

Dear CECAD members,

Please find a brief update of the changes on the Corona regulations when working at CECAD, which are valid until further notice.

Except for the safety regulations in active laboratory spaces (unchanged), rules and measures including occupancies of rooms (office, seminar rooms etc.) in the CECAD building are based now on the intensity level scale that has been put in place by the University Hospital.

**Currently, the intensity level is 1.**

## General rules regardless of intensity level

### This has changed:

- **Contact tracing in work groups is no longer required!**
- Business trips are now in general possible, the respective regulations of the employer apply, please inform yourself about the currently applicable requirements on the respective websites:  
UzK: <https://portal.uni-koeln.de/coronavirus>  
UKK: <https://intranet.uk-koeln.de/unternehmensbereiche/bereiche-vertretungen/krankenhaushygiene/coronavirus/faq>

### NO Changes - Please be reminded:

- If you suffer from symptoms such as headache or aching limbs, loss of smell or taste, fever, cough, sore throat or cold do not come to work. Provide a negative test from the UKK test center before you start working.
- Masks (medical masks) are mandatory in corridors, public rooms and in places/rooms with more than one person
- You need to wear a mask in the lab that because of S1/S2 safety rules needs to be replaced when you enter non-S1/S2 space
- Common equipment/machines that are used by several people must be cleaned regularly
- If employees are under quarantine, they must inform their PI or team leader, the CECAD Office ([cecad-questions@uni-koeln.de](mailto:cecad-questions@uni-koeln.de)) and the personnel administration.
- Employees who were absent from work for 5 days or more **and** are not fully vaccinated or recovered from Covid **have to provide documentation of a negative corona test** on the first working day before starting work to the employer (PI, CECAD office). This requirement does not apply to fully vaccinated or recovered employees.

## Measures based on intensity levels

### 1) Staying/working in offices

Basic level	Intensity level 1	Intensity level 2	Intensity level 3
<ul style="list-style-type: none"> <li>&gt; Limitation only according to room size (see general workplace ordinance)</li> <li>&gt; No distance</li> <li>&gt; medical mask obligation</li> <li>&gt; Ventilation*</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Limitation only according to room size (see general workplace ordinance)</li> <li>&gt; No distance</li> <li>&gt; medical mask obligation</li> <li>&gt; traceability through assignment of the workplace</li> <li>&gt; Ventilation*</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Restricted number of people (depending on room size)</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; medical mask obligation</li> <li>&gt; Traceability through assignment of the workplace</li> <li>&gt; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Limit number of people to a minimum (min. 10 sqm/person)</li> <li>&gt; medical mask obligation</li> <li>&gt; Traceability through assignment of the workplace</li> <li>&gt; Ventilation</li> </ul>

Addition:

Until 31.12.2021, the Corona-specific regulations on home office apply to both UzK and UKK employees:

- wherever possible, home office should be offered
- If business requires it or if the employee wishes, at presence work is possible.

After 31.12.21, home office for employees of the University of Cologne (UzK) must be regulated by a service agreement. Information for UKK staff will follow. We will provide updates separately as soon as all rules are clear.

## 2) Internal meetings, seminars, etc.

Basic level	Intensity level 1	Intensity level 2	Intensity level 3
<ul style="list-style-type: none"> <li>&gt; ≤ 50 participants</li> <li>&gt; No distance</li> <li>&gt; medical mask obligation</li> <li>&gt; Simple traceability (participant lists)</li> <li>&gt; Ventilation*</li> </ul>	<ul style="list-style-type: none"> <li>&gt; ≤ 25 participants</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; medical mask obligation</li> <li>&gt; Simple traceability (participant lists)</li> <li>&gt; Ventilation*</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Presence event only in case of compelling official reasons</li> <li>&gt; ≤ 10 participants</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; medical mask obligation</li> <li>&gt; Simple traceability (participant lists)</li> <li>&gt; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Presentation event only for compelling official reasons</li> <li>&gt; ≤ 10 participants</li> <li>&gt; Distance (10 sqm/person)</li> <li>&gt; medical mask obligation</li> <li>&gt; Traceability (Participant lists)</li> <li>&gt; Ventilation*</li> </ul>

Addition:

- In principle, online events are still preferred; face-to-face events are permitted depending on the intensity level which come with corresponding measures described above.

The following rooms at CECAD can be used for internal meeting purposes. Please reserve them in advance of the meeting via our electronic booking system ([LINK](#))

- Lecture Hall, max. 40 persons – under intensity level 1 max. 25 persons
- Sem. rooms (EG.040 & EG.039 or EG.038 & EG.037): max. 8 persons
- Sem. room 1st floor: max. 15 persons
- Large kitchen rooms on the floors: max. 8 persons (large)
- Participant list remains at the person, who is responsible for the meeting

## 3) Events (no teaching events) with external participants

Basic level	Intensity level 1	Intensity level 2	Intensity level 3
<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Exclusively <u>internal</u> participants, see 2.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; Max. 2 external participants and max. 8 persons without application</li> <li>&gt; Events with &gt; 3 external participants must be applied for and approved at the CECAD office</li> </ul>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Exclusively internal participants, see 2.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; Max. 2 external participants and max. 8 persons without application</li> <li>&gt; Events with &gt; 3 external participants must be applied for and approved at the CECAD office</li> </ul>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Exclusively internal participants, see 2.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; Events with external participants must be applied for and approved at the CECAD office</li> <li>&gt; For &gt;100 participants, registration with the public health department and a hygiene concept is required.</li> </ul>	<p><u>Internal</u></p> <ul style="list-style-type: none"> <li>&gt; Exclusively internal participants, see 2.</li> </ul> <p><u>External</u></p> <ul style="list-style-type: none"> <li>&gt; Events with external participants must be applied for and approved at the CECAD office</li> <li>&gt; For &gt;100 participants, registration with the public health department and a hygiene concept is required.</li> </ul>

Addition:

Meetings with max. 10 persons, including max. 2 external participants (e.g. job interviews, technical services, project meetings):

- No previous application at the CECAD Office required
- The 3G rules apply, the meeting organiser is responsible for control.
- Please provide participant list to the CECAD Office

All other events must be registered in advance at the CECAD Office and applied for at the UKK Taskforce.

The following rooms at CECAD can be used for meetings with external participants:

- Lecture Hall: max. 40 persons – under intensity level 1 max. 25 persons
- Sem. rooms (EG.040 & EG.039 or EG.038 & EG.037): max. 8 pers.
- Sem. room 1st floor: max. 15 pers.

#### 4) (Lunch) breaks

Basic level	Intensity level 1	Intensity level 2	Intensity level 3
<ul style="list-style-type: none"> <li>&gt; Reduced number of people</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> <li>&gt; Traceability</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Reduced number of people</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> <li>&gt; Traceability</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Reduced number of people</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> <li>&gt; Traceability</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Limit the number of people to a minimum</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> <li>&gt; Fixed break groups as far as possible</li> <li>&gt; Traceability</li> </ul>

For Basic Level, Intensity Level 1 & 2:

- Large and small kitchen rooms on the floors: max. 5 persons at a time (large), max. 1 person (small)

For intensity level 3:

- Large kitchen rooms max. 2 persons at a time
- Small kitchen max. 1 person

#### 5) Cafeteria of University Hospital

Basic level	Intensity level 1	Intensity level 2	Intensity level 3
<ul style="list-style-type: none"> <li>&gt; Open for staff only</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Hand disinfection</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Open for staff only</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Hand disinfection</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Open for staff only</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Hand disinfection</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Open for staff only</li> <li>&gt; Distance (min. 1.5 m)</li> <li>&gt; Hand disinfection</li> <li>&gt; Regular surface disinfection (tables)</li> <li>&gt; Ventilation</li> </ul>

We wish you a good start into the winter term – stay healthy!

Please do not hesitate to contact us in terms of questions ([cecad-questions@uni-koeln.de](mailto:cecad-questions@uni-koeln.de))

Thank you very much and very best wishes,  
 Sibylle Grandel, Thorsten Hoppe and Carien Niessen