

Instructions SARS-CoV-2

1. Rights of entry to college premises.

- Students and employees who have spent time in an area which at that time was designated a high-risk area by the **Robert Koch Institute**, including time spent there 14 days after such a high-risk designation should, after returning from the high-risk area, remain away from the College of Music for at least 14 days.
- During personal quarantine it is strictly forbidden to set foot on the college premises.
- It is also forbidden for those who have had contact with a person infected with Covid-19 within the last 14 days to set foot on the college premises. A contact person refers to persons of the category I and II (all degrees of respiratory symptoms and unspecific general symptoms which could be an indication of a Covid-19 infection).

2. General information

- If you become infected with Covid-19, you are obliged to contact the college Crisis Management (Mr Angene; michael.angene@hfm-nuernberg.de) immediately. Please indicate on which day you were present in the college, in which room, with whom you were being taught and who else was present in that room.
- If possible avoid public transport and travel to college by bike, on foot or with your own car.
- The use of the lavatories is permitted, but please choose the shortest routes within the building on the way to practice rooms or the library.
- It is recommended to wear face masks whenever possible.
- Unless more specific safety recommendations are indicated, you are obliged to keep a distance of 2 metres from others. This applies also to movement and meeting points such as halls and corridors, on entering and leaving the building, teamwork in rooms including sanitary facilities. The lift on the south side may be used by 2 people simultaneously, the lift on the north side is restricted to 1 person only.
- The library is restricted to 3 people simultaneously. A face mask is obligatory.
- Photocopying machines must be wiped with disposable hygiene wipes before use.
- Experts indicate that Sars-CoV-2 is not only transported through sneezing or coughing, but also through conversation. Please keep chatter to a minimum!
- Where possible avoid touching surfaces with your hands. Use your elbow to open doors or open them with a paper towel or disposable handkerchief.
- Correspondence with the college administration is possible through e-mail, telephone or by post.

3. Sneezing and coughing correctly

Nasal secretions or saliva should not be spread through sneezing or coughing. Holding your hand in front of your mouth when coughing or sneezing was once considered to be polite. From a hygiene point of view however this is not a good idea as the virus sticks to the hands and can be spread by touch to shared areas or things.

Therefore to avoid spreading the virus please observe the coughing and sneezing etiquette:

- If you must cough or sneeze, please keep a distance of at least 2 metres from other people and turn away from them while doing so.
- Cough or sneeze into a paper handkerchief. Use this only once and dispose of it immediately in a bin with a lid. If using a cloth handkerchief, wash this immediately on a 60°C cycle.
- Always wash your hands thoroughly with soap and water after wiping your nose!
- If you have no handkerchief, sneeze or cough into your elbow turning away from others.

4. Hand disinfection

- If you wish to disinfect your hands, put plenty of disinfectant onto the palms of your hands and rub your hands together. Remember to disinfect your wrists too.
- Remember to rub the back of your left hand with your right hand and vice versa.
- To properly disinfect the hands, lay the palms together and rub between the opened fingers of each hand.
- Now rub between the fingers from the back of each hand.
- Don't forget the thumbs! For example, rub the right thumb with the closed palm of the left hand and vice versa.
- Finally rub the fingertips of the right hand in the palm of the left and vice versa.

Each step should take 5 seconds. In total the hand disinfection process should take around 30 seconds. Repeat steps if necessary to allow for the required time to be effective.

5. Face masks: correct wear and use

- Face masks should always be handled with clean, freshly washed hands.
- If possible only touch the outside not the inside of the mask.
- Place the mask over nose and mouth, making sure the nose clip sits comfortably and tight enough over the face.
- Slip your fingers along the top seam of the face mask towards the ears and slip the elastic bands over the ears or tie behind the head.
- If the face mask has folds, pull the mask down a little under the chin. The mask should sit tight on the cheeks and fully cover mouth and nose. Tie any laces behind the head.
- The mask should now sit well enough not to have to correct its position even if moving the head from side to side or when talking.
- The mask should be worn under spectacles.
- The face mask is no longer effective when moist and should then be replaced. The recommended duration of wear is 3 to 4 hours.
- Disposable masks should be disposed of in a bin with a lid. After disposal wash and disinfect hands immediately.
- In the case of reusable masks, these should be washed as soon as possible after use. Please wash at least on a 60°C cycle, to be on the safe side 95°C.

6. Don't give the virus a chance: how to air rooms properly

- When airing rooms, open two windows if possible and a door to ensure a draft to exchange room air efficiently.
- Airing should take place every 30 minutes.
- Before you leave the room, open the windows open and leave them open when you depart the room.

7. Tuition/practice/examinations

- During cooperation with singers, string-players, wind instrumentalists and correpitor, students must stand at the tail of the grand piano in the direction of the "audience", i.e. at a 90° angle to the line of the pianist's vision.
- While practicing piano or string instruments a face mask must be worn at all times.
- 5 metres distance should be held from those singing or those with excessive speaking parts or roles
- Wind players must hold 5 metres distance from others in the direction of the airflow from the instrument, otherwise a distance of 3 metres from others in other directions.
- 10 sound insulation tripods (extendable to 170cm) are available which can be used as additional hygienic shields. Please contact technical services if you wish to use this equipment.
- Only 1 person may use a room to practice at a time.
- In general a distance of 9m² is recommended per person per room. The following rules apply:
 - Tuition in vocal interpretation, chamber music and further artistic subjects is to be held in small groups of no more than 2 to 5 people plus tutor.
 - Individual tuition is restricted to two people (tutor and student). There should be no additional correpitor present.
 - Exams take place with a maximum of 6 people.
 - Practice time is restricted to a maximum of 2 to 3 hours dependent on the capacity of the room.

8. The use of instruments

- The use of instruments belonging to the college is not allowed, except if the instrument is on loan to a particular individual for an extended period of time.
- Please disinfect your hands for 30 seconds (see above) before and after playing pianos. Please do not attempt to clean the instruments yourself.
- Percussion players/drummers must use their own sticks, mallets, etc. and must avoid skin contact with the instruments. If this is not possible disposable gloves must be worn.