

## **Current restrictions for the Guest House**

### **General information:**

The Guest House will operate with the following restrictions:

1. A maximum occupancy level of 80 % applies. This is necessary to comply with protection and hygiene regulations as well as to avoid personal contact.
2. The accommodation of a guest of the university is only possible with an application from the Dean's Office to Department 4. For approval, there is coordination with occupational safety.
3. The School must appoint a sponsor for each guest. If the guest has to go into quarantine, the sponsor is responsible for their support.

### **Basic principles:**

1. The current university regulations apply. They are available on the Health and Safety Unit's FAQ page.
2. Supply of face masks. After consultation with safety experts, we recommend re-usable face masks. To make sure the masks can be disinfected, 2 masks should be supplied to each employee.
3. Supply of surface and hand disinfectants. To reduce the possibility of contraction from surfaces, disinfectants are provided in areas where items are transferred (handover of keys, lost and found objects etc.) and staff are instructed in how to use them.
4. Guests and staff must observe the recommended personal distance of 1.5 metres. Anybody performing work where it is not possible to observe this minimum distance must wear a face mask.
5. Notices will be displayed in the Guest House showing the rules for personal distancing and mutual consideration.
6. All occupants will be informed about the hygiene and protective measures. Any new guests will also receive instructions.
7. Instructions about observing hygiene and protective measures must be followed.
8. If the current situation changes significantly or if official regulations change, the Guest House may be closed at short notice.

### **Quarantine/suspected infection**

1. Anybody displaying symptoms may not enter any shared rooms. They must stay in their apartment until medical testing has cleared them.  
Additionally, the Guest House management must be informed immediately by phone or email.
2. In the case of quarantine, the Guest House management, the Health and Safety Unit and the guest's support person must be informed. In this case, individual areas are closed off. The person affected may no longer use shared rooms.

**Use of shared rooms:**

1. Fireplace room: In order to avoid personal contacts, the fireplace room is currently closed. It is also not used for events for university staff.
2. Shared kitchen: Until further notice, only one guest may use the shared kitchen at a time, and only after booking. Guests must wash their hands thoroughly before using shared rooms and facilities (e.g. coffee machines, microwaves, dishwashers, cupboards). Guests must bring their own items of daily use (especially crockery, tea towels, dishcloths/sponges).
3. Washrooms: Only one person at a time may be in a washroom. As far as possible, contact with door handles should be reduced, e.g. cubicle doors should be left open after use. The shared washrooms on the ground floor remain closed to guests.
4. Laundry room: Only one person may be in the room at any time.