

HYGIENE CONCEPT

for temporary measures of infection control against the spread of the SARS-CoV-2 virus to protect the health of guests and employees

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with reference to

- the respective current Corona Ordinance of the State Government of Baden-Württemberg and FAQs
- the respective current resolutions and specifications of the federal government
- the valid general decree, specifications and suggestions of the Main-Tauber-Kreis District Office
- Ministry of Science, Research and the Arts of Baden-Württemberg: FAQ Corona and Culture
- the respective current specifications of the town of Weikersheim
- the instructions and measures in times of the SARS-CoV-2 epidemic of the Federal Institute for Occupational Safety and Health 2020 on ventilation in accordance with infection control regulations
- the questions and answers on Corona self-tests and rapid tests of the state of Baden-Württemberg
- the current entry regulation of the Federal Ministry of Health (CoronaEinreiseV)
- the designation of international risk areas by the Foreign Office, BMG and BMI
- the current guidelines for occupational safety of the Federal Ministry of Labour and Social Affairs: Temporary SARS-CoV-2 Occupational Safety Ordinance of 27.01.21 as well as COVID19 occupational safety standards
- Sector-specific guidance on the SARS-CoV-2 occupational health and safety standard, area: rehearsal and presentation operations
- Recommendations of the German Hotel and Restaurant Association
- Studies by the German Armed Forces University in Munich and the Berlin Charité, risk assessment by the University of Music in Freiburg
- Recommendations of the Baden-Württemberg Wind Music Association and model hygiene concept of the Federation of German Wind Music Associations and the Federal Association of German Music Associations
- Practical recommendations of the German Music Council for the resumption of musical activities in the amateur and professional sector

The Music Academy Schloss Weikersheim endeavours to comply with the existing regulations and recommendations for the protection of guests and staff and to design them for the specific and safest possible operation of the facility, as well as to enable the persons working and staying there to follow the corresponding rules and comply with certain measures.

This hygiene concept aims at a high standard of protection and is continuously adapted according to the current recommendations and regulations of the authorities.

In principle, every visitor to the Music Academy is responsible for his or her own protection and compliance with the rules for the protection of others. Leaders of guest groups also assume this responsibility in a special way.

Visitors to the Music Academy do so at their own risk.

1. General rules and regulations

1.1 Staff members

- The employer (Jeunesses Musicales Deutschland e.V.), in the person of the academy director, the deputy academy director and the director of the guest house, has taken measures for the staff of the music academy in consultation with the occupational safety specialist.
- A risk assessment was drawn up.
- A detailed plan of measures was developed and implemented with the occupational safety specialist.
- All employees of the Music Academy were instructed verbally and in writing about the risks and the measures taken to protect against infection.
- A corresponding instruction manual was handed out and posted several times.
- Hygiene facilities such as washing facilities, liquid soap and paper towels as well as disinfectants for staff members and medical mouth/nose masks and disposable gloves are available.
- The workrooms provide sufficient clearance (1.5 m). Where not, medical masks must be used.
- Only 1 person at a time is allowed to use the lift in the Logierhaus.
- Plexiglas protection has been installed in the public area (secretary's office, reception and food counter).
- Staff members are instructed to visit the doctor in case of symptoms (fever, flu symptoms, loss of smell/taste, shortness of breath, cough) and to have themselves tested and to report the results to the academy management so that possible chains of infection can be prevented and traced.
- Employees can also seek individual advice from the company doctor.
- Employees in the kitchen area as well as in room cleaning are already used to high hygiene requirements, which have now been extended or intensified.
- Hygiene and cleaning plans for toilets and public areas must be carried out and documented according to specifications.
- Meetings should be avoided or held at a distance and/or with the use of medical masks.
- For the time being, staff members are not allowed to travel on business and the management is only allowed to do so in unavoidable cases.
- the reduction of epidemiologically relevant contacts at the workplace called for in the Federal-Länder decision of 19.01.21 is complied with. Individual offices are available or are ensured by alternating working hours. Medical masks are provided by the employer for use if the minimum distance cannot be maintained. Employees are given the opportunity to work at home on a mobile basis by arrangement and if the activities permit.
- All employees receive a test offer twice a week on site by trained colleagues.

1.2 External persons

- Only employees and guests of the Academy of Music are permitted to enter all buildings. Posters on the outside doors indicate this.
- Access by external persons must be kept to an unavoidable minimum. This includes maintenance work, repairs and, if necessary, deliveries.
- External persons shall be informed of the special protective measures and, if necessary, urged to comply with them.
- The stay of external persons will be documented in writing (first and last name, period of time, address and, if available, telephone number) at the reception of the guest house as well as in the administration office.

1.3 Guests of the Music Academy

Guests receive a leaflet on the rules of conduct and information on the protective measures provided by the Music Academy prior to their arrival. In an addendum to the hygiene concept, detailed safety measures are laid down individually for each stay. This includes that each guest group must submit its own safety concept for the stay in advance, in which the procedures for rehearsals and leisure activities as well as the supervision to ensure the implementation of all measures must be thought through and designed in advance.

A stay is only possible if permitted by the authorities. The general conditions and hygiene rules are communicated on the website. **Please note:** For all's safety even with low incidences there is **no admission for an arrival at the Music Academy without a daily certified negative rapid test, further tests during the stay must be organised at least every 3 days and the result must be presented at the Logierhaus.** The group or course leaders are requested to draw up their **own safety concept for the stay** for the safe running of the rehearsals/the event (including ventilation breaks) as well as the leisure activities and to send it to the Music Academy secretariat before arrival. **Social evening activities are not possible at the moment**, the Jeunesses Keller is closed.

Due to entry and quarantine regulations, guests who come from abroad or have stayed there in the last 14 days can only arrive after consultation, if this complies with the official requirements for entry from risk areas and they are symptom-free.

Persons with exclusion reason or who are affected by entry and quarantine regulations may not enter the Music Academy or participate in events of the Music Academy and the JMD. It applies to anyone who has typical symptoms of corona virus infection, namely shortness of breath, new-onset cough, fever, loss of smell or taste, is subject to a segregation requirement related to corona virus, is not wearing a medical mask and does not present proof of testing, vaccination or recovery at events. Access to the rooms of the Music Academy is not possible even with a medical exemption from the mask requirement. The group leaders must ensure before arrival that these persons are excluded from participation.

In addition, the group leaders receive a bed allocation plan with the rooms available to the group for the agreed period of stay. For each room, the first name and surname of the participants, the address and, if available, the telephone number as well as residences and, if applicable, places of stay abroad in the past 14 days must be stated.

With a declaration on the bed allocation plan, the group leader takes note of all official requirements as well as the house rules and hygiene rules of the Music Academy, takes care of the communication of the rules to the participants and is responsible for their implementation during the course. This data will be deleted after four weeks. The general provisions on the processing of personal data remain unaffected.

- On arrival, the leaders of guest groups receive a detailed briefing; rules of conduct and leaflets can be called up and downloaded contact-free via posted QR codes. The briefing is documented.
- Leaders of guest groups must pass on the instructions to the members of their group in a comprehensible, emphatic and repeated manner and ensure that they are observed.
- Posters on doors and other surfaces in corridors, staircases, rehearsal rooms, etc. remind people of the basic rules of conduct.
- Keep a distance of 1.50 m
- Avoid forming groups, avoid each other
- medical masks are compulsory in all buildings
- Cough or sneeze into the crook of your arm
- testing at least every three days during the stay is required
- If symptoms occur, isolate immediately and observe the posted rules of conduct.
- Ventilate rooms regularly according to ventilation recommendations.
- Wash hands thoroughly, use hand disinfection dispenser
- Medical masks can be purchased at the guesthouse reception.

2. reduction of the number of persons

- A stay is only possible if permitted by the authorities.
- A greatly reduced overall occupancy of the house is used.
- The current upper limit of guest, study and rehearsal groups, which may be set by official regulation, will be strictly adhered to.
- The structural and spatial possibilities of the Music Academy make it possible to accommodate several groups at the same time, each of which is given its own working area:
 - in the Gewehrhaus, - in the Gärtnerhaus
 - in the Prinzessinnenbau, - in the Hausmeisterbau
 - in the TauberPhilharmonie, - if necessary in the Logierhaus
- The Logierhaus, with three floors on two parts of the building, also offers space for separate accommodation of up to five different groups.
- Meal times in the Logierhaus are staggered in three time periods and in separate sections of the dining hall.
- There is one walkway for entry into and one for exit from the dining hall.
- In the Logierhaus, the side entrance is the main entrance, this is the exit.
- Arrivals are organised in such a way that the group leader comes alone to the reception and

hands in the prepared rooming plans. Then the individual persons come to the reception in this order to receive the room keys.

- Only 1 person at a time may use the lift in the accommodation building.
- Seating groups in foyers and corridors will be partly removed and partly blocked off.

3. hygiene at meals

- Guests will be informed on arrival (group leader) and by notices in the dining hall about the hygiene concept and the behaviour at meal times.
- The announced meal times must be observed.
- Queues may only be formed with a safety distance of 1.5 m and a maximum of 3 persons. The corridor to the dining hall is long enough for more people to wait.
- Until further notice, self-service is not possible, therefore no salad bar and no dessert counter. The food is served and portioned out.
- A plexiglass screen protects staff and guests.
- Cutlery is placed on the tables.
- Tables and chairs are positioned in such a way that the distance of 1.5 m can be maintained everywhere, or the implementation of the currently valid distance or square metre requirement is ensured.
- Dishes are professionally machine-cleaned in the scullery.
- Tables and other contact surfaces are disinfected by staff after each use.
- Our staff ensure that the rooms are regularly ventilated.
- An applicable disinfection plan for the dining room must be carried out and documented.
- Any additional meals booked (e.g. afternoon coffee) will be served in the same way after agreement on times and number of persons.

4. hygiene in the bedrooms and toilets

- All rooms in the guesthouse have their own bathroom, equipped with soap dispensers, dispensers for virucidal hand-disinfection and towels. The beds are freshly made.
- A room round with cleaning and, if necessary, towel change only takes place on request.
- Guests are requested to use the toilets in their bedrooms if possible.
- Special care is required when using the toilets in the corridors. In addition to soap dispensers, dispensers for virucidal hand-disinfection are available here.

5. Further measures in individual buildings

- Admission to the General Secretariat is only possible after ringing the bell.
- Only one person at a time has access to the secretariat of the Music Academy (Marktplatz 12), usually the group leader.
- Medical masks must be worn in all buildings until you reach your own room or place. The distance of 1.5 m is not always sufficient.
- Guests are asked to avoid forming groups and to avoid each other.
- In the Tauber Philharmonie, additional protective measures may be prescribed by the building management.

6. instructions for making music

- Rooms are generally allocated according to the number of square metres required, measured by the minimum distance of 1.5 m. Accordingly, about 4-5 square metres are required per person, with a minimum distance of 2-3 m for wind players and singers. Tables/chairs or chairs/ music stands are placed in such a way that the minimum distance is always maintained.

- The Music Academy has the following halls which are suitable for making music together, even if the 1.5m distance rule is observed:

- Caretaker's building M.-Schuler-Saal (Room 015) 102 sqm = 20 persons
- Caretaker's Building Sound Studio (Room 122) 65 sqm = 10 persons
- Gewehrhaus Large Hall 220 sqm = 40 persons
- Gewehrhaus Small Hall 80 sqm = 15 persons
- Gardener's house hall 200 sqm = 30 people
- Gärtnerhaus Foyer 82 sqm = 15 persons
- TauberPhilharmonie Wittenstein Hall 200 sqm = 40 persons
(ventilation system and outside windows)
- TauberPhilharmonie Concert Hall (stage) 200 sqm = 40 people
(ventilation system, fresh air from floor vents, exhaust air above)

For larger groups, the auditorium and gallery can be included if necessary.

- The Music Academy bases the distance for singers and wind players on a study by the Berlin Charité and an independent study by the Bundeswehr University in Munich, which were carried out for the situation of professional orchestras, as well as on another study by the Charité for singers and choirs.

These studies unanimously show that measurable air movements can no longer be detected in these groups of musicians after a maximum distance of 1 metre.

- Nevertheless, the Music Academy recommends that its guests keep a safe distance of at least 2.0 m from these musicians and not position themselves directly behind another person, in accordance with the recommendations of the brass band associations and the occupational health and safety standards for rehearsals and performances.

- A distance of at least 2 m is also recommended when teaching singers. Choir singing is only recommended outdoors, indoors only with a safety distance of 6 m in the singing direction and 3 m in the other directions with increased ventilation.

- The Music Academy currently has 4 Plexiglas protective walls for standing wind players or singers and 6 more for seated wind players. These are cleaned by the staff after each rehearsal day.

- For wind players, there are pads and material for disposing of condensation from the instruments.

- Avoid standing in the air stream of other people.

- Avoid blowing through tone holes/flaps.

- It is forbidden for all instrumentalists to change instruments with each other.

- Percussionists must bring and use their own mallets.

- Instruments and other items of room inventory (tables, chairs, music stands) as well as hand contact surfaces (doorknobs, window handles, light switches) may be cleaned by guests as needed with dish soap or disinfectant and paper towels.
- Piano keyboards must not be cleaned with disinfectant.
- After each rehearsal day or at the end of the rehearsal stay, the staff of the Music Academy will clean and disinfect the objects, rooms, corridors and toilets used.
- After each rehearsal session and during breaks, the rooms must be well ventilated.
- In principle, these recommendations of the Music Academy apply as a minimum standard, compliance with which is assured by the guests in their occupancy contract.
- Any stricter regulations or rules that may be imposed on the groups by their sponsor or by the authorities in their home federal state are not relaxed by this.

Appendix

Basics

1. safety and hygiene rules
 - 1.1. poster Corona protective measures
 - 1.2. 1. offer MEHR ! **SPIELRAUM** play 1 day
 - 1.2.2. offer MEHR ! **SPIELRAUM** stay & play

Guest communication: leaflets and notices for operational procedures

2. for accommodation:

- 2.1. leaflet arrival
- 2.2. checklist arrival
- 2.3. leaflet rules of conduct for the guest house
- 2.4. rules of conduct for serving meals
- 2.5. staggered meal times
- 2.6. rules for serving meals
- 2.7. picture collage of the dining room layout with GAME ROOM spacing

3. for making music:

- 3.1. rules of conduct for rehearsals in general
- 3.2. preparation of rehearsal room
- 3.3. rules during the rehearsal
- 3.4. rules for the break and after rehearsal
- 3.5. rules of conduct for instrumental lessons

4. internal leaflets

- 4.1 Logierhaus Instruction for Employees
- 4.2 Logierhaus Hygiene and Cleaning Plan
- 4.3 Jeunesses Musicales Germany Instruction for Employees
- 4.4 Music Academy Instructions for guests on the use of rooms
- 4.5 Music Academy Cleaning and Equipment Plan for Rehearsal Rooms

5. signage plan for the Logierhaus and the Music Academy

- 5.1 Posting of operating instructions on hygiene measures
- 5.2 Pandemic plan for employees
- 5.3 Pandemic plan for guests
- 5.4 Guest information "What to do in case of "Corona symptoms?"