

CONTENTS

1. General guidelines for the stay at filmArche e.V.
2. Current situation for classes at filmArche e.V.
3. Room and equipment rental
4. Infection protection in lessons and breaks/routing
5. Contact tracing
6. Hygiene rules/disinfection
7. Infection control in interclass and public teaching events

1. General guidelines for the stay at filmArche e.V.

- a) It is mandatory 2G+ (vaccinated, recovered + tested) for teaching in fixed classes, committees, AG, and in the basic course, advanced course, office, TW, committee work. In each group meeting, one person to be designated is responsible for proper documentation and control of corona rules.
- b) If possible, the minimum distance of 1.5 meters should be kept at meetings in the filmArche e.V.. When entering, please use the disinfectant provided or wash your hands. If the minimum distance is not kept, protection against droplet infections and aerosols must be ensured, for example by wearing medical masks or, even better, masks of type FFP2/KN95, and all visitors:inside present must be tested negative, vaccinated or recovered (in the following: 2G+ rule).
- c) The maximum number of persons in the respective rooms must not be exceeded (see Chapter 3), unless sufficient protection against aerosols is ensured, i.e. everyone wears appropriate mouth-nose protection in the form of a medical mask or better FFP2 or KN95 mask and the distance of 1.5 m can be ensured.
- d) The premises must be extensively ventilated every hour. On class days, we recommend that one of the persons present be selected for regular ventilation.
- e) Especially in corridors, kitchen, toilets, but also in foyers and seminar rooms, a general mask obligation applies, unless the minimum distance of 1.5m can be maintained and persons also have a fixed seat.

The only exception is if a person is sitting alone in a ventilated room, such as a cutting room.
- f) Groups that book rooms are responsible for cleaning and disinfecting these rooms (see Chapter 6). In addition, as of October 2021, the cleaning schedule for classes established by the office will again be in effect (as it was prior to the pandemic).
- g) Attendance lists are to be left in the mailbox or in the Coronabox at the entrance when leaving for the office. Please make sure to include accurate date and room information.

2. Current situation and perspective for teaching at filmArche e.V.

The management responsibility for the implementation of the hygiene concept according to the Berlin step-by-step plan for university operation under pandemic conditions is the responsibility of the filmArche office as of 04.06.2021. If there is a positive COVID19 case in persons who were in the filmArche, this must be reported immediately to the office (info@filmarche.de)!

Evidence of vaccination or recovery and a negative test result (rapid antigen test) must be provided by students at filmArche in order to attend classes and must be documented in the class attendance list. Good testing sites in Neukölln are: Karl-Marx-Str. 214/215.

The above does not apply if typical symptoms of COVID19 are shown!

3. Room booking/equipment lending

All room booking requests should be sent by mail to the office (info@filmarche.de). Effective immediately, the new sanitation regulations apply to bookings made previously. On the day the class is held, a list of participants:inside must be kept, i.e. names of persons attending etc. must be given (see chapter 5).

The following numbers of occupants may only be exceeded if sufficient protection against aerosols (see above) is provided:

Foyer: 17 persons

S1: 13 persons

S2: 11 persons

S3: 9 persons

Editing rooms: 1 person each

Equipment rental is still possible, please follow the instructions of the technical staff.

4. Infection protection in lessons and during breaks/route guidance

a) Protection against infection in the classroom

Classes will be held within the designated classes in order to limit close contact to a manageable group of people. The classes present in the filmArche start their lessons at different times, i.e. one class starts at 10 a.m. and the second class at 10:30 a.m.. This has to be agreed upon between the classes.

If it is not possible to maintain the minimum distance, at least one medical mask, or better still a mask of type FFP2 or KN95, must be worn during lessons in closed rooms. Care will be taken to ensure adequate ventilation by designating one person in the class to be responsible only for ventilating the room.

b) Protection against infection during breaks

Classes in attendance will go to their break in a staggered manner to ensure that not too many people visit the restrooms and hallway at the same time. General loitering in the hallways is to be avoided. Only a few people preparing drinks or food are allowed in the kitchen. Surfaces must be disinfected afterwards. Common meals may take place again inside the filmArche with sufficient ventilation.

c) Routing

The hallway area of the filmArche is to be used to reach the seminar rooms and to visit the sanitary facilities. Unnecessary stay in the hallway is prohibited. Clear signage throughout the premises will indicate hallway etiquette and guidelines for room use.

5. Contact Tracking

Classes, as well as other groups that have an attendance appointment at filmArche, please maintain an in-class or external list with the names of those in attendance, date of attendance, availability of information on vaccination status/recovery after contracting COVID19, a negative rapid antigen test valid for the day of class, and finally a means of contact (phone number or complete address). Pre-printed charts for maintaining such a list are available in the entryway. For classes, the LGL person is responsible for compliance, otherwise the committee leader: in or in other groups the person who made the reservation.

For all individual persons using e.g. editing rooms, the following still applies: Please enter your name, date and time as well as contact details when present on the slips of paper at the entrance to the filmArche and drop them in the collection box. This way we can be sure that a contact tracing is possible.

6. Hygiene rules/disinfection

a) Personal hygiene

Novel coronavirus is transmissible from person to person. The main route of transmission is droplet infection (such as when speaking, coughing and sneezing). This occurs primarily directly via the mucous membranes of the respiratory tract. In addition, indirect transmission is also possible via hands, which are then brought into contact with the mucous membranes of the mouth or nose or the conjunctiva of the eyes. According to current expert opinion, transmission via contaminated surfaces (smear infection) is considered unlikely, but cannot be completely ruled out. The most important measures in this regard continue to be:

- Keep at a distance (at least 1.5 m)
- Staying home if symptoms of a respiratory illness or cold are present
- Observing the health status of students as well as paid staff members in order to notice symptoms of illness in time

- No touching, hugging, or shaking of hands

b) Basic hygiene including hand hygiene

- The most important hygiene measure is regular and thorough hand washing with soap (see also www.infektionsschutz.de/haendewaschen/), especially after blowing the nose, coughing or sneezing; after using public transportation; after contact with stair rails, door handles, grab bars, etc., before and after eating; before putting on and after removing a protective mask, after going to the toilet;
- Hand disinfection: Proper disinfection of hands is particularly useful when thorough hand washing is not possible. To do this, disinfectant must be applied in sufficient quantity to dry hands and massaged into hands for approx. 30 seconds until completely dry (see also www.aktion-sauberehaende.de).
- Do not touch the face with the hands, especially not the mucous membranes, i.e. do not touch the mouth, eyes and nose.
- If possible, do not touch publicly accessible objects such as door handles or elevator buttons with the full hand or fingers; use elbows if necessary.
- Coughing and sneezing etiquette: Coughing and sneezing into the crook of the arm are among the most important preventive measures! When coughing or sneezing, keep the greatest possible distance, preferably turn away.
- Anyone wearing a mouth/nose protection should nevertheless maintain the recommended safety distance of at least 1.5 m from other people.

c) Room hygiene: seminar rooms, foyer, cutting rooms, kitchen, corridor and office

To prevent transmission through droplet infection and aerosols, a distance of at least 1.5 m must also be maintained when operating the filmArche. This means that the tables in the classrooms are spaced accordingly to ensure the minimum distance. There is a general obligation to wear masks, such as medical masks or, better, masks of type FFP2/KN95. All visitors present must have tested negative and be vaccinated or recovered.

Regular and proper ventilation is especially important, as this exchanges indoor air. Each class will provide a person to perform regular and proper airing. Several times a day, at least during each break, shock ventilation or cross ventilation is to be carried out by fully opening windows for several minutes. Tilt ventilation is largely ineffective because it hardly exchanges any air. Individuals who have booked a room or cutting area are responsible for disinfecting the space used before leaving. This includes:

- Door knobs and handles (e.g., on drawer and window handles) and the perimeter of doors,
- Stair and handrails,
- light switches,
- Tables and surfaces,
- computer mice, keyboards, telephones.

Cleaning, such as disinfecting, of seminar rooms is the responsibility of the classes that have had

classes in that particular room. The rooms must be cleaned and disinfected before leaving. In addition, the cleaning schedules, which the office prepares and which can be viewed in the Wiki or are posted in the filmArche, apply again (as before the pandemic).

d) Hygiene in the sanitary area

Sufficient liquid soap dispensers, disposable towels and toilet paper are provided and regularly replenished in all sanitary rooms. There is sufficient hand sanitizer in the seminar rooms, foyer, kitchen and office. Toilet seats, faucets, sinks and floors are to be cleaned daily by Association members in attendance. In the event of contamination with fecal matter, blood or vomit, a prophylactic scrub-wipe disinfection is required after removing the contamination with a disposable wipe soaked in disinfectant. Rubber work gloves must be worn during this process.

7. Infection control at inter-class and public teaching events.

Inter-class or public teaching events such as basic courses, film screenings, acceptances, workshops or Wednesday events are possible from November 2021 onwards, subject to compliance with the 2 G rules explained below. Compliance with the rules is to be ensured by the organizers of the event.

a) Infection control for inter-class and public indoor teaching events

Size of the event: The maximum number of persons at inter-class and public events in the premises of the filmArche depends on the respective spatial conditions and the possibility of compliance with the distance requirement. Accordingly, the usual spatial restrictions apply (see point 3). Compliance with these restrictions must be ensured by the organizers of the event in advance by means of a registration procedure.

2G: There is an obligation to present proof of complete vaccination or recovery for events of any size. The organizers of the event are obliged to point this out in the announcement of the event and to ensure compliance / control.

Admission: Persons who have had contact with a person suffering from COVID19 in the last 14 days or who are suffering from an upper respiratory tract infection themselves are not allowed to attend. The same applies to persons with symptoms of a respiratory infection of any severity. This cannot be circumvented by a negative test result, proof of full vaccination or recovery. This must also be pointed out in the event announcement as well as at admission.

Mask obligation: The wearing of a medical mask or better a mask of the type FFP2/KN95 is obligatory, for the protection against droplet infections and aerosols the mask (see point 1e and 3). The organizer:inside inform about the mask duty at the seat.

Minimum distance: A minimum distance of 1.5 m applies to all participants during the entire

event. The obligation to maintain the minimum distance does not apply to spouses or life partners:inside, members of one's own household and to persons for whom there is a right of custody or right of access as well as to other persons listed in § 1 para. 2 sentence 2 VO.

Contact tracing: For contact tracing purposes, the organizers must register the data of visitors in lists. These lists must contain the following information: First and last name, full address and e-mail address (if available), telephone number and time of attendance. They will be deposited in the collection box provided for this purpose or dropped into the office mailbox.

Routing and spatial planning: The organizers of the event will ensure that the minimum distance of 1.5 m is maintained when entering and leaving the filmArche. The hallway area of the filmArche is cleared to reach the foyer, the seminar rooms and to visit the sanitary facilities. Unnecessary stays in the hallway are prohibited - visitors will be informed of this by clear signage. The assignment of a fixed place can be waived, but the minimum distance must still be observed. The seating and arrangement of the tables must be prepared accordingly by the organizers of the event. In addition, it is checked in advance that liquid soap dispensers, disposable towels and toilet paper are provided in all sanitary rooms and that sufficient hand disinfectant is available at the entrance and in the event room. Use of the sanitary facilities is limited to a few people per sanitary room. This will be indicated by clearly visible notices at the entrance.

Duration of events: Public events should not last longer than 90 minutes, including possible breaks. Only workshops with fixed participants may have a longer duration.

The same regulations apply to the ventilation and cleaning of the rooms as in point 6.

Catering: If food and beverages are to be served during the event, the regulations for restaurants from § 18 VO apply.

b) Protection against infection at inter-class and public events in the outdoor area

For teaching events organized outdoors by members of filmArche, the following basic rules apply, which must be supplemented by individual hygiene concepts for the respective event. The following applies in particular:

A total of up to 250 people may participate in outdoor events under certain conditions.

The direction of movement when entering and leaving the event location must be regulated according to distance and the walking routes should be planned in one direction as far as possible. Entrance and exit possibilities

The direction of movement when entering and leaving the event location must be regulated according to distance and the walkways should be planned in one direction as far as possible. Entry and exit options are to be regulated and preferably different entrances and exits are to be opened.

Tickets are to be sold primarily cashless and online in advance.

The organizers must register visitor data for contact tracking purposes.

Protective measures in entrance and checkout areas are to be set up analogously to those in the retail sector (cf. <https://www.berlin.de/corona/massnahmen/einzelhandel/>).

If food and beverages are to be served during the event, the regulations for restaurants from § 18 VO apply.

Compliance with the regulations must be ensured by trained personnel on site.

In addition, it is strongly recommended to test all participants on a daily basis. For events with more than 20 and less than 250 people present at the same time, the allocation of a fixed place can be waived if all those present have tested negative.

Participants must maintain a minimum distance of 1.5 m in all areas and when entering and leaving the venue (§ 1 para. 2 VO). This minimum distance can be undercut (checkerboard, 1 meter), provided that the mask is also worn in place to protect against droplet infections and aerosols, or that all visitors present have tested negative within the meaning of § 6 of the Ordinance, have been vaccinated in accordance with § 8 of the Ordinance, or have recovered. The obligation to maintain the minimum distance does not apply to spouses or partners, members of their own households, persons with custody or rights of access, or other persons listed in § 1 Para. 2 Sentence 2 of the Ordinance.

For events without a fixed location, the maximum number of participants must be set so that a minimum distance of at least 1 m can be maintained.

A medical mask or, better, a mask of type FFP2 or KN95 is mandatory for all participants at events, unless they are at their own permanently assigned place (§ 11 para. 5 sentence 2 VO), as well as for dance events (§34 (5) sentence 1 VO).