



Dear organizers and colleagues  
Dear participants,

we are very pleased to still welcome you, during these challenging times, to the Wissenschaftszentrum at the Reisenburg Castle!

We care about your health!

Therefore we all need to work together, in order to carry out events, conferences, seminars or workshops as usual.

### **What we will do:**

#### **In general:**

- We have adjusted and intensified our measures of cleaning, hygiene and infection control.
- Hand contact surfaces such as door handles, handrails, light switches etc. will be cleaned and disinfected, regularly.
- All access doors are generally open except for smoke and fire protection doors.
- At the reception desk, in the entrance area of the castle, on every floor of the Buildings and in the toilets, disinfectant dispensers are available.
- On request we can provide you with your own hand disinfectant (available from the reception desk).
- Your guest room has been thoroughly cleaned, the bathroom disinfected and all the linen has been changed.
- Your guest room has NOT been occupied for at least one night!
- You will receive your room key disinfected at the reception.
- Our employees always wear mouth/nose protection and gloves.
- You can use your guest room until your actual check out/departure, in order to still access your own bathroom.

#### **Meals and breaks:**

- While preparing the restaurant, our employees will use gloves and mouth/nose protection.
- Until further notice we will only use disposable napkins.
- A disinfectant dispenser is available in front of the dining room.
- Self-service at breakfast and during breaks is only possible with mouth/nose protection and gloves (they are provided free of charge).
- The meals during lunch and dinner will be served.
- Snacks such as cake and butter pretzels will be served individually wrapped.

#### **Conference room, public rooms, toilets:**

- The conference room and all public spaces are cleaned daily.
- Our toilets are cleaned and disinfected several times a day.
- Until further notice, the public toilets are for day guests only; overnight guests are asked to use the toilet in their guest room.
- We ventilate regularly and intensively.

## **What you need to do:**

### **In general:**

- Please note that we are only allowed to accommodate you, if you knowingly had NO contact with a COVID-19 patient within the last fourteen days before your arrival!
- We are also not allowed to accommodate you, if you are coming from a district where the number of new infections in the past seven days is over 50 per 100,000 inhabitants.
- Exception: You can present a negative corona test, which is not older than 48 hours.
- Please let us know until the day before your arrival, whether you would like a special diet (e.g. vegetarian, vegan, without pork, gluten-free).
- Organiser: The organiser must be able to hand out a complete list of participants with contact details to the WZR.
- Please always keep your distance of at least 1,50m!
- Please wash your hands thoroughly and regularly with soap!
- If there are no washing facilities nearby, please disinfect your hands!
- Please disinfect your hands before meals and breaks!
- During self-service at the breakfast buffet and in breaks, please always use your mouth/nose protection and the gloves.
- For duration of your stay, please always use the toilet in your guest room.
- The day guests without guest rooms, are allowed to only use the public toilets in the castle building EG/UG.
- Please wear a suitable mouth and nose protection when entering and leaving the WZR and in all rooms of the WZR.
- Please don't share your work equipment, e.g. ballpoint pen!
- Please observe the general rules of conduct, such as regular cough and sneeze etiquette (in the arm bend or handkerchief), avoidance of body contact, avoidance of touching eyes, nose, mouth.
- If you should notice corona-specific symptoms (e.g. fever, dry cough, breathing problems, loss of sense of smell/taste, nausea, vomiting, diarrhoea, headaches, aching limbs), please follow these instructions:
  - Day guest: Please contact your doctor and leave the WZR immediately!
  - Overnight guest: Please stay in your room and call the reception desk, so we can contact to the nearest doctor!
- Please leave the WZR immediately after the end of the event!
- Please follow the signs and instructions!

### **Conference room:**

- Pay attention to the one-way street signs!
- Take your place in the conference room quickly!
- Do NOT change your seat during the event!
- Once all participants have taken their place, mouth and nose protection can be removed for the duration of the lecture.
- Ventilate the conference room during all breaks!
- Do not change the intended seating arrangements!
- An extension of the maximum number of participants is not allowed!

### **Others:**

- The elevator in the north wing is only allowed to be used by one person!
- If the minimum distance of 1,50m is not possible, a mouth and nose protection has to be worn.
- The tower ("Bergfried") remains closed until further notice, unfortunately.

Please help to guarantee the safety of all guests, participants and staff of our house!  
Thank you very much!

With kind regards

Your team from  
SCIENCE CENTER of the University  
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