooms are limited according to their size and the necessary distances (1.5 m) with regard to the number of persons allowed, if necessary seats will be assigned.

Visitors must register; the data provided will be retained for 28 days and then destroyed *.

ACCESS

Entering the buildings is only permitted via the respective main entrances. Dispensers with hand disinfectant are available at the entrance. All visitors are asked to thoroughly disinfect their hands before entering the building. Entrance to the building is in an orderly fashion and the minimum distance of 1.5 m to other people must be maintained. In order to better regulate the flow of visitors, time slots will be allocated if necessary. Protective masks must be worn when entering closed event rooms.

PROTECTIVE MASKS

Protective masks must always be worn if the minimum distance of 1.5 m cannot be maintained. While visitors are in their assigned seats, masks are not mandatory. Protective masks for persons who have forgotten them will be provided by the Academy.

EVENTS

During the event, a minimum distance of 1.5 m must always be maintained. During events without assigned and marked seats, a distance of 1.5 m must be maintained from persons who do not live in the same household or do not belong to a common visitor group.

The sequence and structure of events are organized in such a way that participating persons have as little contact with each other as possible and can keep sufficient distance at all times.

BREAKS

The minimum distance of 1.5 m must also be maintained at all times in the surrounding rooms (foyers, corridors, toilets, etc.).

During breaks, windows must be opened to ventilate the room.

CATERING

Open buffets are not allowed; packaged food and beverages are possible.

CLEANING

All rooms, the furniture used, surfaces (door handles, light switches, elevator buttons, etc.) and the technical equipment are thoroughly cleaned before and after each event.

TECHNOLOGY

Microphones and headsets are disinfected before each use and must not be used by several people at the same time or are fitted with protective caps.

PREVENTION CONCEPT

For all events from 50 persons (indoor) and 100 persons (outdoor), regardless of whether the audience has fixed seats or moves about freely, a COVID-19 representative must be appointed and a COVID-19 prevention concept must be developed and implemented.

This concept is to be presented to the rectorate in advance and will be communicated after its approval together with the invitation to the respective event.

The concept includes guidelines for the training of employees as well as measures to minimize the risk of infection, in particular

- regulations for controlling the flow of visitors
- specific hygiene requirements
- regulations on the behaviour in case of SARS-CoV-2 infection
- regulations concerning the use of sanitary facilities
- regulations concerning the serving of food and beverages
- a data protection compliant system for the traceability of contacts (contact tracing)

The Austrian Red Cross has developed a sample template for a COVID-19 prevention concept including a checklist:

https://www.rotekreuz.at/fileadmin/user_upload/LV/Wien/Hauptnavigation/Katastrophenhilfe/CCESM/OerRK_Praeventionskonzept_fuer_Veranstaltungen_Covid-19_20200715.pdf

9 Signing regulations

9.1 Leave of absence, applications and settlement of business travel, compensation for vacation and time off

Signed applications for leave of absence ("Freistellung") may be sent to the VRFPP (vizerektorin_finanzen_personal@akbild.ac.at), signed applications for business trips to A. Hengster (a.hengster@akbild.ac.at), signed applications for vacation and compensation for time off to the department of legal and human resource. All applications can be submitted either in original or as a scan at each stoplight phase (please do not use both methods to avoid duplication). Only business trip statements must be received in paper form by internal mail, since the original receipts are required for the statement.

9.2 Approval of invoices and reimbursement

Payment transactions are guaranteed in every stoplight phase. In any case, please make sure to send invoices to the accounting department in time to avoid reminder fees; please note the limited operation of the in-house mail during orange and red stoplight phases.

During orange and red stoplight phases it is possible to enable invoices or refunds electronically.

It is generally recommended to ask the suppliers for invoices by e-mail and to avoid using the postal service. It is important that the contact person at the academy is noted on the invoice to avoid problems with the assignment.

Correct invoice header:

Academy of Fine Arts Vienna
Organisational Unit (e.g. Institute for Visual Arts)
Name of the contact person at the academy
Address of the organizational unit

If the invoice is not available in electronic form, please scan or photograph it and obtain the necessary

approvals by e-mail. After a factual and arithmetical check has been carried out, send the invoice by e-mail to the respective authorizing officers and finally to the accounting department: buchhaltung@akbild.ac.at

The e-mail must contain all the following information:

- Scan of the invoice
- Company, date, amount
- Factually/calculatively correct: Name:
- Cost center/internal order:
- Order authority: Name:
- Cost center/internal order (provided that it does not already exist)
- Comments such as payment terms or other additional agreements with suppliers

The accounting department archives the scanned invoices together with the approval e-mails. The original invoices must be marked "*sent in advance by e-mail*" to avoid double payments and, if necessary, collected provisionally in the respective organizational units and sent to the accounting department at the next opportunity. The original invoices do not need to be stamped and go through the approval process again, but are simply attached to the file.

Invoices and reimbursements can continue to be sent to the accounting department in paper form, provided with a settlement stamp and all signatures. In the case of reimbursements, please note that the original documents must still reach the accounting department.

9.3 Cash register and VISA card accounting

Delayed settlements are accepted by the accounting department due to exceptional situations caused by COVID and the resulting inaccessibility to the required documents. In this case, the statements of account of the manual cash registers and VISA cards are to be submitted as soon as possible, ideally in advance by e-mail.

10 Availability

The availability of all employees by e-mail and/or telephone must be ensured during the agreed working hours at every stoplight phase. In case of absence from the workplace, landline telephones are to be diverted to colleagues who are present or to their mobile phones. Automatic telephone announcements are to be used where a redirection is not possible.

11 Access Regulations

In case of a red stoplight phase, all individuals with access to the Academy buildings (key staff - see point 11) are to be notified in advance in list form. For this purpose, the VRFPP will provide a template that will be sent to all departments or institutes. The responsibility for the prudent planning of all registered attendances in the respective rooms at the respective times under the applicable security regulations lies with the department or institute management. The lists must be sent to the VRFPP and approved there. The released lists of persons are available at the entrance desk. Please register with the doorman personally and sign in and out of the presence lists. At the locations Karl-Schweighofer-Gasse and Böcklinstraße you will find the presence lists in the entrance area.

Please note that at the Augasse premises, BIG can enforce access regulations even before any red stoplight phase.

More detailed information on access regulations during red stoplight phases will follow when the template is sent out.

12 Key Staff

In case of a red stoplight phase, the general university operation is switched to digital operation. Only the critical infrastructure and activities and services will be maintained whose discontinuation would result in major risks and/or major financial damage to the Academy and its members. It is the responsibility of key staff members to ensure that this minimum operation is maintained at all times.

In addition to the Rectorate and all department and institute heads, the key staff members of the Academy of Fine Arts Vienna are also other persons appointed by the heads in consultation with the VRFPP who perform activities necessary for the maintenance of the critical infrastructure.

13 Contact persons

Should COVID-specific questions arise that are not illustrated in this guide, please contact the following persons, depending on the subject area:

NOTIFICATION OFFICE (SUSPECTED) COVID CASES

Vice-Rectorate for Finance, Human Resources and Special Projects
vizerektorin_finanzen_personal@akbild.ac.at
01 588 16 1104

STAFF

(risk groups, childcare responsibilities, business travels)

Vice-Rectorate for Finance, Human Resources and Special Projects
vizerektorin_finanzen_personal@akbild.ac.at
01 588 16 1104

ACCESS (during red light phases)

Vice-Rectorate for Finance, Human Resources and Special Projects
vizerektorin_finanzen_personal@akbild.ac.at
01 588 16 1104

CLEANING / HYGIENE MATERIAL

Thomas Gruber
gtb_anforderung@akbild.ac.at
01 588 16 1801

TEACHING

(incl. excursions)

Vice-Rectorate for Art and Teaching
vizerektorin_kunst_lehre@akbild.ac.at
01 588 16 1200

STUDY LAW MATTERS

Nina Musey
n.musey@akbild.ac.at
01 588 16 1900

INTERNATIONAL MATTERS

Gabriele Reinharter-Schrammel
g.reinharter@akbild.ac.at
01 588 16 2100

WORKSHOPS

Isabella Kresse
i.kresse@akbild.ac.at
01 588 16 7121

TECHNICAL SUPPORT TEACHING STAFF

Andreas Ferus
a.ferus@akbild.ac.at
01 588 16 2314

Werner Skvara
w.skvara@akbild.ac.at
01 588 16 5117

TECHNICAL SUPPORT STAFF (AUP)

Mariana-Angelica Höbart
support@akbild.ac.at
01 588 16 1717

EVENTS

Sabine Dortschy
s.dortschy@akbild.ac.at
01 588 16 1303

OCCUPATIONAL MEDICINE

Ulrike Müller-Zellenberg
u.mueller-zellenberg@health-consult.at

APPENDIX: Information on general health protection and hygiene measures

THOROUGH HAND WASHING



1. Hold your hands under running water, choose a comfortable temperature
2. Apply soap to the hands thoroughly, both to the palms and the back of the hands, fingertips, finger gaps and thumbs, fingernails. Use liquid soap!
3. Rub the soap into all areas for 20 to 30 seconds.
4. Rinse hands under running water. In public restrooms use a disposable towel or your elbow to close the tap.
5. Dry your hands carefully with a disposable towel, also in the spaces between your fingers. Use disposable towels.

PROPER HAND DISINFECTION



1. Take a dose of alcoholic hand disinfectant (3ml = 1 hollow hand) from the dispenser, rub into the palms of the hands, wrap around the wrists and rub in with rotating movements.
2. Rub the back of the left hand with the palm of the right hand and vice versa, interlocking fingers.
3. Rub the palms of the hands against each other with interlocked fingers.
4. Interlock hands and rub fingers together.
5. Completely enclose thumb with opposite hand and rub in a circular motion. Do not forget the tips of your thumbs.
6. Rub fingertips in the palm in a circular motion.

The total duration of a hygienic hand disinfection is at least 30 seconds!

CORRECT HANDLING OF PROTECTIVE MASKS

Wearing a protective mask prevents other people from being infected by droplet infection when coughing, sneezing or speaking.

However, even with a protective mask, always behave as if you were not wearing a mask and keep at least 1.5 m distance.

The protective mask must cover the mouth and nose completely and reach well under the chin.

Before applying the mask:

Wash or disinfect hands thoroughly with warm water and soap for at least 30 seconds.

Applying the mask:

Grasp mask by the straps and cover mouth and nose with the mask.

Attach the straps behind the ears.

Do not touch the mask with your hands while wearing it.

Before removing the mask:

Wash or disinfect hands thoroughly with warm water and soap for at least 30 seconds.

Removing the mask:

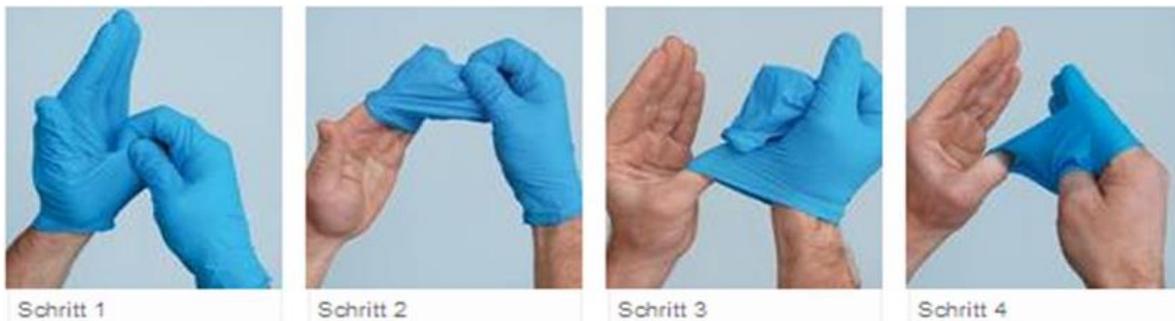
Remove the mask from your face by the straps on the side from back to front, but do not touch the mask.

Put the mask into a closed container as quickly as possible, wash fabric masks at at least 60 degrees.

After removing the mask:

Wash or disinfect hands thoroughly for at least 30 seconds with warm water and soap.

CORRECT HANDLING OF PROTECTIVE GLOVES



1. With one hand, reach into the inner surface of the other hand and lift the glove
2. Pull the glove completely off and hold it.
3. Grip with the non-gloved hand under the cuff of the glove and pull off the second glove as well.
4. Finally, the glove is turned inside-out and holds the other glove inside. Dispose gloves immediately, then wash or disinfect hands.