



COLLEGIUM GLASHÜTTEN
Zentrum für Kommunikation

General hygiene concept

Information for guests and staff

version 1 – 05/13/2022



1. We care about your health

Since the health of our guests and employees is very important to us, we have developed extensive hygiene measures.

An effective concept presupposes that all parties involved deal responsibly with the current situation. Organizers, guests and staff must work closely together to minimize potential risks and ensure a safe stay.

We are very pleased to continue to offer you a safe and relaxed atmosphere for your events, meetings and stays with us.

2. Meetings and events

We reserve the right to make changes to rooms and seating arrangements in proportion to the number of people.

The client/employer of the event is responsible for compliance with the Occupational Safety and Health Ordinance. He is also responsible for internal communication with speakers, participants and external providers.

3. Restaurant

As soon as a table is empty, the table surfaces and chair backs are disinfected and covered with new cutlery bags. After each use, the cutlery bags are washed in the dishwasher at 60 degrees and freshly filled by our service staff.

Cough protection is available.

4. Coffee points

Our coffee points are available to guests at various points in the Collegium. Guests can serve themselves freely here.

Our service staff clean and disinfect the entire coffee point and the coffee machines at regular intervals. For documentation, there is a hygiene and disinfection plan at every coffee point.

5. Yellow-Bar

The bar is open from 06.00 to midnight.

The bar counter, all work surfaces, the cash register, etc. are cleaned and disinfected before use and at the end of the shift. There is a hygiene and disinfection plan at the bar for documentation.

6. Kitchen area

The entire kitchen area works according to an official concept and the requirements of the Hygiene and Infection Protection Act are observed. Our high hygiene standards are checked at regular intervals by the Fresenius Institute. All measures are documented daily in all areas of the kitchen.

All employees wear protective work clothing, which is cleaned and made available to them on a daily basis.

Automatic disinfectant dispensers, hand cream and protective gloves are available to employees in the kitchen at the entrances and exits.

At shift change and at the end of the day, all work surfaces, devices, work equipment, door handles, etc. are cleaned and disinfected.

7. Housekeeping

All rooms, toilets, public areas and internal premises such as offices, changing rooms, etc. are always cleaned according to the specifications of the certified top-down method of the company Diversey and are regularly checked and documented by hygiene audits by the Fresenius Institute.

In the period from 7:00 a.m. to 6:00 p.m., and until 10:00 p.m. if there is an increased number of guests, heavily frequented contact points such as door handles, handrails, elevator buttons, water taps, toilets, changing rooms, etc. are regularly disinfected. This is recorded in a hygiene and disinfection plan.

Before the guest arrives, the room is thoroughly disinfected with all handles, handles, switches, remote controls, all smooth and hard surfaces, fittings, heating thermostats, hair dryers, armrests, etc.

Our hotel laundry is cleaned in the laundry at at least 60 degrees with an anti-viral, bleach-containing heavy-duty detergent.

8. Wellness and fitness area

All high-touch surfaces are disinfected at regular intervals. The disinfection and cleaning is documented in a hygiene and disinfection plan.

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