

## Campus Lab Reopening

### How to act as visitor

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The basis for the Rules of conduct in the Campus Lab is the currently valid to the infection protection law of Baden-Württemberg and the Hygiene concept of Campus Founders gGmbH. Please keep in mind, that the general code of conduct for the use of Campus Lab is still valid! As a guest it is a rule, the instructions of the employees of Campus Founders gGmbH as well as the signs and markings in Campus Lab must always be followed.

#### IN GENERAL:

- Please stay at home or leave the Campus Lab immediately if you have been in contact to a Covid-19 Person or if you feel sick. Typical symptoms of the corona virus include:
  - Most common symptoms:
    - Fever
    - Dry cough
    - Tiredness
  - Less common symptoms:
    - Limb Pain
    - Sore throat
    - Diarrhea
    - Conjunctivitis
    - Headaches
    - Loss of the sense of taste or smell
    - Discoloration on fingers or toes or skin rash
  - Severe symptoms:
    - Difficulty breathing or shortness of breath
    - Pain or feeling of pressure in the chest area
    - Loss of speech or movement

#### OUR OPENING HOURS:

**Our opening hours are set between 9.30 am and 5.30 pm.** Staying at the Campus Lab outside of these opening hours is only allowed after prior invitation by a team member of the Campus Founders. Apart from a fixed date, it is not permitted to stay outside of the opening hours. A visit to the Campus Lab is **only possible with a seat permanently assigned** for the **duration** of the visit. It is possible to either **walk-in or reserve a seat before**. You can **reserve a seat with Elif (elif@campusfounders.de)**. Please note that you will not necessarily get a seat in the Campus Lab without prior registration. **A check-in procedure at our reception is mandatory!** In order to enable a contact person identification in case of a subsequently identified COVID-19 case among visitors or employees, each visitor is obliged to leave the following information at the reception:

- Name and first name of the visitor
- Date as well as start and end of the visit (time)
- Telephone number or e-mail address or address of the person

**Please note: For every visit to the campus lab, a new registration form needs to be submitted.**

Campus Founders gGmbH may transmit this information exclusively for the purpose of providing information upon request to the responsible health authorities. The documentation shall be stored by Campus Founders gGmbH in such a way that third parties cannot view it and the data is protected against unauthorized or illegal

## Campus Lab Reopening

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---

processing and against unintentional loss or unintentional alteration. The data shall be destroyed by Campus Founders gGmbH after one month.

#### OUR GENERAL RULES:

- **KEEP EVERYTIME 1.5 METERS DISTANCE** or wear a mask. Keep in mind that greetings by handshake or other physical contact breaking the distance regulation are not allowed.
- Wear a mask when entering the building and disinfect your hands at the disinfectant dispenser provided or with your own disinfectant if you have brought one. Hygiene dispenser are located in the entrance area, in the toilets and in the kitchen.
- Please observe the general "sneeze etiquette" and wash your hands regularly according to the instructions.
- Please note that you will be assigned a seat and that you may only use this seat.
- The meeting rooms in the Campus Lab can also be used with a limited number of people. If there are more than the given number of people in one of the rooms, wearing a mask is obligatory:
  - Seats Think Tank I: 1 Person
  - Seats Think Tank II: 2 Persons
  - Seats Think Tank III: 3 Persons
  - Seating capacity War Room: 4 Persons
  - Seats Community Area: 14 Persons
  - Persons Number per Team Booth: 1 Person

**If the rooms are available, you can reserve them (like always) with our Community Manager Marina ([marina@campusfounders.de](mailto:marina@campusfounders.de)). Please note that a usage of these rooms without prior reservation is not allowed.**

- Since the number of pathogens in closed rooms increases considerably, regular ventilation of the office is recommended.
- When leaving a flexible workplace, it must be cleaned with the disinfectant wipes provided.
- After using Working equipment, it must be cleaned with the disinfectant wipes provided.
- After using the Think Tanks, Board or War room, it is a must to disinfect your seating place and leave the room cleaned up.
- If group work is required, please keep the current infection protection regulations and the minimum distance in mind and ask Elif for **a free Seating area**.
- In principle only one person is allowed in the toilet rooms (please note the marking of the traffic light system on the outer door: red-> occupied; green-> not occupied)

#### KITCHEN RULES:

- No more than one person is allowed to use the kitchen at the same time.
- The kitchen must be left clean.
- Please wash and disinfect your hands before you use anything in the kitchen. This also includes touching the screen of the coffeemaker!
- The dishes and cutlery used must NOT be washed by hand and must be put in the dishwasher immediately. The dishes must be washed in the dishwasher with a suitable detergent and a temperature of at least 60 degrees Celsius.

## Campus Lab Reopening

### How to act as visitor

---

- If there is more than one person in the kitchen due to an exceptional situation, it is obligatory to wear a mouth-nose-cover.

#### COMMUNITY AREA:

- When using the community area the distance rules of at least 1.5 m must be observed.
- No more than 14 persons are allowed to use the community area at the same time, please note the specified seats.
- The general hygiene regulations must also be observed here.
- It is particularly important that you wash your hands before using the table.
- The place at the table must be left clean. The used surfaces are to be cleaned in the community area after usage.

**Campus Founders gGmbH expects ALL persons entering the premises to deal responsibly with the current situation. In case of non-compliance with one or more (legal) measures or requirements, Campus Founders gGmbH reserves the right to expel the respective person(s) from the premises.**

**As a visitor\*, please note that with (digital) knowledge of this hygiene concept you commit yourself to adhering to the described and generally valid measures for infection protection when entering our premises!**