

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

Vienna, September 2020
11th, revised edition, 4 November 2021

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 | 2,5G verification and general health protection and hygiene measures | 5 |
| 4 | Stoplight matrices | 6 |
| | 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 | 9 |
| | 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 | 14 |
| 7 | International students, incoming and outgoing students | 14 |
| 8 | Events at the Academy | 14 |
| 9 | Signing regulations | 15 |
| | 9.1 Leave of absence, applications and settlement of business travel, applications for compensation for vacation and time off | 15 |
| | 9.2 Approval of invoices, reimbursement | 15 |
| | 9.3 Cash register and VISA card accounting | 16 |
| 10 | Availability | 16 |
| 11 | Access Regulations | 16 |
| 12 | Key Staff | 16 |
| 13 | Job Interviews | 17 |
| 14 | Contact Persons | 18 |
| | ATTACHMENT: Information on general health protection and hygiene measures | 19 |

*) 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 II: moderate risk (yellow)**
- **Level III: high risk (orange)**
- **Level IV: very high risk (red)**

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.

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.

PLEASE NOTE: The original announcement of the Federal Ministry for Education, Science and Research that the academic mode of operation would correspond to the currently valid stoplight color has been cancelled. A special

regulation arranged for the entire education sector allows academic operation even during a red stoplight phase. The measures mentioned in this guideline for the red stoplight phase are to be implemented only in case of an absolute lockdown.

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 during the time period of infectiousness (i.e. contagious contact): Infectivity/contagiousness begins 48 hours prior to until 14 days after the onset of the disease (i.e., the onset of symptoms) or, in asymptomatic cases, 48 hours prior to until 14 days after the collection of the specimen that resulted in a positive test result.

A distinction is made between contact persons with high risk exposure (K1) and contact persons with low risk exposure (K2):

a) Contact persons with high risk exposure (K1):

- 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)

K1 persons are regarded K2 when recovered or fully vaccinated!

b) Contact persons with low risk exposure (K2):

- 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) COVID-19 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 or in case of a positive result:

- 1) The person concerned must switch to working from home/distance learning.

- 2) The person concerned must notify the Rectorate and HR (rektor@akbild.ac.at + k.diewald@akbild.ac.at + pers@akbild.ac.at) 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 Rectorate a complete list of names of all members of the Academy with whom he or she has had contact during 48 hours before first symptoms started (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 \leq 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 Rectorate as soon as possible!

- 4) The Rectorate will inform all indicated contact persons about the (suspected) case and instruct them to perform a PCR test and stay at home (home office or distance learning) until a negative test result is available.
- 5) The Rectorate 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 Rectorate

- if a person living in the same household should contract Corona.
- if you are considered a K1 contact person of a suspected or confirmed COVID-19 case and therefore need to undergo quarantine.

The following documents need to be submitted to the HR department (plus to the Rectorate in CC), as the Academy has to report all cases (anonymized) to the Federal Ministry:

- negative and positive COVID-19 test reports
- official quarantine orders
- sick leave certificates

3 2,5G verification and general health protection and hygiene measures

In accordance with the official regulations of the Austrian Federal Government regarding the **equal treatment of recovered, tested and vaccinated individuals**, the 3G rule applies to all buildings and premises as well as outdoor classes of the Academy as of 19 May 2021. Starting from 8 November 2021 a 2,5G rule applies to the Academy buildings.

The following options are regarded as proof of low epidemiological hazard and valid as verification in order to access the Academy's premises and classes, according to the current Viennese order:

1. Proof of a negative result from a molecular biological test for SARS-CoV-2 (PCR test), collected during the previous 48 hours
2. Medical confirmation of an infection with SARS-CoV-2 during the past 180 days, confirmed by molecular biological testing
3. Proof of vaccination using a centrally approved vaccine against COVID-19:
 - a) second vaccination: valid for 360 days provided an interval of 14 days minimum between first and second dose
 - b) vaccines for which only one vaccination dose is sufficient: valid from day 22 after vaccination day for 270 days after vaccination day
 - c) If a positive molecular biological test for SARS-CoV-2 was available at least 21 days prior to vaccination or evidence of neutralizing antibodies was available prior to vaccination: vaccination valid for 3600 days after vaccination day

- d) Further dose: valid for 360 days provided an interval of 120 days minimum between this dose and a), b) or c)
4. A segregation certificate, issued for a person who has been infected with SARS-CoV-2 in the last 180 days prior to the intended testing
 5. Proof of neutralizing antibodies, not older than 90 days

The following measures must be observed at all times and in all buildings of the Academy, even when the stoplight 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
- Wearing of FFP2 masks whenever the minimum distance of 1.5 m 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 are equipped with disinfectant dispensers at the main entrances 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.).

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 disinfectants, extra masks, rapid self tests and disposable gloves. 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).

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.), FFP2 masks must be worn; no masks required when seated, as long as a minimum distance of 1.5 m can be maintained.</p> | <p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>FFP2 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 an absolute minimum.</p> <p>Limited opening hours of all locations of the Academy from 7 a.m. to 7 p.m. Opening days according to official opening hours calendars.</p> | <p>Observation of general COVID-19-prevention measures (v. point 3)</p> <p>Strict access rules apply (see point 10). All persons present must be registered in advance and entered in attendance lists.</p> <p>General university and research operations continue – whenever possible in digital form or from home.</p> <p>Only key persons with appropriate authorization are allowed to enter the buildings of the academy.</p> <p>Limited opening hours of all locations of the Academy from 7 a.m. to 7 p.m. The buildings of the Academy remain closed on weekends and holidays.access only via the main entrances.</p> <p>No access for students, except for Diploma students who can present confirmation from the study department.</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>AUP: Department heads may arrange for max. 2 home office days per person and week for administrative staff working in open-plan offices, in order to avoid multiple occupancy of small workspaces.</p> <p>All departments and institutes keep internal occupancy plan lists to enable contact tracing in case of illness.</p> <p>No masks required when seated, as long as a minimum distance of 1,5 m can be maintained.</p> | <p>General university operations continue – when possible from home, especially for risk groups or to avoid multiple occupancy of small workspaces. Reduction of the number of persons present per room while ensuring the maintenance of operations and accessibility (call diversion or automatic info announcement). Department and institute managers are responsible for the organization of shift plans.</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 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>General university and research operations continue – whenever possible in digital form or from home.</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> <p>Meetings in digital form only!</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>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>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). Respective legal orders apply.</p> <p>FFP2 mask unless seated, 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 currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> <p>2,5G verification required for general access to the Academy building!</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> <p>2,5G verification required for general access to the Academy building!</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> <p>2,5G verification required for general access to the Academy building!</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> <p>2,5G verification required for general access to the Academy building!</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; FFP2 mask unless seated; 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 FFP2 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>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> | <p>The currently valid COVID-19 protection measures for museums in Vienna according to ICOM Austria apply, see: http://icom-oesterreich.at/news/covid-19-schutzmassnahmen-fuer-museen</p> |

4.4 Recruitment of staff

| | | | | |
|------------------------|---|---|---|---|
| Hiring of staff | <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 Rectorate.</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 and – within the framework of travel recommendations defined by the Foreign Ministry – also abroad.</p> <p>Approval by the Rectorate follows after individual review, depending on the purpose of the trip and current travel regulations for the respective country.</p> | <p>Business trips that have already been approved must be discussed with the Rectorate 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)

| | | | | |
|--|--|--|--|---|
| <p>Course modes</p> | <p>Presence operation Students are located in lecture hall / laboratory / workshop.</p> | <p>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).</p> | <p>Hybrid operation Scientific and theoretical classes are held in distance form. Teaching as well as research that cannot take place in digital form (artistic work, lab and workshop activities) may continue in restricted form in presence mode under strict hygiene regulations.</p> | <p>Distance operation All classes will be held in distance form. Teaching as well as research that cannot take place in digital form (artistic classes, lab and workshop activities) may continue to take place in presence for Diploma students in highly restricted form in shifts and under strict hygiene regulations.</p> |
| <p>Preparation and execution of courses and exams</p> <p>Responsible person: Course instructor</p> | <p>Program, info, dates and registration as usual</p> | <p>Monitoring of whether students belong to risk groups or groups of international students affected by travel restrictions</p> | <p>Timely information to the students about the new mode of holding courses</p> <p>Postponement of classes and exams is to be avoided!</p> | <p>Timely information to the students about the used method of distance learning or digital examination mode</p> |

| | | | | |
|---|---|--|--|--|
| | <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 | <p>Execution of all courses in classroom teaching, observing the general COVID-19 safety rules and using attendance lists.</p> | <p>see presence mode; additionally: Implementation of alternative plans for risk groups and absent international students</p> | <p>Implementation of alternative plans with regard to reduction of the number of participants and additional safety precautions (numbered seats, min. 2 m distance between seats, attendance lists, wearing FFP2 masks nonstop is strongly advised!)</p> | <p>Holding of all courses in distance mode, except for irreplaceable courses for Diploma students</p> |
| Excursions | | <p>Approval by the Rectorate (K. Diewald) needs to be obtained one week ahead, providing the following information: group size, destination, prevention concept.</p> <p>For outdoor excursions rules for open-air teaching apply. For indoor excursions rules of the premises being visited apply.</p> | <p>Approval by the VRKL needs to be obtained one week ahead, providing the following information: group size, destination, prevention concept.</p> <p>For outdoor excursions rules for open-air teaching apply. For indoor excursions rules of the premises being visited apply.</p> | <p>Excursions are not permitted</p> |
| Examinations | <p>observing the general COVID-19 safety rules</p> | <p>see presence mode; additionally: adapted examination mode for risk groups and absent international students</p> | <p>adapted examination mode (if necessary e.g. in smaller groups)</p> | <p>Switch of all exams to digital format; (in absolutely exceptional cases postponement [or cancellation])</p> |
| Students in risk groups/international students | <p>Enabling digital access to teaching / information / student services etc. from any location.</p> | <p>Enabling digital access to teaching / information / student services etc. from any location.</p> | <p>Enabling digital access to teaching / information / student services etc. from any location.</p> | <p>Enabling digital access to teaching / information / student services etc. from any location.</p> |

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, except for irreplaceable courses for Diploma students</p> |
|--|--|--|--|--|

4.8 Department of studies and examinations

| | | | | |
|--|--|---|--|--|
| <p>General information on study law</p> | <p>Daily service Normal operations with mouth-nose protection masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing</p> | <p>Daily service Normal operations with FFP2 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 mouth-nose protection masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing</p> | <p>Daily service Normal operations with FFP2 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.</p> <p>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 mouth-nose protection masks in separate rooms</p> <p>Distance marking in the waiting area, disinfection, contact tracing</p> | <p>Daily service Normal operations with FFP2 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 mouth-nose protection masks in separate rooms Distance marking in the waiting area, disinfection, Contact tracing | Daily service Normal operations with FFP2 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 FFP2 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.

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 Rectorate and ensure that they are destroyed after every 28 days. The Rectorate must be informed of a contact person per institute.

6 Risk groups and childcare responsibilities

The **COVID-19 Risk Group Decree** expired June 30 2021 and will not be extended further for the time being. Members of risk groups concerned about physical presence in their workplace will be enabled to increasingly work from home after consultation with the Rectorate. Persons whose duties are not reasonable or possible in home office will temporarily take on other duties. Please contact Katharina Diewald (k.diewald@akbild.ac.at) and your respective supervisor in CC, enclosing a respective medical certificate.

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 in consultation with the Rectorate. The federal government has decided to extend this measure until 31 December 2021.

Further information is also available under:

<https://www.bmafj.gv.at/Services/News/Coronavirus/FAQ--Sonderbetreuungszeit.html>

7 International students, incoming and outgoing students

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

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: https://www.bmi.gv.at/312/COVID_19_FAQ/start.aspx#pk_310

Currently, all residence applications (initial application, extension, etc.) must be submitted in person to the competent authority after making an appointment online. For questions (travel restrictions, visa and residence, competent authorities, etc.) students can contact the Student Welcome Center at any time.

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.

In case of a (suspected) COVID-19 infection, the Rectorate 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 information and communication systems and COVID-19 guidelines of the Academy as well as the Austria-wide general stoplight system are explained. In case the currently valid regulations are changed, exchange students will be informed accordingly through their Academy's e-mail addresses.

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

8 Events at the Academy (except rentals to external hosts)

Please note that any teaching courses do not apply to this category (for teaching regulations see 4.6)!

PREVENTION CONCEPT

For all events, a COVID-19 prevention concept must be prepared and implemented, and a COVID-19 representative must be appointed who is in charge of ensuring all measures are followed during the event at all times. The COVID-19 representative must be a person in a valid employment relationship with the Academy. The prevention concept needs to be submitted to Katharina Diewald (k.diewald@akbild.ac.at) at least two weeks prior to the event for review and approval by the Rectorate. During the event, the approved prevention concept must be available to the public for information and review. A sample template can be requested from Katharina Diewald. The prevention measures are to be communicated together with the event invitation.

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)

MAXIMUM AMOUNT OF PARTICIPANTS

Capacities according to maximum numbers defined for each room or in consultation with the GTB and Rectorate.

ACCESS

8-14 November 2021: Visitors must present valid 2,5G verification and ID before entering the event, checked by staff members in charge. Mandatory PCR tests in addition are strongly recommended.

From 15 November 2021, a "2G-Plus" rule takes effect: vaccinated OR recovered PLUS PCR-tested.

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 m to other people must be maintained. In order to better regulate the flow of visitors, time slots will be allocated if necessary.

REGISTRATION

Depending on the currently valid legal order. If contact data is collected, the data left behind must not be visible to third parties, data is kept for 28 days and then destroyed.

MASKS

FFP2 masks must be worn throughout the event unless seated; no masks required whenever seated as long as a minimum distance of 1.5 meters can be maintained.

CLEANING

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

TECHNICAL EQUIPMENT

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

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 Katharina Diewald (k.diewald@akbild.ac.at), signed applications for business trips to Leopold Kronlachner (l.kronlachner@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.

Vienna is considered place of employment, respectively the location of principle residence during home office.

11 Access Regulations

In case of a lockdown, all individuals who need to access the Academy buildings (mainly key staff - see point 12) must request access in advance. For this purpose, the VRFPP will provide a system via Campus Online in order to register. Only a limited number of preselected representatives will be able to enter requests for their 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 requests need to be approved by the VRFPP. The released lists of persons will then be available at the entrance desk. Please register with the doorman personally and sign in and out of the presence lists. At the location Kurzbauergasse you will find the presence lists with the security personnel at the main entrance. Please note that at the Augasse premises, BIG can enforce access regulations even before lockdown.

12 Key Staff

In case of a lockdown, 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 Rectorate who perform activities necessary for the maintenance of the critical infrastructure.

13 Job Interviews

Job interviews are to be conducted in presence as far as possible, regardless of the current stoplight phase.

If an applicant cannot attend the suggested date due to COVID-related issues (e.g. official quarantine or temporary travel restrictions), an alternative date for an interview in presence or a video call has to be arranged.

In order not to exclude applicants belonging to risk groups from job interviews in the first place, the possibility of conducting the interview via video call has to be provided. This option needs to be pointed out in the invitation to the interview. Applicants belonging to risk groups may ask for an interview in digital form without further indicating specific reasons.

14 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

Katharina Diewald
k.diewald@akbild.ac.at
01 588 16 1104

STAFF

(risk groups, childcare
responsibilities, business travels)

Katharina Diewald
k.diewald@akbild.ac.at
01 588 16 1104

ACCESS

Katharina Diewald
k.diewald@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 2 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.