



Dear Guest,

We are pleased to welcome you at the MFO in these difficult times and hope that you will enjoy your stay at our Institute.

To make your stay as safe as possible with respect to Covid-19 we have set up a concept of hygiene measures on which we wish to inform you in the following.

Please do not hesitate to contact **Ms Susanne Riester** in case of questions or feed-back to the measures taken , either by email to riester@mfo.de or by personal appointment via our guest office.

We wish you a very pleasant stay.

Your MFO team

1. General Measures

- All staff members are instructed on how to protect themselves and our guests from a Covid-19 disease.
- In particular, all staff members are **obliged** to immediately leave the Institute in case of **a Covid-19 disease** or suspicion of a Covid-19 disease and to inform the management of the MFO.
- Guests are advised to immediately inform our guest office in case of a **Covid-19 suspicion** and to stay in their room until further notice.
- **Mouth-Nose protection masks** are available in our guest office.
- We recommend to wear a mask inside the building where it is not possible to keep the safety distance.

2. Measures in the Guest House

- The entrance area is equipped with a **contact-free disinfectant device** which will be regularly controlled and documented.
- Information on **the most important MFO Corona Rules** are displayed in the entrance area of the guest house and in several other prominent spots.
- For the protection of both, guests and staff, our guest office is additionally equipped with plexiglas partition walls.

3. Measures in the Dining Hall

- Upon **arrival on Sunday evening** packed meals will be available in the dining hall from 6:30 p.m., with vegetarian, vegan or specials marked separately.
- The dining hall now also includes our cafeteria where additional tables have been placed. This is necessary in order to be able to keep the safety distance and to set up a 'one-way principle' when entering or leaving the dining hall. Tables and chairs will be cleaned/disinfected after each meal.
- The size of our dining hall ensures to keep to the recommended safety distance. Please use **entrance and exit** as stated.
- **Breakfast** is partially served at the table, additional like fruit salad, muesli, eggs will be served from a buffet.
- During the afternoon **coffee/tea break** cake will be served in the cafeteria.
- Please always keep to the minimum safety distance in the counter area.

4. Rooms

- Our housekeeping staff wears masks and fresh disposable gloves for every room
- The housekeeping cleaning regiment follows standard sanitation rules.

5. Measures for the workshop routine

A contact-free disinfectant device is installed at the main entrance of the library building

5.1. Large Lecture Halls

The Lecture Halls 1 and 2 are equipped with windows, airing the rooms is therefore easy. The air condition is equipped with separate ingoing and outgoing airflow systems.

5.2 Discussion-corners

There are several facilities both in the library building as well as in the guest building offering space for smaller discussion groups keeping a safe distance (see attached maps). Similar facilities can also be found outdoors.

5.3 Public rest rooms

Public rest rooms will be controlled and cleaned twice daily, if necessary more frequently. Please consider using the toilet in your room.

6. Music room

Please wash your hands thoroughly before use, public restrooms can be found in close proximity to the music room. Please also keep your required distance in this room, thank you.

7. Fitness room

- Our fitness room is also at your disposal. Please use a disinfectant prior and after each use of the equipment, thank you.
- Please also keep your required distance in this room and wash your hands before you enter. High-intensity training should be avoided.
- Public restrooms can be found in close proximity to the fitness room. Airing this room is possible via airconditioning, which is equipped with separate ingoing and outgoing airflow system.

We are trying to prevent both our guests and staff from an infection as best as possible. Our concept has been installed in accordance with our staff doctor and is following the latest rules and standards according to law.