Dear colleagues,

As of 1 July 2020, the staff council will offer consultations (individual consultations as well as small groups with prior registration) in person again. The following rules apply to ensure the greatest possible security for all parties involved.

1. Please make an appointment by phone or email.

2. The maximum duration of the meeting is currently 1 hour.

   Please inform us about the issue in question in advance and prepare accordingly (e.g. bring along documents, notepad and writing utensils, etc.). If necessary, an additional appointment will be arranged.

3. When entering our offices, please wear a face mask and disinfect your hands with the cleaning agent provided.

4. In the conference room, you may remove your face mask, since the room is adequately ventilated before, during and after each meeting, a sneeze guard is available and a distance of 2 m can be ensured.

5. Unfortunately, we cannot offer drinks or writing utensils. Please bring everything you need for the meeting.

6. All RKI hygiene regulations (and the university's hygiene concept) also apply.

7. In the event of any symptoms of illness, a general entry ban applies for all university buildings. Please let us know us asap if you feel sick so that we can make a new appointment.

   Unfortunately, we can only offer meetings at Liebermeisterstraße 6 at the moment, the office on the Morgenstelle remains closed.

We look forward to seeing you!

Your staff council