

Information on how to operate the courses during the corona pandemic at the Academy Burg Fürsteneck

Dear guests,

the corona pandemic presents all of us unprecedented challenges! In the past few weeks, we too have developed a concept that allows us to start again the workshops at Burg Fürsteneck as best we can under the given rules and conditions. This document we present the basic information that concerns you as guests of the castle during this period. If you have any further questions, do not hesitate to contact us personally.

General information on the registration:

- Until further notice, all people will be accommodated in single rooms. Only family members, partners and people in a common household may move into double rooms.

Information on arrival and stay in general:

- Please **do not arrive if your place of residence is designated as an international risk area by the Robert Koch Institute.**
- Please **do not arrive if you exhibit any symptoms that might indicate Covid-19** (especially dry cough & fever).
- If symptoms of illness occur during your visit to the castle, please contact our office by phone (+49 6672 92020) and stay in your room.
- In the event of any symptoms of illness, we reserve the right to shorten your stay with appropriate compensation.
- Inside and outside the castle, a **minimum distance of 1.5m** from other people must be regarded.
- In places with a potentially increasing number of people (reception, dining room) you will find marks on the floor to keep the minimum distance.
- The registration on arrival takes place through a passage starting at the right side of the very entrance (normally our bar, the so-called "Torbau"). Please pay attention to the signage, this will automatically guide you to the reception.
- Before entering the reception, we ask you **to wash and / or disinfect your hands** thoroughly.
- Please pay attention to the electric door openers. If possible, these should be operated with the elbow.
- We recommend to bring both a drinking and a thermos bottle with you. The dining rooms are closed outside of eating times.

- You should use your own pens as far as possible.
- At greetings and farewells please avoid physical contact (shaking hands, hugging, etc.). We ask you **to follow the rules for coughing and sneezing** (cough and sneeze in the crook of the arm). We kindly ask you to follow the instructions for effective hand washing.
- **Wearing a mouth-nose mask inside the dining room** is mandatory from the 25th of September, except for the stay at a table during the meal.

Information on course operation, food supply and leisure activities at Burg Fürsteneck:

- All participants are asked to use the public washing rooms primarily for hand washing. The nearest hand wash facility to your classroom is signposted. Toilets should be used in your own bedroom.
- We ask all teachers and participants to **ventilate the respective classrooms regularly** and extensively (we recommend ventilating at least **every 60 minutes**).
- To ensure the minimum distance for meals, the eating times are extended and individual groups are divided into time slots. You will be informed of your time slot at the start of the workshop. We ask all participants to keep their stay in the dining room short and to limit them to the eating.
- Please wash your hands before entering the dining room. Disinfectant is also available in front of both dining rooms.
- As the minimum distance to other participants should also be maintained in the evening, we recommend staying in the fresh air if the weather allows. The maximum number of persons for each room must be observed even in the evenings.
- You will not find drinks in our bar, the "Torbau", as before, but in refrigerators in the respective classrooms.
- **On departure** we ask all participants to remove the bed linen and put these and the towels in the containers provided in the corridors.

Our housekeeping has drawn up a cleaning concept according to which all door handles, banisters etc. are cleaned with an increased frequency.

Despite the special circumstances and the challenges, we are happy about your visit and wish you an informative and eventful time with lots of fun and great encounters!

Sincerely,

Your team of Burg Fürsteneck