

Important Covid-19 Information: Our Hygiene Rules

The outbreak of the coronavirus has confronted us at **hartmanns** with the need to protect the wellbeing of our guests, our service providers, and our employees. Our first and foremost priority is to address the situation responsibly and to regularly review our position and introduce appropriate measures where required. We are following the current instructions from the authorities and taking immediate action whenever necessary. The following rules for the protection of our guests, our clients, and our employees therefore apply at present (September 2020):

- Employees, guests, and clients must receive detailed information in advance
- At events, a list of the names of all attendees must be taken for tracking purposes
- Face masks must be worn by everyone moving around the indoor spaces at **hartmanns**
- Rules regarding social distancing, hand hygiene, and coughing and sneezing etiquette apply throughout
- Contact-free welcoming by the **hartmanns** team; all employees must wear masks
- Social distancing of min. 1.5 meters must be maintained between all individuals
- A one-way system must be used at entrances and exits
- Regular cleaning of all surfaces and regular airing of the rooms are mandatory
- Strict protection measures by all suppliers, principally with respect to preparation and serving of food and beverages (e.g. hygiene rules of catering company Käfer, which are also binding at **hartmanns**)
- All employees must be familiarized with the preventive and occupational health measures introduced and with their individual responsibilities
- Our employees are familiarized with the obligations for self-monitoring and reporting specific symptoms of illness
- Our employees regularly comply with hand-washing etiquette
- All materials necessary for maintaining hand hygiene (soap, sanitizer, disposable towels) must be provided, as well as disposable gloves
- Safe distances must be marked out on the floor

We also ask you to kindly observe the following:

- Please bring your own face mask (if you have forgotten your mask we will be happy to provide a disposable mask)
- Please report any suspected coronavirus infections immediately by emailing akrapp@hartmanns-munich.com to enable us to take the necessary steps
- Individuals who fail to follow these instructions may be asked to leave in accordance with our prerogative as hosts.

Thank you for your understanding and cooperation. Together we will succeed in combating the uncontrolled spread of coronavirus. We look forward to your visit. Stay healthy!

The **hartmanns** Team