

**Safety training**

*for a gradual resumption of presence operations at KUG*

*Date: 30.06.2020*

# KUG Safety Rules

**Effective from 30.06.2020**

## Important general rules

**Keep your distance!** Keep a distance of at least one metre between you and all other persons.

**Pay attention to breathing hygiene!** When coughing or sneezing, keep your mouth and nose covered with bent elbows or a handkerchief. Don't sneeze in your hand! Special hygienic care is required when using musical instruments.

**Don't touch!** Do not touch your eyes, nose or mouth! Hands can pick up viruses and transfer them to the face.

**In case of signs of illness, be sure to stay at home!** Don't come to the university, if you feel sick and inform your supervisor(s) and the payroll.

**Call 1450 by symptoms!** If you have symptoms or are concerned that you may be suffering from COVID-19, please stay at home and contact the Health Care Counselling Centre at 1450. A COVID-19 disease must be reported to [rektor@kug.ac.at](mailto:rektor@kug.ac.at).

## Current access rules for the buildings of the KUG

**A maximum of ONE entrance is open per building.** It is not allowed to use other entrances that are equipped with a barrier tape and to stay in KUG buildings without permission.

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Directly at this central entrance, access control is carried out by means of a **list of authorized persons** and also the key output. When leaving the building, it is also necessary to log off at the central entrance by making a note in the "access list".

**KUG employees** who have been registered for certain working hours at the building as part of their organizational unit's attendance concept, **lecturers and students** for whom rooms have been reserved, as well as all those who have registered for one-time access via [rektor@kug.ac.at](mailto:rektor@kug.ac.at) **are entitled to access.**

A possible **key release** takes place exclusively by the building supervisor (and after disinfection of keys and hands), there the keys must also be returned.

All persons **must disinfect their hands** upon entering the building OR wash immediately upon entering. It is entirely up to you whether you wear a face mask when entering the building in the sense of mutual consideration.

## Rules in the building

With regard to the duration of stay, the KUG house rules apply again with immediate effect: Teaching is also possible outside the opening hours of the buildings, there are no time restrictions for teachers, and students can also enter the university outside opening hours together with their teachers.

### **Use of rooms and instruments**

- Wash hands with soap before entering the room. Please do this even if you leave the room temporarily during a longer period of use (e.g. to get a coffee or a snack).
- After entering the room, it first must be ventilated for at least 10 minutes (cross-ventilation if possible). This is of course only valid for longer use (before or by you).
- Air the room at least once an hour for 5-10 minutes, if possible in cross-ventilation.
- Air the room for 5-10 minutes before leaving too.
- There are no longer any rules regarding the maximum number of people per room as long as the necessary distance can be maintained.

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- Rooms can be occupied by other people e.g. in 1 hour intervals. Condition is to ventilate at least 10 minutes when there is a change of user.
- For instruments used by several KUG members (keyboard instruments, percussion, harp) it is recommended to wear face masks. Regularly, e.g. also during breaks, those who touch these instruments should wash their hands with soap.
- Before a change of a user, the piano keys and, if also used, any music stands and partitions must be carefully cleaned with the soap mixture provided in the buildings. You will see the corresponding instructions in a KUG tutorial video, which you can find on our website. Please use this information offer.
- There is still just one user allowed for the office workstations (keyboard and mouse).
- The usage of general PC workstations (e.g. for students) isn't possible currently.
- When making music together, always keep at least 2 metres distance. The distance rules for wind players, flutists and singers (compare our mailing of May 18th, including graphic representation for making music "in a triangle") have been simplified once again: for wind players, singers and speakers at least 3 metres, or use of protective elements to reduce the distance.

## Wearing mouth-nose masks!

In the building, mouth-and-nose masks are only obligatory if the distance of at least 1 metre cannot be permanently maintained. Of course you are free to wear this face mask in the sense of mutual consideration. If one of the persons involved in contact situations asks the others to wear a face mask, then please be considerate in the interests of responsible cooperation and put on a face mask.

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*I have read and fully understood this instruction and I agree with the above-described list management within the framework of access controls for the KUG premises.*

*Place, Date*

*Signature*