

Dear CECAD members,

As all of you are aware COVID cases are increasing rapidly, including in the hospital. As also vaccinated people can spread the infection, we urge everyone to get tested when in contact with a positive person, wear a mask when other people are around. Please stay at home when you have any covid-like symptoms, and get tested and only return to work with a negative PCR test result. In case of a positive test, contact the KPM and the CECAD Office (cecad-questions@uni-koeln.de) to get instructions for what to do. These rules have allowed us to prevent spreading at CECAD, and minimize the chance of severe disease, and keep the Institute and laboratories open. Keep in mind that a spreading infection within labs will result in temporary shut-down of laboratories.

Importantly, the intensity level is upgraded to level 2 at the University Hospital. As we are on their campus, the rules associated with level 2 thus directly apply to us.

This has the following implications:

1) Staying/working in offices and labs

- Restrict number of people, who work in the same room to a minimum; **if more than one person works in a room, the distance of 1,5m has to be kept**
- Wearing of medical mask is an obligation if more than 1 person works in an office, writing zone or lab
- **Traceability of people through assignment of the workplace**
- Wherever possible, home office should be applied
- Regular ventilation

2) Internal meetings, seminars, etc.

- **Meet in presence only in case of compelling official reasons**
- Max. of 10 participants is allowed for internal meetings, seminars, etc.
- Keep distance of 1,5m
- Wearing of medical mask **is mandatory**
- Traceability by participants list (this list remains with the responsible person who organized the meeting)
- Regular ventilation

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. 10 people
- Sem. rooms (EG.040 & EG.039 or EG.038 & EG.037): max. 8 people
- Sem. room 1st floor: max. 10 people
- Large kitchen rooms on the floors: max. 8 people

3) Events (no teaching events) with external participants

Events with >3 external participants must be applied for and approved by the UKK task force (see attachment) and reported to the the CECAD office. Please get in contact with Sibylle Grandel to get this prepared.

Meetings with a max. of 2 external persons for job interviews, technical services can take place.

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

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

- Lecture Hall: max. 10 persons
- Sem. rooms (EG.040 & EG.039 or EG.038 & EG.037): max. 8 pers.
- Sem. room 1st floor: max. 10 pers.

4) (Lunch) breaks

- Large and small kitchen rooms on the floors: max. 5 persons at a time (large), max. 1 person (small), as lunch comes with taking of masks, have lunch with as little people as possible
- Keep at least 1.5 M distance and disinfect the tables regularly
- Traceability has to be guaranteed
- Take care of regular ventilation

Brief reminder of still valid general rules

- 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) 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.

Please do not hesitate to contact us in terms of questions (cecad-questions@uni-koeln.de)
Take care and stay healthy!

Very best wishes,
Carien Niessen, Thorsten Hoppe and Sibylle Grandel